

Indira Gandhi National Tribal University, Amarkantak (M.P.)



TENDER DOCUMENT FOR PROVIDING SECURITY SERVICES AT IGNTU CAMPUS LALPUR, AMARKANTAK (M.P.)

Tender No. IGNTU/2025/SS/ 14, Date: 06 / 10 / 2025

<u>Estimated Cost of the Tender</u>	: Rs 4.00 Crores
<u>Earnest Money Deposit</u>	: Rs. 15.00 Lakhs (Fifteen Lakhs) only
<u>Tender Processing Fee</u>	: Rs. 5000.00 (Non-Refundable)
<u>Last Date for submission of Tender</u>	: As per Bid specification uploaded on GeM portal
<u>Date & Time for opening of Tender</u>	: As per Bid specification uploaded on GeM portal
<u>Contact Address</u>	: Registrar, Indira Gandhi National Tribal University, Lalpur, Amarkantak -484 887 (M.P.).


06/10/2025
Registrar

Indira Gandhi National Tribal University
Amarkantak (M.P.) 484 887
Website: <http://www.igntu.ac.in>

Registrar
IGNTU Amarkantak (M.P.)
कुलसचिव
इ.ग.रा.ज.जा वि. प्रमरकान्तक (म.प्र.)

Indira Gandhi National Tribal University, Amarkantak (M.P.)



Notice Inviting Tender (NIT)

Tender No. IGNTU/2025/SS/ 14

Date: 06/10/2025

The Indira Gandhi National Tribal University, Amarkantak (IGNTU) M.P. invites e-Tender in Two Bid System (Technical Bid and Financial Bid) **through GeM Portal at gem.gov.in** as per the instructions given in Tender Document. No Tender will be accepted in Hard Copy, Fax, e-mail or by any other such means. The Tender Document will also be **available at www.igntu.ac.in.**

a.	Availability of tender document on website: gem.gov.in	As per Bid specification uploaded on GeM portal
b.	Submission of Tender Document from date:	As per Bid specification uploaded on GeM portal
c.	Pre-Bid meeting:	As per GeM Portal
d.	Closing date & time of Bids submission:	As per Bid specification uploaded on GeM portal
e.	Technical Bid opening:	As per Bid specification uploaded on GeM portal
f.	Financial Bid opening:	As per Bid specification uploaded on GeM portal
g.	Estimated Value of Contract:	Rs 4.00 Crores
h.	Earnest Money Deposit (EMD):	Rs. 15.00 Lakhs (Fifteen Lakhs) only


06/10/2025
Registrar

IGNTU, Amarkantak (M.P.)

Registrar
IGNTU Amarkantak (M.P.)
कुलसचिव
इ.ग.रा.न.त.वि. अमरकंटक (म.प्र.)

Important Information Related to Tendering Through GeM

1	Purpose of Tender	Providing Security Services to Indira Gandhi National Tribal University (A Central University) as per the detailed scope of work.
2	Earnest Money Deposit	E.M.D. of Rs. 15,00,000/- (Rupees Fifteen Lakh only)
3	Tender Processing Fee	Rs.5000.00 (Non-Refundable)
4	Tender uploading date & time	As per Bid specification uploaded on GeM portal
5	Pre-Bid Meeting	As per GeM portal
6	Closing date & time of Bids submission	As per Bid specification uploaded on GeM portal
7	Bid validity	As per Bid specification uploaded on GeM portal
8	Submission through	<u>gem.gov.in</u> only
9	Date & time of opening of Bid	As per Bid specification uploaded on GeM portal
10	Tenure of Contract	Initial contract period for 11 (Eleven) months which may extendable for further maximum 02 years in a spell of 11 months subject to satisfactory performance of the work.
11	Contact for any queries	Registrar, IGNTU, Amarkantak (M.P.) Email: registrar@igntu.ac.in



Registrar
I.G.N.T.U. Amarkantak (M.P.)
कुलसचिव
डॉ. गं. रा. ज. जा. वि. अमरकंटक (म.प्र.)

Chapter-1: Instruction to the Bidders

Tender Document for "SECURITY SERVICES"

This is a two-bid process. The two parts of the bid are as follows:

Technical Bid: Bidders complying with the Pre-Qualification/Eligibility criteria shall only be considered for opening of their financial bids. Schedule of the financial bid opening shall be intimated to only those bidders who initially qualify in Technical Bid.

Financial Bid: The Financial Bid of technically qualified bidders only shall be opened. The bid shall be evaluated on least percentage of service charge among the qualifying bidders shortlisted after technical evaluation subject to compliance with minimum percentage (%) of service charges as per Government norms. The lowest financial proposal (minimum quoted %) (L1 bidder) will be considered for award of the contract, as per GeM policy.

