

रामन अनुसंधान संस्थान
RAMAN RESEARCH INSTITUTE
सी.वी रामन एवेनुए, सदाशिवनगर
C.V. Raman Avenue, Sadashivanagar
बेंगलूरु Bengaluru – 560080



जन-शक्ति सुरक्षा सेवा के लिए निविदा
TENDER FOR MANPOWER SECURITY SERVICES

निविदा प्रलेख
TENDER DOCUMENT
2023 -2024

27.09.2023



Raman Research Institute
CV Raman Avenue, Sadashivanagar, Bangalore - 560080

Notice Inviting Tender

Sealed tenders are invited from Licensed Labour Contractors (Licensed from Central Labour Commissioner, Bangalore) for providing round the clock security services at the following places:

- 1) RRI campus
- 2) Hostel at RMV Extension
- 3) Hostel at Vyalikaval
- 4) Residential Quarters at R.T. Nagar
- 5) Residential Quarters at Malleswaram
- 6) Panchavati, Malleswaram

Shift timings	Security points to be manned
6.00 am to 2.00 pm	08
2.00 pm to 10.00pm	08
10.00 pm to 6.00 am	15
TOTAL	31

TERMS AND CONDITIONS

1. The Service Provider should have valid License issued by the Central Labour Commissioner, Bangalore.
2. He should have registered with the:
 - a) EPF – Commissioner
 - b) ESI – Corporation
 - c) Valid GST Registration
 - d) PSARA 2005 certificate to operate in the business
3. The Service Provider Should have currently or earlier successfully carried out contracts for similar services with any Central Government Departments or Autonomous Bodies or Research Undertakings and should provide address and documentary proofs of at least 3 orders for minimum period of one year.
4. The Service Provider should submit an **EMD for Rs. 2,00,000/-** by way of Banker's Cheque/DD in favour of the Raman Research Institute, Bangalore. Tenders without EMD are liable to be rejected.
5. Quotations should be in a sealed cover super scribed as **"TENDER FOR PROVIDING MANPOWER FOR SECURITY SERVICES"**
6. The Quotation should be complete in all respects and the details specified in this Tender should be adhered to and **submitted on or before 3:00 PM of 18.10.2023** and the tender will be **opened on the same day at 4.00 PM.**



7. The Service Provider should have a legal status, whether it will be a registered Proprietorship Firm/Partnership Firm/Company under Companies Act having legal entity, having all statutory licenses/registration for carrying out such activity as well have registration for income tax. The Service Provider should have Corporate Registered Office situated in Bangalore.
8. The Service Provider should provide round-the-clock security services at the above premises.
9. The Personnel deployed should have minimum 10th pass, knowledge of Hindi or English and local language. They should be able bodied, sound minded, trained persons and preferably in the age group of 18-55 years with good physique and personality, equipped with all security gadgets. They should have knowledge of Security related matters, Industrial safety and allied functions, and they shall have minimum experience of 5 years.
10. The Service Provider shall provide the details of office premises, supervisors at his disposal.
11. The Service Provider shall pay wages as fixed by the Institute as may deem fit depending on the type of services, and as laid down by extant rules as applicable / appropriate.
12. The Service Provider shall keep and maintain all requisite books and accounts and shall file periodicals (real) returns to the Competent Authorities as above.
13. The service provider/contractor shall be responsible for paying bonus to contract labour in the manner prescribed by the Payment of Bonus Act, 1965 & shall get reimbursed from the Institute.
14. The Service Provider shall nominate a coordinator/ Single Point of Contact (SPOC) who shall be responsible for regular interaction with, so that optimal services of the persons deployed could be availed without any disruption.
15. All selected manpower shall wear Identity Card provided by the Service Provider every day during working hours.
16. No medical facilities or reimbursement of any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Institute.
17. The Service Provider shall ensure that all the relevant licenses/ registrations/ permissions which may be required for providing the services under this Agreement/Contract are valid during the entire period of the Agreement/Contract; failing which the Institute can take appropriate action including imposition of deductions and termination of contract. The documents relevant in this regard shall be provided by the Service Provider to the Institute on demand.
18. The Service Provider shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed. The Institute shall, in no way be responsible for settlement of such issues whatsoever.
19. The Service Provider shall be responsible for timely payment of take-home remuneration to the manpower and deposit of EPF and ESI of both employer and employee share within 15th day of the month of payment of wages, failing which deductions shall be made by the Institute. Payment to the manpower resources by the service provider shall be made through bank transfer only, in no circumstance cash payment shall be made.



