

All India Institute of Medical Sciences Rishikesh-249203



Limited Tender Document for Outsourcing of Security Services at AIIMS Rishikesh.

Ref No -	:	24/Outsourcing of security services/859/2025-Rish(Admn)
Publishing Date -	:	-----
Bid Submission -	:	-----
Last Date of Bid Submission -	:	-----
Bid Opening Date -	:	-----

Tender documents may be downloaded from CPP Portal.

Tender document for Outsourcing of Security Services at AIIMS Rishikesh.

1. The Executive Director, All India Institute of Medical Sciences, Rishikesh (henceforth referred as AIIMS, Rishikesh) invites online tenders under two bid system at the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) for appointment of Security Agencies sponsored by DGR for providing security services at AIIMS Rishikesh for a period of two years.
2. Number of posts are tentative. Actual number of posts operative will be informed by the Institute. It may increase or decrease as per Institute requirement. The Competent Authority of AIIMS, Rishikesh reserves right to relax/amend /change any of the above parameters i.e. posts/number of posts/eligibility qualification/scope of work etc.
3. The agencies are advised to visit the premises to get the onsite assessment of the work on any working day between 09:30 AM to 05:30 PM by obtaining prior appointment from the undersigned.
4. The Tender document and other detailed terms & conditions can be downloaded at CPP Portal (<https://eprocure.gov.in/eprocure/app>). Besides, Tender document can also be download from (https://aiimsrishikesh.edu.in/a1_1/).
5. Tenders and supporting documents should be uploaded through Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Hard copy of the tender documents will not be accepted.
6. The period of the contract may only be extended for mutually agreed period after the successful / satisfactory completion of initial contract period & based on the manpower requirement at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm /Agency or otherwise at the discretion of the AIIMS, Rishikesh.
7. The service provider shall be responsible to provide immediate replacement of any staff that is not available for duty at the place of posting or asked to be removed by AIIMS Rishikesh.
8. Name of the selected agency shall be communicated to the concerned person after evaluations of bids on all parameters selected agency will be called for formalities and documentation thereafter.

Note -:

If the date fixed for opening of the tenders is subsequently declared as holidays the Tenders will be opened on the next working day following the holiday but there will be no change in time for opening as indicated above.

GENERAL INFORMATION TO TENDERERS

1. ELIGIBILITY CRITERIA: -

1. The DGR sponsored Security Agencies only, shall be considered for participation in the Tender.
2. Tenderer should possess Ink signed copy of sponsorship letter and upload scanned copy of sponsorship letter.
3. Tenderer should have original of Empanelment Certificate of DGR (with photograph and signature of Proprietor/Directors).
4. Tenderer should have PSARA Act/License for Operation in the State of Uttarakhand and upload a scanned copy with the Technical Bid.

5. The Tenderer should have PAN of Income Tax and upload a scanned copy with the Technical Bid.
6. The Tenderer shall obtain GST Regn. No., EPF, ESIC and License from the Labour Dept. of the concerned State within a period of one month from the date of award of contract.
7. Persons provided by the Security agency, as Supervisors/ Security Guards should be ex-serviceman & as per DGR guidelines, physically fit, energetic and have a basic knowledge of firefighting and first aid. They should also have minimum educational standards as to able to speak, read and write in English /Hindi, and follow the DGR guidelines
8. Copy of ESI and EPF registration number.
9. Copy of GST Registration number.
10. Copy of all other documents as mentioned in Tender Documents, its annexure, schedules.
11. Scanned copy of all credentials, documents & copies of certificate/information called for would be submitted as per tender.
12. Scanned copy of the tender form duly filled-in by the tenderer clearly, neatly and accurately. Any alteration, erasers or over-writing will render the tender invalid. Alteration neatly carried out and attested over the full signature of tenderer, however, is permitted.
13. The Tenderer who qualified in the Technical Bid shall produce original of above documents or any other documents, before opening of the Price Bid, if asked.

Scope of Work:-

The service provider shall have to provide a zero tolerance and comprehensive security services for the AIIMS, Rishikesh. AIIMS, Rishikesh provides patient care service (both outdoor and inpatients), performs the function of a Medical College with teaching staff and students residing in the campus as well as functions as a major research facility. Most of the time, the security personnel are the first point of interface with the patient and their attendants. Therefore, security personnel while being firm in discharge of their duties are required to be courteous, polite and gentle. There would be zero tolerance for abusive language and rude behavior.

The service provider shall ensure protection to the personnel and property of the AIIMS, Rishikesh and its inhabitant, prevent trespass in the assigned area/s with/without arms, perform watch and ward functions including night patrolling on the various points and prevent the entry of stray animals (dogs, monkey's, cattle and pigs etc.) anti-social elements, unauthorized persons and vehicles into the campus and buildings of the Institute.

The service provider will need to deploy round the clock Security Supervisors / Security personnel's with and without arms, Fire officers, Lady Guards at AIIMS Rishikesh. The security personnel shall be deployed round the clock in 3 shifts at the AIIMS Rishikesh for safeguard of the premises. Actual number of Personnel to be deployed in each shift will be discussed and decided accordingly and revised

as and when required by the Institute Administration.

The agency shall ensure that the security personnel deputed are healthy and not more than 55 years of age (except in exceptional case under consent of AIIMS Rishikesh). The agency will get their antecedents, character and conduct verified and will submit the same to AIIMS Rishikesh.

Qualification: -

1. **Security Supervisor**- Should have knowledge of security related matters, industrial safety, firefighting and allied functions should be able to exercise command and control over the security personnel deployed Physical standards and medical fitness as per PSRA Act and Rules.
 - a) Should be minimum 12th Pass.
 - b) Should have knowledge of English, Hindi & Local Language.
 - c) Experience of 5 years.

2. **EX Service Man (Security Supervisor)**- Should be a retired JCO or Equivalent from Army, Navy, IAF, Paramilitary Forces, Central Police Forces Should have knowledge of security related matters, industrial safety and allied functions should be able to exercise command and control over the security personal deployed Physical standards and medical fitness as per PSRA Act and Rules.
 - a) Should be minimum 12th Pass.
 - b) Should have knowledge of English, Hindi & Local Language.
 - c) Experience of 5 years.

