



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5437293
Dated/दिनांक : 25-09-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	05-10-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	05-10-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education
Department Name/विभाग का नाम	Department Of Higher Education
Organisation Name/संगठन का नाम	University Of Allahabad
Office Name/कार्यालय का नाम	Govind Ballabh Pant Social Science Institute
Item Category/मद केटेगरी	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Armed Security Guard , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	150 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No

Bid Details/बिड विवरण

Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	Bank Of Baroda
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	12

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Administrative Officer
Govind Ballabh Pant Social Science Institute, Department of Higher Education, University of Allahabad, Ministry of Education
(Administrative Officer)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Additional Conditions specific to this bid:1. Please indicate the proper page number on your tender document.

2. There must be a local office of the firm at Prayagraj. The proof to this effect must be submitted by the vendor.

3. The agency should have a minimum 5 years of continuous experience (in the same educational institution/university) in executing contracts for security services by security personnel in any educational institution/university.

In case, the buyer wants to retain some of the existing resources then buyer is needed to upload the list of resources along with the quantity of each type or resource to be continued by the successful bidder/service provider under the new contract as per the T&C of new contract concluded on the basis of this bid along with approval of Competent Authority.:[1727243454.pdf](#)

Scope Of Work For the Service:[1727254551.pdf](#)

Competent Authority Approval for the additional conditions:[1727254687.pdf](#)

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (10)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	No Preference
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	No
Age Limit	Up to 65 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	Driver's License
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Archana Singh	211019,3 Yamuna Enclave Jhusi	10	<ul style="list-style-type: none"> • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 862 • Provident Fund (INR per day) : 69.23 • EDLI (INR per day) : 4.31 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 4.31 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Armed Security Guard (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Armed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	No
Age Limit	Up to 65 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	Driver's License

Specification	Values
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Archana Singh	211019,3 Yamuna Enclave Jhusi	4	<ul style="list-style-type: none"> • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 948 • Provident Fund (INR per day) : 69.23 • EDLI (INR per day) : 4.74 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 4.74 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Security Supervisor

Specification	Values
Category of Skills	Highly Skilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	No
Age Limit	Up to 65 years
Years of Experience	6 - 10 years
Additional Requirements for the Security Personnel	Driver's License
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Archana Singh	211019,3 Yamuna Enclave Jhusi	1	<ul style="list-style-type: none"> • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 948 • Provident Fund (INR per day) : 69.23 • EDLI (INR per day) : 4.74 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 4.74 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 0 • Optional Allowance 2 (in Rupees) : 0 • Optional Allowance 3 (in Rupees) : 0

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

6. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

7. Purchase Preference (State)

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry / State of Bid inviting authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15 % of margin of purchase preference

/price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100 percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

8. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Administrative Officer, G.B. Pant Social Science Institute, Prayagraj
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

9. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1

bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



GOVIND BALLABH PANT SOCIAL SCIENCE INSTITUTE

(A Constituent Institute of the University of Allahabad)

Prayagraj, Uttar Pradesh - 211019

Notice Inviting Tender

For

**“Tender for security services on an outsource basis for round-the-clock security at
Govind Ballabh Pant Social Science Institute, Prayagraj”**

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NOTICE INVITING TENDER

Govind Ballabh Pant Social Science Institute (hereinafter referred to as “**GBPSSI**”) invites bids from duly registered Security Service providers (hereinafter referred to as “**Agency**”) for “Tender for security services on an outsource basis for round-the-clock security at Govind Ballabh Pant Social Science Institute, Prayagraj” for an initial period of one year which may be extended further for two years in block of six months based on mutual agreement and subject to satisfactory performance of the agency during the contract period. Tender documents can be downloaded through the GeM Portal/ Institute website <https://www.gbpsi.in/>

Please note that online bids submitted through GeM Portal only will be accepted.