20. The Service Provider shall ensure regular payment to the deployed manpower to their entitlements like monthly salaries/ wages etc. and submit the documentary proof of the salary paid as per the terms and conditions of the contract. Bill for the subsequent month will be paid only after submission of certificate of disbursement of wages of previous month.
21. All applicable taxes and duties other than mentioned in the contract document, shall be payable by the Service Provider and the Institute shall not entertain any claims whatsoever with respect to the same.
22. The Service Provider, at all times, will ensure that the services being provided under this Contract/Agreement are performed strictly in accordance with all applicable laws, order, byelaws, regulations, notifications, guidelines, rules, standards, recommended practices etc. and no liability in this regard will be attached to the Institute.
23. The Institute will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the manpower or by the Service Provider. The manpower as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the Institute will not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules etc. shall only rest with the Service Provider.
24. The cost of services quoted by the Service Provider shall cover all aspects of service delivery and include all the components of salary/ wages (minimum wage, insurance, PF, ESI etc.) and taxes, as applicable.
25. No advance payment shall be made to the Service Provider. Payment shall be made once the services are delivered, and the Service Provider submits the invoice for the same. The Institute shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, logbook, and service feedback. All the deductions (if applicable) shall be settled before making the payments. Service Provider shall not have any objection on the same.
26. The service provider/contractor shall not make any unauthorized deductions from the wages of the contract labour. The Service Provider should hereby undertake not to charge any money/fees/ deductions in whatever manner, name or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by it and, to be deployed at the Institute campus. The Service Provider further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Institute shall have the right to take appropriate independent actions including termination of the Contract and actions as per Institute's Incident Management Policy.
27. Security manpower have to perform the checking of gate passes, allowing the entry and exit of material and regulating the entry and exit of vehicles accordingly. Records of the inwards and outwards movement of men and material's, vehicles etc., to be maintained with proper checking as per instructions given from time to time by the Institute organization.
28. Security manpower have to perform patrolling and guarding various common areas and surroundings to ensure adequate safety and security. Preventing entry of stray animals like cow, dogs etc. Round the clock patrolling of sites. Ensuring that boom barriers and access control systems are monitored and are in operational condition.



29. Security manpower have to perform assisting the occupants during emergency evacuation of building. Effective involvement during the crisis management like accidents and bomb threats. Involve in frequent drills for preparation for emergencies. Handling of disaster management in case of emergencies and disasters.
30. Security manpower have to perform rescue operation of passengers if stranded in lifts, Help occupants in any accidents or medical emergencies. Handling situation in case of fire liaison with appropriate agencies in case of disaster and emergencies and keep excellent liaison and contact with all such agencies. Staff should know to handle fire extinguishers in an emergency.
31. Security manpower may have to perform lodging of Complaints/FIR in case of any crime or violence and assist the police and other security agencies in their investigation in any related matter.
32. Service provider providing the security services shall not employ or engage any person unless he or she is a citizen of India or a citizen of such other country as permitted to be employed in terms of Government rules and regulations in force.
33. Service provider shall employ only man power who has completed eighteen years of age and not above 60 years of age. Security agency shall only employ manpower who satisfied the service provider about his character and antecedents and has completed the prescribed security training. Service provider shall only engage manpower fulfilling such physical standards as may be prescribed in the PSRA 2005 and rules. Further manpower shall satisfy any other conditions as may be prescribed in relevant rules.
34. No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct, or moral turpitude while serving in any of the armed forces of the Union, State Police Organization, Central or State Governments or in any private security agency shall be employed or engaged by the service provider.
35. The Service Provider Agency should provide good quality uniforms in the colour as decided by the Institute yearly once to all personnel deployed by them along with security related equipments Khakhi Uniform – 02 pair, P.cap, Black Belt, Black Leather Shoe, Shoulder strap – each year, Rain Coat, Jersey and Lathi – Biannual.
36. The antecedents of security staff deployed shall be verified by the service provider from local police authority and an undertaking in this regard is to be submitted to the Institute and the Institute shall ensure that the service provider complies with the provisions.
37. The service provider shall deploy his personnel only after obtaining the Institute's approval upon duly submitting a curriculum vitae (cv) and police verification details of personnel. The Institute shall be informed at least one week in advance and service provider shall be required to obtain Institute's approval for all such changes along with their CVs.
38. The Institute shall have the right, within reason, to have any personnel removed who is considered to be undesirable with proper reasoning or otherwise and similarly the Service Provider reserves the right to remove any personnel with prior intimation to the Institute, emergencies, exempted.
39. Every security manpower deployed by the service provider shall be issued a photo identity card, by the service provider. The photo identity card shall be issued in such form as may be prescribed by the Institute and complying with PSRA Act and rules.