3. **Armed Security Guard Male**- Should have a valid gun license, should have knowledge of security related matters. Good physique and personality fulfilling requirements of physical standards and medical fitness as per PSRA Act and Rules.
 - a) Minimum 10th pass.
 - b) Should have knowledge of Hindi or English and local language.
 - c) Minimum Experience 3years.

4. **Unarmed Male Security Guard**- Should have knowledge of Security related matters, industrial safety

and allied Functions Preference will be given to a person who has served in police and Home Guards.

- a) Minimum 10th pass.
- b) Should have knowledge of Hindi or English and local language.
- c) Good physique and personality.
- d) Fulfilling requirements of physical standards and medical fitness as per PSRA Act and Rules.
- e) Minimum Experience 3 years.

5. **Unarmed Lady Security Guard**- Should have knowledge of Security related matters, industrial safety and allied Functions Preference will be given to a person who has served in police and Home Guards.

- a) Minimum 10th pass.
- b) Should have knowledge of Hindi or English and local language.
- c) Good physique and personality.
- d) Fulfilling requirements of physical standards and medical fitness as per PSRA Act and Rules.
- e) Minimum Experience 3 year.

6. **Ex-Service Man (Armed Security Guard)**- Should be a retired NCO or equivalent rank from Army, Navy, Air Force, Paramilitary forces or Central Police Forces, should have valid gun license. Should have knowledge of security related matters, industrial safety and allied functions. Good physique and personality fulfilling requirements of Physical standards and medical fitness as per PSRA Act and Rules.

- a) Should be minimum 10th Pass.
- b) Should have knowledge of Hindi or English and local language.
- c) Experience of 3 years.

7. **Ex-Service Man (unarmed security Guard)** - Should be a retired NCO or other rank from Army, Navy, Air Force, Paramilitary forces or Central Police Forces or State Police Forces Should have knowledge of security related matters, industrial safety and allied functions good

physique and personality fulfilling requirements of Physical standards and medical fitness as per PSRA Act and Rules.

- a) Should be minimum 10th Pass.
- b) Should have knowledge of Hindi or English and local language.
- c) Experience of 3 years.

8. **Fire Guard**- Back ground and experience of firefighting, fire safety and handling emergency management. Fulfilling requirements of physical standards and medical fitness as per PSRA Act and Rules.

- a) Minimum 10th pass.
- b) Should have knowledge of Hindi or English and local language.
- c) Minimum experience 1 year.

Duties and Responsibilities of Security Staff: -

a) Security Supervisor/Ex Service Man Security Supervisor-

1. The Security Supervisor of particular area/building shall be responsible for overall security arrangements of the concerned area and building. The supervisor will have a day to day interaction with Head of the Department / Officer In charge of the area to give a feedback on the service rendered and for taking further action as and when needed.
2. Security Supervisor will ensure that the instructions of AIIMS, Rishikesh Administration are strictly complied with without any lapse and delay.
3. Security supervisor should be required to carry out supervision of all security related activities in the organization as well as advice and assist to security guard and other security related persons in carrying out their duties and should be able to carry out or supervise protocol activities of receiving, escorting, seeing VIPs to and to liaise with police and other investigating agencies as and when required should be available in general shift on all working days.
4. No outsider shall be allowed to enter in the building without proper pass issued by the authorized

officer of the concerned building/department/Institute.

5. Security Supervisor should ensure that no item equipment/engineering material shall be allowed to be taken out of the buildings without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of Stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security Control Room.
6. Security Supervisor should ensure that all Security Guards should be deployed as per duty roster and the same will be monitored personally by the Security Supervisor from time to time and he will be responsible for its optimum utilization with the consultation of Concerned Security Officer/Officer authorized for this purpose.
7. Security Supervisor will also take round of all important and sensitive points of the building/area as specified by the authorized officers/Officer in charge of the building.
8. Security Supervisor will monitor all electronic and other security surveillance system and ensure their proper use worthiness and if any equipment needs maintenance, he shall inform the company managers as well as security officer of the Institute. The maintenance related to Institute security equipment should be informed to the Security Officer, AIIMS Rishikesh.
9. Security Supervisor will ensure that security guard will take care of all equipment installed in the building, they are switched off when not in use, supervise optimum use of electricity/water and electronic equipment.
10. Security Supervisor will ensure that the building/area under his charge has to be manned and maintained from all animal, pets i.e. (stray dogs/monkey/cattle's or any other animals etc.) and no stray animal should roam in his area.
11. Security Supervisor will ensure that security guard on patrolling duty should take care of the water taps, valves water hydrant etc. installed in the open all over the premises and other moveable items left installed therein.
12. Security Supervisor will ensure that flower plants, trees and grassy lawns are not damaged either by the staff or by outsider.
13. Security Supervisor should impart training to the security guards to extinguish fire with the help of fire extinguisher cylinder and other firefighting material available on the spot along with the fire

staff. He will also ensure that security guards will also assist the firefighting staffing extinguishing the fire and also help the fire staff in case of any natural calamities.

14. He must ensure that in emergency situation security staff deployed in his area shall also participate as per their role defined in the disaster plan.
15. He ensures that Security Guards supervised by him are required to display courteous behavior all the time especially towards woman employees and visitors to the Institute.
16. Security Supervisor shall ensure that Security Guards working under him shall not leave the premises before their respective reliever reports for duty.
17. Security Supervisor will brief/instruct all the guards before deploying on duty daily about their duties and responsibilities to security guards under him and any other instructions issued by the security department from time to time.
18. Any other provision as advised by the Security Officer/Assistant Security Officer, shall be binding on the supervisor.
19. Security Supervisor will ensure security entry/exit should be open and close as per the directions of the Chief Security Officer/Security Officer of the building and should be properly manned.
20. He shall be required to perform any other duty assigned by the Security Section from time to time for smooth/efficient functioning of the Security Department.

b). Fire Guards/Security cum Fire Guards

1. Overall responsible for all operation related to firefighting, confirming to fire safety regulation, checking preparedness of premises for firefighting, vigilance including maintenance of documents. He shall always be properly dressed up, in his uniform as prescribed, during his duty hours.
2. He shall normally work in shift and perform his duty at his assigned area.
3. Immediately on reporting for duty, he shall check all the fire/safety equipment's of his area. In case he observes any defect/ irregularity in any fire/safety equipment/installation, he shall report the same to his superior Officer at first opportunity.
4. Proper handing/taking over must be done in the beginning of each shift.
5. He shall be responsible for all equipment's/fire panels/tools kept at Fire Control Room/where his duty assigned.
6. He shall participate in all parade, drills, practices and training program as detailed by Senior

Officer.

