



**Veer Madho Singh Bhandari**  
**Uttarakhand Technical University Campus Institute**  
टी० एच० डी० सी० हाइड्रोपावर अभियांत्रिकी एवं प्रौद्योगिकी संस्थान, टिहरी  
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## **TENDER**

Providing Security Services  
for  
THDC IHET, Tehri

## **Tender Notice**

Tender No.- THDC IHET/tender/2025/securityservices/01

Date:1/07/2025

E-Tenders on GeM portal are invited for Providing security services for THDC IHET, Tehri from registered & licensed Security firms or companies with minimum **three** years of experience in Government/ Semi-Government/ large private industrial/ commercial organizations with valid licenses. Tenderdocuments are available on Institute website ([www.thdcihet.ac.in](http://www.thdcihet.ac.in)) and GeM portal. The tender must be submitted on or before **due date on GeM portal**. Other details may be seen in tender document.

**Director**

## **Detailed Notice Inviting Tender**

S. No.	Item	Information
1.	Tender No.	THDC IHET/tender/2025/securityservices/01
2.	Name of work	Providing securityservices for THDC IHET, Tehri
3.	Date & time of issue of tender	<u>As per GeM</u>
4.	Pre BID Meeting for clarification of queries.	<u>As per GeM</u>
5.	Receipt of tender – date and time	<u>As per GeM</u>
6.	Estimated value of Tender	Rs.20Lakhs(approx.)
7.	Duration of work	One Years(The work may be extended further based on the performance of the agency)
8.	Earnest money	Rs.60,000/- (Rs.Fifty four thousandonly) @ 3%of estimated cost of work to be submitted along with tender document in the form of Demand Draft/ Bankers Cheque drawn in favour of "Director, THDC IHET, Tehri" payable at Bhagirathipuram
9.	Validity of Tender	Three months
10.	Essential EligibilityCriteria for acceptance of tender	<ol style="list-style-type: none"> <li>Details of the Security Agency/ firm/ company as per the format.</li> <li>Minimum Three years' experience of providing security services in Govt. / Semi-Govt./ Large Private Industrial/ Commercial Organizations. (Please provide information in "Form A")</li> <li>The Security Agency/ firm/ company should have minimum turnover of Rs. 20 Lakhs p.a.(Submit full set of audited accounts or certificate from CA for last two years)</li> <li>The Company/Firm/Agency should have ITR filed by the agency for the last three Financial Years (FY 2021-22, FY 2022-23 and FY 2023-24)</li> <li>On roll at least 20Security. (Please attach list of Securityon roll along with their EPF and ESI numbers as well as bank account numbers as proof).</li> <li>Valid Registration / License from appropriate authorities on the date of application. <ol style="list-style-type: none"> <li>Valid license from the Regional Security Commissioner for specific number required for the contract under Contract Security (Regulation &amp; Abolition) Act, 1970.</li> <li>Valid license under The Private Security Agencies (Regulation) Act, 2005 from Uttarakhand.</li> <li>PAN number in the name of Security firm/ company as issued by the Income Tax Department.</li> <li>Employee Provident Fund Commissioner</li> <li>Employee State Insurance Corporation</li> <li>Labour License from the Labour Commissioner (Uttarakhand)under contract Labour Act.</li> </ol> </li> <li>Registered Office in Uttarakhand (Self attested Copy of Registration)</li> </ol>
11.	Terms & conditions of work	As per Tender document and GeM portal
12.	Opening of tender	As per GeM
13.	Authority for acceptance of tender	Director, THDC IHET, Tehri
14.	Agreement	After acceptance of tender & receipt of relevant required documents, an agreement will have to be executed to start the work.

Note: - Companies which are registered under micro small and medium enterprises (MSME) are exempted from the earnest money deposit.

**Director,  
THDC IHET, Tehri**

## DETAILED TENDER DOCUMENT

Tender invited for Providing security services for THDC IHET, Tehri from registered & licensed Security firms or companies with minimum **three** years of experience in Government/ Semi-Government/ large private industrial/ commercial organizations with valid licenses(as per Essential Eligibility Criteria for acceptance of tender mentioned in detailed Notice- Inviting Tender, serial number 10, page 3) for providing security services in the Institute premises .

