



**REGIONAL INSTITUTE OF MEDICAL SCIENCES  
IMPHAL : MANIPUR**

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

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**ANNEXURE - A**

**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 RIMS
No. of shifts a day	- 3
Duration of duty	- 8 hours each shift.
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



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**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, Jubilee 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

- The provision of Sanitation items/equipments to maintain cleanliness of the above areas, will be indented monthly through Medical Superintendent, RIMS Hospital by the concerned Security Agency.

Total No. of sanitation staff to be engaged

45 (fortyfive) Nos. Sanitary Workers (SW) and 05 (five) Nos. Sanitary Supervisors (SS). Total of 50 (fifty) personnel.



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**ANNEXURE - B**

**(A) EARNEST MONEY DEPOSIT INFORMATION**

Earnest Money for Rs. \_\_\_\_\_ (Rupees ) \_\_\_\_\_ deposited  
either in the form of Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on in favour of  
Director, Regional Institute of Medical Sciences, Imphal.

Date: \_\_\_\_\_

Signature of the Tenderer

**(B) NAME OF THE WORK - TENDER FOR THE WORK OF PROVIDING SECURITY AND  
SANITATION ARRANGEMENTS AT RIMS, IMPHAL, MANIPUR**

Sl.No.	Description	Pages
1.	Cover Page	
2.	Contents	
3.	Appendix Summary Sheet and General Terms & conditions and N.I.T.	
4.	E.M.D and./or Tender Paper Cost :	
5.	Schedule of Rates:	
6.	List of work done by the Contractor:	
7.	Number of enclosures:	

Signature of the Tenderer.



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**D1. SCHEDULE OF RATES**

(Security and Sanitation separately along with Rs 50,000/-(Fifty thousand) to be set aside for monthly purchase of sanitation items/equipments by RIMS authority)

D2. Name of the Contractor :

D3. Details of Security Guard (Male/Female) to be deployed and rate of the following category of workers

<u>Sl.No.</u>	<u>Description</u>	<u>Rate/month (for one person)</u>
1.	Basic + D.A.	Rs.
2.	Provident Fund(EPF)	Rs.
3.	ESI %	Rs.
4.	Bonus	Rs.
5.	Gratuity	Rs.
6.	Any other (specify)	Rs.
		Total : Rs.
7.	Leave/Off/National Holiday (Leave Reserve)	Rs.
		A. Total Rs.
8.	Service Charge on 'A'	Rs,
		B Total Rs .
9.	Service Tax on 'B' Rs.	
		Grand total:
1.	Total per month _____ per person	
	(Rupees in words) _____.	



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D4. Field Supervisor (Male/Female)

D5. Assistant Security Officer (Male/Female)

D6. Security Officer (Male) only

Signature of Contractor  
with stamp

Date:

Copies to be endorsed with Tender document

1. Registration with Contract Labour (Regulation & Abolition) Act. 1970.
2. Shops and Establishment Registration.
3. EPF Registration.
4. Service-Tax Registration.
5. PAN Card copy.
6. Copy of past experiences.
7. Order Copy of present work.