1.	Work	Security Services at Indira Gandhi National Tribal University, Amarkantak (IGNTU).
2.	Eligibility Criteria	<p>The contracting agency/firm/company should have at least completed similar work during last five years of experience in providing security services in Central/State Government Departments / Public Sector Undertakings /Autonomous Bodies / Large Industrial / Educational campus / reputed Private companies.</p> <ol style="list-style-type: none">1. Agency /Company should be fulfilling anyone of the following conditions: -<ol style="list-style-type: none">a. Three similar completed works costing not less than the amount equal to 50% of the estimated cost. orb. Two similar completed works costing not less than amount equal to 60% of the estimated cost. orc. One similar completed work costing not less than the amount equal to 80% of the estimated cost.2. The agency must be registered with Central/State Govt. under Private Security Agencies (Regulation) Act. 2005 (PSARA) and all other relevant Acts/Rules for operating in the area of Indira Gandhi National Tribal University Campus at Amarkantak, Anuppur (M.P.). Validity of Registration with PSARA with renewal time to time should be for minimum 5 (Five) years. Agency should have at least an office in Madhya Pradesh with proper infrastructure and should have National/Madhya Pradesh State permit. The firm should have registration with EPFO, ESIC, GST.3. Average Annual financial turnover of related services during the last 3 (Three) years, ending 31st March of the previous financial year, should be at least 30% (Thirty percent) of the estimated cost.4. The firms are also required to submit previous Customer's Satisfactory Performance Reports from the organization served.
3	EMD	EMD of Rs. 15.00 Lakh (Rs. Fifteen lakhs) only through in the form of an account payee Demand draft, fixed deposit receipt from e. commercial bank, bank guarantee from a commercial bank, which should valid upto period of 45 days beyond the final bid validity period or through online in favour of "Indira Gandhi National Tribal University, payable at Canara Bank, IGNTU, Branch (A/C No. 6752101000027 IFSC: CNBR0006752) shall be submitted along with

		the Technical Bid. Exemption shall be allowed as per rule 170 of GFR 2017. EMD of the unsuccessful bidders shall be returned on written request.
4	Commencement of Operation	The selected agency should commence the security services on signing of agreement on or before 15 days from the date of issuance of work order.
5.	Performance Security	Successful bidder will have to deposit a Performance Security at the time of signing of agreement as per the Rule 171 of GFR 2017 of the annual amount payable to the service provider to be deposited in favour of "Indira Gandhi National Tribal University, Amarkantak (M.P.) in the form of an account payee Demand draft, fixed deposit receipt from e. commercial bank, bank guarantee from a commercial bank, online payment in the University Account which should valid upto the contractual obligations i.e. six months beyond the expiry of contract or through online in favour of Indira Gandhi National Tribal University payable at Canara Bank, IGNTU, Branch (A/C No. 6752101000027 IFSC: CNRB0006752). (An agreement shall be signed by the successful bidder at their cost on proper Non-Judicial Stamp paper Rs. 25000/- as per Rule) If the contractor fails or neglects any of his obligations under the contract, IGNTU reserves the right to forfeit either whole or part of the Performance Security furnished by the bidder as penalty for such failure.

M. K. Mehta
06/10/2024
Registrar, IGNTU

Registrar
I.G.N.T.U. Amarkantak (M.P.)
कुलसचिव
इ.ग.रा.ज.जा. वि. अमरकंटक (म.प्र.)

Chapter – 2: Condition of Contract

1. TERMS AND CONDITIONS OF CONTRACT


1. Intending security service providers are advised to inspect and examine the site and satisfy themselves before submitting their tenders. The bidder shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work. Every pages of tender documents should contained the seal and sign of bidder to avoid any ambiguity for uploading on Gem portal.

2. Contract Period:

The contract is initially for a period of ELEVEN MONTHS, which may be extendable for further period subject to satisfactory performance of the work up to maximum 02 years in a spell of 11 months and at the discretion of the Competent Authority of the University on the same terms and conditions. However, the contract can also be terminated at any time by giving a written notice of 30 days by either side, due to unsatisfactory performance breach of trust etc.

