

**GIRI INSTITUTE OF DEVELOPMENT STUDIES**  
(A National Institute of ICSSR, Ministry of Education, GOI & Govt. of U.P.)  
Sector O, Aliganj Housing Scheme, Lucknow 226024  
Phone No. 0522-4001667, 4001615  
Website: <http://gids.org.in>  
GST No. 09AAAAG0162G1Z3

**Tender for Security Guards**

**1. INTRODUCTION:**

Giri Institute of Development Studies (GIDS), Sector O, Aliganj Housing Scheme, Lucknow, a Society registered under Societies Registration Act, 1860.

**2. NOTICE INVITING TENDER:**

The GIDS Lucknow invites sealed tenders under "**TWO BID SYSTEM**" are invited for selection of an expert agency for the purpose of hiring security services at the Campus in order to maintain the proper security at GIDS campus and at its residential quarters.

The details of the tender are given below:-

- a. Description of Services: selection of an expert agency for the purpose of hiring security services at the GIDS in order to maintain the proper security at GIDS campus, hostels & Guest House and Residential staff quarters.
- b. Closing date & time for submission of bids: 25.03.2025 and 06:00 PM
- c. Bid validity upto: 60 days from the date of opening of financial bid
- d. Correspondence Address: Director, Giri Institute of Development Studies, Sector –O, Aliganj, Lucknow – 226024

"**TWO BIDS SYSTEM**" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. GIDS will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

For further inquiry, if any, may contact to the stores of the Institute during office hours (10:00 AM to 06:00 PM).

**3. GENERAL TERMS AND CONDITIONS**

The tenderers are requested to go through the following terms and conditions before submitting their tender documents:

1. Tender shall be submitted in official tender form only. If submitted in any other form

- the same shall be summarily rejected.
2. There is no tender fee.
  3. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender. No paper shall be detached from the tender:
  4. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be ignored/ rejected.
  5. The tender shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
  6. The company or firm must be registered under private security Act 2005. Attach copy of certificate of the registration.
  7. The company or firm will provide GSTIN (Good and Tax Registration No.) along with bid.
  8. Individual signing the tender or other documents connected with the tender must specify whether he signs as:-
    - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
    - (ii) A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
    - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
  9. The tender submitted in sealed envelope super-scribed “**Tender for the Security Services**” should be addressed to the Director, Giri Institute of Development Studies, Sector –O, Aliganj, Lucknow – 226024 should be sent to the Director’s office in two separate envelopes (Technical Bid and Financial Bid) on or before 06:00 PM on 25/03/2025.
  10. Tenders received after the specified date and time due to any reasons, including postal delay, shall not be considered for bidding.
  11. The tender shall be awarded to the lowest financial eligible bidder. Tenderers who satisfy the technical conditions stipulated in the tender document and who have enclosed all the documents (as listed in essentials) required will alone be considered as qualified Tenderers and alone will be considered for “Opening the Financial Bid in Envelope B”. For the items mentioned in Financial Bid the lowest price quoted is the criterion for selection.
  12. The bids should be valid for at least 60 days from the date of opening of the tender.
  13. Any conditional offers made by the agency or any alterations/ corrections made in the tender form shall not be considered. Similarly incomplete and unsigned tender shall also not be considered.
  14. Giri Institute of Development Studies reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
  15. The Security Agency shall not appoint any Sub-company/Sub-Agency to carry out

- any obligation under the contract.
16. The Security Agency shall maintain an Occurrence Book which will be made available to the supervisory staff of the Agency deployed at GIDS.
  17. The Security Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in the Institute and wages book may be maintained by the Agency in respect of each Security Guard.
  18. The quoted rates shall not be less than the minimum wages of state government and shall include all statutory obligations. The rates quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI Contribution, bonus, insurance, leave salary etc. The offer of the Security Agency which does not abide by the minimum wages Act, as notified by central government on the date of submitting of tender will be out rightly rejected.
  19. In the event of revision of minimum wages fixed by the state government are more than rates quoted by the tenderer, the rates shall be revised accordingly. The Onus for producing the copy of notification will be of Security Agency.
  20. The Security Agency shall in no case pay its employees less than the minimum mandatory rates as specified by state government per month. The payment should be made to the security supervisor & security guards through ECS (Electronic Clearing Service) and a record of that should be kept in a register which may be examined by the Institute at any time. In case of ESI, EPF and Bonus to individual employees, the Security Agency shall produce original challans/receipts to the Institute for the records.
  21. The security agency shall strictly follow the applicable labour laws with respect to maximum hours for which a security guard can work.
  22. The Security Agency shall be responsible for engaging adequately trained manpower required for providing good Security Service in the Institute.
  23. The employees of the Security Agency should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. Medical certificate in respect of fitness of guards/employees deputed may be produced.
  24. The Security Agency will, prior to the commencement of the operation of contract, make available to GIDS the particulars of all the employees who will be employed: such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees should be enclosed.
  25. The Security Agency shall be responsible for the payment of wages and allowances as per Minimum Wages Act in force and all statutory dues to the persons employed by him for providing the Security Services. The Security Agency shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child labourers shall be permitted by GIDS under this contract. Further the Security Agency shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel / labour, the Security Agency shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against GIDS, the Security Agency shall be required to reimburse to GIDS any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. GIDS shall also have the right to deduct these amounts from the payment due to the Security Agency while releasing the payments.

