



इंदिरा गांधी शारीरिक शिक्षा और खेल विज्ञान संस्थान

INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION & SPORTS SCIENCES

दिल्ली विश्वविद्यालय/ (University of Delhi)

ब्लॉक, विकासपुरी, नई दिल्ली - 110018/B-Block, Vikaspuri, New Delhi – 110018

ई-मेल /Email: principal@igipess.du.ac.in : वेबसाइट / Website: www.igipess.du.ac.in

Ref. No- IPE/2025/19/979

28.01.2025

निविदा/सूचना

यह सूचित किया जाता है कि हमारे संस्थान के लिए 04 बिना हथियार वाले सुरक्षा कर्मचारियों (3 पुरुष और 01 महिला) कि आवश्यकता के लिए बोली दस्तावेज़ जेम पोर्टल पर अपलोड कर दिया गया है। इस बोली की अंतिम तिथि 18.02.2025 (16:00:00) तक है। इच्छुक बोलीदाता/सेवा प्रदाता निर्धारित कार्यक्रम और उसमें उल्लिखित नियम एवं शर्तों के अनुसार अपनी बोली प्रस्तुत कर सकते हैं। बिड डॉक्यूमेंट सलंगन है।

कृप्या सभी संबधित ध्यान दें।

BID NOTICE

It is hereby notified that bid document for requirement of 04 Nos of unarmed Security Staff (3 Male & 01 Female) in the Institute has been uploaded on GeM portal. The Bid end date is 18.02.2025 (upto 16:00:00) Interested bidders/service provider may send their bids as per the schedule and terms & conditions contained therein. Bid document is enclosed.

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
28/1/25
(प्रो० संदीप तिवारी)
प्राचार्य (कार्यवाहक)

lwr



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5766986
Dated/दिनांक : 28-01-2025

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|--|---|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 18-02-2025 16:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 18-02-2025 16:30:00 |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से) | 120 (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 | Delhi University |
| Office Name/कार्यालय का नाम | Indira Gandhi Institute Of Physical Education & Sports Sciences |
| क्रेता ईमेल/Buyer Email | buyer1.igipess.delhi@gembuyer.in |
| Item Category/मद केटेगरी | Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard |
| 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) | 10 Lakh (s) |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 3 Year (s) |
| Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है | Yes |
| MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है | Yes |
| Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है | Yes |

| Bid Details/बिड विवरण | |
|---|--|
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | 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 |
| Do you want to show documents uploaded by bidders to all bidders participated in bid?/ | No |
| 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 |
| Estimated Bid Value/अनुमानित बिड मूल्य | 1600000 |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |
| Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है | Yes |
| Arbitration Clause | No |
| Mediation Clause | No |

EMD Detail/ईएमडी विवरण

| | |
|-----------------------------|----------------|
| Advisory Bank/एडवाइजरी बैंक | Bank Of Baroda |
| EMD Amount/ईएमडी राशि | 80000 |

ePBG Detail/ईपीबीजी विवरण

| | |
|--|----------------|
| Advisory Bank/एडवाइजरी बैंक | Bank Of Baroda |
| ePBG Percentage(%) /ईपीबीजी प्रतिशत (%) | 0.01 |
| Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने). | 14 |

(a). 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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी 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।

(b). 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 :

SO AC

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

MII Compliance/एमआईआई अनुपालन

| | |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

MSE Purchase Preference/एमएसई खरीद वरीयता

| | |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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

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.:[1738058403.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1738058407.pdf](#)

Scope Of Work For the Service:[1738058411.pdf](#)

Competent Authority Approval for the additional conditions:[1738058416.pdf](#)