40. Every security manpower shall carry on the photo identity card issued under and shall produce it on demand for inspection by the Institute or any other officer authorized.
41. Service provider shall be holding a valid license under the provision of Private Security Regulations Act (PSRA) providing for operation in the respective State or Union territory where services are being offered. Service provider shall ensure that all the relevant licenses/registrations/permissions which may be required for providing the services are valid during the entire period of the contract, failing so shall attract the appropriate penalties. The documents relevant in this regard shall be provided by the service provider to the Institute on demand.
42. The service provider shall comply with all the legal requirements for obtaining license under contract labor regulations and abolition act 1970 if any, at his own part and cost. The requirement shall be depending up on the number of persons engaged for the Institute in terms of the provisions of the relevant act.
43. The service provider shall maintain all statutory registers required to be maintained as per licence provisions under the law and shall produce same on demand to the Institute or any other authority under the law.
44. The Service Provider shall have his own Establishment/set up/mechanism/Training institute recognized under PSRA 2005 or have tie up with institutions recognized in terms of PSRA 2005 to provide training for security manpower with them to ensure correct and satisfactory performance of his/her liabilities and responsibilities. Only such manpower who have undergone training and holding certificate should be deployed under the contract, the training shall be for a minimum period as specified in the PSRA act and in terms of the detailed training syllabus as prescribed in the act.
45. The security manpower shall not accept any gratitude or reward in any form. 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, except for and on behalf of the Service Provider.
46. The personnel engaged by service provider have to be extremely courteous with very pleasant mannerism in dealing with the Institute Staff and should project an image of utmost discipline. The Institute shall have right to have any person removed in case of its staff complaints or as decided by representative of the Institute, if the person is not performing the job satisfactorily or otherwise. The Service Provider shall have to arrange suitable replacement in all such cases.
47. Security manpower engaged by the Service Provider shall not take part in any staff union and association.
48. The persons deployed shall, during the course of their work be privy to certain confidential documents and information which they are not supposed to divulge to third party. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract
49. Service provider shall ensure that all security manpower shall put on arms badge distinguisher, the Agency for which they are working, shoulder or chest badge to indicate his role or function. Manpower employed as Security guards shall, have whistle attached to the whistle cord and to be kept in the left pocket. Shoes with eyelet and laces, headgear which may also carry the distinguisher mark of the service provider.