3. Preparation and submission of tender document:

- (a) A copy of each of the following documents shall be enclosed along with the Technical Bid. Any tender documents without these shall be invalid and rejected.
 - i. Partnership Deed / Articles and Memorandum of Association / Certificate of Incorporation, as applicable.
 - ii. Copy of Registration Certificate issued by Labour Dept of State / Central Govt.
 - iii. Documentary proofs of depositing the EPF/ESI contribution by the Agency/Firm during the last three years are also to be submitted.
 - iv. PAN Number.
 - v. Affidavit of non-blacklisted in any organization.
 - vi. Copy of previous work orders showing similar kind of works.
 - vii. EPF, ESI & GST Registration No. and details.
 - viii. Turn over Certificates of last 3 years duly signed by the Chartered Accountant.
 - ix. Copy of work order(s) for meeting the eligibility criteria as mentioned in chapter -1, clause-2.
 - x. Customer Satisfactory Performance Report from at least 05 organizations served.
 - xi. Copy of proof – deposit of EMD and Tender Fee.
 - xii. Copy of Non-Debarment Certificate.
- (b) The tenders of the contracting agency/firm/company not in possession of valid statutory license / registrations are liable for rejections.
- (c) If any relative of the bidder is an employee (Regular or Contractual or any type of employment) of the IGNTU, the name, designation and relationship of such employee shall be intimated to the Registrar, IGNTU in writing while submitting the tender.

 Registrar
IGNTU Amaruntak (M.P.)

Signature & Seal of bidder

(d) The tender submitted by the firm / agency shall remain valid for 60 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 60 days from the date of opening shall be by mutual consent.

(e) A list containing name, address, Police verification report, Aadhar Card of all probable security persons to be deployed after award of contract.

II. Submission of Offer: - According to GeM.

5. Security Personnel deployment:

- i. The contractor should be in a position to deploy additional guards as and when required by Indira Gandhi National Tribal University, Amarkantak (M.P.) from time to time.
- ii. **The service provider shall ensure that the guards deployed are punctual, disciplined and vigilant in performance of their duty and responsibility and will have to submit police verification report of each person deployed at IGNTU, Amarkantak. The service provider shall engage medically and physically fit persons and they shall be duty bound to display the same at the time of providing the service. All the security personnel shall wear uniform with identification badge issued by the service provider. The Contractor should parade the full strength of guards and supervisors in uniform for inspection by University Official before commencement of contract, and at the time as and when required and a parade attendance register should also be maintained.**
- iii. **The Proctor of the University or any person authorized by the Proctor shall be at liberty to carry out any surprise checks on the persons deployed by the service provider in order to ensure that required number of guards are deployed and that they are providing the service properly.**
- iv. **Total 3782 mandays shall be permissible in a month. Accordingly, agency has to allot duties to hire personals. Over and above 3782 mandays shall not be considerable for payment in a particular month. If any change arises in strength, it will be intimated in advance with due approval by the Competent Authority.**
- v. The guards deployed by the service provider shall be the employees of the service provider for all intent and purpose and in no case, shall a relationship of employer and employee between the said persons and the IGNTU accrue implicitly or explicitly.
- vi. The persons so deployed shall remain under the control and supervision of the service provider and only he shall be liable for payment for their wages etc. and all other dues, which the service provider is liable to pay under various labour regulations and other statutory provisions.
- vii. The service provider shall ensure that all the guards deployed in IGNTU, Amarkantak get minimum wages as per the **Central Minimum Wages** from time to time and such other benefits as are admissible under various labour laws. He shall provide full information in respect of Wages, PF, Insurance, etc., paid to deployed guards so deployed in conformity with the provisions of contract Labour (Regulation and Abolition) Act, 1970.
- viii. At least 25% of deployed guards shall be accommodated in the Security Barrack at IGNTU, Amarkantak Campus, on chargeable basis @ Rs 200/- per month per guard. The barrack charge shall be deposited in the University Account by the service provider or same shall be deducted from their payment. A separate Register shall be maintained in this respect by the Security Agency and dully check by the Security Officer/Security Inspector.
- ix. The agency shall arrange for the training of the guards at its own cost at least once in a

month or as recommended by the security officer including fire safety measure training and VIP Visits/National Festival Parade/Training.

6. Payment Terms:

- i. IGNTU, Amarkantak shall pay the agreed amount on production of monthly bill for the amount due towards services rendered during the preceding one month. The monthly bill shall include supporting documents i.e. bio-metric attendance record duly verified by Security Inspector, Security Officer and Proctor towards receipt of payment by the persons employed including copy of **Monthly Pay Slip**. The service provider shall make payment to guards/supervisors through bank only. No other charges of any kind shall be payable. No advance payment shall be made to the agency. There would be no increase in any rates & service charges payable to the agency during the contract period except in case of enhancement of Minimum wages by the **central Govt.** The income-tax as applicable shall be deducted from the bill unless exempted by the Income-Tax Department.
- ii. The service provider shall also submit the proof of having deposited the amount of contribution on account of ESI/WC, EPF and barrack charges towards the persons deployed in their respective names before submitting the bill for the subsequent month. In case, the bidder fails to do so, the University will withhold the amount due and release only after production of the sufficient proof. Further necessary action, as deemed fit, will be taken against the bidder.