Schedule of Invitation of Tender:

Sl. No.	Activity	Remarks
1	Total No. of pages of the e-tender documents	13 pages
2	Duration of Tender	Initial period of one year which may be extended further for two years in blocks of six months on mutual agreement and subject to satisfactory performance of the agency during the contract period
3	Tender No.	04/2024-25
4	Number of security personnel required	15 (Fifteen)
5	Name of the organization	Govind Ballabh Pant Social Science Institute
6	Bid end date & time	As per Bid specification uploaded on GeM portal
7	Bid opening date & time	As per Bid specification uploaded on GeM portal
8	Address for communication	Administrative Officer Govind Ballabh Pant Social Science Institute Jhusi, Prayagraj, Uttar Pradesh Pin Code – 211019 (India)

Online Bids are invited under two Bid systems (containing Technical Bid & Financial Bid) through GeM portal from registered/well-established/ reputed firms.

The tender form, terms & conditions can be downloaded from as per Bid specification uploaded on GeM portal. **Intending tenderers are advised to visit again GeM portal at least 3 days prior to the closing date of submission of tender for any corrigendum /addendum/amendment.**

In case any holiday is declared by the Government on the day of opening the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all of the tenders without assigning any reasons thereof.

This NIT shall also form part of the tender document. In case of contradiction between the rules/provisions of GBPSSI tender document & those of GeM portal, preference shall be given to GBPSSI tender document.

Sd/-
Administrative Officer
Govind Ballabh Pant Social Science Institute

TENDER

1. **Submission of Tender:** Tenders should be submitted mandatorily online on GeM portal. A copy of tender document will also be available on the Institute website <http://www.gbpsi.in/> for information.
2. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates for 90 days (from Bid end date).
3. **Language of Tender:** The tender prepared by the tenderer and all correspondence and documents relating to the tender exchanged between the tenderer and the employer shall be in English and/ or Hindi.
4. **Contents of Tender document:** The tenderer is expected to examine carefully all the contents of the tender document. Eligibility criteria, terms & conditions should be taken fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the tenderer's risk.
5. **Technical Bid:** Technical Bid is to be submitted in the proforma prescribed at **Annexure-2** along with the documentary evidence. **Technical bid evaluation will be done in two steps i.e. Step-1 and Step-2. Step-2 evaluation will be done only for those who will qualify the Step-1:**
 - (a) **Please indicate the proper page number on your tender document.**
 - (b) **There must be a local office of the firm at Prayagraj. The proof to this effect must be submitted by the vendor.**
 - (c) **The agency should have a minimum 5 years of continuous experience (in the same educational institution/university) in executing contracts for security services by security personnel in any educational institution/university.**
 - (d) Please upload properly scanned visible documents and do not repeat documents.
 - (e) The Technical proposal should not contain any price information. Violation of this will lead to the rejection of the tender documents.
6. **Financial Bid:**
 - (a) The Price Bid shall contain the Agency's service charges. The minimum wages is as per the Central Labour Commissioner (Central). Minimum wages are revised from time to time and the same shall be used.
 - (b) Bidder should not quote service charges below **3.85%** in view of various applicable taxes and charges etc. An undertaking (**Annexure- 3**) on this to be uploaded while submitting the tender.
7. **Evaluation of Bid:**
 - (a) Bids will be evaluated on Technical and Financial criteria.
 - (b) Technical evaluation will be done by the Committee duly constituted by the Director of this Institute.
 - (c) Opening of Financial Bid will be intimated through GeM portal to technically qualified tenderers.

Note:

 - (i) The Director of the Institute reserves the right to annul all Bids without assigning any reason.
 - (ii) Any evidence of overwriting or erasing found in the Bid documents shall render the same invalid. If unavoidable, all cuttings/over writings should be attested by the authorized signatory.
 - (iii) The Bids must contain the information as required in the format prescribed. The Bids which do not contain the information as desired and are not supported by necessary documents will not be considered for evaluation.
 - (iv) The documents submitted in the Bid should be arranged in order mentioned at **Annexure – 2**.
8. GBPSI reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever and the decision of the Director, GBPSI in this regard will be binding on all the bidders.

9. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. The Institute reserves the right to accept the lowest or cancel the tender in whole or in part.
10. No escalation shall be paid to the agency on his service charges except for the revision of minimum wages as prescribed and amended from time to time by the Central Labour Commissioner and applicable in the Institute after the approval of the Director.
11. No deviation from the stipulated terms and conditions shall be allowed and the tender shall be unconditional.
12. The agency shall acquaint itself/ himself/ herself fully with the site conditions and working environment at the GBPSSI before quoting its rates. No request for compensation on account of any site difficulties shall be entertained.
13. All the correspondence in respect of tender shall be made in a sealed envelope (with tender reference no.) to the Administrative Officer, Govind Ballabh Pant Social Science Institute, Jhusi, Prayagraj, 211019.
14. The competent authority of GBPSSI will have the right to award the work order to any L-1 agency on the following conditions: -
 - (a) If the agency does not accept the award of work on GeM, the offer made shall be deemed to be withdrawn
 - (b) If the agency refuses to provide security services within the contract period
 - (c) If the services of the agency will not found satisfactory during the contract period
15. The agency must enter into an agreement (**Annexure- 1**) with the Director, GBPSSI before taking up the work in the Institute.
16. The GBPSSI will make payment on the basis of the successful bidder's quoted/ negotiated service charges on the successful completion of each completed month. It shall be subject to verification of invoice by the competent authority of the Institute authorized by the Administrative Officer with duly approved by the Director, who may at his/her discretion affect deduction for non-performance, delayed/improper and absence from work. The payments will always be made through PFMS after deduction of taxes and other dues as applicable. The Institute will not consider to make the payment of bill raised, if the agency has not enclosed the documents with regard to the deposit of ESI & EPF and the details of wages paid for the previous month in favour of personnel deployed in GBPSSI.
17. On the award of work, the agency will be required to furnish a Bank Guarantee for his performance security valid for an additional 90 days beyond the entire contract period (As per bid specification uploaded on GeM portal). If GBPSSI gives an extension to the agency based on its satisfactory performance, the agency will have to submit a renewed/fresh bank guarantee.
18. The successful agency shall be required to submit a security deposit within 15 days from the date of work award in the form of a Bank Guarantee as prescribed at **Annexure-4**.
19. The Agency shall comply with the provisions of the Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act 1948 and all other Labour Laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. GBPSSI shall not be responsible in any manner in the event of non-compliance with various labour laws in force by the agency and the onus of compliance lies solely with the agency.
20. The agency is advised to maintain an attendance register of its staff employed at sites and wage register for payment with all records up to date as per the labour regulations. The Agency may be asked to submit the monthly payment records to the personnel employed by him. The Agency is advised to ensure that the payment is regularly credited to the bank account of the individual personnel employed within the time schedule of Labour laws and pay slips for respective payments are duly issued regularly. GBPSSI may ask for past pay slips and payment records to be submitted along with the monthly bill.
21. The agency must ensure payments to the security personnel as per the latest Minimum Wages Act. Further, the payment should be disbursed to the security personnel digitally to their bank account on or before the seventh

(7th) day of every month, irrespective of whether the previous monthly bill has been paid by GBPSSI or not. Under no circumstances will GBPSSI be responsible for any liability arising due to non-performance by the Agency.

