

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

[Institute of National Importance Established under the Act of Parliament]

Post: Harbansganj, Jais, Amethi,

Uttar Pradesh, INDIA - 229304

Website: www.rgipt.ac.in



विद्यारत्नम् महच्छनम्

NOTICE INVITING e-TENDER

For

“PERCENTAGE RATE FOR ANNUAL MAINTENANCE CONTRACT FOR SECURITY SERVICE, HOUSEKEEPING, GARDNER, MULTITECHNICIAN FOR ONE YEAR

At

**Rajiv Gandhi Institute of Petroleum Technology, Bengaluru Campus”
Kambalipura, Sulibele, Hoskote, Bangalore, Karnataka, India -562165.**

TIMELINE OF TENDER

Sl. No.	Particulars	Details
1	Name of Work	Percentage Rate for Annual Maintenance Contract for Security, Housekeeping, Gardner, Multi-technician at “Rajiv Gandhi Institute of Petroleum Technology, Bengaluru Campus”.
2	Tender No.	RGIPT/BENGALURU/AMC-SECU-HK-MT/2025/001 Date: 15-12-2025
3	Tender Mode & Type	Two-Part Bids (Technical & Financial)
4	Date of Issue/publication of Tender Notice	15th December 2025, 17:00 Hrs.
5	Bid Document Download Date & Time	15th December 2025, 17:00 Hrs.
6	Pre-Bid Meeting Date, Time & Venue (Allqueries shall be discussed in the Pre- Bid Meeting.)	22nd December 2025, 14:00 Hrs., Board Room No. AB-003, Ground Floor Academic Block Rajiv Gandhi Institute of Petroleum Technology, Bengaluru Campus. Post: Hasigala, Hoskote Taluk, Bengaluru Rural Karnataka- 562165
7	Bid Submission Start Date & Time	15th December 2025, 17:00 Hrs.
8	Last Date and time of submission of Online Bids	31st December 2025, 17:00 Hrs. CPP Portal
9	Date and time of opening of Bids	1st January 2026, 17:00 Hrs.
10	Earnest Money Deposit	Rs. 2.60/- Lakhs (Rupees Two Lakh, Sixty Thousand Only) (Refundable)
11	Tender Fee	Nil
12	Tender Processing Fee	Rs. 2000/- through online (Non-Refundable)
12	Last date of Receipt of Hard copy of Tender Document	31st December 2025, 17:00 Hrs.
13	Bid Validity Period	180 days from the date of opening
14	Address for sending the Hardcopy of Tender Documents	In charge Office, Ground Floor Room No.-02A Academic Block, Rajiv Gandhi Institute of Petroleum Technology, Bengaluru Campus” Kambalipura, Sulibele, Hoskote, Bangalore, Karnataka, India -562165.
15	Contact person & address for communication	Dr. Rohit Bansal, In charge, RGIPT, Bengaluru Campus” Kambalipura, Sulibele, Hoskote, Bangalore, Karnataka, India -562165. Email: rbansal@rgipt.ac.in Contact Nos. +91 9927285001

1. Details regarding the tender are available on website of the Institute <https://www.rgipt.ac.in> and **CPP Portal**.
2. Tender document may be downloaded from above mentioned websites. Bidders are therefore, requested to visit the websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
3. For submission of e-Bids, bidders are required to get themselves registered with CPP Portal.
4. Payment proof pertaining to EMD (in case of payment of EMD through DD/FDR/Cheque/NEFT/RTGS transaction, copy of the same is required to be enclosed with the bid document) to be sent to the Institute at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.
5. Tender documents received in incomplete shape and required tender fee or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
6. Earnest Money Deposit (EMD) Rs. 2.60/- Lakhs (Rupees Two Lakh, Sixty Thousand Only) in the form of FDR/NEFT/Demand Draft/Account Pay Cheque, Fixed Deposit Receipt issued by any Nationalized Bank in favor of "Rajiv Gandhi Institute of Petroleum Technology, payable at Bangalore".

Bank Account Details of the Institute:

Name: Rajiv Gandhi Institute of Petroleum Technology

Bank: HDFC BANK LTD

Account No. 50100850017112.

IFSC Code: HDFC0001037.

MICR Code: 560240053.

Address: Site No. 2559 K R Road, Melinapete, Hoskote, Bengaluru.

ADDRESS OF THE INSTITUTE:

Rajiv Gandhi Institute of Petroleum Technology, Bengaluru Campus" Kambalipura, Sulibele, Hoskote, Bangalore, Karnataka, India -562165. Website: www.rgipt.ac.in

INTRODUCTION

The Rajiv Gandhi Institute of Petroleum Technology Bengaluru invites online bids under Two-Bid system (Technical and Financial bids) from reputed, experienced and financially sound agencies for providing round the clock security services at Rajiv Gandhi Institute of Petroleum Technology Bengaluru, Amethi, Uttar Pradesh as per following details:

Name of work	Percentage Rate Annual Maintenance Contract for Security, Housekeeping, Gardner, Multi-technician at “Rajiv Gandhi Institute of Petroleum Technology, Bengaluru Campus”.
Tender Ref. No.	RGIPT/BENGALURU/AMC-SECU-HK-MT/2025/001 Date: 15-12-2025
Date of issue of Tender	28th November 2025, 17:00 Hrs.
Pre-Bid Meeting	22nd December 2025, 14:00 Hrs. Board Room No. AB-003, Ground Floor Academic Block Rajiv Gandhi Institute of Petroleum Technology, Bengaluru Campus. Post: Hasigala, Hoskote Taluk, Bengaluru, Karnataka- 562165
Last date and time for online bid submission	31st December 2025, 17:00 Hrs. on CPP Portal
Earnest Money Deposit (EMD)	Rs. 2.60/- Lakhs (Rupees Two Lakh, Sixty Thousand Only) through online mode to the following account: Account Name: Rajiv Gandhi Institute of Petroleum Technology, Account No. 50100850017112. IFSC Code: HDFC0001037. MICR Code: 560240053 Bank Name: Bank: HDFC BANK LTD, Branch Name: Hoskote Branch, Address: Site No. 2559, K R Road, Melinapete, Hoskote, Bengaluru.
Contract period	The period of the contract shall be initially for a period of 1 years, which may be extended further for similar or lesser period based on satisfactory performance.
Issue of tender	The tender document can be downloaded from the Institute’s website www.rgipt.ac.in and https://eprocure.gov.in/eprocure/app . <i>Please keep visiting the Institute’s website for any corrigendum/amendments and submit the bids accordingly.</i>
Opening of tender bids	Part A: Technical bid: The technical bid will be opened on 12-12-2025 Part B: Financial bid: Financial bid will be opened for technically qualified bidders.
For any clarification, please contact	Dr. Rohit Bansal, Incharge, RGIPT, Bengaluru Campus” Kambalipura, Sulibele, Hoskote, Bangalore, Karnataka, India -562165. Email: rbansal@rgipt.ac.in Contact Nos. +91 9927285001
Proposed date for commencement of work	January 15, 2026

TECHNICAL BID PART-A

1.1 About Rajiv Gandhi Institute of Petroleum Technology

The Ministry of Petroleum and Natural Gas (MoPNG), Government of India, set up the Rajiv Gandhi Institute of Petroleum Technology at Bengaluru, Amethi, Uttar Pradesh, by the Act of the Parliament. The Institute has been accorded the eminence of being an Institution of National Importance along the lines of the Indian Institutes of Technology (IITs).

1.2 Definitions

In this request for Notice Inviting Tender, the following terms shall be interpreted as indicated below:

- a. **“RGIPT”** or **“Institute”** means “Rajiv Gandhi Institute of Petroleum Technology Bengaluru, Campus”.
- b. **“Bidder”** or **“Tenderer”** means any firm taking the full responsibility of managing the contract as required in this NIT. The word “Bidder” when used in the pre-award period shall be synonymous with **“Service Provider”** or **“Contractor”** which shall be used after award of the contract.
- c. **“Service Provider”** or **“Contractor”** means the successful bidder to whom the contract has been awarded for providing round the clock security services on outsource basis” at RGIPT Bengaluru, Amethi.
- d. **“Contract”** means terms and conditions given by the institute and accepted by the bidder in lines with the work order to carry out the security services at RGIPT.
- e. **“EMD”** means Earnest Money Deposit.
- f. **“Service”** means providing round the clock security service on outsourced basis at RGIPT, Bengaluru Campus, Kambalipura, Sulibele, Hoskote, Bengaluru Karnataka India.
- g. **“Performance Security”** or **“Bank Guarantee”** means the guarantee provided by the bidders for satisfactory performance.
- h. Attested copies of document means self-attested copy of documents by the bidder/authorized person (duly signed and stamped of the firm on the document).