7. He shall keep himself familiar with the topography of the Institute/Hospital/especially, firefighting arrangements & fire escape routes.
8. He would inspect and clean all the fire Extinguishers and installations installed at his area in the Institute/Hospital.
9. Presence of Fire Guard in the Fire Control Room is mandatory and absence will be viewed seriously.
10. Smoking or allowing any person to smoke at Fire Control Room would involve strict disciplinary action.
11. In case of Fire before leaving the Fire Control Room, he must inform Security Control Room / Supervisor
12. Any unsafe act at their area, he will immediately inform to his Senior Officer.
13. He shall carry out any other work that may be asked to, by Senior Official from time to time.
14. All the Fire Guards should take their tea, meals, etc. at their respected duty post.

Security Guards/Unarmed Security Guard.

1. Security guard(M/F) should be available on all working days. However, it should be ensured that they are given weekly offs and shifts are rotated (Female Security Guard). Carryout activity of protecting other premises from any unauthorized entry, robbery, theft etc. To provide private security to another person, property, or both, to render necessary assistance to the police in the process of any investigation pertaining to the activity of the organization in which he/she is employed. To bring the notice of supervisor the violation of any law noticed during the course of discharge of his/her duty. Security guard shall make sure that no vehicle will allowed to be parked in NO PARKING area under his assigned area of duty.
2. The Security Guard shall act as SANTRI and keep the area clear under his surveillance all the time from any unwanted persons. In case he observes anything dubious/suspicion, he will inform to his supervisor and Security Control Room promptly.
3. The Guard at the entry and exit points will check the identity of the persons entering and also check their bag etc. for any explosives/objectionable and also will make sure that the movement of visitors is smooth and will also guide the visitors to the places, if the need arises. He will make sure that the

property of AIIMS, Rishikesh shall not be taken out without proper gate pass.

4. The Guards in wards, hospital area will make sure that no person without attendant passes will enter the wards & he will make sure that only one attendant will stay with one patient. He will also make sure that the corridor in front of his ward shall remain clear from attendants/persons.
5. The Guards will also assist the doctor/nurses and other staff in smooth discharge of their duties.
6. The Security Guard will always be polite with the visitors, staff, patients and patient's attendants.
7. The Security Guard deployed will make sure that no property of institute shall be removed/broken by any person without proper authority. If he observes any such incident he will report this immediately to the in charge of that area, Security Supervisor and Security Control Room.
8. He will make sure that after closing the department all the lights, fans, air conditioners and coolers shall be switched off.
9. The Patrolling Guards will make sure that all the corridor lights and other lights outside the building shall be switched off after sunrise & switched on after sunset.
10. He will ensure the safety & security of keys in his charge.
11. He will remain smartly dressed and alert during his duty.
12. He will report 15 minutes before for duty and will do proper handing and taking over with the outgoing guard.
13. He will make sure that no water tap keeps on running in his assigned area of duty.
14. Wherever any register for entry of visitors is kept, he will make entry and exit of all the visitors in that register.
15. No Guard will leave his duty post until properly relieved by the incoming guard. In case the Guard has not come for duty, he will report the matter to Security Control Room & Security Supervisor.
16. He will make sure that all the electronic/electric equipment remained functional under his charge and will report any failure to Security Control Room & Security Supervisor immediately.
17. He will not allow any person to smoke in his area in addition to maintaining silence.
18. In case of fire, he will inform Fire Control Room, Security Control Room on Phone and will try to extinguish the fire with the help of people around him.

c). **Armed security Guard/ex-service man Security Guard -**

1. He shall normally work in shift and performed his duty at his assigned area (main gates, OPD gate, IPD gate etc.) and carry out activity of protecting the premise from any unauthorized entry, robbery, theft etc.
2. He shall report 15 minutes before for duty and will do proper handing and taking over with the outgoing Gunman.
3. No Gunman will leave his duty post until properly relieved by the incoming gunman. In case the gunman has not come for duty, he will report the matter to Security Control Room & Security Supervisor.
4. He shall act as SANTRI and keep the area clear under his surveillance all the time from any unwanted persons. In case he observes anything dubious/suspicious, he will inform to his supervisor and Security Control Room promptly.
5. He shall also assist the Security Guards in smooth discharging of their duties.
6. He will make sure that no property of institute shall be removed/broken by any person without proper authority. If he observes any such incident, he will report this immediately to In-charge of that area, Security Supervisor and Security Control Room.
7. He will make sure that the property of AIIMS, Rishikesh shall not be taken out without proper gate pass.
8. He will make sure that the gun under his charge remains functional and sufficient bullets are always available with him during duty hours.
9. He shall always be polite with the visitors, staff, patients and patient's attendants.
10. He shall participate in all parade, drills, practices and training programmer as detailed by Senior Officer.
11. He shall keep himself familiar with the topography of the Institute/Hospital.
12. He shall not allow any person to smoke in his area.

13. All the Gunmen should take their tea, meals, etc. at their respected duty post.

14. In case of any uncontrolled situation, he will inform Security Control Room on Phone and will try to control the situation with the help of other security personnel around him.