### **1.0 Procedure for obtaining Tender document**

The Tender document may be obtained from Institute website ([www.thdcihet.ac.in](http://www.thdcihet.ac.in)) and GeM portal. The Bidder may visit and examine the site of Services and its surroundings and obtain all information that may be necessary for preparing the Bid. They may contact Institute's officers for any help during site-inspection.

### **2.0 Procedure for submission of tender**

The tender documents shall be submitted **on GeM portal** only with EMD (Earnest Money Deposit) Rs. **60,000/-** (Rs. Sixty thousand only) in the form of Demand Draft/ Bankers Cheque in favour of "Director, THDC IHET, Tehri" payable at Bhagirathipuram.

### **3.0 Essential Eligibility Criteria for Acceptance of Tender**

1. Details of the Security Agency/ firm/ company as per the format.
2. Minimum Three years' experience of providing security services in Govt. / Semi- Govt./ Large Private Industrial/ Commercial Organizations. (Please provide information in "Form A")
3. The Security Agency/ firm/ company should have minimum turnover of Rs. **20 Lakhs p.a.** (Submit full set of audited accounts or certificate from CA for last two years)
4. The Company/Firm/Agency should have ITR filed by the agency for the last three Financial Years (FY 2021-22, FY 2022-23 and FY 2023-24)
5. On roll at least **20 Security**. (Please attach list of Security on roll along with their EPF and ESI numbers as well as bank account numbers as proof).
6. Valid Registration with / License from appropriate on the date of application.
  - I. Valid license from the Regional Security Commissioner for specific number required for the contract under Contract Security (Regulation & Abolition) Act, 1970.
  - II. Valid license under The Private Security Agencies (Regulation) Act, 2005, from Uttarakhand.
  - III. PAN number in the name of Security firm/ company as issued by the Income Tax Department.
  - IV. Employee Provident Fund Commissioner
  - V. Employee State Insurance Corporation
  - VI. Labour License from the Labour Commissioner (Uttarakhand) under Contract Labour Act.
7. Registered Office in Uttarakhand (Self attested Copy of Registration)

**Note: Above documentary evidence is Mandatory to establish the eligibility requirements for the conditions mentioned in TECHNICAL BID.**

**Validity:** Validity of the tender shall be **THREE** months from the scheduled tender submission date.

### **4.0 Earnest Money Deposit**

An Earnest Money Deposit of **Rs.60,000/- (Rs. Sixty thousand only)** should be paid with the Tender in the form of Demand Draft/Bankers Cheque of any Nationalized Bank drawn in favour of the Director, THDC IHET, Tehri. **The EMD shall be scanned or uploaded to the GeM Portal website within period of bid submission. The original EMD should be deposited in the Director office, THDC-IHET, Tehri upto one day after last date & time of submission of bid.** The Tender submitted without requisite Earnest Money will not be considered. The earnest money of the bidder who do not qualify in the bid will be refunded without any interest within 15 days after the process of evaluation is over and in case of Security/ firm/company, who is awarded the contract, this EMD will be treated as part of performance Guarantee as mentioned in Clause 1.10 of General Terms & Conditions valid for the contract period. Companies which are registered under micro small

and medium enterprises (MSME) are exempted from the earnest money deposit. The relevant and valid certificate shall be scanned or uploaded to the GeM Portal.

**5.0 Opening of Tender documents-** As per GeM portal

**6.0 Award of Work-**

- a) Initially technical criteria will be considered based on point no. 3.0., then only financial bid will be opened.
- b) **Lowest** and **responsive** bidder in financial bid will be considered for award.
- c) The Director, THDC IHET, Tehri reserves the right to accept any or reject all Tenders received, without assigning any reason.