1.3 Abbreviation

- a. **RGIPT** –Rajiv Gandhi Institute of Petroleum Technology Bengaluru, Amethi.
- b. **PSU** – Public Sector Undertaking
- c. **PSE** – Public Sector Enterprise
- d. **EMD** – Earnest Money Deposit
- e. **NIT** – Notice Inviting Tender
- f. **PAN** – Permanent Account Number
- g. **GST** – Goods & Service Tax
- h. **EPF** – Employees Provident Fund
- i. **ESI** – Employee State Insurance
- j. **AMC**- Annual Maintenance Contract

1.4 Confidentiality

The tender document is confidential and is not to be disclosed, reproduced, transmitted or made available by the recipient to any other person. RGIPT may update or revise the document or any part of it and would subsequently be made available on CPP Portal as well as on RGIPT’s website. The recipient acknowledges that any such revised or amended document is deemed to be received through portal, subject to the same confidentiality. The recipient will not disclose or discuss the contents of the document with any officer, employee, consultant, agent or any other person associated with or affiliated in any way with RGIPT or any of its customers or suppliers without the prior written consent of RGIPT.

1.5 NIT Disclaimer

This Notice Inviting Tender Containing Annexures (Herein after called as NIT) has been prepared solely for the purpose of enabling RGIPT to select a AMC for Providing Round the Clock Security Service, Housekeeping, Gardner, Multi-technician on outsource basis as per specifications, terms and conditions and scope defined in this NIT (herein after referred as Percentage Rate for Annual Maintenance Contract for Security, Housekeeping, Gardner, Multi-technician at “Rajiv Gandhi Institute of Petroleum Technology, Bengaluru Campus”).

The AMC will be required to be innovative, capable and would need to extend all their resources in order to meet the expectation of RGIPT Bengaluru campus towards providing the required services.

1.6 Costs to be borne by the bidder:

All costs and expenses incurred by bidders in any way associated with the preparation and submission of their responses to the NIT, including but not limited to attendance at meetings, discussions, presentations, demonstrations, etc. and providing any additional information required by RGIPT, will be borne entirely and exclusively by the bidder and RGIPT shall not be liable for any costs and/or expenses in relation to responses to the NIT and/or shall not entertain any requests / representations regarding bearing/sharing of costs and /or expenses.

1.7 Disqualification:

Any form of canvassing/ lobbying/ influence/ cartelization, etc. by the bidder may result in disqualification of such bidder.

1.8 Clarification regarding tender documents:

Bidders can take any clarification regarding error, omission or discrepancy found in this tender document in the pre-bid meeting. Afterwards, no request will be entertained for any type of clarification related to the tender document. The request for clarification shall be in writing or by email, but no change in the price of the tendering shall be sought, offered or permitted.

2.1 Important Instructions:

- a. Read the tender document carefully before filling in the tender bids and processing for online bid submission.
- b. Sign each page of the tender document.
- c. The technical bid should contain: All relevant documents as mentioned in the eligibility criteria of the tender document.
- d. Proof of payment of EMD of **Rs. 2.60/- Lakhs (Rupees Two Lakh, Sixty Thousand Only)** through online payment transfer in the bank account mentioned above. Application without EMD will not be considered.
- e. **The prices should be quoted in financial bid only and should be in stipulated format and without any condition.** The price shall be filled up both in figures and words.
- f. Tender form can be downloaded from the Institute's website www.rgipt.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app>.
- g. Please keep visiting Institute's website for any corrigendum/amendments and submit the bids accordingly.
- h. The technical bid will be opened online on **01-01-2026@17:00 Hrs.**
- i. The financial bid of only those tenderers will be opened who will be declared technically qualified by Tender Evaluation Committee. The date and time of opening of the same will be intimated in advance through e-mail and/or telephone.
- j. The offer of the tender will be valid for 03 (Three) months from the last date of submission of the tender document.
- k. Hypothetical/conditional, incomplete bid will not be entertained & will be summarily rejected. Please note that the bidder must quote for all the categories mentioned in the tender.
- l. The period of contract shall be initially for a period of 01 (One) years which may be extended to a similar or lesser period based on satisfactory performance.
- m. RGIPT, Bengaluru reserves the right to accept/reject any tender in part or full, without assigning any reason whatsoever.

- n. If the last date of opening of the tenders coincides with a holiday, then the next working day shall be the opening date.

2.2 Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates and submit the hard copy of tender with required document at RGIPT Bengaluru campus addressing:

Dr. Rohit Bansal,
Incharge, RGIPT, Bengaluru Campus”
Kambalipura, Sulibele, Hoskote, Bangalore, Karnataka, India –562165.
Email: rbansal@rgipt.ac.in
Contact Nos. +91 9927285001

By hand or by post up to 05.00 PM, 31-12-2025. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

GENERAL INSTRUCTIONS TO TENDERERS

Interested bidders may be advised to visit the Rajiv Gandhi Institute of Petroleum Technology (RGPT) Bengaluru to get onsite assessment of the work on any working day between 10:00 AM to 04:00 PM after taking permission from the Security Officer.

- a. The closing date and time for online tender submission is 17.00 Hrs. on 31.12.2025.
- b. The technical bid of the tender will be opened online at 17:00 Hrs. on 01.01.2026.
A Pre-Bid meeting shall be held on **22nd December 2025, 14:00 Hrs, Board Room No. AB-003, Ground Floor Academic Block Rajiv Gandhi Institute of Petroleum Technology, Bengaluru Campus. Post: Hasigala, Hoskote Taluk, Bengaluru Rural Karnataka- 562165.**
- c. A financial bid will be opened only for technically qualified bidders.
- d. The technical bid should be submitted online and should contain all required documents as per eligibility criteria, and list of the equipment's, tools and tackles required for the job.
- e. "Technical Bid and Financial Bid" for Providing for Security, Housekeeping, Gardner, Multi-technician Like Electrician, Plumbing and Sanitary etc. along with proof of EMD submission should be uploaded online through website <http://eprocure.gov.in/eprocure/app>." Hard copy also be submitted.
- f. In the absence of EMD, the tender will be summarily rejected, however, MSME will be eligible for EMD exemption on the production of valid certificate issued for providing round the clock security services.
- g. The Earnest Money Deposit will be refunded to the unsuccessful bidders only after finalization of the contract. In case of the successful bidder EMD will be returned after receipt of the performance security deposit. No interest will be paid on the EMD.
- h. The bid shall be valid for 03 months from the last date of submission of tender document/date of opening of tender.
- i. No bidder will be allowed to withdraw his tender after submission during the bid validity period (03 months). In case the bidder does not honor his bid, the EMD submitted by the tendering firm would stand forfeited.
- j. All entries in the tender form should be legible and filled clearly. Any overwriting or correction which is unavoidable must be signed by the authorized signatory.
- k. In case the successful tenderer declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
- l. A work order will be issued to the successful tenderer. In this contract, the successful tenderer shall be defined as "Contractor".
- m. **Successful tenderer will have to deposit the Performance Security Deposit is equivalent to 1-month bill in the form of Demand Draft/FDR/Cheque of any nationalized/scheduled bank, drawn in favour of "Rajiv Gandhi Institute of Petroleum Technology" payable at Bengaluru, within 15 days from the award of the contract / issue of the work order and commencement of the work, otherwise the contract may be cancelled and EMD will be forfeited.**
- n. The successful Tenderer shall execute an agreement on a non-judicial stamp paper of value Rs. 100/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Tender Inviting Authority informing him that his tender has been accepted.
- o. If the successful Tenderer fails to execute the agreement and / or to deposit the required security deposit within the specified time or withdraw his tender, after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with the tender shall stand forfeited by the Tender Inviting Authority.
- p. After successful completion of the contract, the security deposit will be refunded to contractor after adjustment of dues, if any, to institute by the contract. **No interest will be paid on the Performance Security amount.**

GENERAL CONDITIONS OF THE CONTRACT

1. **Period of The Contract:** The period of contract will be initially for a period of 1 year, which may be extended further for a similar and lesser period based on satisfactory performance

2. **Request for Advance:**

Any requests for advance of any type during the contract period by the contractor will not be entertained at any cost.