Total Strength required

No. of Posts	Qty.
Supervisor (Male)	31
Supervisor (Female)	04
Gunman	10
Security Guard (Male) (Minimum 10 % civilian post should be there who are medically fit for civil security duty)	405
Security Guard (Female)	80
Total	530

Security Equipments required

S.no	Name of Equipment/Tools	Minimum Number of Items
1.	Radio Set with Base	100
2.	Door Metal detector	08
3.	Hand Metal detector	30
4	Alcoholic Detector	10
5	Rechargeable Torch (High Beam light)	30
6	Traffic Light	30
7	Radium Jacket	30
8	Outer Duty Post	As per requirement
9	Iron Barricading for traffic control	As per requirement
10	Trolley Mirror	03
11	Battens or Ruler	One for each person
12	Uniform	Two Pair for each person
13	Leather Boot	One pair for each Person

14	Whistles	01 for each Person
15	Woolen Jacket (for Winter Season)	01 for each Person
16	Gum Boots	As per requirement
17	Raincoat	01 for each Person
18	Umbrella (Small)	As per requirement
19	Garden Umbrella (Big Size)	10
20	Ankle Size Water Resistant Boots	One pair for each Person
21	Water Camper	30
22	Tea Thermos	30
23	Cooler / Pedestal Fan	As per requirement
24	Heater / Blower	As per requirement
25	Table & Chair	As per requirement
26	Stationary Items for Duty Posts	As per requirement on monthly basis
27	Mobile Phone for Medical College, Hospital Building & Housing Complex etc.	05

2. INSTRUCTION FOR SIGNING TENDER: -

The instructions to be followed for submitting the Tender are set out below :-

1. The bidder shall submit one copy of the tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
2. The documents comprising the bid shall be typed and printed in indelible ink and all pages of the bid shall be signed by a person duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or corrections have been made, shall be signed by the person or persons signing the bid.
3. Person or persons signing the Tender shall state in what capacity he is or they are signing the Tender e.g. as sole proprietor of a firm or a Secretary/Manager/Director, etc. of a limited company. In the case of registered partnership firm, the names of all the partners should be disclosed and Tender shall be signed by all the partners. The original or an attested copy of registered Partnership Deed should be furnished along with the Tender In case of limited Company, the names of all the Directors shall be mentioned and a copy of the Resolution passed by the Company authorizing the person signing the tender to do so on behalf of the Company shall be attached to the tender along with a copy of the Memorandum and Articles of Association of the Company.
4. The person signing the Tender, or any documents forming part of the Tender, on behalf of another or on behalf of registered firm shall be responsible to produce a proper power of attorney duly executed in his favor, stating that he has authority to bind such other person or the registered Firm as the case may be, in all matters pertaining to the contract. If the person so signing the Tender

fails to produce the said power of attorney his tender shall be liable to summarily rejected without prejudice to any other right of the Corporation under the contract & law.

5. The Power of Attorney should be signed by all the Partners in the case of a registered partnership concern, by the Proprietor in the case of proprietary concern, and by the person who by his signature can bind the Company in the case of Company. Each page of the entire tender documents must also be signed by the Tenderer/ authorized person.

3. SUBMISSION OF TENDER: -

1. The Tender shall be submitted online in two parts viz. Technical Bid and Price Bid.
2. In Price Bid, bidders are requested to quote their rate in the format provided and upload the scanned file.
3. The Technical Bid shall include the following:
4. Scanned copy of the Tender Document along with all its Annexure& Appendices duly signed on each page by the Tenderer
5. Scanned copy of list of Documents as per Document required to be attached with Tender.
6. Tender which do not comply with these instructions or conditional Tenders shall be summarily rejected.
7. It should be clearly understood by the Tenderer that no opportunity shall be given to them to alter, modify or withdraw any offer at any stage after submission of the Tender.
8. The tenderer shall be DGR approved and sponsored agency and could quote maximum of 10% only on service charges on DGR approved wages.

4. SUBLETTING OF WORK: -

The Agency shall not sublet, transfer or assign the contract or any part thereof. In the event of the Agency contravening this condition the Corporation is entitled to terminate the contract and to get the balance terms under the contract executed at the risk and cost of the Agency and the Agency shall be liable for all loss or damage which the Corporation may sustain in consequence or arising out of such replacing of the contract without prejudice to any other right the Corporation may have under the contract and law.

5. OPENING OF TENDER: -

The Technical bid will be opened online in the tender office of AIIMS Rishikesh, at the time and the date as indicated in the Tender Documents. The Tenderers will be at liberty to be present either in person or through an Authorized Representative at the time of opening of the Technical Bid. Price Bid of only those Tenderers shall be opened whose Technical Bid qualifies, at a time and place of which notice will be given. The Tenderer Technically qualified will be at liberty to be present either in person or through an Authorized Representative at the time of opening of the Price Bids. Tenderers can check the bid opening status online at their own END.

6. CORRUPT PRACTICES: -

1. Any bribe, commission or advantage offered or promised by or on behalf of the Tenderer to any officer or official of the Corporation shall (in addition to any criminal liability which the Tenderer may incur) debar his tender from being considered. Canvassing on the part of or on behalf of the Tenderer will also make his Tender liable to rejection.
2. AIIMS, Rishikesh reserves the right to reject any or all the Tenders without assigning any reason. The successful Tenderer will be intimated of the acceptance of his Tender by a Gem Portal/E-mail.

3. In case of any clear indication of cartelization, the Corporation shall reject the tender(s) and forfeit the Performance Bank Guarantee
4. AIIMS, Rishikesh will not enter into any negotiation even with the Lowest Tenderer.
5. If the information given by the Tenderer in the Tender Documents and its Annexure and Appendices is found to be false/incorrect at any stage, AIIMS, Rishikesh shall have the right to disqualify/summarily terminate the Contract, without prejudice to any other rights that the Corporation may have under the Contract & Law.
6. The Director of AIIMS, Rishikesh for and on behalf of AIIMS, Rishikesh reserves the right to reject any or all the tenders without assigning any reason and does not bind himself to accept the lowest or any tender.

7. PERFORMANCE BANK GUARANTEE (PBG): -

1. Successful bidder/firm should submit PBG of an amount covering 3% of the total contract amount as prescribed in favour of "The Director, AIIMS Rishikesh" before the date of commencement of services or 15 days from the date of acceptance of the work order, whichever is earlier.
2. Validity of the performance security shall be for a period of 90 days beyond of entire contract period from the date of issue of work order subject to change in compliance with Government policies / directions as may be issued from time to time.
3. Canvassing in any form is strictly prohibited and the tenderers who are found of canvassing in any form are liable to have their tenders rejected out-rightly.
4. The tenderer will be bound by the details furnished by it to this Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract and forfeiture of the performance security.

