



Indira Gandhi Institute of Physical Education and Sports Sciences  
(University of Delhi)  
B-Block, Vikaspuri, New Delhi-110018

Ref. No. 1PE/2026/19/157

Dated 19.05.2026

**BID NOTICE**

यह सूचित किया जाता है कि "सुरक्षा सेवाएँ उपलब्ध कराने" संबंधी निविदा दस्तावेज संख्या GEM/2026/B/7534639 दिनांक 19.05.2026 को GeM पोर्टल पर अपलोड कर दिया गया है। बोली जमा करने की अंतिम तिथि 09.06.2026 को 13:00 बजे तक है। इच्छुक बोलीदाता निविदा दस्तावेज में उल्लिखित कार्यक्रम, नियम एवं शर्तों के अनुसार अपनी बोलियाँ प्रस्तुत कर सकते हैं। सुरक्षा सेवाओं से संबंधित विस्तृत विनिर्देश/कॉन्फिगरेशन निविदा दस्तावेज में उपलब्ध हैं।

It is hereby notified that Bid Document No. GEM/2026/B/7534639 dated 19.05.2026 regarding "Providing Security Services" has been uploaded on the GeM Portal. The bid closing date is 09.06.2026 up to 13:00 hrs. Interested bidders may submit their bids as per the schedule, terms, and conditions mentioned in the bid document. Detailed specifications/configuration for Security Services are available in the Bid Document.

All the concerned may please note the same.

हस्ताक्षरित/-

(प्रो० संदीप तिवारी)

प्राचार्य (कार्यवाहक)

**प्रतिलिपि :**

1. अनुभाग अधिकारी (प्रशासन)
2. लेखा अनुभाग
3. कंप्यूटर सेंटर (वेबसाइट पर प्रदर्शित करने हेतु)

संदीप तिवारी  
19/05/2026

(प्रो० संदीप तिवारी)

प्राचार्य (कार्यवाहक)

**बिड दस्तावेज़ / Bid Document**

<b>बिड विवरण / Bid Details</b>	
बिड बंद होने की तारीख/समय /Bid End Date/Time	09-06-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	09-06-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	Delhi University
कार्यालय का नाम/Office Name	Indira Gandhi Institute Of Physical Education & Sports Sciences
वस्तु श्रेणी /Item Category	Custom Bid for Services - ----
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> <li>Security Manpower Service (Version 2.0)</li> </ul>
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
उन्सी/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
बिड्रेटर से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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

**बिड विवरण/Bid Details**

क्या आप निविदाकर्ता द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकर्ता को दिखाना चाहते हैं? संदर्भ में नू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	3700000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

**ईएमडी विवरण/EMD Detail**

एडवाइजरी बैंक/Advisory Bank	Bank Of Baroda
ईएमडी राशि/EMD Amount	74000

**ईपीबीजी विवरण /ePBG Detail**

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के दृष्टिकोण बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this

Policy.

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

**लाभार्थी /Beneficiary :**

Principal

Indira Gandhi Institute Of Physical Education & Sports Sciences, Department of Higher Education, Delhi University, Ministry of Education (Principal, Igpess)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उपकरण मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

1. 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.
2. 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.
3. 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.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. 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.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1779171396.pdf](#)

**Instruction To Bidder:**[1779171401.pdf](#)

**Scope of Work:**[1779171405.pdf](#)

**Payment Terms:**[1779171410.pdf](#)

**GEM Availability Report ( GAR):**[1779171414.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1779171421.pdf](#)

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
22-05-2026 11:00:00	Indira Gandhi Institute of Physical Education and Sports Sciences, B Block, Vikas Puri, Delhi- 110018

**Custom Bid For Services - ---- ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	----
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>एडऑन /Addon(s)</b>	

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषित/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Lalit Sharma	110018,B-Block, Near Jyoti Nursing Home, Vikaspuri, New Delhi	Project / Lumpsum Based	N/A

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

### 1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

### 2. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.

2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.

3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

### 3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

#### Additional Term and Conditions

1. Bidder average annual Turn Over (in Last Three Financial Year) Above Rs. 1.25 Crores (2022-23,2023-2024,2024-2025)

2. The Bidder should have three years of experience certificates for completed or ongoing workorder issued by the Central/ State Govt. Organization/ PSU/ autonomous bodies shall be acceptable. The bidder has to submit the relevant work experience certificates to fulfill the eligibility criteria.