7. Compliance:

- i. The service provider shall provide the services continuously as per the award of contract period. In case of discontinuation of services by the service provider in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the service provider shall be liable for necessary legal action and the performance security shall also be forfeited.
- ii. Service Provider shall have to maintain the attendance through Bio-metric / face recognition machine which shall be installed sufficient numbers of machines. The attendance of the security personnel shall be entered during coming in the duty and going out from the duty. The cost of Bio-matric attendance machine installation, repair & maintenance, replacement, etc. are to be borne by the agency, out of their service charges. No additional cost will be paid by the University.
- iii. The service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of IGNTU only in exceptional circumstances.
- iv. Any damages to the infrastructure facilities or the property of the University by the personnel of the service provider, they shall bear the responsibility of losses and shall replace the same on its own expenses / reimburse the full cost of the same.
- v. In case, the security guards employed by the service provider commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the service provider shall be liable to take appropriate disciplinary action against such guards, including their removal from site of work, if required by IGNTU, Amarkantak.
- vi. The service provider shall replace immediately any of its security personnel who are found unacceptable to the IGNTU because of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the competent Authority of IGNTU, Amarkantak.

- vii. The successful service provider shall be solely responsible for the redressal of grievances /resolution of disputes relating to security personnel engaged by them. IGNTU shall, in no way, be responsible for settlement of such issues whatsoever.
- viii. During the performance of duty by the security personnel any misconduct/indiscipline/any undesirable act/illegal incidents occurred (if any), the legal liabilities lies with the service provider.
- ix. For all intent and purpose, the successful service provider shall be the "Employer" within the meaning of different Labour Legislations in respect of personnel so employed and engaged at IGNTU, Amarkantak under this contract. The security personnel deployed by the agency at IGNTU, Amarkantak shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IGNTU, Amarkantak.
- x. IGNTU, Amarkantak shall not be responsible for any damages, losses, theft, claims, financial or other injury to any security guards deployed by the service provider in the course of their performing the functions/ duties, or for payment towards any compensation.
- xi. The security personnel deployed by the service provider shall not claim nor shall be entitled for pay, perks and other facilities from IGNTU, Amarkantak admissible to casual, adhoc, regular/ confirmed employees during or after expiry of the contract period.
- xii. In case of termination of this contract on its expiry or otherwise, the security personnel engaged by the service provider shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in IGNTU.
- xiii. If the University provides the accommodation facility to the employee of the service provider the Rent, License Fee, Electricity & Water charges shall be payable as per rules.

8. Compliance of Statutory Provisions

- i. The service provider shall maintain all statutory registers under the applicable Law. They shall also produce the same, on demand, to the concerned authority of IGNTU or any other authority under Law.
- ii. In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IGNTU, Amarkantak is put to any loss / obligation, monetary or otherwise, IGNTU, Amarkantak shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
- iii. The selected firm/agency shall make payments to its personnels in strict observance of Labour Law, Minimum Wages Act and other statutory requirements with regard to ESI/EPF etc. Any failure on the part of the contract in this regard will lead to termination of the contract and forfeiture of the Security Deposits in addition to other penal action as per law.
- iv. The responsibility of payment of wages for the personnel deployed to carry out the contract lies with the contractor and the University shall not entertain any representations, whatsoever in this regard.
- v. The terms and conditions mentioned in the integrity pact issued by the Government of India from time to time shall be applicable to successful bidder.


 IGNTU Amarkantak (MP)
 कुलसचिव
 इ.गो.रा.ज.वि. अमरकंटक (म.प्र.)

III. Right of IGNTU

- a. The University Authority, IGNTU reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- b. The University Authority, IGNTU reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his / her decision shall be final and binding on the Bidder.
- c. The University Authority, IGNTU reserves the right to terminate the contract at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- d. IGNTU reserves the right to suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the IGNTU shall be final and bindings on all parties.
- e. The University Authority, IGNTU reserves the right to award the contract for the security services either to one or more than one contractor / agency, as per L-1 approved rate and same terms & conditions shall be applied.

IV. Breach of Terms and Conditions:

- a. Safe and secured service for property and controlling the movement of men, materials and vehicle in and out of the University is the essence of contract. If the quality of service rendered remains poor for a period of 15 days in spite of communication from IGNTU, the contract may be terminated at the discretion of Competent Authority.
- b. In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by IGNTU in that event the security deposit shall also stands forfeited.

V. Dispute Settlement:

- a. It is mutually agreed that all differences and disputes arising out of or in connection with these agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the **Competent Authority, IGNTU** whose decision shall be final and binding on both the parties.
- b. It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at High Court Jabalpur, Madhya Pradesh. The resultant contract will be interpreted under Indian Laws.