26. In case of any theft or pilferages, loss or others offences, the Agency will investigate and submit a report to GIDS and maintain liaison with the Police. FIR will be lodged by GIDS, wherever necessary. If need be joint enquiry comprising of both the parties shall be conducted and responsibility fixed. Further the employee/guards deputed at GIDS must be trained in respect of operation of Fire Fighting Equipment.
27. In case of any loss that might be caused to GIDS due to lapse on the part of security personnel discharging security responsibilities will be borne by the Agency and in this connection, GIDS shall have the right to deduct appropriate amount from the bill of contracting Agency to make good such loss to GIDS besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Agency, GIDS shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
  - A. The Security contract shall remain valid for a period of One year and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, GIDS may terminate the contract of the Security Agency without any notice in case the Security Agency commits a breach of any of the terms of the contract. GIDS's decision that a breach has occurred will be final and shall be accepted without demur by the Security Agency.
  - B. Neither Party shall be bound to give any reason for termination of the contract as provided in para (A) above.
28. The Security Agency shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of (based on the location of GIDS Centre).
29. The Security Agency shall be responsible to maintain the equipment's and other articles supplied by the GIDS in good condition. In case of any damage, he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Security Agency itself.
30. GIDS shall in no way be responsible for any default with regard to any statutory obligation and the Security Agency will indemnify GIDS in case of any damage or liability, which may arise on account of action of Security Agency.
31. Services to be provided by Security Agency is indicated in the Annexure-I attached.
32.
  - i. Dispute, if any, arising out of the Security services contract shall be settled by mutual discussion between the parties within 30 days from the date of receipt of the notice of negotiation and amicable settlement by either party.
  - ii. All disputes will be settled in Lucknow jurisdiction.
33. Tender shall be accompanied by the relevant documents including Registration, EPF, ESI, GST Numbers, experience and other relevant documents.
34. The Security Agency will liase with the designated officer of GIDS and report to him every month to make checks on day-to-day activities of the Security Service. The Security Agency shall extend full co-operation to the designated officer from time to time.
35. On termination of the agreement the Security Agency will hand over all the equipment's/articles as supplied by the GIDS in good working condition back to

GIDS.

36. The Security Agency will work in close co-operation and co-ordination with other agencies working at site.
37. The Security Agency shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the Security Agency is unsatisfactory, the Security Agency shall have to remove the person concerned and engage a new one. The decision of the Designated Officer in this regard shall be final and binding on the Security Agency.
38. GIDS is not bound to provide any mode of transport in respect of security personnel or material required for the contract.
39. The payment of wages shall be made directly by the Security Agency to his workmen and not through Thekedars. No amount shall be deducted from the wages of the workmen by way of commission of the Thekedars.
40. All statutory obligations under various laws from time to time will have to be met by Security Agency for which payment shall be made to him during the contractual period, as per Minimum wages Act.
41. The Security Agency shall at all times indemnify the owner and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the Security Agency any sub-Security Agency (s) and or the owner and the Security Agency shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
42. The payment shall be released on monthly basis after satisfactory completion of the services. The bills should be accompanied by same certificate as GIDS may prescribe from time to time for proof of payment to workers and statutory liabilities. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.
43. The Security Agency will demonstrate the firefighting equipment once in a year and would be responsible for the operation of fire fighting in the event of fire break out. The Hydrants must be checked every month in close coordination with administration.
44. As per GIDS policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
45. The workmen employed by the Security Agency shall be directly supervised and controlled by the Security Agency, and shall have no relation whatsoever with Giri Institute of Development Studies. GIDS shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against GIDS for service or regularization of services by virtue of being employed at GIDS against any temporary or permanent posts at GIDS.
46. The services rendered shall be to the satisfaction of the GIDS authorities.
47. The Security Agency shall be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws (ESI, PF, Bonus, Income Tax, Goods and Service Tax (GST) or