3. **Deployment of Personnel/Security:**

- a. **Employees of the Agency shall not work for more than 26 days in a month.**
- b. **The Security services shall have to be rendered in three Shifts, each shift being of 08 (eight) hours. However, no Security Guard/Supervisor shall be allowed to perform continuous duty beyond one shift. The Agency/Contractor shall have the discretion to rotate the duty of security personnel from one shift to another as per the requirement.**

OR

The Security services shall have to be rendered in two Shifts, each shift being of 12 (Twelve) hours. However, no Security Guard/Supervisor shall be allowed to perform continuous duty beyond one shift. The Agency/Contractor shall have the discretion to rotate the duty of security personnel from one shift to another as per the requirement.

- c. **The security personnel shall remain on duty for 08 (eight) working hours. The personnel shall not leave his place of duty/duty point until his reliever reports for duty. If it is found that the security personnel have deserted their place of duty/duty point by without having been properly relieved, the same will attract penalty points.**

OR

The security personnel shall remain on duty for 12 (Twelve) working hours. The personnel shall not leave his place of duty/duty point until his reliever reports for duty. If it is found that the security personnel have deserted their place of duty/duty point by without having been properly relieved, the same will attract penalty points.

- d. At no time, shall there be more than 10% of the security manpower on leave or absent from the Institute duty. In case of long-term absence due to sickness, leave etc., the Agency/Contractor shall ensure replacement and manning of all security posts by overtime without any additional liabilities to the Institute. In addition, no supervising field staff or the guards shall be removed from Institute duty without seeking prior consent of the Security Officer or any person authorized by the Director in this behalf. Breach of this clause will attract penalty points.
- e. The Institute shall have the right to check up, from time to time, the turn-out and uniforms worn by the security personnel as well as their fitness to perform guard duty up to the satisfaction of the Institute. The Institute shall also have the right to check and supervise the Security personnel on duty through an Institute Security Committee (ISC) or any other representative appointed by the Director for the purpose. The decisions of the ISC shall be binding on the Agency/Contractor.
- f. The Agency/Contractor shall have a regular system of training the Guards before deploying them on duty. The Agency/Contractor shall have proper training facility and profession syllabi for the training.
- g. The Agency/Contractor shall have a proper system of checking the guards on duty especially during night. Records of the same shall be effectively maintained and shortcomings, if any, shall be immediately rectified.
- h. The Agency/Contractor shall at their own expense, and to the satisfaction of the Institute, undertake, a continual updating of the skill, processes and procedures followed by the Security staff employed in the security of the Institute, by organizing suitable training programs for them on routine basis. This training program may be included in their duty, like two hours in a week or so. It may include various aspects of security of a vital installation, expected major threats, and the measures to curtail such threats, use of security equipment, and use of fire alarms etc.

- i. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Faculty/Staff/Students/Visitors and should project an image of utmost discipline. The agency shall have right to have any person moved in case of staff complaints or as decided by representative of RGIPT Bengaluru if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
- j. The contractor will require submitting of medical report and police verification of the newly deployed employees within 10 days of their joining. The contractor shall issue ID Cards to all its workers and intimate accordingly to Institute.
- k. The contractor shall have to make his own arrangements for the accommodation of its security staff.
- l. The personnel to be deployed by the contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipment.
- m. The existing housekeeping personnel already deployed at RGIPT by the current Housekeeping service provider should be retained by the upcoming AMC provider. Any hiring and firing should be done in consultation of Administration of the Institute.

4 Employability of Security Personnel AMC:

- a. The Agency/Contractor should be in a position to deploy female guards as and when required by the Institute.
- b. The Agency/Contractor shall have proper standards and procedures for recruitment of guards and supervisors. The Agency/Contractor shall not employ any personnel belonging to the area within a radius of 50 kms from the Institute. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.
- c. The security guards of the Agency/Contractor shall be of good character and of sound health and shall not be less than 23 years of age. The upper age limit shall be 45 years and no more in case of Security Guards while in case of Supervisors, it shall not exceed 50 years. Every personnel, other than Supervisors deputed by the Agency/Contractor shall be at least matriculate and atleast graduate in case of Security Supervisors. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.
- d. Every security guards shall have minimum 2 years' experience and those of Supervisors deputed by the Agency/Contractor shall have minimum 5 years' experience in the ibid field.
- e. The Agency/Contractor shall ensure that before deputing the security staff, they have verified the antecedents of all their staff and shall provide to the Institute a complete Dozier of particulars of each security personnel proposed to be deployed along-with the records of police verification, in original. Non- compliance with this provision will be deemed to be violation of the contract and shall render the Agency/Contractor for penal action against it.
- f. The security persons deployed by the agency should be properly trained, have requisite experience and having the skills for carrying out a wide variety of Security and firefighting services using appropriate materials and tools/ equipment.
- g. The agency shall engage only such guards and supervisors, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The agency shall be fully responsible for the conduct of his staff.

Note: No accommodation, medical, travel etc will be provided to the Security Personnel by RGIPT.

5. Dress, Deportment and Discipline of Security Personnel:

- a. The Agency/Contractor shall have a properly designed uniform. The Institute reserves the right to suggest modification in the uniform as it may deem fit, for the proper appearance and turnout of the guards. The name and logo of the Agency/Contractor will be used only on the uniform.
- b. The Security guards must be smart and properly turned out with boots/shoes, belt, caps, badge, whistle etc., and carry an identity card incorporating therein the particulars as directed by the Institute from time to time and must be duly attested by the Executive of

Agency/Contractor and countersigned by the Security officer of the Institute. A photocopy of these cards along with computer data shall be given to the Institute for record, verification etc.

- c. The Agency/Contractor shall provide proper uniform (shoes, caps, canes / stick etc.) entirely at its own cost and expense to every personnel deployed by them in the Institute Campus and in no case, any deduction or charge from the personnel employed, shall be effected. If any instance otherwise defying this provision, comes to the knowledge or notice of the Institute, the security agency shall be liable for adequate penal action including imposition of penal points in this regard.
- d. Agency/Contractor shall supply standard uniforms with name-plates/name- tags to the persons engaged on duty. The Institute shall not allow any employee of the Agency/Contractor to work inside the Institute without the uniform. If the uniforms are worn out during the period of contract, it shall be the responsibility of the Agency/Contractor to supply another uniform free of cost to the persons and it will ensure that the persons wear only proper uniform while they are on duty in the Institute. The Agency/Contractor shall get the identity card of each employee attested from the Security Officer of the Institute. The Institute shall not provide any kind of weapons, batons, torch etc. nor incur any expenses in this regard. It would entirely be the responsibility of the Agency/Contractor to supply such minor equipment necessary for discharge of duty.
- e. The personnel deployed by the Agency/Contractor in the Institute shall immediately be removed from his duties at the Institute if the Institute on administrative grounds considers such removal necessary. The Security Agency shall also immediately remove any personnel who is found not to be discharging his duties properly or is of doubtful character and after due approval of the Security Officer of the Institute, shall replace him with adequate substitute personnel either on its own motion or on Institute's demand. In case of removal of such personnel and the Institute shall be absolutely immune from any claim, whatsoever, in this regard.
- f. If the Institute incurs any expenses or any liability is put on them in connection with the deployment of the employee of Agency/Contractor, the same shall be adjusted from the bills of Security Agency.
- g. The Security staff employed by the Agency/Contractor shall under no circumstances join any union of the Institute nor shall they make any claim for service or other matters. They shall also not form any union associated with the institute and shall have absolutely no claim to subscribe or for election in any of the unions of the Institute.
- h. The Agency/Contractor shall be responsible for the good conduct and behavior of its security guards. If any security guard of the Agency/Contractor is found misbehaving with the Faculty, employees, students or residents of the Institute, the Agency/Contractor shall immediately at their own risk and responsibility, remove/withdraw such employee from the campus of the Institute. The Agency/Contractor and its personnel shall be bound to comply with the instructions, if any given by the Institute Security Committee, Security Officer of the Institute. The Agency/Contractor shall accordingly issue necessary instructions to its personnel in this regard.
- i. None of the employees of the Agency/Contractor shall enter into any kind of private work within the campus of the Institute. Non- compliance of this provision shall be deemed to be violation of the contract, inviting penal action.