8. PENALTY PROVISIONS: -

In case the service provider fails to commence the work as stipulated in the agreement, the AIIMS, Rishikesh reserves the right to impose and recover penalty as detailed below: -

1. 1% (one percent) of cost of order/agreement per week up to four weeks' delays in commencement of the work with maximum up to 5 % of cost of order
2. After four weeks' delay, the AIIMS, Rishikesh may cancel the agreement and get this job carried out preferably from any other agency from the open market / other bidder. The difference in cost, if any, will be recovered from the defaulting service provider as damages and he shall also be black listed for a period of four years from participating in such types of tenders and his security deposit shall also be forfeited, if so warranted.
3. In case any contractor's personnel(s) deployed under the contract is (are) absent, suitable replacement has to be provided immediately, otherwise, a penalty of Rs 500/- per guard / supervisor absent on that particular day shall be deducted by the AIIMS, Rishikesh from the service provider's bills.
4. In case any of service provider's personnel deployed under the contract fails to report in time and service provider is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned above shall be imposed.

5. The personnel engaged by the service provider should turn out dressed in neat and clean uniform (including proper name badges) and polished leather shoes, failing which the agency shall invite a penalty of Rs 500/- on each occasion and habitual offenders in this regard shall be removed from work at the AIIMS, Rishikesh. The penalty on this account shall be deducted from the service provider's bills.
6. In case any public complaint is received attributable to misconduct / misbehavior / drunken state of service provider's personnel and as verified by the competent authority, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from service provider's bill. Further, the concerned guilty person shall be withdrawn by the service provider besides legal action as required under relevant rules/ acts be also initiated against the guilty persons by the service provider.
7. There shall be eight hours shift duty in general (6.00 hrs to 14.00 hrs., 14.00 hrs. to 22.00 hrs. and 22.00 hrs. to 6.00 hrs.). But the timings of the shift are changeable with prior approval of the Administration of AIIMS Rishikesh. Prolongation of the duty hours (more than 8 hours at a stretch) shall not be permitted except exigencies of service that too as per the instructions of Administration of AIIMS Rishikesh. Any such instances shall invite punitive financial penalty by AIIMS, Rishikesh.
8. The competent authority for imposing the penalty shall be the Director, AIIMS, Rishikesh
9. Working hours would be normally in shift as fixed by the Institute as per requirement. Notwithstanding anything contained under this contract, the institute reserves the right to take immediate corrective action in case of serious / repeated continuous breach of any term of contract by the service provider in addition to imposing any penalty including termination of its services on immediate notice at the risk and cost of the service provider. The institute may exercise this right as per its sole discretion if the situation demands after giving an opportunity of being heard to the service provider.
10. Any liability arising out of any litigation (including those in consumer courts) due to any act of service provider's personnel shall be directly born by the service provider including all expenses / fines. The concerned service provider's personnel shall attend the court as and when required as per law.

9. General Terms & Conditions –:

1. The contractor shall comply with all the relevant laws and statutory requirements covered under various Labour Acts, Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, 1970, EPF, ESI, etc. with regard to the personnel engaged by him for Security Services.
2. The service provider shall issue EPF pass book & ESI Card within 30 days of the award of work to eligible worker and shall supply the Code Number allotted by the local ESI/EPF authorities. In case of violation a penalty of Rs 500/- per day shall be imposed. The service provider shall also submit regular EPF numbers of its employees before the submission of first bill for reimbursement.
3. The service provider shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The service provider shall submit copies of acknowledgements evidencing filling of returns every years and shall keep the employer fully indemnified against liability of any tax, interest, penalty etc. of the service provider in respect thereof, which may arise.

4. The service provider shall be liable and responsible to provide all applicable benefits viz. Provident Fund, ESI, etc. to the eligible staff engaged by him together with all related legal compliance.
5. Any other benefit that may accrue by Ministry of Labour and Employment or any other law enacted by the Govt. of India and accepted by the Government of Uttarakhand to the worker shall be paid by the service provider.
6. AIIMS Rishikesh reserves the right to change the security personnel who is considered to be undesirable or who are not fulfilling the condition as per the eligibility specified in the tender document.
7. AIIMS Rishikesh will communicate the changes in the number of security to the service provider whenever required and the service provider will appoint the security personals as per the eligibility specified in the tender document.
8. The service provider shall not engage any sub-contractor or transfer the contract to any other person in any manner.
9. The antecedents of staff deployed shall be got verified by the service provider from local police authority and an undertaking in this regard be submitted to the AIIMS, Rishikesh within two months of deployment.
10. The service provider will maintain a register on which day to day deployment of personnel will be entered. The daily attendance shall be countersigned by the authorized official of the AIIMS, Rishikesh. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be certified by the authorized officials. The service provider has to give an undertaking (on the given format), duly countersigned by the authorized concerned official of the AIIMS, Rishikesh, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.
11. Service provider and its staff shall take proper and reasonable precautions to prevent any loss, destruction, waste or misuse of the areas for which the responsibility has been given to them by the AIIMS, Rishikesh and shall not knowingly lend to any person or company any of the effects of the AIIMS, Rishikesh under its control.
12. The security staff engaged by the service provider shall under no circumstances accept any gratitude or reward in any shape that can be termed bribe / tips.
13. The personnel engaged have to be polite, courteous, disciplined and firm in dealing with staff & public. In case of failure to maintain such standard the AIIMS, Rishikesh has a right to remove the personnel and take punitive action against the service provider. The service provider shall have to arrange suitable replacement in all such cases.
14. In order to maintain smartness and impressive appearance, the service provider has to provide two sets of all-weather uniform to his employees. The Seasonal items have to be provided one month prior to the commencement of season. Certificate of Issuance of Uniform to security personal is to be provided to AIIMS, Rishikesh by the service provider.
15. The Agency shall provide reasonably good Photo Identity Cards to its personnel deployed at AIIMS, Rishikesh at its own cost and ensure that these cards are to be constantly displayed, maintained in good condition.
16. The Agency shall ensure that the personnel deployed by it are disciplined and do not

participate in any activity prejudicial to the interest of the AIIMS, Rishikesh/ MoH&FW / Govt. of India / any State or any Union Territory.

17. The Director, AIIMS, Rishikesh has the right to depute a team for inspecting and verifying the documents and records maintained by the agency at any time.
18. Jurisdiction of Court: The courts at Rishikesh shall have the exclusive jurisdiction to try all disputes, if any arising out of this agreement between the parties.