- any other extra taxes levied by the Govt. from time to time.) Companies Act, Tax Deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herewith or any other prevalent laws and submit an undertaking and proof of payment to its employees as per minimum wages rates to GIDS each month along with claim for payment.
48. The Security Agency shall be responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
  49. The agreement will be valid for a period of one year subject to review at the discretion of GIDS authorities at mutually agreed terms and conditions and which can be extended on one yearly basis to further period of two years at the discretion of the GIDS on the same terms and conditions.
  50. Decision of GIDS with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
  51. GIDS shall determine the composition of ex-servicemen and/or non-ex- servicemen Security Supervisor and Security Guards at its own discretion and award of contract will be given accordingly. The Security Agency has to provide Security Supervisor & Security Guards as per decision of GIDS.
  52. The Agency should maintain strict security on movement of Men, Material and Premises. The Agency will be required to provide total security and protection to land, buildings, official vehicles, fittings and fixtures therein; plant & machineries, equipment's installed (including out-door), office records moveable and immoveable properties from theft, pilferage, trespassing, encroachment etc., of GIDS Administration, Lucknow area and other properties/land/hostels in the campus . If any goods/items will be stolen or lost from the stated locations, then 25% of the present value of the goods will be recovered from the security agency
  53. The agency will ensure that the monthly wages are deposited in the individual Saving Bank Accounts of the Security personnel by 07th of every month irrespective of their submission of bills to the Institute and payment thereof. The agency will raise the bill after the payments have been made to the Security Guards. In case of any delay in payment of wages to the Security Guards a penalty of 1000/- per day from 7th day onwards shall be imposed on the agency. The monthly Bank detail of the Security Guards will be submitted along with the bill.
  54. Payment of Bill: The Agency will submit monthly bill in duplicate along with EPF, ESIC, last salary deposit bank statement proof, salary statement, attendance sheet etc. in the first week of every month for services rendered in previous month duly certified by authorized nominee/ Section Officer (GA) of the Institute.
  55. The Institute premise is a "NO SMOKING ZONE" therefore any personnel deployed by the agency in the GIDS, LUCKNOW. If found smoking, eating pan, gutka or intoxicants/drugs etc. shall be punished as per the law of land/rules of the Institute.
  56. Bidder should have at least 5 years satisfactory experience of providing Security service in reputed training or educational institutes/ PSUs/ Central/state government establishments. (Please enclose proof).
  57. The Agency shall be responsible and liable for all losses/damages which will be caused to the GIDS and its property, on account of negligence, carelessness or dereliction of duty directly or indirectly on the part of security personnel and the Agency
  58. The agency shall be required to provide 01 (one) Metal Detectors Hand, 01 (one) Vehicle Checking Mirror, specified Lathi, torch, whistle and Walky Talky

communication system with all mandatory license etc. and with all other necessary requirements to control any emergent situation in the campus.

59. Verification of Character and Antecedents of the security guards through the Police shall be the responsibility of the Agency at the time of induction of such personnel in GIDS and before deploying such guards in the premises, the Agency shall intimate GIDS with full particulars of guards and the document in support of its verification. GIDS shall be free to choose any guard, as per its assessment, from the panel provided by the firm.

#### 4. SCOPE OF WORK

##### SECURITY SERVICE CONTRACT

1. Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at Giri Institute of Development Studies, Centre Name as per following duty point and requirement on shift basis.
2. That the Contractor shall provide and will have to ensure duties of five un-armed Security Guards for 150 or 155 mandays depending on number of days in a month (with suitable adjustment for the month of February) as under on all days including Sundays and Holidays:

Day Duty:	06.00 AM to 02.00 PM	1 Security Guard (08 hrs duty)
	02.00 PM to 10.00 PM	2 Security Guards (08 hrs duty)
Night Duty:	10.00 PM to 06.00 AM	2 Security Guards (08 hrs duty)
	<b>Total</b>	<b>5 Security Guards</b>

1. The security Agency must engage ex-service man as security supervisor and security guard. The security supervisor and security guard should be literate (supervisor with at least 10+2 certificate and Guards with at least 10th Certificate), able to read, write and understands, Hindi and English languages. They should have first aid training in the area of industrial security and in handling firefighting equipment.
2. The security supervisor and guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the security agency shall be asked to replace that person immediately.
3. The security personnel assigned duties at the GIDS, should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any security staff is found to misbehave or indulges in misconduct of any nature, the security agency shall be asked to replace that person.
4. The security agency shall verify character, attendance of security personnel before deployment in GIDS, Campus. The particulars of staff (Name, age, address, qualifications, previous service experience etc. engaged by the Security Agency should be submitted to the GIDS authorities. GIDS reserves the right to verify the

antecedents of the security personnel engaged on duty through local police officials. For this purpose, the security agency should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.