SUMMER UNIFORM FOR SECURITY:

Sl. No	Item	Quantity
1.	Shirt	02 Nos.
2.	Trouser	02 Nos.
3.	Shoe	01 pair
4.	Socks	02 pair
5.	Peak Cap (For Supervisor Only)	01 No.
6.	Beret (For Guard)	1 for each
7.	Belt (Leather)	1 for each
8.	Line Yard	1 for each
9.	Whistle	1 for each
10.	Shoulder Badge of the Agency/Contractor	1 for each
11.	Stars (For Security Supervisor)	2 pair for each Supervisor

WINTER UNIFORM:

Item	Quantity
Jersey (Woolen)	1 for each

RAINY SEASON:

Sl. No	Item	Quantity
1.	Gum Boot	1 pair for each
2.	Raincoat	1 for each (post-wise)

Note: In addition to above sufficient number of cane stick, whistle and Torch is to be provided to each Security Post.

UNIFORM FOR HOUSEKEEPING/Gardner/Multi-Technician

The contractor shall provide standard uniform as approved by In-charge, RGIPT Bengaluru /concerned In-charge at his own cost to its staff. The staff shall be in proper uniform bearing their name tag displayed on their uniform, all the time along with their identity card. Samples of the uniform will have to be submitted by the contractor for the approval of In-charge, SHH/Concerned In-charge within 15 days and proper uniform should be provided to the workers within 45 days from the date of issue of the work order. If the case of non-wearing of uniform were found by any of the staff/supervisor, penalty will be imposed as per penalty clause of the tender document.

- 2 sets of uniforms for summer and winter:
1 complete set of summer uniform means full pant, full/half shirt and shoes.
1 complete set of winter uniform means full pant, full shirt, full sweater and shoes.
- Gumboots as per need and requirement (Minimum 5 pairs of standard size stock to be maintained).
- Hand gloves as per need and requirement (Minimum 100 pairs stock to be maintained).
- Face mask and goggles as per need and requirement (Minimum 100 mask stock to be maintained).

6. Payment of Wages:

- Revision of Minimum wages of manpower will be applicable as per rule of Karnataka State Govt. Minimum Wages Act.
- Introduction of New Statutory Liabilities:** In case of introduction of any new statutory taxes by State/Central Government, if applicable, it will be reimbursed by RGIPT on actual basis, subject to submission of proofs/challans.

- c. Breach of Terms & Conditions:** In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the contractor will be liable to be forfeited by RGIPT Bengaluru besides termination of the contract.

7. Performance Security:

- a. The successful bidder shall deposit a Performance Security for an amount **equivalent to 1-month bill** in the form of **Demand Draft/FDR/Cheque** in favour of **Rajiv Gandhi Institute of Petroleum Technology** payable at **Bengaluru** within 15 days from the date of issue of work order. The validity of Performance Security should be up to 180 days (Six months) after the expiry of validity of contract and other obligations towards the contract. The successful tenderer shall execute an agreement on a non-judicial stamp paper of value Rs100/- (stamp duty to be paid by the tenderer)
- b. In the event of non-performance of obligation or failure to meet the terms of this NIT, RGIPT shall be entitled to invoke the Performance Security without notice or right of demur to the contractor. Any amount pending for payment due to non- achieving of milestone(s) set under the contract or any other reason solely attributable to the contractor should be deducted from the remaining amount of Performance Security.
- c. RGIPT reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking Performance Security, if any, under this contract.
- d. If the Performance Security is not submitted within the stipulated time, RGIPT reserves the right to cancel the approval of the quoted rates in the tender, and the earnest money deposit submitted by the bidder will be forfeited.
- e. In case the contract is further extended beyond the initial period, the Performance Security will have to be accordingly renewed/extended by the contractor.
- f. If the successful tenderer fails to execute the agreement and / or deposit the required security deposit within the specified time or withdraw his tender, after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposit by him along with the tender shall stand forfeited by the Tender Inviting Authority.

8. Payment Terms:

- I. Payment will be made within 01 month from the date of submission of the original bill to the concern In-charge. Payment of the bill will be based on standardized proforma, duly approved by RGIPT Bengaluru, along with certified copy of attendance sheet in respect of the persons deployed.
- II. While submitting the bill, the contractor must attach the following proof/challans with the original GST invoice:
 - a. Wages of workers were credited to their bank accounts (Acknowledgment by bank enclosed).
 - b. EPF contribution relating to workers was deposited on (Copy of the challan enclosed with contribution sheet)
 - c. ESI contribution relating to workers was deposited (Copy of challan enclosed with contribution sheet).
 - d. RGIPT Bengaluru is complying with all statutory Labor Laws including the Minimum Wage Act. The payment would be made on a monthly basis on verification of attendance sheets/register, monthly and EPF and ESIC challans and Goods & Service Tax challan, etc., duly verified by concern In-charge/officer as well as Accounts Department of RGIPT Bengaluru.
 - e. The TDS shall be deducted as per the provisions of the Income Tax Act, as amended from time to time and a certificate to this effect shall be provided by RGIPT to the contractor.
 - f. Revision of Minimum wages of manpower will be applicable as per rule of Govt. of India, Minimum Wages Act, and Ministry of Labor & Employment.
 - g. The contractor at all times should indemnify RGIPT against all claims, damages or compensation under the provisions of Payment of Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, the Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, Payment of Bonus Act, 1965 or any other law relating

thereto, and rules made there under from time to time. RGIPT Bengaluru will not take any responsibility in this regard.

- h. Under any circumstances whatsoever, the manpower deployed shall be paid wages not below the Minimum wages set by office of the Chief Labor Commissioner (C), Ministry of Labor & Employment. The rate will be revised solely based on the revision of minimum wages as notified by the Government from time to time. It is the sole responsibility of the contractor to ensure that each and every housekeeping staff / supervisor should be either paid as per the revised minimum wages slab or as per actual. The differential amount on account of revision of minimum wages act will be reimbursed by RGIPT on actual basis, subject to submission of proofs/challans.

Please note that the payment of wages to workers shall not be linked to the payment of bill by RGIPT Bengaluru and should be paid by 07th of every month, failing of which penalty of Rs. 1000/- per day will be imposed for the delayed period. If the contractor fails to provide proof of payment of statutory dues, his contract shall be terminated after serving three months' notice. Cash payment receipt will not be entertained and payment in cash will be deemed as no payment at all.

9. Force Majeure

- a. The contractor shall not be liable for forfeiture of its Performance Security, liquidated damages or termination for default, if any to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- b. For purposes of this clause, "Force Majeure" means an event explicitly beyond the reasonable control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may be due to or as a result of or caused by act of God, wars, insurrections, riots, earth quake and fire, revolutions, civil commotion, floods, epidemics, quarantine restrictions, trade embargos, declared general strikes in relevant industries, satellite failure, act of Govt. of India, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation. In the event of any such intervening Force Majeure, either party shall notify the other in writing of such circumstances or the cause thereof immediately within Seven (07) calendar days.
- c. Unless otherwise directed by RGIPT in writing, the contractor shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- d. In such a case the time for performance shall be extended by a period(s) not less than duration of such delay. If the duration of delay continues beyond a period of three months, RGIPT and the contractor shall hold consultations in an endeavor to find a solution to the problem.
- e. Notwithstanding above, the decision of RGIPT shall be final and binding to the contractor.

10. Corrupt and Fraudulent Practice

- a. As per Central Vigilance Commission (CVC) directives, it is required that contractor observe the highest standard of ethics during the execution of contract in pursuance of this policy. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an official in contract execution.
- b. "Fraudulent Practice" means a misrepresentation of facts in order to influence the execution of contract to the detriment of RGIPT and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid rates at artificial non-competitive levels and to deprive RGIPT of the benefits of free and open competition.
- c. RGIPT reserves the right to reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- d. RGIPT reserves the right to declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

11. Insurance

- a) It is the sole responsibility of the contractor to ensure his materials, equipment, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's Compensation Act. The work be carried out in a protected area and all the rules and regulations of the RGIPT in the area of project which are in force from time to time will have to be followed by the contractor.
- b) If due to negligence and or non-observation of safety and other precautions by the contractors, any accident/injury occurs to the property/manpower belonging to the RGIPT/third party, the contractor shall have to pay necessary compensation and other expenses, if so by the appropriate authorities. RGIPT will not be responsible for any injury/death caused to the employees provided by contractor at RGIPT. It will be the responsibility of contractor to abide with all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by RGIPT in this regard.