Your faithfully
Sign of the bidder with stamp

10. PROCEDURE FOR RELEASE OF PAYMENT: -

1. The contractor shall make payment to the Security Personnel employed by it as promulgated by the DGR or appropriate Govt. from time to time. The contractor shall abide by all statutory provisions applicable to the contract and make all necessary statutory payments. All Statutory Payments will be made as per applicable rates and the contractor shall claim the same separately.
2. The Payment will be made by AIIMS Rishikesh on submission of bills in triplicate, duly supported by Attendance Certificates issued by the designated officer (Security Division) and on production of proof of payment of EPF/Wages/ESI and other statutory payments in respect of the personnel deployed in AIIMS. After disbursing payment of wages to the security personnel on or before 7th of the succeeding month, the contractor will raise the bill against AIIMS for payment of monthly wages along with a copy of Wages Sheet, PF calculation sheet (duly filled challan along with the full details (ECR/Challan) as also the payment towards recovered amount of the member's contribution and ESIC Challans.
3. The service provider shall pay monthly wages to its workers/workmen latest by 07th day of the following month to the respective month. A monthly pay slip containing complete breakups for all statutory and other permissible deductions has to be provided to all workmen by the service provider.
4. The service provider shall submit the bill with the Administrative Officer for re- imbursement by 20th day of following month to the respective month. The bill has to be accompanied by exact data on personnel deployed and other deployments which have to be certified by Security Officer/ Authorized signatory of AIIMS, Rishikesh on a daily basis. The service provider shall disburse the wages to its staff deployed in the Institute every month through bank transfer only. The service provider shall ensure that all staff deployed has valid bank account and the same is to be communicated to the office of the Administrative Officer.
5. The Institute will make the payment to the agency within 15 days of receipt of Bill.
6. After 2nd month the claim for re-imburement of bill must be supported by proof of service provider having deposited EPF contribution, ESI and GST relevant to the proceedings of the workers deployed by the service provided together with details of such workers in the Proforma prescribed under EPF/ESI Scheme 1952 & EPF/ESI and miscellaneous Provisions Act 1952 in respect of whom the remittances have been made. In the absence of the details, the claim shall be considered incomplete and twenty 20% (twenty percent) of the monthly amount payable under this contract shall be withheld till the compliance of the stipulations given herein.
7. The payment will be released after the deduction of any penalty that may be imposed by the Competent Authority as per contract agreement.
8. The Income Tax or any other statutory levy/tax as applicable will be payable by service provider and shall be deducted at source as per law.
9. The AIIMS, Rishikesh will proportionately enhance the amount payable for the service contract on the enhancement of minimum wages by the Ministry of Labor or any other law enacted by the Govt. of India and accepted by the Government of Uttarakhand whichever is higher under the Minimum Wages Act, 1948. The enhancement to be paid to the service provider will

be proportionate to the increase in rates by the competent authority i.e. Ministry of Labour or any other law enacted by the Govt. of India and accepted by the Government of Uttarakhand whichever is higher for the elements of wages.

10. In the event of default being made in the payment of any money in respect of wages of any person deployed by the service provider for carrying out this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the "AIIMS, Rishikesh" may, failing payment of the said money by the Service Provider, make payment of such claim on behalf of the service provider to the said Labour Authorities and any sums so paid shall be recoverable by the "AIIMS, Rishikesh" from the service provider along with 15% (fifteen percent) of such amount as administrative / departmental charges.
11. If any money, as the result of any instructions from the Labour Authorities or claim or application made under any of the Labour Laws, or Regulation, be directed to be paid by the "AIIMS, Rishikesh", such money shall be deemed to be payable by the service provider to the "Institute" within seven days. The Institute shall be entitled to recover the amount from the Service Provider by deduction from money due to the service provider or from Performance Bank Guarantee along with 15% (fifteen percent) administrative / departmental charges.
12. In case of any delay in payment to the security staff and arbitrary deductions from their emoluments, the penalty, as under may be imposed upon the service provider.
 - a. 1st instance – 25% of service charge
 - b. 2nd instance – 50% of service charges
 - c. 3rd instance and onwards – Termination of contract on immediate notice. Non-payment with penalty will entail forfeiture of security deposit/PBG.
13. The security service provider should get medical check-up of its deployed staff at the time of initial appointment and subsequent every one year to ensure their fitness for the job assigned preferably by ESI Hospital / Dispensary. AIIMS Rishikesh will be at liberty to get anybody reexamined in case of any suspicion. Only physically fit personnel shall be deployed for duty.
14. In the event of any loss, damage, criminal activity or negligence that occurs in the area under the protection of the security agency, the service provider shall be liable to pay compensation for both the financial loss and associated punitive damages that may be imposed on him by a committee constituted by the Director, AIIMS, Rishikesh after necessary police information and enquiry.
15. Any liabilities arising out of any litigation (including those in consumer courts) due to any act of service provider's personnel shall be directly borne by the service provider including all compensation / damage / expenses / fines/ depth of personnel while on duty. The concerned service provider personnel shall attend the court as and when required.
16. If the service provider is a partnership of two or more persons, all such persons shall be jointly and severally liable to the "AIIMS, Rishikesh" for the fulfillment of the terms of the contract. Such persons shall authorize one of them through a registered power of attorney with authority to sign on behalf of the partnership shall not be altered without the approval of the "Institute".
17. The service provider shall do and perform all such security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the AIIMS, Rishikesh may issue from time to time and which have been mutually agreed upon between the two.
18. During the course of contract, if any of service provider's personnel are found to be indulging in corrupt practices or causing any loss to the "AIIMS", Rishikesh, the service provider shall

terminate the worker from duty immediately and shall also be responsible for any loss to the Institute.