3. The Bidder must have valid certifications:

(Please note that certificates issued at least one month prior to the bid publish date will be accepted for Technical Evaluation.)

a) ISO 9001:2015

b) ISO/IEC 27001:2013

c) ISO 45001:2018

d) ISO 14001:2015

e) ISO 20000-1:2018

f) ISO 30409:2016

g) ISO SA 8000

**h) ISO 18788:2015**

**i) PSARA, Private Security Agencies (Regulation) Act, 2005, Act**

4. The Bidder must have a Registered office in Delhi only. An office of the bidder must be located in the Location of consignee within 10 K.M. of this office.
5. The Bidder must have valid Credit Facility of Rs. 50 Lacs for showing financial capability.
6. The Bidder must have Valid Labour License under Contract Labour (Regulation and Abolition) Central Rules, 1971 with minimum 50 Manpower. (Applied for Labour license and old/expired labour license will be not accepted).
7. The Bidder has to Provide Certificate from at least 5 principal employers (Central/ State Govt. Organization/ PSU/ autonomous bodies) to the effect that the wages of the contractual staff employed by the contractor has been paid within 07 days after the expiry of the wage period during the term of financial year 2025-26. The Certificate needs to be provided mandatorily by the bidders.
8. The bidder must have a EPF/ESI/GST registration in Delhi only (Not in NCR Region). GST Registration Certificate must be older than 05 years and should be attached for verification.
9. Attendance at the pre-bid meeting is mandatory. Only bidders who attend the pre-bid meeting will be considered for technical evaluation.
10. The bidder must provide latest EPF and ESIC challan of 50 Manpower and submit a Challan as proof are only for manpower services.
11. The Bidders must have at least Eight Active Work orders for providing manpower services through GeM for the purpose of verification. The bidder must submit documentary evidence i.e. copy of GeM Contract.
12. Number of manpower stated above is tentative. Number of manpower may increase or decrease at any stage depending upon their requirement.
13. The Services Provider must have a minimum of four operational offices in India. Documentary evidence in support of the same is required to be submitted along with the bid. Rent agreements shall not be accepted as valid proof of office establishment.
14. The bidder must have successfully executed Work orders Manpower Services for a minimum of Five (5) Government Departments / Government Organizations / PSUs / Autonomous Bodies during the last Three (3) financial years and the current financial year up to the bid submission date. at least 2 contracts among these Five contracts must have a contract value of Rs. 90 Lacs or above.
15. Notarized Affidavit of Rs.100/- on non-judicial stamp paper, stating that the bidder has not been blacklisted by Centre/State Government/PSU/Banks and any autonomous body for last three years.
16. The bidder Company/Firm/Agency shall submit a duly notarized affidavit on a non-judicial stamp paper of Rs. 100/- affirming that neither the Company/Firm/Agency nor any of its Directors/Partners/Proprietors has been involved in any criminal case or litigation during the last three years.
17. Total bid Value shall be inclusive of Wages, GeM Administration Charges and GST. The Minimum possible bid value is. Rs. 36,68,716.83/- as detailed below:

S. No.	Title	Minimum Monthly Approved Rates	No of Resources	Minimum Monthly Rate including 18% GST and 3.85 % Minimum GeM Admin Charges	Total Charges inclusive of All for 2 Years
1	Un-Armed Security Guard	25090.39	5	1,52,863.20	36,68,716.83
<b>Grand Total</b>					<b>36,68,716.83</b>

18. **Period of Contract:** The contract shall initially be valid for a period of two years and may be extended further a period of one year on evaluation of the satisfactory level of services, subject to rules in force issued by Govt of NCT of Delhi/IGIPSS/Govt of NCT of Delhi/University of Delhi. The rates quoted by the bidder shall remain unchanged during the period of contract. IGIPSS, however, reserves the right to terminate the contract by serving one month's notice, in writing.
19. The agency will submit copy of Police verification of security staff deployed at IGIPSS.
20. **Earnest Money Deposit (EMD):** EMD of requisite amount if applicable to be deposited in the form of Demand Draft drawn in favour of "Principal, IGIPSS" payable at New Delhi. The scanned copy of the same to be uploaded on GeM portal.
21. Last date of submission: Last date of uploading of Bid is stipulated on GeM portal.
22. Date of opening of Bids: Technical Bid will be opened on stipulated date and time on GeM portal.
23. Tender containing false, misleading information will be rejected and render the bidder liable for legal action for submitting false information.