12. Information Ownership:

All official information processed, stored, or transmitted by manpower deployed by the bidder belongs to RGIPT. By having the responsibility to handling the official information by the manpower deployed, the contractor does not acquire implicit access rights to the information or rights to redistribute the information. The contractor understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

13. Risk Clause:

- a. The contractor shall at all times have standby arrangements for carrying out the work under the contract, in case of any failure of the existing arrangement. RGIPT Bengaluru reserve the right for termination of the contract, at any time by giving three month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderer at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this will be recovered from the contractor's Performance Security Deposit or pending bills or by raising a separate recovery claim.
- b. It is the duty of the contractor to provide all necessary reports and other information to the concerned In-Charge, from time to time, in order to review the performance of the contractor. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the Institute and shall not knowingly lend to any person or company any of the effects or assets of the Institute, under its control.
- c. In the event of loss/damage of equipment etc. at the premises of RGIPT Bengaluru due to negligence / carelessness of security staff, the contractor shall compensate the loss to RGIPT Bengaluru. The contractor or its representative(s) shall meet concerned In-Charge regularly to get feedback regarding the security services.
- d. The contractor will also maintain a suggestion book and a complaint register, to be produced to In-charge, SHH/concerned In-Charge, as and when required. Please note that a suggestion book and complaint register will be periodically circulated amongst the faculty and staff for their input and suggestions or as per the instruction of In-charge SHH/concerned In-charge/Security Officer.
- e. The contractor shall, in performing its part of this contract, ensure the safety of the building, its equipment, furniture, fixtures and the persons working in or visiting RGIPT Bengaluru premises and shall indemnify Institute, for any loss or damage caused by any act of the contractor or its employees or staff etc.
- f. The contractor shall not assign or sublet this contract or any part thereof to any third party.
- g. The Security staff shall be regularly trained on behavioral aspects and ethics. They shall also be made conversant with the way of working of RGIPT Bengaluru Institute, its requirements, layout of Institute and fire safety system along with telephone numbers of the Key Personnel of the Institute.
- h. In case, the information/documents furnished by the bidder forming basis of evaluation of its bid is found to be false/fake/forged during any stage of the tender, Institute shall have

the right to terminate the contract and get the remaining works executed by a third party at the risk & cost of the contractor and without any prejudice to other rights available to RGIPT under the contract such as forfeiture of the contract performance security furnished by the contractor.

- i. In case, if any submitted challan of statutory liability found to be false/fake, the amount of same would be recovered from the monthly bill of the contractor along with the penalty as decided by the In-charge, SHH/concerned in-charge of the Institute.

14. Penalty Clause:

SL. NO	Service Level Agreement	Baseline	Penalties For Breach		
			1 ST Instance	2 nd Instance	3 rd Instance
1.	Delay in deployment of security personnel by the service provider	Deployment to start Within 2 weeks of the placement of work order	In case of deployment is made after 2 weeks of placement of order and delay is due to service provider 1% of the value of the contract shall be levied as penalty. However buyer shall be at liberty to cancel the order without any further reference to service provider in case so desire	In case of deployment is made after 3 weeks of placement of order and delay is due to service provider 2% of the value of the contract shall be levied as penalty. However buyer shall be at liberty to cancel the order without any further reference in case so desire	In case deployment not made 4 weeks after placement of order the contract shall be terminated without any reference
2.	If the employee of service provider is found to have misconduct or misbehaved in any manner or resort to any violent behaviour etc with any faculty/staff members and students	No instance	Replacement of security personnel and Rs 500 fine on the service provider	Replacement of security personnel and Rs 1000 fine on the service provider	Replacement of security personnel and Rs 5000 fine on the service provider
3.	Security personnel not found displaying photo ID or not in proper uniform	No instance	No penalty should be imposed for not wearing uniform for a particular day.	Rs 1000 penalty on service provider	Rs 2500 penalty on service provider

4	Security personnel indulging in drinking/sleeping	Zero instance	Immediate removal of the security and fine of Rs 500 on the service provider	Immediate removal of the security and fine of Rs 1000 on the service provider	Immediate removal of the security and fine of Rs 1500 on the service provider
5	If the resource is absent or takes leave without informing or taking prior approval and if service provider fails to provide a substitute	No instance	Penalty equal to wage of the guard who was to do duty shall be levied along with an amount of Rs 500 on service provider	Penalty equal to 2 times wage of the guard who was to do duty shall be levied along with Rs 500 on service provider	Penalty equal to 2 times wage of the person who was to do duty shall be levied along with Rs 1000 on service provider
6	In case of expiry of any of the licenses required for performing the services such as PSRA, etc.		Termination of the contract		
7	Delay in payments of take home remuneration by the Service Provider to resources employed or Delay in deposit of EPF and ESI (both employee and employer share)		Rs 1000 penalty per Security Personnel per default per day levied on service provider		
8	In case of violation Minimum wages Act , Contract labor Act etc. as applicable from time to time applicable for the services		Penalty of Rs 5000 Per Security Personnel in addition to termination of contract and all responsibility on account of violation shall be responsibility of service provider		
9	Cumulative penalty		Cumulative penalty shall not exceed 10% of the total contract value and in case exceeds contract is liable to be terminated. Subsequently, bidder shall be blacklisted for submitting any tender in RGIPT.		

- a. **Delay in payment of wages:** Wages of the workers should be paid by the **07th day of every month**, failing of which, penalty of Rs. **1000/- (Rs. One Thousand only)** per day will be imposed for the delayed period.
- b. **Negligence of housekeeping staff:** Whenever and wherever it is found that the cleanliness is not up to the mark due to negligence of housekeeping staff, it will be brought to the notice of the supervisory staff of the contractor by the officer In-Charge of RGIPT Bengaluru and if no action is taken within due course of time, penalty @ **Rs. 500/- (Rs. Five Hundred only)** per complaint shall be imposed. The decision of In-charge, SHH, RGIPT Bengaluru shall be final in this regard.
- c. **Non-wearing of uniform:** If the case of non-wearing of uniform were found by any of the staff/supervisor, penalty Rs. **200/- (Rs. Two Hundred only)** per worker per day will be deducted from the bill.

- d. Deficiency of material:** In case the cleanness is not found satisfactory for want of material, penalty will be imposed @ **Rs. 500/- (Rs. Five Hundred only)** per day till the material made available and the complaint has been resolved.
- e. In addition to the above points, the In-charge, SHH will be the final authority to decide any penalty on receipt of complaints towards housekeeping services as well as to waive off any penalty imposed due to the above-mentioned points, in case of reasonable ground provided with written request by the contractor.

Note: In addition to the above points, Faculty In-charge, SHH or Security Officer will be the final authority to decide any penalty on receipt of complaints towards security services as well as to waive off any penalty imposed due to above mentioned points, in case of reasonable ground provided with written request by the contractor.

15. Governing Law and Jurisdiction:

This Notice Inviting e-Tender and subsequent contract with the selected bidder shall be governed and construed in accordance with the laws of India and courts in Raebareli will have the exclusive jurisdiction to determine the issues arising out of this contract.

16. Dispute Settlement:

It is mutually agreed that all differences and disputes arising out of or in connection with this contract shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations, then the same shall be referred to the Sole Arbitrator appointed by the Director, RGIPT Bengaluru, whose decision shall be final and binding on both the parties.

17. Police Verification & Character / antecedents verification of the security guards/Supervisors:

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The Police verification, character and antecedent's verification is the whole and sole responsibility of the service provider. The police verification documents for all security personnel are required to be submitted within 01-month period from the date of award. For any crime committed by the security personnel, will immediately be communicated by the agency to the Police. For such crime, the outsourced agency will be responsible for litigation etc.

18. Arbitration:

If any dispute or difference arises between the parties hereto as to the interpretation, effect and implication of any provision of this contract, including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this tender, shall within 15 days (or such longer period as may be mutually agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to negotiations for a period of 30 days after which parties can submit the dispute to arbitration in accordance with the Arbitration and Conciliation Act 1996 and the rules framed there under for the time being in force. The award made in pursuance thereof shall be binding on the parties.

- a. The sole arbitrator shall be appointed by The Director, RGIPT Jais.
- b. The venue and seat of the Arbitration shall be at Raebareli, Uttar Pradesh.
- c. The language of arbitration proceedings will be English only.
- d. Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrator otherwise decides in the Award.