VI. RESPONSIBILITIES AND LIABILITIES

- a. Discipline, dress and decorum of the guards will be the responsibility of the service provider. He will also ensure that the manpower engaged is as per the requirements of the security of the campus. The guards would be working under the guidance of the security supervisor provided by the agency and the entire team of the security guards and the supervisor would report to the any Authorized person of the University. Police verification of the guards and the supervisors will be done by the agency. This needs to be

submitted to the University.

- b. The Security personnel provided should be personnel of high integrity and confidence. A copy of the antecedent's verification certificate issued by the police about their staff or the security agency should be submitted to the Proctor /Security Officer, IGNTU by the agency.
- c. The service provider shall be responsible for all aspects of security or security related subjects in the University. He shall be working under the Proctor of the University / Person nominated by the Competent Authority and shall ensure that the guards requisitioned are positioned as per the timings and numbers. The guards shall be in proper uniform and shall conduct themselves befitting those responsible to maintain peace and harmony in the University. The guards shall remain vigilant throughout their time of duty and shall be courteous with and helpful to the student community, the employees, the campus residents, visitors and other stakeholders. The guards shall remain physically fit and mentally alert and in order to do so, no guard shall be allowed to continue on duty beyond one shift.
- d. The contractor should provide its personnel with seasonal and protective clothing, torches (with adequate supply of battery cells on monthly basis), whistle, lathies, rain coats, helmet, shield and gum boots. These materials are required to be deposited with Security in charge upon award of contract. No additional cost will be paid by the University.
- e. The service provider shall ensure rotation of guards and supervisors at the particular post at least once in a month with prior permission and intimation. Further, guards should not be deployed on over time duty consecutively except under emergent and extra ordinary situation. However, in any case the same should not exceed 5% of total duties in a month.
- f. The agency shall also have to ensure the general discipline of the guards and take up night checks as well as provide on the job training schedules for the guards to make them acquainted with the security requirements of the campus as per the academic and administrative schedule of the University. A consolidated report on subject matter shall be submitted to Proctor of the University
- g. Penalty will be imposed in case the guards are found sleeping on duty or performing duties for longer periods than the shift hours. Security Guards may also be asked to perform such other duties as may be essential for maintenance of security and discipline in the campus.
- h. The Security Agency will be responsible for the safety of all the equipment, fixtures and any other property (movable & immovable) on the University campus. The agency will also have to inform the authorities about any pilferages noticed on the campus. The agency will be responsible for any theft and loss incurred shall be recovered.
- i. Monitoring and reporting of breach and breakage in fencing, encroachment, trespassing, incidence of crime, defacement of wall, putting up of hoarding/banners/posters, cable lines etc. in the campus.
- j. To control speed of vehicles on roads running through the University particularly during school and office hours.
- k. To ensure orderly marshalling and parking vehicles of the University, students officials and Visitors on the campus.
- l. To check Security/Gate passes (for transfer of goods/materials) of the vehicles carrying construction and other materials within the University Campus and Also a separate register on such matter should be maintained.

- m. To control smoking, use of Tobacco, consumption of alcoholic beverages and drugs or any unlawful indecent/activities inside the campus.
- n. The Security Agency shall maintain all security registers in the format prescribed by the University like In and Out Material Registers, Vehicle Movement registers, Visitor's Register and Returnable Gate Pass Register etc. with their stationery (Agency should provide the stationery). All registers shall be placed once in a month before the Proctorial Board for review/monitoring of movement of visitors, vehicle etc. for security purpose. These registers should be submitted to IGNTU after completion of contract.
- o. Security Guards selection (Physical measurement) Register as per Chapter-3, (Schedule of Requirement), shall also be maintained by the security provider.

VII. PENALTY

IGNTU shall be free to impose Penalty as per the amount shown against each of the following activity. The penal amount may be deducted from the monthly bills submitted by the firm/agency:

a)	Absence of security staff	Penalty of Rs. 500/- per day of individual absence.
b)	Poor Performance	Rs.1000/- on each occasion
c)	Without Proper uniform	Rs.500/- per day per person
d)	Rude behavior	Rs.1000/- per occasion
e)	Non-availability of appliances	Rs.500/- per occasion
f)	Sleeping during duty time	Rs.500/- per person

In case of deficiency in service repeatedly, IGNTU reserves the right to impose a penalty @ 0.2% of total monthly contractual amount for each day. However, if the exceptions become general practice, action will be initiated for termination of contract.