24. The competent authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The competent authority reserves the right to relax any or all of the terms and conditions prescribed herein in respect of any tenderer, as deemed fit by IGIPSS.
25. Documents to be uploaded: Bidders firms which fulfil the above eligibility conditions may upload the technical bid along with the scanned copy of following documents failing which their bids may be rejected: -
- i. Copy of Audited Accounts Statement of annual turnover for last three financial years (2022-23, 2023-24 and 2024-25).
  - ii. Registration / Incorporation Certificate of firm.
  - iii. Scanned copy of EMD.
  - iv. Proof of registration with Contract Labour (Regulation & Abolition Act, 1970), Goods and Services Tax (GST), Employees' State Insurance Act, 1948, Employees Provident Fund Act.
  - v. Copies of satisfactory work completion reports in support of eligibility conditions.
  - vi. Copy of PAN No.
  - vii. Affidavit that Bidder company has never been Black Listed on GeM Portal.
  - viii. Affidavit that No relative is working/ connected in any way to Indira Gandhi Institute of Physical Education & Sports Sciences, B-Block, VIKASPURI, New Delhi-110018.
  - ix. Affidavit that Bidder Company has no legal case pending against it as on date.
  - x. Scanned Bid Document containing all terms and conditions of the bid duly signed and Stamped by the bidder.
  - xi. Proof of the bidder having a Registered Office.

#### **GENERAL INSTRUCTIONS OF CONTRACT (GCC)**

##### **20. General Instructions: -**

- a. The Agency should engage all guards' not above the age of 60 years. The Security agency shall not employ any person below the age of 21 years and above the age of 60 years. Manpower so engaged should be trained for providing security services.
- b. The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum wages, ESI, PF contributions, service charges, all kind of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements of applicable minimum wages, ESI&PF are liable to be rejected.
- c. Minimum wages rates notified from time to time by the Chief Labour Commissioner, Ministry of Labour & Employment, Government of India or Government of NCT of Delhi, whichever is higher as applicable to "WATC H AND WARD" - "without arms" should be paid by the contractor.
- d. The Agency shall comply with Contract Labour (R&A) Act, EPF Act provisions, ESI provisions, Payment of Bonus Act etc. whichever applicable and all other statutory payments will be the liabilities of the Security Agency, applicable from time to time. Proof of ESI/EPF/GST and other statutory dues for every month (to be enclosed) along with bill invariably for its settlement.
- e. The billing cycle will be on Calendar month basis. The bill by the Agency is to be submitted in triplicate before 3rd of succeeding month. However, the Agency has to make salary payment to the Security Guards on or before 7th of every calendar month and payment of wages is not to be linked to the clearance of the bill by this office.
- f. The wages of workers for previous month to be credited to their Bank Account and the details of payment along with bank account statement/transaction details to be uploaded by the Agency on their website. A copy of the instruction /confirmation by bank is to be furnished along with monthly bill. No cash payment is permissible & such payment will be treated at par with non-payment of wages. There must be no deviation whatsoever in this regard.
- g. Employee wise details of ESI, EPF contribution paid is to be submitted every month. GST returns / break up details to be submitted periodically.
- h. Undertaking that all statutory labour laws including minimum Wages Act is being complied with.
- i. The Agencies which do not provide detail of the payment of all statutory dues with the bill will be given one month's notice for termination of the contract right away.
- j. The agency shall not engage any sub-contractor or transfer the contract to any other person.
- k. Attendance of personnel will be maintained by the Service Provider and copy of the same shall be provided along with the monthly bill to the office of the IGIPSS on the 1st working day of the following month. The deployed guards shall be required to mark biometric attendance installed at IGIPSS.

##### **21. Obligation of the Agencies: -**

1. The Eight Hours Shift will normally commence from 0600 hrs. to 1400hrs, 1400 hrs. to 2200 hrs. and 2200 hrs. to 0600 hrs. and would be called Morning, Evening and Night Shifts respectively. But the timings of the shift are changeable and can be fixed by this office from time to time depending upon the requirements. Prolonged duty hours (more than 8 hours at a stretch) shall not be allowed. No payment shall be made by this office for double duty, if any.
2. Attendance of personnel will be maintained by the Service Provider and copy of the same shall be provided along with the monthly bill to the office of the ESIC on the 1st working day of the following month.
3. On any given day, if any of contractor's personnel(s) deployed under the contract is (are) absent or fails to report in time, the contractor must provide a suitable substitute in time, for this purpose the contractor must