- e. The provisions of this clause shall not be frustrated, abrogated or become inoperative, notwithstanding this tender/contract expires or ceases to exist or is terminated or revoked or declared unlawful.

The Courts at Amethi shall have exclusive jurisdiction in all matters concerning this contract/ tender including any matter related to or arising out of the arbitration proceedings.

19. Non-acceptance of Award of Contract of providing AMC will lead to blacklisting of the firm as per rules.

20. Health And Safety Measurement:

- a. The AMC contractor should ensure the Health and Safety measures of the employees. RGIPT Bengaluru will not take any responsibility in this regard. The contractor will be responsible for supply / installation / refilling / maintenance of all consumables, items and equipment used in all areas of the Institute's Campus for housekeeping purposes.
- b. In the event of injury, illness or accident to any worker, RGIPT Bengaluru will not be liable to pay any compensation to the worker or contractor. The contractor as well as insurance cover shall include the liability under the Workmen Compensation Act.
- c. The workers deployed by the contractor shall be his sole employees and RGIPT Bengaluru shall not have any relation whatsoever with employees of the contractor. He will be fully responsible for their acts, conduct and any other liabilities.

21. Inventory of Items and Working Procedure:

- a. The AMC contractor will arrange all items needed for his staff, maintain the inventory of stores, sufficient stationery, daily duty roster chart etc. The housekeeping staff will first report to the appropriate place to their supervisor and subsequently will be deployed for duty after having been checked for uniform, upkeep, issue of material and equipment, etc.
- b. Once the housekeeping staff is allotted an area of work, he or she will be under supervision of the concern In-Charge of the Institute. **In addition to the instructions issued by the contractor's side, the housekeeping staff have to follow all instructions and orders given by the concerned In-Charge of the Institute. These instructions should be considered as the scope of work.**
- c. A bidder will be required to deploy a Supervisor at RGIPT, Bengaluru Amethi at their own cost to supervise the day-to-day work and ensure availability of required items.

22. Space For Storeroom:

RGIPT Bengaluru will provide space for a storeroom for the contractor in the premise of the Institute. The supervisor deployed by the contractor will store all their materials and equipment in the storeroom and maintain a record of the stores as well as issued items, which shall be opened to inspection for concerned officer in-charge of RGIPT Bengaluru.

TERMINATION OF CONTRACT

1. RGIPT Bengaluru reserves the right to terminate the contract by serving 03-month notice, in writing, if the services of the contractor are not found satisfactory. The contractor may also ask for the same by giving 03 months' notice, but he has to provide the Security facility till the next agency is engaged. In case, if contractor fails to do so, his security deposit will be forfeited.
2. RGIPT reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contracts with RGIPT.
3. RGIPT at its sole discretion can terminate the contract at any time during the period of contract, If the contractor:
 - a. At any time makes default in proceeding with the works and observes negligence and continues to do so even after a notice in writing from the RGIPT; or
 - b. Commits default in complying with any of the terms and conditions of contract and does not remedy it or take effective steps to remedy it within 15 days after a notice in writing is given to him in that behalf by the RGIPT; or
 - c. Fails in yearly performance evaluation of the service provider/contractor by RGIPT; or
 - d. Violates any of the terms and conditions stipulated in the contract/tender document.

RIGHTS OF RGIPT

RGIPT reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the contractor for any compensation.

- a. To terminate the contract without assigning any reason whatsoever.
- b. If the contractor is unable or refuse to pay any statutory liabilities or any due pending on him, the same will be recovered or settled from his bill/performance security.
- c. To get any part of the work done through other agency or deploy RGIPT's own/hired or otherwise arranged resources, at the risk and cost of the contractor after giving due notice period of Two weeks to the contractor in the event of:
- d. Contractor's continued poor performance.
- e. Withdrawal from or abandonment of the work before completion of the work.
- f. Contractor's inability to complete the work as stipulated in the contract.
- g. Poor quality of work.
- h. Any corrupt act of the contractor.
- i. Insolvency of the contractor.
- j. Persistent disregard to the instructions of RGIPT
- k. Assignment, transfer, sub-letting of contract without RGIPT's written permission.
- l. Non fulfilment of any contractual obligation.
- m. In the opinion of RGIPT, the contractor is overloaded and is not in a position to execute the job as per required schedule.

At any stage during contract period, any complex issue arises as a result of major shift in Central/State Govt. Rules & Regulations/Notifications and solution to such issues is not rendered herein or such issues which do not find stable solutions for the contractual period within terms & conditions of the Tender/Contract, RGIPT shall have the right to terminate the contract.

SCOPE OF WORK

- a. The contractor shall have to provide round-the-clock security services along with Housekeeping, Gardner, Multi-technician Like Electrician, Plumbing and Sanitary etc. at RGIPT, Bengaluru campus.
- b. The agency shall ensure protection of the personnel & property of RGIPT, Bengaluru
- c. Prevent trespass with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside the RGIPT Bengaluru Campus.
- d. In case of any incident such as theft, robbery, fight, accident inside RGIPT Bengaluru campus premises, it is the responsibility of Agency/Contractor to coordinate with Nodal Designated Officer in lodging of FIR, legal proceeding etc.
- e. Trained manpower for fire services.
- f. Trained manpower to monitor CCTV footage.
- g. Trained manpower to Housekeeping, Gardner, Multi-technician

JOB SPECIFICATIONS

- a. The Agency/Contractor will be responsible for overall security arrangements of the RGIPT Bengaluru Campus Premises / covered in the contract.
- b. Agency/Contractor will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
- c. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
- d. Deployment of Guards/Security Supervisors will be as per the instructions of the authorized nodal officer from time to time and the Agency/Contractor will be responsible for their optimum utilization.
- e. The Guards on patrol duty should take care of all the installations which include water taps, valves, water hydrants, halogen lights, Statue etc. installed in the open all over the premises.
- f. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire-fighting material available on the spot.
- g. In emergency situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any. Security personnel should be sensitized for their role in such situations.
- h. The Security Guards shall assist the visitors in reaching their desired department/locations.
- i. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
- j. Any other duties/responsibilities assigned by the competent authority / Administration may be incorporated in the agreement. The same shall also be binding on the contractor.
- k. Trained manpower to Housekeeping work, Gardner work, Multi-technician Like Electrician, Plumbing and Sanitary work etc.

MANPOWER DEPLOYMENT

Sl. No.	Category /Designation
1	(01) Security Supervisor (Round the Clock in Each Shift)
2	(05) Security Male Guards (Round the Clock in Each Shift)
3	(01) Security Female Guards (Round the Clock in Each Shift)
4	(01) Housekeeping Supervisor (8 Hours)
5	(08) Housekeeping Cleaner (8 Hours)
6	(01) Multi-Technician Like Electrician, Plumbing Plumber (Round the Clock, 24X7)
7	(01) Gardner (8 Hours)

TECHNICAL EVALUATION

1. Pre- Qualification Criteria

- i. Payment of Processing Fee of Rs. 2000/- (Rupees Two Thousand Only) bidders who had earlier submitted the Processing Fees against our Tender no. RGIPT/BENGALURU/SHH/SECURITY/2025-26/01 dated 20.08.2025 are not required to submit the Processing Fee again (Proof of payment of processing fee is mandatory to attach).
- ii. Bidder should be registered as Proprietorship Firm/Private Company/ LLP, etc.
- iii. Registered with the Income Tax department for PAN along with valid GST.
- iv. Registered with respective Authority for Labour License, Provident Fund and ESIC.
- v. Have visited RGIPT, Bengaluru to assess and figure out the scope of tendered works.