22. The Agency personnel deployed inside the premises will abide by the conditions given in the tender document. Any damage/theft to the property of the GBPSSI due to mishandling or carelessness of the agency or of its workmen will be recoverable from the agency's bill.
23. The agency should depute qualified and experienced supervisor(s) dedicated for the site concerned who will coordinate work execution activities and interact with the representatives/officials of the GBPSSI responsible for supervision of work.
24. All the personnel deployed at the GBPSSI will have to carry identity card which will be issued only by the agency. Any negligence on their part will attract immediate removal from the site.
25. The agency shall provide all necessary materials i.e. guns, sticks, torches, dresses etc., needed for execution of the work. No extra charges shall be paid for the same. The institute shall provide only stationery items (pen & register).
26. All the deployed personnel of the agency must be covered under ESI against any personal accident and the GBPSSI shall not be liable for payment of any compensation on that account.
27. During the execution of work the agency should follow all standard norms of safety measures/ precautions to avoid accidents/damage to men, machines and buildings. Non-compliance of any of the conditions mentioned in the above clauses may lead to the imposition of a fine as decided by the Director, GBPSSI.
28. No material belonging to the agency whether consumable or non consumable should be brought inside the campus and no material should be taken out of the campus without a proper gate pass issued by the Competent Authority of GBPSSI.
29. The Institute reserve the right to terminate the contract or impose a penalty on account of non-satisfactory services, failure to mobilize the site, non compliance of set norms/orders and violation of any contract provisions by the agency. The decision of GBPSSI shall be final and binding on the agency.
30. The contract can also be terminated at the request of the agency after giving three months' notice.
31. In case of default, the agency shall have to pay the liquidated damages @10% of the tender value in addition to the Performance Security deposit.
32. The agency must agree to indemnify, keep indemnified, defend and hold harmless GBPSSI and their representative(s), assignees and agents from and against all costs, expenses, liabilities, losses, damages, claims, demands, proceedings or legal costs which the GBPSSI suffers as a result of a breach by the agency, its representatives, assignees or agents of any of the enforceable terms of this tender.
33. Any dispute arising between the GBPSSI and the agency shall be resolved by an arbitrator appointed by the Director, GBPSSI.
34. Any dispute arising out of this contract shall be subject to the jurisdiction of the Hon'ble Court at Allahabad, Uttar Pradesh.

SCOPE AND GENERAL TERMS & CONDITIONS OF THE CONTRACT

1. Safeguarding and protecting moveable and immovable property of GBPSSI from damage, destruction, theft, fire etc.
2. Frisking, checking of visitors, students etc. at entry and exit points/gates will be the responsibility of the security personnel deployed by the agency.
3. Handling the crowds of students etc.
4. Providing security cover to the Authorities/Officials of the GBPSSI.
5. Helping the faculty members of the GBPSSI to conduct classes and examinations while ensuring a peaceful and conducive environment.
6. Maintaining and ensuring peace in the campus of the GBPSSI.
7. The security personnel should attend their duties daily and their duty timings will be as per the duty roster. This is to be recorded preferably through Bio-metric attendance system, if needed.
8. Keeping a constant vigil round the clock throughout the campus of the Institute through mobile squads equipped with the latest technology and gadgets and arms etc.
9. The security personnel should wear a uniform along with an identity card/ badge while on duty and the uniform and identity card/ badge should be supplied by the agency.
10. The agency should provide guns (with ammunition) with valid license, sticks and other equipment etc. required for security personnel for carrying out their duties.
11. The agency will be responsible for any damage or theft caused or allowed to be caused by the security personnel engaged and the penalty mentioned in the service level agreement (SLA) given in GeM portal shall be applied.
12. The agency must ensure that the security personnel employed for the contract have not instituted any legal dispute against the Institute.
13. The present requirement of security personnel (with arms & without arms) is approximately 15 (Fifteen). GBPSSI can increase/decrease any quantity as per requirement and the agency will be paid the service charge only on the pro-rata basis calculation. Nothing extra will be paid by the GBPSSI on account of decrease in the quantity of items.
14. The security personnel should be deployed in three shifts per day (8 hours per shift) and no person should be forced to work continuously for more than 8 hours per day at any cost. Continuous deployment/overtime for more than 8 hours/double duties is not allowed.
15. The agency has to ensure that the personnel deployed at the Institute campus does not have any criminal background. The police verification of each security personnel shall be done mandatorily by the agency and the consolidated report of all the personnel deployed must be submitted to GBPSSI.
16. The contract shall be valid for a period of one year. The extension of the agency shall be at the sole discretion of the Director, GBPSSI and it cannot be claimed as a matter of right by the agency.
17. Payment to the agency will be made every month after successful completion of the work as certified by the competent authority of the GBPSSI authorized by the Administrative Officer.
18. The security personnel deployed by the agency shall be the employees of the agency and it shall be the duty of the agency to pay their wages every month as per the minimum wages act by the 7th day of the following month without linking the payment to be received from the GBPSSI.
19. No overtime allowance or any compensation of any other kind shall be payable by GBPSSI to any person including the supervisor deployed by the agency for duty.
20. Payment of wages should be paid by the 7th day of every month by the firm/agency from its own fund. The bill of wages for the month should be submitted to the Institute along with the following documents:
 - (i) Attendance sheet: certified by the person/ persons authorized by the Institute
 - (ii) Electronic Challan cum Return (ECR) including as EPF & ESI and proof for deposit of ESI & EPF subscriptions
 - (iii) Member's wage details
21. Full payment will be made only on the proper attendance for work. The Institute has the right to make any deduction in payment and to stop the full payment for the improper attendance for work.
22. All statutory taxes shall be borne by the agency only.