- a) In case the Bidder fails to meet any of the conditions agreed upon, the IGNTU reserve the right to take any action it may deem proper including forfeiture of part or whole of Earnest Money, Security Deposit, and /or any other amount due to Contractor. If the contractor fails or neglects to observe or perform any of his obligations under the Agreement it shall be lawful for the Competent Authority, Indira Gandhi National Tribal University to forfeit either in whole or in part, in his absolute discretion, the Security Deposit furnished by the bidder and to arrange to make suitable alternate arrangement for the service at the risk and expense of the bidder after deducting all costs and other expenses that the University may have incurred and all dues and all dues and other moneys including all losses and damages which the Indira Gandhi National Tribal University is entitled to recover from the bidder.
- b) The Security deposit can be forfeited by the order of the Competent Authority, IGNTU, in the event of any tread, or non-observance of any of the conditions of Contract. On the expiry of the contract, such portion of the said security as may be considered by the Competent Authority, IGNTU, sufficient to cover an incorrect or excess payment made on the bills of the Contractor, shall be retained by him.
- c) Any sum of money due and payable to the Contractor including Security Deposit refundable to him/ them under this Contract may be appropriated by the IGNTU and set off against any claim of IGNTU in respect of any sum of money arising out of under any other Contract(s) made by the Contractor with the IGNTU and for such purpose the IGNTU shall be entitled to sell and / or realize such securities forming the whole or part of any such Security Deposit in any manner whatsoever as the University may think fit.
- d) IGNTU reserve the right to cancel the Contract at any time during the currency of the Contract without assigning any reason, whatsoever, if the services provided by the firm

are found to be unsatisfactory.

- e) Time and promptness are essence of the this contract. The time specified for the session shall be strictly adhered to and time in this respect shall be deemed to be the Essence of the Contract. If the time schedule is not adhered to and the job is delayed for reasons other than beyond Contractor control, the Competent Authority, IGNTU shall be entitled at his option either to: Cancel the contract or make alternate arrangement on the cost of the contractor.

VIII. PROCEDURE FOR SUBMISSION OF BILLS

The original bill in duplicate prepared on the basis of the accepted rates should be submitted on or before 10th day of each month to the Registrar, IGNTU for necessary action together with attendance bio-metric records of attendance, PF, Insurance, Barrack charges paid letter duly verified by the Proctor and Security Officer, which is issued only after satisfactory performance. Payment of bills will be arranged through Finance and Accounts Division of this University. The University reserves the right to carry out a post payment audit of the contractor's bill including all supporting vouchers i.e. Wages Sheet, Bank Sheet, WC Policy, EPF Statement. The IGNTU further reserves the right to enforce recovery of any over-payment coming to light as a result of such audit, by any or all the methods prescribed above.

IX FORCE MAJEURE:

The term "Force Majeure" as employed herein shall mean acts of natural calamity, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely IGNTU and the Tenderer. The Tenderer shall not be liable for forfeiture of its Performance Security, Liquidated Damages or Termination for Default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract/ Agreement is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Tenderer and not involving the Tenderers fault or negligence and not foreseeable. Such events may include, but are not restricted to acts of IGNTU either in its sovereign or contractual capacity, wars, revolutions, fires, floods; epidemics quarantine restrictions and freight embargoes.

- a. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If services are suspended by Force Majeure conditions lasting for more than 2 (two) months, IGNTU shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.
- b. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

After award of Letter of Agreement, it is required to enter into a Contract with IGNTU by the tenderer at their cost on proper non-judicial stamp paper of Rs. 25,000/- on the terms and conditions as detailed in the tender document.


Registrar
IGNTU Amarnath (M.P.)
कुलसचिव
डॉ. रा. ज. रा. वि. प्रणयक (म.प्र.)

Chapter-3: Schedule of Requirement

1. The bidders are required to deploy approximately Supervisor 06 Nos. (Preferably Ex-Serviceman) Male Guards 84 Nos. Female Guards 29 Nos. & Gunmen 03 Nos. Total 122 Nos. within IGNTU Campus. which may be increased or decreased as per requirements from time to time by the IGNTU, Amarkantak.
2. The selected Security Agency will detail security personnel. to work in shifts of eight hours duration. every day. The shifts will be as under:
 - 'A' Shift – 0600 hrs to 1400 hrs
 - 'B' Shift – 1400 hrs to 2200 hrs
 - 'C' Shift – 2200 hrs to 0600 hrs (next day)
 - 'General Shift' – 0900 hrs to 1730 hrs
3. The Security Guards and Security Supervisors will have the following minimum desirable qualifications/ standards: -
 - (a) Be in the age group of 21 – 58 years, as per DoB mentioned in matriculation marksheet.
 - (b) Security supervisor may be deployed till the age of 58 years or Govt. norms.
 - (c) Be healthy, smart with good physical bearing with at least 5'6" height 80 cm chest measurements.
 - (d) Be trained in handling standard firefighting equipment's.
 - (e) Be able to maintain documents, verifying Identity cards / vehicle pass etc; as per the security guidelines of the IGNTU and the instructions of the staff of Security Section, IGNTU.
 - (f) Should have knowledge in First Aid/driving/handling wireless equipment's/modern security gadgets etc.
 - (g) They should have work experience for at least 2 years in security assignment in similar organization as of IGNTU.
 - (h) No person who has been convicted by a competent court/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 or have police cases shall be employed or engaged as a private security guard or supervisor.
 - (i) They should be able to read/speak Hindi and other preferable languages i.e. local dialect and English (elementary) etc.
 - (j) They should have passed at least High School (10th).
 - (k) Supervisor qualification 12th pass with minimum 05 years of relevant experience and knowledge of fire safety measures.
4. No employee of the company / Agency shall work for more than 26 days in 30 days of month and 27 days in 31 days of month or as specified in the Labour Laws.
5. Office support as and when needed shall be meet out/ managed from Security Personnel who are well versed in office related work and have work previously in such system.