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

Technical Specifications/तकनीकी विशिष्टियाँ

| Specification | Values |
|--|---|
| Core | |
| Type of Establishment / Area | Office/Commercial/Institutions/ Residential |
| Category of Profile | Unarmed Security Guard |
| Category of Skills | Semi skilled |
| Gender | Male |
| Duty Hours in a day | 8 |
| Qualification | Secondary School |
| Ex Servicemen | Optional |
| Age Limit | Up to 50 years |
| Years of Experience | 3 - 6 years |
| Additional Requirements for the Security Personnel | 0 |
| 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 | Lalit Sharma | 110018,B-Block, Near Jyoti Nursing Home, Vikaspuri, New Delhi | 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) : 767 • Provident Fund (INR per day) : 69.23 • EDLI (INR per day) : 24.92 • ESI (INR per day) : 24.92 • EPF Admin charge (INR per day) : 5.76 • 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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. 1. Generic :
2. 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.
- 3.
4. 2. The Institute requires 04 nos of unarmed security staff (3 male & 1 female). The security staff requirement will be for a calendar month. **The period of contract will be One Year which may be extended to further one year on the satisfactory report of the service provider certified by the Institute.**
- 5.

The bidder should quote monthly wages including EPF, ESI & Service Charges / Commission.

6.

3. The successful bidder will have to enter into an agreement with the Institute on a non-judicial stamp paper of Rs. 100/- in compliance to General Terms and Conditions available on GeM portal and conditions stipulated in Bid and service level agreement.

4. 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.

5. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address Indira Gandhi Institute of Physical Education & Sports Sciences, B-Block, Vikaspuri, New Delhi-110018

6. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of The Principal, Indira Gandhi Institute of Physical Education & Sports Sciences, B-Block, Vikaspuri, New Delhi-110018.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

7. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). 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 EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

8. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of The Principal, Indira Gandhi Institute of Physical Education & Sports Sciences, B-Block, Vikaspuri, New Delhi-110018. payable at Delhi

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

09. 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.

10. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Additional conditions

1. All security agencies who are providing similar kind of services for at least last three consecutive years 2021-22, 2022-23 & 2023-24 and having annual average turnover of minimum Rs.10,00,000/- (Rupees Ten lakhs) during these three years and individually in last financial year in the books of accounts.
2. The bidder should have the experience of completion of similar works in any of the reputed Colleges, Autonomous Institutions, Universities, Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities during any of the last three years i.e. 2021-22, 2022-23 & 2023-24 as follows:
 - a. Three similar completed works costing not less than the amount equal to 40% or
 - b. Two similar completed works costing not less than the amount equal to 50% or
 - c. One similar completed work costing not less than the amount equal to 60%

Documents to be uploaded (additional requirement)

1. Income Tax return with Computation for last three FY years. (including CA Certificates, Audited Report, Balance Sheet, Profit & Loss)
2. Affidavit on Rs. 100/- stating the following
 - a. That the firm has not been declared defaulter by any government agency and that no case pertaining to violation of Income Tax Act, VAT, Service Tax/GST, and Labour is pending against the firm.
 - b. That no Criminal case is pending against the above said firm.
 - c. That firm is not under liquidation, court receivership or similar proceedings, and is not bankrupt.
 - d. That the firm has not black-listed/debarred by any government department from participating in tendering process.
3. Documentary evidence that office of the service provider is located in the state of consignee i.e. Govt. of NCT of Delhi.
4. GST registration with latest copy of GST return (GST 3B)
5. ESI & EPF registration Certificate & Challan with ECR last three months
6. Bank solvency certificate (for Rs. 16,00,000/- Sixteen lakhs only) in the name of "Indira Gandhi Institute of Physical Education & Sports Sciences" from any nationalized Bank
7. Buyer Added Bid Specific ATC
Buyer uploaded ATC document [Click here to view the file.](#) (Pg. 1)
8. Service & Support
Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
9. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (

besides PBG which is allowed as per GeM GTC). DD should be made in favour of

The Principal, Indira Gandhi Institute of Physical Education & Sports Sciences, B-Block, Vikaspuri, New Delhi-110018 payable at Delhi.

After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

10. 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 The Principal, Indira Gandhi Institute of Physical Education & Sports Sciences, B-Block, Vikaspuri, New Delhi-110018

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.

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.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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---