5. The security deployed shall not be changed by the security agency on their own until and unless so warranted.
6. GIDS will not be responsible to provide any residential accommodation to security personnel deployed by Security Agency.
7. The security personnel shall not indulge in any loose or unwarranted talk with the employees or students or visitors. During Sundays/holidays or after office hours on working days the security shall be extra vigilant.
8. It would be the responsibility of the Security Agency to maintain and ensure full-proof security at the main gate by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet.
9. The security guards must ensure that GIDS's property, whether equipment or materials, are not allowed to be taken out of the campus without proper gate-pass duly signed by the authorized officials. To keep proper records necessary registers should be maintained.
10. The security supervisor shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
11. The Security Guards shall carry occasional random checks of 2 wheelers and 4 wheelers of staff and students while leaving the campus to ensure that none of the property of the GIDS is being taken out un-authorized. Similarly, random frisking of staff and students should be done. Such check of vehicles or frisking of personnel must be done only in the presence of an authorized officer of GIDS.
12. GIDS officers may carryout surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances GIDS reserves the right to cancel the security contract or impose a penalty of Rs. 2000/- per such occurrence. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake etc. the security persons on duty shall immediately intimate the Director and/or other officers. List of Residential phones or Mobile phone numbers of GIDS officers shall be available with Security at the main gate. The Security Agency shall be held responsible if the message is not conveyed to the GIDS office immediately.
13. The Contractor shall provide to their security personnel full winter and summer security uniform and also necessary materials for security purposes like torches, sticks, whistle, etc. at own cost.



**5. PERFORMA OF TECHNICAL BID**

The tenderers needs to submit the following documents with their tender documents: **Annexure -1**

**6. PERFORMA OF FINANCIAL BID**

The Financial Bid should be submitted with undertaking & Acceptance Letter by the Security Agency.

Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at Giri Institute of Development Studies.

The Minimum Wages for security staff should not be less than the minimum wages (unskilled wages) Uttar Pradesh excluding EPF, ESIC and service charge. Any bid below this amount is going to be rejected.

**Note: Goods and Service Tax (GST) as per prevalent rules shall be paid by GIDS if applicable**

In case of events organised by the GIDS the agency shall provide the extra security personnel at the prices quoted above only.

Date\_\_\_\_\_

Name & Signature

(Company Seal)

**UNDERTAKING & ACCEPTANCE LETTER BY THE SECURITY AGENCY**

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for providing security services at GIDS-Centre Name. I/We agree to all these conditions and offer to provide security services at GIDS. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (GIDS) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of Security Agency

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mob: \_\_\_\_\_

Email ID: \_\_\_\_\_

# GIRI INSTITUTE OF DEVELOPMENT STUDIES

## Tender form for Security Arrangement Contract

### A. Information about the Contractor

1. Name of the Contractor/Firm \_\_\_\_\_  
\_\_\_\_\_

2. Address \_\_\_\_\_  
\_\_\_\_\_

3. Telephone/Mobile Number \_\_\_\_\_

4. GST Registration Number \_\_\_\_\_

5. Whether registered under the Societies  
Registration Act, 1860/Labour Department  
or not? Yes  No

If registered, the Registration Number \_\_\_\_\_  
with date of registration (Attach Photocopy of Registration)

6. Do you have Provident Fund/EPF, etc.  
facilities for your workers? (Attach Photocopy of Registration) Yes  No

7. Do you provide medical facilities/ESIC, etc.  
to your workers? (Attach Photocopy of Registration) Yes  No

8. Whether registered for Service Tax? Yes  No

If registered, the Registration Number \_\_\_\_\_  
with date of registration (Attach Photocopy of Registration)

9. Experience Letter:

10. Please quote your charges for the Security arrangement at our Institute on the basis of information given below:

S No.	Description	No. of Staff	Amount per month (in rupees)	Total Cost (in Rupees)
1.	Security personnel	05		
2.	EPF			
3.	ESIC			
	Service Charges on Total amount			
			<b>G. Total</b>	

It is certified that the information furnished above is true, and if any false information is detected, my contract may be terminated.

**Signature of the Contractor**

**(with Seal)**