2. Eligibility Criteria for Participation in Bidding

- a. The bidder should be either registered as Proprietary firm, Partnership firm, Limited Company or a corporate body legally constituted.
- b. Minimum 03 years' experience in providing security services (especially) with minimum 40 manpower to any Government/PSU /Govt. Autonomous Body/ Reputed University or organization like IITs, IIMs, IISERs, NISERs, NITs, NIFTs, AIIMS, Central Universities or PSUs etc. by 31.03.2025.
- c. Average Annual Turnover minimum of Rs. 1 crore (every financial year) during last three financial years ending on 31.03.2025 ONLY FOR PROVIDING SECURITY SERVICES i.e FY 2022-23, FY 2023-24 & FY 2024-25. **No exemption will be allowed to any firm.**

- d. Executed/completed two or more contract during last Five year of consolidated contract value of minimum Rs. 1 crore per annum The firm should submit ITR return for last 3 years i.e for fiscal year 2022-23, 2023-24 and 2024-25.
- e. The Firm should not be blacklisted by any Government or Private organization as on date.
- f. The Service Provider should be duly registered with the relevant authorities for Security License, EPF, ESI, Labour License, etc. and have its own Bank Account.
- g. Must have a valid license for security services as stipulated under the Private Security Agencies (Regulation) Act, 2005 and as amended/ revised for the past five years. The Security Guards deployed by the agency should satisfy the eligibility conditions stipulated under the said Act and should have been properly trained under a supervisor.
- h. Submission of EMD of **Rs. 2.60/- Lakhs (Rupees Two Lakh, Sixty Thousand Only)** through online mode in Institute's Bank Account and UTR No. will be provided with Tender to verify the payment. MSME firm registered for Security Services under relevant code only be exempted from paying EMD on production of Certificate. Registered Startups are also exempted from paying EMD, on the production of valid certificate.
- i. Have the capability to provide vehicles and licensed radio/wireless equipment for communication WITHIN THE CAMPUS.
- j. Bidders will be required to quote their rate in commensurate with market and that should be sustainable for 02 years.
- k. In case more than one L1 bidder (price bid), the agency with higher experience/high turnover will be awarded.
- l. All the terms and conditions of this tender document are acceptable to the bidder.

3. Submission of Mandatory Documents:

All bidders are required to upload self-signed copy following documents along with Tender in the sequence given as under:

- a. Proof of Payment of Tender Processing Fee of Rs. 2000/-
- b. Proof of Payment of EMD or Copy of MSME Certificate
- c. Signed copy of Tender Document (**Except Financial Bid**)
- d. Proof of Registration of Firm/Company
- e. Copy of Goods and Service Tax (GST) certificate and
- f. Copy of PAN Card
- g. Copy of Employees' Provident Fund (EPF) registration
- h. Copy of Employees' State Insurance (ESI) registration
- i. Copy of registration under Contract Labour (Regulation & Abolition) Act, 1970.
- j. Copies of Work Order as Proof of experience of last 5-years
- k. Copies of Performance Certificate of last 5-years (successful completion of security contract) duly signed by the Client.
- l. Copy of ITR of FY 2022-23,2023-24and 2024-25
- m. Copy of Annual Turnover of FY 2022-23,2023-24and 2024-25 (certified by CA)
- n. Non-Blacklisting certificate (as per format Annexure-III)

- o. Tender acceptance certificate (as per format Annexure-IV)
- p. Security License as per Private Security Agencies (Regulation) Act, 2005 (PSARA Certificate duly issued by UP Government)

Note: If any documents of the above-mentioned list from Sl. No- a-p is found missing; no further opportunity will be given to the bidder to submit documents at later stage and the bid will be summarily rejected.

CHECK-LIST

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER (TECHNICAL BID)

Sl. No.	Description of requirement	Yes/No	Page No.
1	The firm is registered as Proprietary firm, Partnership Firm, Limited Company or a Corporate Body legally Constituted	Yes/No	
2	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA	Yes/No	
3	PSARA Registration certificate	Yes/No	
4	Registration certificate of jurisdictional Provident Fund Commissioner along with PF registration code uploaded.	Yes/No	
5	Copy of Registration certificate/allotment letter of GST	Yes/No	
6	Copy of Registration certificate/allotment letter PAN from Income Tax Department	Yes/No	
7	Registration certificate of ESI	Yes/No	
8	Performa containing details of other organization where such contracts were/are undertaken (attach supportive documents)	Yes/No	
9	DD/FDR/Cheque of Rs. 2.60/- Lakhs (Rupees Two Lakh, Sixty Thousand Only) as EMD in favor of RGIPT Bengaluru	Yes/No	
10	List of Arbitration cases (if applicable). Do not leave it blank. If there are no such cases, write "Not Applicable".	Yes/No/N A	
11	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
12	Copy of last Income Tax return	Yes/No	
13	Undertaking by the bidder to the effect that there is no police case pending against the bidder/proprietor/firm/parties relating to previous service Contracts and that the bidder has not been black listed / Holiday listed by any Gov./Semi Govt./PSUs.	Yes/No	
14	Office address.	Yes/No	
15	At least two currently valid contracts for similar work	Yes/No	
16	Technical Bid as per Annexure-I	Yes/No	
17	Experience Certificate of last 3 years ending 31.03.2025	Yes/No	
18	Solvency Certificate as per Annexure-II	Yes/No	
19	Declaration regarding Blacklist/Debar/Integrity as per Annexure-III	Yes/No	
20	Declaration as per Annexure-IV	Yes/No	
21	Price Bid Format as per Annexure-V	Yes/No	
22	Financial Bid as per Annexure -VI	Yes/No	

23	Signed Copy Tender Document	Yes/No	
24	Tender acceptance Certificate	Yes/ No	

Note: After uploading the bids online, bidders are required to take out the printout of above-mentioned documents, sealed in an envelope by super scribing 'Tender for Providing Annual Maintenance Contract for Security Service, Housekeeping, Gardner, Multi-technician at RGIPT-2025' and send to following address by Post/by hand upto 07-12-2025:

**Dr. Rohit Bansal, Incharge,
RGIPT, Bengaluru Campus" Kambalipura, Sulibele, Hoskote, Bangalore, Karnataka, India - 562165.**

Email: rbansal@rgipt.ac.in, Contact Nos. +91 9927285001.

4. Tender Evaluation Process- The tender shall be evaluated in following manners:

- a. **Stage-1:** Bidders who fulfill the Pre-Qualification Criteria as mentioned at **Para 1 (of Technical Evaluation)** will be considered for the next round of evaluation i.e. Technical Evaluation. Those who disqualified in Stage 1 evaluation will not be eligible for evaluation in Stage – 2.
- b. **Stage-2:** The bids of Stage-1 qualified bidders shall be evaluated on the criteria as mentioned at **Para-2 (of Technical Evaluation)** above and documents provided as per **Para-3 (of Technical Evaluation)**
- c. **Stage-3:** Financial bids of only those bidders shall be opened, who have been declared technically qualified at **Stage- 2**.

Note- Bidders are requested to not disclose Financial Bid with Technical Bid, otherwise their bids shall be rejected in initial stage.

FINANCIAL BID PART-B

FINANCIAL BID

1. The Price shall be quoted online in BOQ in the format as given at **Annexure-VI**. While sending the hard copy of tender document, Financial Bid Format (Annexure-VI) shall be kept blank.
2. The financial bid of only technically qualified bidders will be opened.
3. **The prices should be quoted in Financial Bid (prescribed format) only. NO hard copy of the financial bid will be submitted. The tender will be summarily rejected if Financial Bid declared /submitted of with Technical Bid.**
4. The tenderer should quote manpower charges in Financial Bid strictly in accordance with the minimum wages as decided by the Uttar Pradesh State Govt. wage rate for Bengaluru(UP) time to time. If the rates quoted are found below the minimum wages, the tender will be rejected. **RGIPT Bengaluru comes under the 'C' Area.**
5. The profit margin should be quoted according to the notification Ref. No. F.6/1/2023-PPD dated 06.01.2023. **The profit margin should not be quoted as less than 3.85%.**
6. The salary of the workers should be calculated for 26 days in a month. In any discrepancy of rates (calculation) quoted by the bidders, the latest rate revised by office of the Chief Labour Commissioner , Ministry of Labour and Employment (UP Government Minimum Wage Rate 1948) will be considered for evaluation of financial bid.