GOVIND BALLABH PANT SOCIAL SCIENCE INSTITUTE

(A Constituent Institute of University of Allahabad)

DRAFT SAMPLE FORM OF AGREEMENT

(ON NON JUDICIAL STAMP PAPER OF Rs. 100)

This AGREEMENT made the _____ day of _____, 2024 between Govind Ballabh Pant Social Science Institute, Prayagraj (hereinafter called GBPSSI)

And

M/s. _____
address _____ (hereinafter called the Agency).

WHEREAS the GBPSSI is desirous to engage the Agency for providing **security services on an outsource basis for round-the-clock security at GBPSSI, Prayagraj** and GBPSSI has accepted a bid by the Agency for the sum of _____ (Contract price in words and figures, hereinafter called the contract price)

Now this agreement witnesses as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract (Tender document) referred to.
2. The following documents shall deem to form and be read and construed as part of this Agreement viz:
 - a. Complete Tender Document
 - b. The Agency's notification of award.
3. In consideration of the payments to be made by the University to the Agency, the Agency hereby covenants with the University to provide the services in conformity in all respects with the provisions of the Contract.
4. The University covenants to pay the Agency in consideration of the services, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties above named have executed these presents in the presence of the Witnesses attesting hereunder on the dates and place mentioned herein below:

For and behalf of Agency

For and on behalf of GBPSSI, Prayagraj

Signature of the authorized official

Signature of the authorized official

Name of the authorized official
Stamp/Seal of the Agency

Name of the official
Stamp/Seal

WITNESSES:

1. (.....)

2. (.....)

TECHNICAL BID

Firm Name : _____

Address : _____

Mobile No. : _____

Email I.D : _____

[Step – 1]

Sl. No.	Particular	Yes/No	Page No.
1	Indicated proper page number on all tender document		
2	Branch/local office of agency at Prayagraj <i>(Documentary evidence to be submitted – Electricity bill in the name of firm/proprietor (as the case may be) Ownership/Lease agreement of the branch office etc.)</i>		
3	The agency should have a minimum 5 years of continuous experience (in the same educational institution/university) in executing contracts for security services by security personnel in any educational institution/university		

[Step – 2]

Sl. No.	Particular	Yes/No	Page No.
1	Name of the Person authorized to sign and submit the tender <i>(Documentary proof in respect of the letter of Authority/Power of Attorney to be enclosed)</i>		
2	PAN No. <i>(Attach attested copy)</i>		
3	GST No. <i>(Attach attested copy)</i>		
4	PSARA registration number for Uttar Pradesh <i>(Attach attested copy)</i>		
5	ESI and EPF certificates <i>(Attach attested copy)</i>		
6	Registration certificate under Contract Labour (Regulation & Abolition) Act 1970 of 25 numbers of security personnel <i>(Attach attested copy)</i>		
7	Minimum average annual turnover in last three Financial Years (2020-21, 2021-22 & 2022-23) is Rs. 150 Lakhs (One Hundred Fifty Lakhs) <i>Turnover in the last three financial years (2020-21, 2021-22 & 2022-23) should not be less than Rs. 100 lakhs (One Hundred Lakh) in each of the financial year. (Audited balance sheet including profit & loss statement/published accounts/profit & loss account statement of the tenderer should be submitted for the last three years. However in case the date of the constitution/incorporation of the bidder is less than 3 years old, the average turnover in respect of the completed Financial years after the date of the constitution shall be taken into account for this criteria)</i> UDIN is mandatory for all certificates certified by C.A.		

