

#### REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL – 795 004

(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

#### **ANNEXURE**

#### **SCOPE** of the WORK

#### **Security**

RIMS would outsource the security services pertaining to the Institute Campus on Annual Rate Contract (ARC) basis. The scope of work will be as given below:

- (i) Arranging security personnel and sanitation workers.
- (ii) Providing round the clock security and sanitation services to the institute which includes:
  - Guarding & protecting all properties belonging to the institute as well as those of the campus dwellers/ visitors/guests of the institute, against theft, pilferage, burglary, fire etc.
  - Ensuring safety of all institute staff, their family members, visitors and dwellers in the institute campus,
  - Preventing all sorts of anti-social elements from entering into the institute and/or occurrence of anti-social activities in the institute campus, regulating entry of unwanted visitors to the institute, preventing entry of stray animals like cows, buffaloes etc. into the institute checking of gate passes and allowing the entry/ exit of valid material accordingly to/from the institute, regulating the entry and exit of vehicles, maintenance of visitors register and register for vehicles and preserving the registers for verification by the institute authority.
  - Lodging complaints relating to security matters for FIR at the concerned Police Station
  - All actions and services for safety and security services in the RIMS Campus/ Transit Houses, if not covered above.

Total No. of Security Personnel to be engaged

103 (One hundred and three) Nos. SGs (out of which 03(three) must be FGs), 15 (Fifteen) Nos. FSs and 01(one) No. SO. And 01(one) No. ASO. Total of 120 (one hundred and twenty) personnel.

No. of security personnel deployed at a time

To be given by CSO, RIMS

No. of shifts a day

3

Duration of duty

8 hours each shift



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Time schedule of duty

1st shift = 6 am to 2 pm 2nd shift = 2 pm to 10 pm 3rd shift = 10 pm to 6 am Day shift = 9 am to 5 pm

### Housekeeping/Sanitation

RIMS would outsource the sanitation/housekeeping services pertaining to the Institute Campus on Annual Rate Contract (ARC) basis. The scope of work will be as given below:

- (i) Arranging and deploying sanitation workers.
- (ii) Maintenance of all the surrounding areas of Administrative block, Jubille Hall, Morgue, Stretch from Entrance gate to Jubilee Hall and other places as and when need arises.
- (iii) Providing round the clock sanitation maintenance services of the toilets, baths and urinals etc. and also keep them neat and clean to the satisfaction of the institute. These services include:
- Ensuring cleanliness and hygiene of the hospital, college buildings and hostels etc. This includes maintenance of the WCs, Baths and Urinals as per details given below:-

	Hospital Complex	College Building And Hostels
WCs	270	250
Baths	30	150
Urinals	90	100

• An amount of **Rs 50,000/-** (Fifty thousand)per month will be spent by the contractor for provision of sanitation items/equipments.

Total No. of sanitation staff to be engaged

(A)

45 (Fortyfive) Nos. SWs and 05 (Three) Nos. SSs. Total of 50(fifty) personnel.

# REGIONAL INSTITUTE OF MEDICAL SCIENCES TENDER FOR SECURITY AND SANITATION ARRANGEMENTS AT IMPHAL, MANIPUR

(i) <b>Cost of Tender Papers</b> Rs.	(Rupees		) o	nly
received vide Cash Receipt No.		Dated		•



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(ii) Tender issued to: Address		
Telephone N	lo.	
		Chief Security Officer, RIMS, Imphal
(B)		
EARNEST MONEY DEPOSIT INFOR	MATION	
Earnest Money for Rs( deposited either in the form of Demand Dr in favour of Imphal.	Rupees raft No Director, Region	dateddrawn on nal Institute of Medical Sciences,
Date:		Signature of the Tenderer
NAME OF THE WORK - TENDER FO AND SANITATION ARRANGEMENT		
Sl.No.	Description	Pages
<ol> <li>Cover Page</li> <li>Contents</li> <li>Appendix Summary Sheet and General Terms &amp; conditions and N.I.T.</li> </ol>		
4. E.M.D and./or Tender Paper Cost :		
5. Schedule of Rates		
6. Schedule of work done by the Contractor		
7. Number of enclosures		

Signature of the Tenderer.



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# **SCHEDULE OF RATES**

(Security and Sanitation separately along with Rs 50,000/-(Fifty thousand) for monthly purchase of sanitation items/equipments)

1. Name of	the Contractor	
	of	to be deployed and rate of the following
category of Sl.No.	workers Description	Rate/month (for one person)
1.	Basic + D.A.	Rs.
2.	Provident Fund(EPF)	Rs.
3.	ESI %	Rs.
4.	Bonus	Rs.
5.	Gratuity	Rs.
6.	Any other	Rs. Rs. Total: Rs.
7.	Leave/Off/National Holiday( Reserve)	Leave Rs.
		A. Total Rs.
8. Service Charge on 'A'		Rs.
9. Service T	Γax on 'B' Rs.	B Total Rs .
1. T (Ru	Cotal per monthpees in words)	Grand total:Per person
		Signature of Contractor with Stamp

NB. Wages for Commander/Security Officer should be decided by the Agency.

Date:



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#### SCHEDULE OF WORK DONE BY THE CONTRACTOR

SCHEDULE OF WORK DONE BY THE CONTRACTOR		
( The Contractor shall fill this and enclose it with original copy of	tender)	
1. Name of the Contractor -		
2. Firm of the Contractor -		
3. The Telephone No.(Official)		
4. Official address -		
5. Residential address -		
If the firm limited - Yes/No		
Give the name and address of the Partners -		
Name	Address	
a)		
b)		
c)		
d)		
Partnership deed during the Bankers power of attorney Please enclose with tender	M/s. Enclose attested copy/ Original power	of
Name & Address of persons holding Power of attorney	attorney	
Name		
Address		

Specimen signature of persons Holding power of attorney



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- A. Details of registration under DG (resettlement), GOI (attested copy of the registration document to be enclosed)
  - a. Date of registration
  - b. Registration No.
  - c. Valid upto

# B. IF THE ORGHANISATION REGISTERED UNDER GENERAL LABOUR ACT (IF YES GIVE THE FULL PARTICULARS)

- a) Registered with
- b) Registration No.
- c) Finance and other limit Up to which registered
- d) Bank guarantee etc. in detail
- e) Registered for deployment of

Signature of the Tenderer

# Copies to be endorsed with Tender document

- 1. Registration with Central Labour Commissioner of the Jurisdiction
- 2. ESI Registration
- 3. EPF Registration
- 4. Service-Tax Registration
- 5. PAN Card copy
- 6. Copy of past experience
- 7. Order Copy of present work