50. The clothes worn by the security manpower while on active duty shall be such that they do not hamper in his efficient performance. In particular, they will neither be too tight nor too loose as to obstruct movement or bending of limbs.
51. Every manpower functioning as security guard will carry a notebook and writing instrument with him.
52. Every security person shall be provided one good quality torch and one baton.
53. Every manpower functioning as security guard while on active security duty will wear and display photo- identity card issued on the outer most garment above waist level on his person in a conspicuous manner.
54. Parameters of the uniform shall conform to provisions of PSARA 2005.
55. Service provider shall ensure that adequate supervision will be provided to ensure correct performance of the manpower deployed in accordance with the prevailing assignment instructions agreed upon between the service provider and Institute. Even if security supervisor is not availed by the Institute, service provider should keep track of performance of the staff deployed and give necessary support to ensure good performance.
56. The Service Provider will deploy supervisors as per the need given by the Institute. The supervisor shall be required to work as per the instructions of the Institute.
57. 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 Institute may issue from time to time and which have been mutually agreed upon between the two parties.
58. The Service Provider shall be responsible to maintain the safety of the all property and equipment of the Institute entrusted to it.
59. The Service Provider shall nominate a coordinator who shall be responsible for regular interaction with the Institute so that optimal services of the persons deployed could be availed without any disruption.
60. The personnel will have to report to the Institute 's security office at least 30 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by the Institute.
61. The working hours and days of the outsourced employees will be as per the existing applicable rules of the respective Central/State Government. However, they have to work on holidays, if necessary and required based on demand of work.
62. In an event of deployed personnel availing leave and if required by buyer suitable substitute(s) shall be provided by service provider as per mutual understanding with the Institute.
63. Consequent to poor performance of deployed manpower, service provider shall immediately replace the deployed manpower thereby maintaining service levels.
64. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between Institute and the Service Provider prior to deployment of manpower.



65. The attendance of the employees will be entered in the register provided by the Service Provider.
66. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Corporation or office. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
67. The security manpower deployed shall be eligible for being engaged or employed if he or she fulfills the standards of physical fitness as specified in the PSRA Act 2005. Service provider is therefore required to ensure that all deployed manpower fulfill the requirements specified in PSRA Act. Service provider Agency should get medical check-up of its staff at the time of their induction in the rolls of the agency to ensure their fitness for the job assigned and annual medical check-ups to be done as prescribed under PSARA. A record of the same shall be maintained in the personal file of the security personnel. In case the Institute demands for a copy of medical fitness certificate at the time of deployment to the Institute, the same shall be submitted.
68. The security manpower deployed should be free from evidence of any contagious or infectious disease. He or she should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the staff of the Institute.
69. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Institute.
70. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement/ Contract to any other agency or organization by whatever name be called without the prior written consent of the Authority of the Institute.
71. For all intents and purposes, Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Institute.
72. The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the current or after expiry of the Agreement/ Contract.
73. The Institute shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
74. Manpower engaged by the Security manpower service provider shall not divulge any information acquired by him or her during such employment with respect to the work which he or she has been assigned to anyone other than the Institute or to such person as the Institute directs. However, such disclosure as may be required under PSRA Act or in connection with any inquiry or investigation by the police or as may be required by an authority or process of law shall be exempted from this.
75. All security manpower engaged by the service provider shall however render necessary assistance to the police or to such authority in the process of any investigation pertaining to the activities of that agency. If violation of any law is noticed by any security manpower during the course of discharge of duties, he or she shall bring it to the notice of his superior, who in turn shall inform the police either through the Institute or service provider or on his own.