19. The service provider shall indemnify and hold the "AIIMS, Rishikesh" protected / safe from and against all claims, damages, losses and expenses arising out of, or resulting from the works/ services under the contract provided by the service provider or the breach of any term of this contract by the service provider.
20. The training as per Private Security Agencies (Regulation) Act, 2005 of the security staff deployed at the AIIMS, Rishikesh shall be the responsibility of the service provider. The quality of training received by these personnel may be evaluated by AIIMS, Rishikesh from time to time.
21. The service provider shall not hire personnel with dubious / criminal records and shall submit police verification of each worker to the security officer.
22. Under the terms of their employment agreement with the Service provider, the security staff shall not do any professional or other work for reward or otherwise either directly or indirectly.
23. AIIMS, Rishikesh shall not be responsible for providing residential accommodation to any of the personnel of the service provider.
24. AIIMS, Rishikesh neither have any intention to have nor recognizes any employee and employer relationship with any of the workers of the service provider. The contract worker is the employee of the service provider and can in no way claim any right for regularization of service with the Institute.
25. If as a result of "post payment audit" any overpayment is detected in respect of any work done by the agency or alleged to have been done by the agency under the tender, the service provider shall immediately refund the same to the A IIMS, Rishikesh on receipt of notice there to or it shall be recovered from the service provider along with costs incurred.
26. The service provider shall provide copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the "AIIMS, Rishikesh.
27. The AIIMS, Rishikesh will give basic inputs for and familiarize the security and door keeping services required to be carried out by the personnel to be deployed by the service provider for its staff for 2 to 3 days and this period shall not be counted as shift manned by service provider's personnel for the purpose of payment under the contract.

11. LIABILITY OF AGENCY FOR LOSSES: -

The Agency shall be liable for all costs, damages, charges and expenses suffered or incurred by the AIIMS, Rishikesh due to the Agency's negligence and un-workman like performance of any services under this Contract, or breach of any terms of the Contract, or failure to carry out the work under the Contract, and for all damages or losses occasioned to the AIIMS, Rishikesh or in particular to any property belonging to the Corporation, due to any act, whether negligent or otherwise, of the Agency or his employees. The decision of AIIMS, Rishikesh regarding such failure of the Agency and their liability for the losses, etc. suffered by the AIIMS, Rishikesh, and the quantification of such losses, shall be final and binding on the Agency.

12. TERMINATION OF THE CONTRACT

1. In the event of the Agency having been adjudged insolvent or goes into liquidation or winding up their business or making arrangements with their creditors or failing to observe any of the provisions of this contract or any of the terms and conditions governing the contract, the AIIMS, Rishikesh shall be at liberty to terminate the contract forthwith without prejudice to any other rights or remedies under the contract and law and to get the work done for the unexpired period of the contract at the risk and cost of the Agency and to claim from the Agency any resultant loss sustained or cost incurred by the Corporation.

2. The AIIMS, Rishikesh shall also have without prejudice to other rights and remedies, the right, in the event of breach by the Agency or of any of the terms and conditions of the contract to terminate the contract forthwith and to get the work done for the un-expired period of the contract at the risk and cost of the Agency and/or forfeit the Performance Guarantee or any part thereof for the sum or sums due for any damages, losses, charges, expenses or costs that may be suffered or incurred by the AIIMS, Rishikesh due to the contractor's negligence or unworkmen like performance of any of the services under the contract.
3. The Agency shall be responsible to supply competent security personnel/guards under the contract in accordance with the instructions issued by the AIIMS, Rishikesh or an Officer acting on his behalf. If the Agency fails to supply the requisite number of security personnel's, the AIIMS, Rishikesh shall at his entire discretion, without terminating the contract be at liberty to engage other Agency at the risk and cost of the Agency who shall be liable to make good to the AIIMS, Rishikesh all additional charges, expenses, cost or losses that the AIIMS, Rishikesh may incur or suffer thereby. The Agency shall not, however, be entitled to any gain, resulting from entrustment of the work to another party. The decision of the AIIMS, Rishikesh shall be final and binding on the Agency.
4. The Corporation shall not be liable for payment of any interest on the PBG (Contract Performance Bank Guarantee) or any depreciation thereof for the time it is held by the Corporation.

13. ASSISTANCE TO BIDDERS: -

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP portal in general may be directed to the 24x7 CPP Portal Helpdesk.
3. The contact number for the helpdesk is 0135-2462915 & tender@aiimsrishikesh.edu.in.

14. GENERAL CONDITIONS: -

1. The successful bidder shall be responsible for providing security service to AIIMS Rishikesh specified in by arranging supply of security guards/supervisors as per this contract.
2. The Agency shall strictly abide by the Rules, Regulations and Laws of India.
3. Security Agency will provide guards for round the clock. The Agency shall ensure the safety and security of the AIIMS, Rishikesh personnel and properties.
4. The Security Agency will undertake to provide the armed/ unarmed personnel to the AIIMS, Rishikesh and the Security Agency will be directly responsible for payment of their salaries not less than the rates of minimum of wages as notified by the DGR from time to time.
5. In case the DGR wages revised upward, the service charges will be applicable on the revised wages but the percentage of rates quoted will remain the same.
6. The AIIMS, Rishikesh shall have no liability/obligation to employ directly or indirectly any personnel deployed by the Security agencies.
7. In case of any negligence, connivance or direct/ indirect involvement of any personnel deployed by Agency for security and safety of the property of the AIIMS, Rishikesh or there being occurred any theft, pilferage, misappropriation, bungling of stocks/stores or any other loss to AIIMS, Rishikesh property for whatsoever reason the Agency will be responsible and liable to compensate the losses as evaluated by the General Manager(Region), Food Corporation of India or any other authorized officer of the Corporation. The decision of the AIIMS, Rishikesh or any other authorized officer shall be final and binding on Agency.
8. If AIIMS, Rishikesh considers that the replacement of a particular guard supplied by the Security agency is necessary, this will be done by the Security agency on receipt of the request from the AIIMS, Rishikesh.
9. The AIIMS, Rishikesh will not be responsible in any respect with regard to service conditions, salaries and conduct of the personnel deployed by the Security Agency. The Security Agency will be the

employer of the guards and the AIIMS, Rishikesh will have no concern/liability whatsoever in respect of their service.

10. Only trained and experienced guards will be deployed in AIIMS, Rishikesh.

11. The Agency shall also provide the nominal roll of the guards along with their photographs to the AIIMS, Rishikesh. Each guard will be provided with an identity card by the security Agency, which will have to be shown by them on demand by any of the officer/staff of the AIIMS, Rishikesh.