Registrar
IGNTU, Amarkantak (M.P.)
कुलसचिव
इ. गा. रा. ज. वि. अमरकंटक (म.प्र.)

Chapter- 4: Specifications and allied Technical Details

Technical Bid

(To be sealed and placed in a separate envelope super-scribed as "Technical Bid")
Having read and accepted all terms and conditions in the tender document and scope of work, we submit the details for security services as follows:

1	Name of the firm	
2(a)	Full Address (Permanent / Corresponding) & Phone No. and Email ID (if any)	
2(b)	Full Address, Phone No. & Email ID of Office in Madhya Pradesh	
3	Status of firm and details of owner / partner (Attach copy of Partnership deed / Articles and Memorandum of Association / Certificate of incorporation as applicable)	
4	Year of Commencement of business	
5	Organizational setup clearly indicating details of total Manpower on Roll	
6	License under securities (regulation) Act/PASARA for the State of Madhya Pradesh (Attach copy of certificate)	
7	Registration / Details Attach copy of certificate (s) Registration Number ESI / PF Number GST Registration No PAN Number Aadhar No.	
8	Compliance to provide required number of Security personnel as mentioned in the Scope of work	Yes / No
9	List of institutions /offices where the firm is providing/provided security services (Satisfactory performance certificate to be enclosed)	
10	Annual Turnover Details for the last 3 years, (ending 31 st March of Previous Year) duly certified by the CA	
11	Have you ever been debarred by Court of Law or penalized by Govt. Organization (Attach self-declaration).	

Certified that the above furnished information is true and correct.

Place:

Signature of the Bidder

Date:

Name & Address of the Bidder with Office Stamp

DETAILS OF EXPERIENCE (Copies of work orders along with customer satisfaction certificate may be enclosed)

Sl. No	Name of the Organization	Total Security Guards (SG) Deployed	Percentage of SG, 45 Years and below	Percentage of SG Fluent in Hindi	Percentage of SG Fluent in English	Period of work	Consolidated billing amount per annum	Name of contact details of the officer in charge at the client organization with telephone number

Certified that the above furnished information is true and correct. IGNTU is permitted to verify the above details from any of the clients listed above.

Signature of the Bidder
Name & Address of the Bidder with Office Stamp

Place

Date:


Registrar
IGNTU, Amarkantak (M.P.)
कुलसचिव
इ.गं.रा.ज.जा. वि. अमरकंटक (म.प्र.)

APPENDIX

Financial Involvement

Details of Daily wages to be paid under the contract shall be in accordance with the relevant Minimum Wages Act. (Rate as per GOI, Ministry of Labour & Employment, notification File no. 1/6(6)/2025-LS-II, dated 28/03/2025), w.e.f 01.04.2025

Wages and Other elements for financial Calculation:

Sl.No.	Details of payments admissible	Security Guards Male	Security Guards Lady	Security Supervisor	Armed Guard
1	Approximate strength/ Day	84	29	6	3
2	Minimum Wages/Day/Head	494	494	579	579
3	VDA	266	266	314	314
4	<u>EPF@13%</u>	98.8	98.8	116.09	116.1
5	<u>WC@2%</u>	15.2	15.2	17.86	17.86
6	Special Allowance	-	-	-	-
7	Total Amt/Unit/Day	874	874	1026.95	1027
8	Amount full strength/ Day	73416	25346	6162	3081
9	Composite Amount with given strength of all Category /Day	INR 108005			

Rupees One Lakh Eight Thousand and Five


Registrar
I.G.N.T.U. Amarkantak (M.P.)
कुलसचिव
ड.गो.रा.ज.गो. वि. अमरकंटक (म.प्र.)