76. The institute shall own the material and documents provided to the Service Provider if any in connection with performance of this contract. Service Provider shall not, without the prior written consent of the Institute store, copy, distribute or retain any material or documents. Service Provider shall, upon termination of this agreement for any reason, or upon demand by the Institute, whichever is earliest, return any and all material and information provided to Service Provider by the Institute, including any copies or reproductions, both hardcopy and electronic.
77. The Service Provider or manpower provided shall not carry and/or transmit any material, information, application details, equipment or any other goods/material in physical or electronic form, which are proprietary to or owned by the Institute, out of the Institute premises without prior written permission from the Institute.
78. Nodal officer of the Institute or any other authorized official of the Institute shall be competent to ask for any changes in the scope of work. The Institute is entitled to increase the quantum of order regarding number of manpower by 25% and similarly shall be competent to reduce the manpower also by 25%.
79. The responsibility of arranging commutation for the manpower and transportation of any items which are in the scope of service provider and requiring the transportation shall be responsibility of service provider.
80. Service provider shall be responsible for any insurance requirements for the manpower deployed regarding accidents etc. No claim for any compensation or damages on account of any injury or death of manpower while performing the duties shall be entertained by the Institute. Insurance requirements if any for the property or premises for which security is offered shall be the responsibility of the Institute.
81. Obligation regarding minimum wages, ESI, EPF contributions and billing - payment procedure shall be in as specified in the general terms and conditions of the Agreement/ Contract. The rate offered shall be including GST. Payment shall be made on the basis of the number of security personnel engaged.
82. The Service Provider Agency shall also deposit EPF and ESI of both employer and employee share within 15th day of the month of payment for the support staff engaged from their account and prefer the bill to the Institute for reimbursement of employer share only. Employee share of EPF and ESI contribution shall be recovered from the gross remuneration & balance amount is to be released to the persons employed. Proof of deposit of both employers share and employees share of ESI & EPF shall be submitted to the Institute by the end of 15th day of succeeding month.
83. Any violation of contractual obligations by the Service Provider/employee shall attract penalties as mentioned against each obligation. The Service Provider is deemed to have confirmed that penalty whenever becomes payable, the same shall be deducted by the Institute from the payments due to the Service Provider.
84. TA/DA shall be payable directly by the Institute on production of travel documents in original and approval of appropriate authority of the Institute for undertaking such travel for the project/assignment.
85. All applicable taxes and duties except GST, shall be payable by the Service Provider and the Institute shall not entertain any claims whatsoever with respect to the same. The Service Provider shall pay the GST as the price quoted is inclusive of GST.



86. In case the submission of monthly bills is delayed by the Service Provider beyond 15 days from the last day of the month in which the services have been provided, the entire liability towards payment of interest/penalty to the tax authorities would be borne by the respective Service Provider.
87. The Service Provider shall be prepared to deploy extra guards under emergency situation as per the requirements of the principal employer/ Institute.
88. The cost of the Contract shall be valid for initial contract period and during this period no price escalation, other than minimum wages revision, shall be entertained by the Institute.
89. The Service Provider shall pay wages before 7th day of every calendar month, subsequently to the calendar (wage) month irrespective of the arrangement with the Institute. The payment shall be made as per the contract and after deduction of relevant penalties, if any. The Service Provider shall raise the invoice as per the arrangement in the contract (monthly/ quarterly) towards the Services rendered in the previous month to the Institute. Payment shall be effected by credit into the bank account of the Service Provider within 10 days of receiving the invoice, complete in all respects. The Service Provider shall provide correct bank account number and other details of the bank to enable the Institute to credit the payment directly into the account. The Institute shall pay the Service Provider all due amount as per the invoice, that are not the subject to dispute, within 10 days after receipt of a valid invoice that complies in all material respect in terms of this agreement; the payment shall be subject to any reduction such as penalty, statutory deductions, etc.
90. In case service provider commits defaults in terms of the agreement other than those specified warranting cancellation without notice, it shall be lawful for the Institute to issue a notice of termination of the contract by giving 15 days' time to service provider. Service provider can make a representation during the notice period and takes steps to remedy the defaults and if the Institute is satisfied with the same, the Institute can take decision to withdraw the notice. The agreement shall automatically terminate on expiry of the notice period if same is not withdrawn by the Institute. The termination notice shall be issued by the Institute to the address of the service provider as shown in the agreement. However, in case of instances such as not deploying resources within agreed time, serious security lapses, irregularities in service provider operations, expiry of validity of required licenses such as PSRA and in case cumulative penalty for violations of SLA reaches more than 10% contract can be terminated with immediate effect and no notice is required to be issued. In case of termination of the contract and the Institute engages the services of another service provider for the remaining part of contract the same shall be at risk and cost of the service provider besides other actions such as encashment of performance security and administrative actions etc.,
91. Service Provider acknowledges that the Institute's business data and other the Institute's proprietary information or materials, whether developed by the Institute's or being used by the Institute's pursuant to a license agreement with a third party are confidential and proprietary to the Institute; and Service Provider agrees to use reasonable care to safeguard the proprietary information and to prevent the unauthorized use or disclosure thereof, which shall not be less than that used by Service Provider to protect its own proprietary information. Service Provider recognizes that the goodwill of the Institute depends, among other things, upon Service Provider keeping such proprietary information confidential and that unauthorized disclosure of the same by Service Provider could damage the Institute and by that reason of Service Provider's duties hereunder. Service Provider may come into possession of such proprietary information, even though Service Provider does not take any direct part in or furnish the services performed for the creation of said proprietary information and shall limit access thereto to employees with a need