EVALUATION CRITERIA

1. The job will be awarded on an overall L-1 basis, not on an individual item basis.
2. In case of tie between the parties, the L-1 will be decided on financial capabilities and past experiences between the parties which will stand L-1 during financial evaluation. The selection of the L-1 bidder will be as per the marks distribution:

Sl. No	Bidder Name	Experience (Years)	Marks (20)	Avg. Annual Turnover (₹ Cr.)	Marks (20)	ISO Certified (Y/N)	Marks (5)	Valid PSARA License (Y/N)	Marks (5)	Total (Max 50)	Rank

Evaluation Criteria & Grading

- a. Years of Experience (Max: 20 Marks)

Experience Range	Marks
Less than 10 yrs	5
10- 15 yrs	15
More than 20 yrs	20

b. Average Annual Turnover (Last 3 FYs – Max: 20 Marks)

Turnover Range (annually)	Marks
₹0.00 – 05.00 Cr.	5
₹05.00 – 10.00 Cr.	15
₹10.00 Cr. and above	20

c. ISO Certification (Max: 5 Marks)

- ISO Certified: **5 Marks (for more than 03 ISO certificates pertaining to Security Services)**
- Not Certified: **0 Marks**

d. Valid PSARA License for UP (Max: 5 Marks)

- Valid License: **5 Marks**
- Not Valid/Expired: **0 Marks**

3. Parties are advised to quote the rates considering all the statutory liabilities and their profit margins. Parties who will quote NIL margins and avoid any of the statutory liabilities will be treated as unresponsive and their bid will be treated as cancelled. If that would be the case, then the EMD of the respective bidder will be forfeited.

4. All rates quoted by the bidder/contractor shall be fixed for the entire contract period and no change will be accepted on any request or any reason.

5. All rates quoted by the bidder /contractor is inclusive of transportation charges, maintenance charges, handling charges, etc.

No rate(s) of any item to be mentioned in technical bid documents.

TECHNICAL BID**(Mandatory to be filled by the bidder)****Tender Ref. No.: RGIPT/BENGALURU/SHH/SECURITY/2025/01****A. Detail of Tenderer**

1	Name of Company / Firm / Proprietorship / Partnership, etc.	
2	Name of Proprietor/Director/Partner	
3	Registration No. of the Firm	
4	Date of incorporation of the Firm	
5	State firm is partnership/ Proprietorship/ Joint Venture	
6	Address	
7	Name & Designation of contact person	
8	Mobile No of contact person	
9	E-mail ID	
10	GST No	
11	PAN	
12	E.P.F. Registration No.	
13	E.S.I. Registration No.	
14	Labour License No.	
15	Name of the Banker	
16	Bank Account No.	
17	PSARA Registration Certificate (of UP)	Yes/ No

18	Any other registration which is mandatory for such agencies stipulated by concerned authorities.	
	DETAILS OF EMD	
19	Amount (Rs.)	
20	Transaction Reference No.	
21	Transaction Date	
22	Account No. from which the payment has been made and Name of the Bank	
23	Whether the Bidder is registered with NSIC.MSME (Yes/No)	
24	If YES, the NSIC / MSME Registration No. and Exemption certificate in the field of Security Services	
25	Validity of NSIC/ MSME registration (Date)	
	TOTAL ANNUAL TURN OVER OF 03 PRECEDING FINANCIAL YEARS	
26	Annual Turnover in FY 2022-23	
27	Profit in FY 2022-23	
28	Annual Turnover in FY 2023-24	
29	Profit in FY 2023-24	
30	Annual Turnover in FY 2024-25	
31	Profit in FY 2024-25	
	INCOME TAX RETURN (ITR)	
32	FY 2022-23	
33	FY 2023-24	
34	FY 2024-25	
35	Whether the firm has been blacklisted/ debarred by any Government or Private body at any point of time (Yes/No)	
36	If YES, then give reason	
37	ISO Certificates	
38	Annual Turnover Certificate on company letterhead duly signed by CA	
39	Whether all Terms & Conditions of Tender is acceptable to the firm. (YES / NO).	

B. Detail of Experience of similar work during last 03 years, ending on March 31, 2025

Sl. No.	Name of organization with name, designation and Contact No. of the Officer Concerned	Details of Contract along with total nos of Security Guards deployed at the site	Value of Contract (Rs.)	Duration of Contract		Is Completion Certificate attached? (Yes / No)
				From (DD/MM/YY)	To (DD/MM/YYYY)	
01						
02						
03						
Additional information, if any:						

(Please attach extra sheet if required in case of more experience)

Date:
Place

Signature of tenderer:
Name:
Company Seal:

SOLVENCY CERTIFICATE**(For Rs. 1 crore)**

(On Agency/Company's letterhead)

Tender Ref. No.: RGIPT/BLR/AMC-SECU-HK-MT/2025/001

Date: 17.11.2025

TO WHOMSOEVER IT MAY CONCERNED

This is to certify that to the best of our knowledge and information, M/s -----
 ----- (Bidder name
 with complete address), a customer of our bank, is respectable and is capable of executing
 orders to the extent of Rs. ----- (Rupees -----
 -----) as disclosed by the information and records which are available
 with us.

M/s ----- have been our customer since -----
 to date and has been granted the following limits, at present, against various facilities granted
 by the Bank: -----.

This certificate is issued without any guarantee, risk or responsibility on behalf of the Bank or
 any of its officials. This certificate is issued at the specific request of the customer for the
 purpose of participating in RGIPT Tender Ref. No- RGIPT/BLR/AMC-SECU-HK-MT/2025/001
 Date: 20-11-2025.

Signature of Authorized Person

Name: -----

Designation: -----

Date: -----

Bank's Seal:

DECLARATION REGARDING BLACKLIST / DEBAR / INTEGRITY

(To be executed by bidder on Rs.10/- Stamp paper & attested by Public Notary / Executive Magistrate by the bidder)

This is to certify that _____ (Name of the organization), having registered office at _____ (Address of the registered office) has never been blacklisted or restricted to apply for any such activities by any Central / State Government Department / Semi Government department/ PSU/ Autonomous bodies or Court of law anywhere in the country.

Yours faithfully,

Signature
Name of Contractor/Officer/Authorized person
to sign the contract documents on behalf of Contractor
(Company stamp)

Date:

Place:

DECLARATION

(To be executed by bidder on Rs. 10/- Stamp paper & attested by Public Notary / Executive Magistrate by the bidder)

1. I/we, Son/Daughter of
Shri.....Proprietor/Partner/Director/Authorized Signatory of
M/s.....is/am competent to sign this declaration
and execute this tender document.
2. I/we have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/we abide by the provisions of Minimum Wage Act, Contract Labour Act and other statutory provisions such as Employee Provident Fund, ESIC, etc. applicable from time to time. I/we will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

I/we hereby agree to the forfeit of the Earnest Money Deposit and Performance Security by me/us in connection with this e-tender, if fail to comply with any of the terms and conditions mentioned in e-tender document.

Signature of Authorized Person

Full Name

Date:

Place:

Note: The above declaration, duly signed and stamped by the authorized signatory of the company and should be enclosed with the Technical Bid.

FINANCIAL BID**FINANCIAL/PRICE BID (Annual Maintenance Contract for Security Service, Housekeeping, Gardner, & Multi-technician - 2025)**

Name of Work: Annual Maintenance Contract for Round the clock Security Services, Housekeeping, Gardner, Multi-technician at “Rajiv Gandhi Institute of Petroleum Technology, Bengaluru Campus”.

Contact Person Name: Dr. Rohit Bansal

Contact No: 9927285001.

Sl. No.	Category / Designation	Manpower Requirement	Monthly Salary Per Person (Including EPF, ESI Insurance, contribution Bonus, Uniform Outfit Allowance, GST, other Tax and Including National holiday (03 days)	Total Amount
1	Security Supervisor	2.00	36901/-	73802/-
2	Security Male Guards	10.00	30800/-	308000/-
3	Security Female Guards	2.00	28600/-	57200/-
4	Supervisor Housekeeping	1.00	30053/-	30053/-
5	Housekeeping Cleaner	8.00	19893/-	159,144/-
6	Multi-Technician	1.00	28539/-	28539/-
7	Gardner	1.00	20410/-	20410/-
Service Charge (Rate percentage % only)				

Note: Refer GFR 173 (i) (h) - If a firm quotes NIL charges/ consideration, the bid shall be treated as unresponsive and will not be considered.

Declaration

I(Name & Designation) s/o resident ofdo hereby declare as under:

- 1. That I am the authorized person to sign this tender form under a resolution no dated (*The same is attached herewith*).
- 2. That the bidder has read & understood all terms & conditions and the same are acceptable to us.
- 3. That all the information submitted herein is true and nothing material has been concealed.
- 4. That the bidder shall submit any evidence or document as requested by RGIPT.
- 5. That the bidder undertakes to render RGIPT, Bengaluru free from all and any kind of liability and consequences resulting out of this present agreement.

Date: -----

Signature of authorized person:

Place-----

Name:-----

Designation:-----

Seal:

-----**THE END**-----