12. The Agency personnel should not be drug addict/or use liquor in the AIIMS, Rishikesh premises.

13. The Agency is liable to provide his own personnel and cannot take over the existing personnel if any of the erstwhile Contractor Upon termination of the contract, the Agency is liable to remove all his personnel from the premises of the AIIMS, Rishikesh failing which AIIMS, Rishikesh will be entitled to stop all payments due to the Agency.

14. The Agency should rotate his personnel deployed in AIIMS, Rishikesh every month.

15. The Agency shall provide such number of Security guards personnel whenever asked to do so at short notice during day or night by the AIIMS, Rishikesh or any other authorized officer.

15.L1 CLAUSE: -

1. The Agency shall quote its **service charges** for providing the security services on the percentage rate on DGR minimum wages applicable at the time of submission of Tender. The Agency is not entitled to claim any enhancement of percentage rate on minimum wages applicable during the tenure of the Contract.
2. The financial bids shall be opened with prior intimation to technically qualified bidders through CPPP.
3. L1 Agency will be decided on the basis of percentage service charges only.
4. In case there is more than one L1 bidder the final award of the contract shall be governed by the DGR Guidelines.

Note :-

In case of any dispute regarding award of tender, decision of the competent Authority of AIIMS would be final.

16.LIST OF DOCUMENTS ATTACHED: -

S.no.	Particulars	Details
1	Name of the tendering Company (Attached certificates of registration with a briefs profile of the company)	YES/NO
2	Name of the proprietor/Director of Company	YES/NO
3	Full Address of Registered Office with Telephone no and E-mail	YES/NO
4	Full address of operation/ Branch Office with Telephone No. and E-mail.	YES/NO
5	The DGR sponsored Security Agencies only, shall be considered for participation in the Tender.	YES/NO
6	Tenderer should possess Ink signed copy of sponsorship letter and upload scanned copy of sponsorship letter.	YES/NO

7	Tenderer should have original of Empanelment Certificate of DGR (with photograph and signature of Proprietor/Directors).	YES/NO
8	Tenderer should be registered with the government of Uttarakhand for providing security Services and should have PSARA Act/License for Operation in the State of Uttarakhand	YES/NO
9	Copy of Income Tax PAN Card.	YES/NO
10	Attested Copy of power of Attorney, if relied upon.	YES/NO
11	Copies of Registered Partnership Deed/copy of Memorandum and Articles of Association/Bye-laws/Certificate of Registration, as the case may be.	YES/NO
12	Acceptance letter of Terms and conditions.	YES/NO
13	Copy of Property details of the partners/firms/establishment	YES/NO
14	Scanned Copy of Name and addresses of all the partners / Directors / Proprietors as the case may be.	YES/NO
15	Copy of ESI and EPF registration number.	YES/NO
16	Copy of GST Registration number.	YES/NO
17	Copy of all other documents as mentioned in Tender Documents, its annexure, schedules.	YES/NO
18	Scanned copy of all credentials, documents & copies of certificate/information called for would be submitted as per tender.	YES/NO
19	Scanned copy of the tender form duly filled-in by the tenderer clearly, neatly and accurately. Any alteration, erasers or over-writing will render the tender invalid. Alteration neatly carried out and attested over the full signature of tenderer, however, is permitted.	YES/NO
20	The Tenderer who qualified in the Technical Bid shall produce original of above documents or any other documents, before opening of the Price Bid, if asked	YES/NO
21	Bankers of Company with full address IFCS Code/MICR Code & Account no	YES/NO
22	Affidavit regarding that there are no ongoing criminal case/vigilance enquiry/labour disputes against the firm/Partners/Proprietor/Society/Director of the Company and he/she has never been convicted or punished by Hon'ble court of law has been submitted.	YES/NO
23	Affidavit regarding the bidder has not been debarred and or Black listed currently or on any previous occasion by any of the Central/State Government department/ Institutions/ Local Bodies/ Municipalities/ PSU/Public Sector Banks/Public Limited	YES/NO

FORWARDING LETTER FROM THE BIDDER

Date –

From -.....

(Full name of the bidder firm) -.....

Address.....

.....

Phone no –

Email Id –

Website –

To

Director

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

RISHIKESH – 249203

Dear Sir

Tender No -

I, undersigned (name).....(designation) , duly authorized representative of.....(name of Firm/Company/Agency) hereby undertake, affirm, confirm and declare that-

Undersigned is fully competent and authorized from Firm/Company/Agency to make this Affidavit to bind such Firm/Company/Agency.

All details/information/documents furnished by Proprietorship /Firm/ Company/Agency in bid document is true and correct. Firm/Company/Agency is fully solvent and legally/financially competent to perform terms and conditions of Tender.

Firm/Company/Agency is duly registered under various relevant government notifications and all dues have been paid as on date.

Firm/Company/Agency hereby agrees and fully understands that notwithstanding anything contrary contained in Tender document and without prejudice to any of the rights or remedies of AIIMS Rishikesh, AIIMS Rishikesh shall be entitled in its sole discretion to determine that a bidder is to be disqualified at any stage of the process and its participation in Tender process and/or its Technical Proposal and/or Financial Bid dropped from further consideration for any reasons.

Undersigned, on behalf of Firm/Company/Agency does hereby solemnly declare and affirm that the above declarations are true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other authorities.

Name of the Bidder -

Signature of Bidder -

Authorized Signatory -

Seal of Firm -

(Copy of Authorization Letter from Proprietorship/Firm/Company/Agency enclosed)

UNDERTAKING

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY (PBG)

To

Director

All India Institute of Medical Sciences Rishikesh, Virbhadra Marg,
Rishikesh-249203

WHEREAS _____ (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no/ Tender enquiry No. _____ dated _____ to perform security services (herein after called "the contract"). AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; AND WHEREAS we have agreed to give the supplier such an irrevocable bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you unconditionally, on behalf of the supplier, up to a total of. ___ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of you to first demanding the said amount of guarantee from the supplier before raising the demand with us. You may directly raise the demand with us, without asking the supplier for the same.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee will not be changed due to change in the constitution of the bank or the supplier.

This guarantee shall be valid up to 27 months from the date of satisfactory commencement of services.

(Signature with date of the authorized officer of the Bank)
.....Name and designation
of the officer

.....
Seal, name & address of the Bank and address of the Branch

Signature of Tenderer
with stamp