to such access to perform the services required by this agreement. Service Provider shall use such information only for the purpose of performing of the said services.

92. The Service Provider shall provide an **Irrevocable Bank Guarantee** for an amount of **Rs. 10,00,000/-** which should be valid throughout the contract period and extension if any.
93. The Contract shall be initially valid for a period of **one year**, renewal subject to review of services from year to year thereafter up to maximum of 3 years.
94. The Service Provider should establish time to time contacts with the security guards deployed by him and should provide adequate facility to provide emergency health packages or First Aid on the spot.
95. The Service Provider shall enter into a formal agreement with the Institute on Rs.200/- stamp paper incorporating all the terms and condition of the contract.
96. Group Life insurance has to be taken by the Service Provider with Rs.1 lakh cover per security person.
97. The premium for the Group Insurance shall not be reimbursed by the Institute. The Service Provider shall take this into consideration while quoting their service charges.
98. The Authorized Officer of the Institute will screen all the security personnel before deployment at the Institute.
99. In case, the person deployed by the service provider commit any act of omission/ commission that amounts to misconduct / indiscipline / incompetence / security risks, The Service Provider will be liable for appropriate disciplinary action against such persons, including their evictions from the campus, immediately after being brought to the notice, failing which it would be presumed to as breach of contract which will lead to automatic cancellation of the contract.
100. Any clarification required towards submission of the offer may please be mailed to security@rrri.res.in
101. All disputes are subject to jurisdiction of courts in Bangalore only.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE TENDER

1. License issued by the Central Labour Commissioner, Bangalore.
2. Copies of the registration details with EPF, ESI, Central excise & GST, Professional tax authorities and PSARA Certificate.
3. Any three documentary proofs for having successfully carried out contractors for similar service with any Central Government Departments or Autonomous Bodies or Research Undertakings for at least for a period of one year.
4. Address of office premises, list of literate security guards and supervisors at his disposal.
5. EMD for **Rs. 2,00,000/-** by way of Banker's Cheque/DD in favour of the Raman Research Institute, Bangalore
6. Service charges quoted by the agency in percentage of monthly total value of wages + employer's contribution of PF + Taxes & Levies (to be indicated separately) in the format given (**Annexure - 1**)



HOW TO APPLY

The tenders along with all the necessary documents may be sent to the following address in a sealed cover with the superscription '**TENDER FOR MANPOWER SUPPLY FOR SECURITY SERVICES**' on or before **3:00 PM of 18.10.2023** and tenders will be opened at **4.00 P.M.** on the same day in the presence of the tenderers who may wish to be present.

Pre-bid meeting shall be conducted on **11.10.2023, 3.00 PM** at the Institute. Bidders may attend the same for the discussion on the scope of work/clarifications, if any.

Address for sending the tender:

The Administrative Officer (i/c)
Raman Research Institute
CV Raman Avenue
Sadashivanagar,
Bangalore - 560080



Annexure -1

FORMAT FOR SUBMISSION OF FINANCIAL BID

To,

The Administrative Officer (i/c)
Raman Research Institute
C V Raman Avenue
Sadashivanagar
Bangalore - 560080

Particulars	Quote / Month (in %)
Service charges quoted by the agency in percentage of monthly total value of wages + employer's contribution of PF + Group life Insurance (Taxes & Levies to be indicated separately)	

Signature of the bidding agency along with the seal