- monitor on a daily basis the sanction of leave to the staff deployed.
4. The administrative issues like leave, weekly off, discipline etc., of the Security personnel are responsibility of the contractor.
  5. The agency shall deploy security personnel after medical examination at its own cost and medical certificate is to be submitted to the Office authorities at the time of deployment.
  6. The Changes in the personnel deployed will not be allowed without prior approval/permission of the Principal, IGIPESS or any other authorized officer.
  7. No enhancement in the agreed rates will be allowed during the contract period except statutory revision if any.
  8. To make compliance to all the provisions of labour laws applicable.
  9. All the Guards should meet the eligibility and should be of sound mind and good health and IGIPESS reserves its right to ask for replacement of any deployed guard if found the guard not meeting the requirement of IGIPESS.
  10. The agency and all security guards should be conversant with the layout of the building, its fire safety system / firefighting equipment's and telephone nos. of nearest Police Station, Fire Station, Hospitals, Estate officer, Head of Office, Caretaker and should be vigilant and cautious at all times. The agency shall be responsible for overall security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the premises.
  11. The agency shall be fully responsible for the performance and fitness on their duty of their personnel (Guards). For this, the Agency will have to keep close liaison with the principal office IGIPESS, Caretaker and Officer in-charge.
  12. Uniforms, name plates, whistle, torch, lathi (5 ft. long) & other gear are to be provided by the Security Agency to the guards.
  13. List of all the Security Guards along with name of the Agency to be displayed in the Security post/Hut.
  14. Senior-most Security Guard to submit day to day report of the happenings in the building and give suggestions for strengthening the overall security.
  15. To follow the instructions of the administrative authority of the office.
  16. Visitors/Vehicles to be properly attended to and may be guided after necessary security check and noted in the Register.
  17. Office files/papers/equipment or machinery may be allowed to be taken out of the building only with proper Gate pass under the signature of competent authority and the entry & exit of the visitors should also be through passes. A register is to be maintained with details of movement of items and list of visitors.
  18. The Security Guards to ensure to minimization of wastage of electricity, water & other resource by taking periodical rounds of the building.
  19. The overall responsibility of the Security agency is to safeguard all IGIPESS property, assets and to assist in maintaining peaceful office environment.
  20. The Agency should also indemnify up to the satisfaction of the IGIPESS against all claims, damages and losses due to theft or compensation under all the statutory laws & rules prevailing there under, arising out of negligence or dereliction of duty of the security guards.
  21. The Security personnel must ensure that there is no unidentified / unclaimed / suspicious objects/ person in the building/premises.
  22. The Vehicles that enter into the premises must be identified, noted in register and parked at designated places and time of exit to be recorded and ensure that no hawkers, marketing persons or vendors are allowed into the campus without permission. Collecting intelligence about anti-social and other subversive elements in the crowd, and also be alert in tackling the mischief-mongers trying to gain entry in the campus.
  23. The Security personnel shall also ensure that all the electrical equipment's / instruments/light and fans must be switched off at time of closure of the office or part of the office so as ensure the safety and security of the buildings.
  24. Security Guards to ensure switching on/off of the motor pumps in the premises and other allied activities regarding supply of water.
  25. The security personnel should not leave the point unless and until the reliever comes from shift duties.
  26. The names of the Security Guards should always be displayed on their uniform for identifications purpose.
  27. Security agency must organize surprise visits (Preferably during night) to check the alertness of the security guards at least twice in a month.
  28. The Security guards must be rotated every 3/6 months by changing them to some other establishments under the same or different agency.

#### **PENALTY CLAUSE**

1. In case of any loss/theft of property, the Principal, IGIPESS will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the Agency by the Principal IGIPESS, the Agency will make good the loss within a specified period or else deduction of the cost will be made from the security bill of the following month.
2. For any breach of contract, the Principal IGIPESS shall be entitled to impose a penalty to the extent of Rs. 1000/- on the 1st occasion upon the Agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of the Principal, IGIPESS.
3. If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of the said officer in this regard shall be final and binding upon the agency.
4. A Penalty upto Rs. 500/- (Rupees Five hundred only) per instance will be imposed if the Security Guard/whil

on duty/is:

found indulging in smoking/drinking/sleeping during duty hours and Misbehaves with any person

Found performing double duty within 24 hours without prior approval.

Is not found in proper Uniform and displaying Photo Identity card.

Found performing duty, under a fake name and address.

Leaves the post unguarded (except in circumstance beyond his control)

Found doing any other act which as per the decision of the IGIPSS authority constitute an offence/mis-conduct. On repetition of any misconduct the Security guard will be liable for removal from the duties in the establishment.

5. The contractor should ensure to maintain adequate number of manpower (24\*7). In case the available manpower is less when compared to the required, a penalty of Rs.500/- per day will be deducted from the bill.
6. IGIPSS reserves the right to direct the contract to replace any Security guard at any time during the contract period and the contractor will be bound to follow the directions in this regard.
7. All the above instruction shall form part of the contract document/agreement.
8. The agency will be paid statutory minimum wages, ESI, EPF, as prescribed by Govt. authority from time to time for Security guards. In addition, the agency is eligible for claiming service charges and statutory taxes.

#### **DISPUTE SETTLEMENT**

It is mutually agreed that all difference and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations and 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 Principal, IGIPSS, whose decision shall be final and binding on both the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, the contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held in the office of the Principal, IGIPSS only.

Sd/-

**Principal, IGIPSS**

#### **अस्वीकरण/Disclaimer**

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.

7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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. 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.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in

Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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 या इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा। (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.

---धन्यवाद/Thank You---