Chapter- 5: Price Schedule

FINANCIAL BID

Name of the work: Providing Security Services at IGNTU

Sl. No.	Description	Security Guard
1.	Basic wages per month	As per minimum wages paid by IGNTU
2.	E P F	As per rule paid by IGNTU
3.	E S I / WC	As per rule paid by IGNTU
4.	Service Charge (in Percentage) Calculated upon Rs. 108004.55 (Composite Amount)	Percentage (in figure) _____ Percentage (in word) _____
5.	GST and other applicable taxes shall be paid by the University as per GOI norms.	

Notes:

1. Total 3782 mandays shall be considered in a month for payment. The strength may vary as per the needs of University. Change in strength will be intimated well in advance.
2. The basic wages shall be paid as per the Central Government minimum wages Act only.
3. TDS and other applicable statutory dues (if any) shall be deducted as per rule from the bill amount.
4. Work order will be issued to the lowest evaluated Bidder (L1) based upon the Lowest Quoted Service Charge.
5. However, in case of multiple Bidders quoting same rate of Service Charge, GeM system will select the Bidders as per the norms of Two Bid System.
6. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which service has been rendered by deployed Security Personnel, duly verified by the User Department, IGNTU.

Signature of the Bidder
Name & Address of the Bidder with Office Stamp

Place:
Date:


Registrar
I.G.N.T.U. Amarakantak (M.P.)
कुलसचिव
इ. गा. रा. ज. ना. वि. अमरकंटक (म.प्र.)

Chapter – 6: Other Standard forms

Annexure I

(Affidavit duly executed before the Notary Public on a Stamp Paper of Rs.10/-)

AFFIDAVIT

(Before Public Notary, _____)

I, _____ (Name of the Deponent), S/o _____,
Aged About: _____ years, Resident of: _____
_____ do hereby
solemnly state and affirm as under:

1. That, I am working as _____ (Designation of the Deponent)
with M/s _____ (Name & Address of the Firm/
Company) since _____ years;
2. That, I am the Authorized Signatory/ have been duly authorized to execute this affidavit
on behalf of the above- named Firm / Company and as such component to swear this
affidavit. The duly certified copy of the Authorization Letter / Board Resolution to this
effect is enclosed an Annexure with this Affidavit.
3. That, being the Authorized Signatory I am conversant with the technical details and the
overall functioning of the Firm / Company applying for the present tender.
4. That, it is submitted that the Firm / Company shall maintain utmost secrecy and take
utmost care not to leak/ divulge any information of the IGNTU.
5. That, in case any such incident is noticed, penalty as imposed by the Competent Authority
of the Indira Gandhi National Tribal University shall be payable by us.
6. That, I take oath and solemnly declare/ affirm that the particulars furnished in the present
“Tender Form” are correct and that nothing has been concealed or misrepresented therein.
That, it is submitted that all the Statements / Submissions / Declarations / Information,
etc. furnished in this “Tendering Form” are true statement.
7. That, I declare that there are no legal / criminal proceedings pending/ contemplated
against our firm or any staff members of our firm. It is further submitted that the integrity
of the Firm / Company or any of its staff members is not under suspicion / inquiry /
Investigation (As the case may be) before any agency like Police, Crime Branch, Central
Bureau of Investigation, Vigilance Cell, Central Vigilance Commission, etc. and other
such agencies empowered to do so under the extant laws.
8. That, I declare that the Firm / Company here-in-above mentioned has not been black-
listed by any Organization's/ Company.
9. That, I provide hereunder the following details of penalty imposed etc. on the Firm /
Company by any Organization/ Company by way of monetary penalty or any other mode.

S.No.	Details of Organization/ Company, etc.	Details of penalty imposed, etc.
1.		
2.		

(*) Strike off whichever not applicable.

10. That, I do hereby swear that my statements under Para's (1) to (9) are true and correct and that it conceals nothing and that no part of this is false. In case the contents of affidavit are found to be incorrect or false, I shall be liable for action under the relevant provision of the Indian Penal Code and other relevant laws.

DEPONENT

Place:

Date:

VERIFICATION

Verified at _____ on this _____ day of _____ in the year of _____ that the contents of Para (1) to Para (10) of the above affidavit are true and correct to the best of our knowledge and belief and nothing has been concealed there from.

DEPONENT

ATTESTED

(NOTARY PUBLIC)

Important Note: The date of issuance of Stamp-paper should necessarily be between the opening and closing dates of the Tender (Both dates inclusive).


Registrar
I.G.N.T.U. Amarkantak (M.P.)
कुलसचिव
इ.गं.रा.त्र.जा. बि. अमरकंटक (म.प्र.)