8	<p><u>Year of past Experience:-</u></p> <p>The Bidder must have executed at least ONE single order of 80% value of the bid for similar services in the last three Financial Years (2021-22 & 2022-23 & 2023-24) to any Central/State Govt. organization/PSU/ Public listed company</p> <p style="text-align: center;">OR</p> <p>The Bidder must have executed at least TWO orders each of 50% value of the bid for similar services in the last three Financial Years (2021-22 & 2022-23 & 2023-24) to any Central/State Govt. organization/PSU/ Public listed company</p> <p style="text-align: center;">OR</p> <p>The Bidder must have executed at least THREE orders each of 40% value of the bid for similar services in the last Three Financial Years (2021-22 & 2022-23 & 2023-24) to any Central/State Govt. organization/PSU/ Public listed company</p> <p>(Copies of contracts/work orders and documentary evidence of successful execution/completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.)</p>		
9	Undertaking for Service Charge (Annexure-3)		
10	Tender acceptance letter in Annexure- 5		
11	Positive net worth certificate of last Financial Year 2023-24 or 2022-23 from Chartered Accountant (UDIN no. is mandatory on the Certificate)		
12	Copy of IT return of last 3 Financial Year (FY 2020-21, 2021-22, FY 2022-23)		

Note: UDIN is mandatory for all certificates certified by a Chartered Accountant (C.A.) failing which your Bid will be rejected.

Date :

(Signature of the authorized signatory of the agency)

Name :

Seal :

UNDERTAKING FOR SERVICE CHARGE

I/We _____
hereby undertake that we have quoted service charges not below **3.85% (Three point eight five percent)**.

Date :

**(Signature of the authorized signatory
of the agency)**

Name :

Seal :

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE GUARANTEE

To

WHEREAS _____
(name and address of the Agency) (hereinafter called “Agency”) has undertaken, in pursuance of contract no. _____ dated _____ to supply _____
(description of goods and services) (hereinafter called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the Agency shall furnish you with a bank guarantee by a scheduled commercial bank recognized by RBI to you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

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

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

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

This guarantee shall be valid until the ____ day of _____, 20 ____

(Signature of the authorized officer of the Bank)

Name and designation of the officer

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

TENDER ACCEPTANCE LETTER

From,

M/s _____

To,

The Administrative Officer
Govind Ballabh Pant Social Science Institute,
Prayagraj - 211019

_____ (Tenderer)

Subject: Tender for security services on an outsource basis for round-the-clock security at Govind Ballabh Pant Social Science Institute, Prayagraj

I/We hereby undertake that:

- 1) We have carefully examined the Tender document, we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We certify that we have carefully read each and every condition and the scope of work given in the Bid document and having understood the same. We confirm our acceptance without any condition or deviation.
- 3) We agree to keep the Bid valid for a period of 90 days from Bid end date and it shall remain binding on us and may be accepted at any time before the expiry of that period.
- 4) Should this Bid be accepted, we hereby agree to abide by and fulfil all terms and conditions of the Bid document and in default thereof, to forfeit the security money deposit absolutely.
- 5) Unless and until a formal contract is prepared and executed, this tender document together with written acceptance of tenderer thereof shall constitute a binding contract between GBPSSI, Prayagraj and us.
- 6) Our Firm/ Company/ Agency has not been blacklisted or banned by any Govt. Department, Autonomous Body, University, PSU or Any other Govt. Organization.

(Witness Signature)

Name :

Address :

(Signature of the authorized signatory of the agency)

Name :

Seal :