**Director,  
THDC IHET, Tehri**

**“TERMS AND CONDITIONS OF TENDER FOR PROVIDING SECURITY SERVICES TO  
THE INSTITUTE AND CAMPUS”**

- A) **DEFINITIONS-** Unless repugnant to the subject or context of usage, the following expressions used herein shall carry the meaning hereunder respectively assigned to them, namely;
- The expression "**THDC IHET, Tehri**" occurring in the tender document shall mean THDC Institute of Hydropower Engineering and Technology, Tehri" and shall include its operators (Director), successors and assigns.
  - The expression "**Bidder**" who submits the tender for the work and shall include the successors and permitted assigns of the Bidder.
  - The expression "**Contractor**" shall mean the Bidder accepted by "THDC IHET, Tehri" for the performance of the subject work and shall include the successors and permitted assigns of the Contractor.
  - "**Work**" and "**Scope of work**" shall mean the totality of the work / services and supplies of guards, tools & equipment by expression or implication envisaged in the contract and shall include all tools, equipment and guards required for commencement, performance, provision or completion thereof.
  - "**Contract**" shall mean the contract for the work and shall include the tender document, the Special Conditions of Contract, General Conditions of Contract, the Letter of Acceptance, and the accepted Rates (Bill of Quantities in Price bid).
  - "**EPF**" will mean Employees' Provident Fund
  - "**ESIC**" will mean Employees' State Insurance Corporation.
  - "**Service Charge**" will mean the total amount the bidder will quote in the financial bid on account of the security services the bidder is going to render. This will include the administrative charges as well as the profit component.

## B) GENERAL TERMS & CONDITIONS

- The Bidder should be registered and must possess a valid license as contemplated under the Private Security Agencies (Regulation) Act, 2005. A Proof of the same will have to be provided. The Bidder will have to comply with all the provisions of "The Private Security Agencies (Regulation) Act, 2005" and the rules made there under.
- The Bidder must have a minimum experience of three years in execution of security services in Government/Semi-Government/ large private industrial/ commercial organizations. The bidder should also have **minimum one service contract in running status operating with a minimum of 20 security on their roll currently.**
- The Security Agencies, firms or companies must have an office in Uttarakhand.
- The security deployed by the "contractor" for the work of Security shall be the employees of the "contractor" for all intents and purposes and in no case, a relationship of employer and employee between the "THDC IHET, Tehri" and the said security shall build up implicitly or explicitly.
- The employees should be of sound Health and should be able to read and write in Hindi and English legibly, preferably 10<sup>th</sup> Pass, and should satisfy the eligibility conditions as specified by subsection (1) and (2) of section 10 of the Private Security Agencies Regulation Act, 2005.
- The bidder is required to formulate his offer taking into account all statutory regulations in force regarding payment of minimum wages, EPF, ESI, and other materials and services needed for executing the contract and all other statutory obligations and taxes to be paid by him to any Government agencies. The security deployed by the "contractor" at THDC IHET, Tehri shall remain under the control and supervision of the "contractor" and the "contractor" shall be responsible for fulfilling all its obligations under various laws and Acts with respect to the security deployment at THDC IHET, Tehri.
- During the contract period the "contractor" will be fully responsible for payment to security guards as per minimum wages rates & norms declared by Chief Labour Commissioner, Ministry of Labour & Employment, Govt. of Uttarakhand time to time for security. The bill of the contractor should be supported with the documentary evidences towards the fulfillment of all the above mentioned norms.
- The "contractor" shall have to submit copy of the vouchers in relation to ESI, EPF subscription deposits with the Bank/authority every month with relevant department-certified copy of list of

deployed security at THDC IHET, Tehri along with their EPF & ESI Account numbers against whom the amount is deposited.

- 1.8 An Earnest Money Deposit of **Rs.60,000/- (Rs. Sixty thousand only)** should be paid with the Tender in the form of Demand Draft/ Bankers Cheque of any Nationalized Bank drawn in favour of the Director, THDC IHET, Tehri. The earnest money of the bidders who do not qualify in the bid will be refunded without any interest within 15 days after the process of evaluation is over.
- 1.9 The successful bidder on award of the contract will be required to execute an agreement on Rs.200/- Non Judicial Stamp within 10 days of the award of the contract.
- 1.10 **Security Deposit as Performance Guarantee:** The value of security deposit as performance guarantee shall be **5 % (five percent) of the total value of work order.** Earnest Money deposited by the successful bidder will be treated as part of performance guarantee and the remaining amount shall be submitted by the contractor in form of bank guarantee/fixed deposit/bank draft etc. No interest will be paid on this security deposit amount.
- 1.11 **Duties of 'contractor' to comply EPF**  
The Bidder must be registered under EPF regulation and should possess EPF numbers allotted by EPF Commissioner, Government of India. It should
- Enroll all the employees engaged by the bidder at THDC IHET, Tehri & provide list with their EPF numbers.
  - Pay statutory rate of contribution, which is **13%** at present (or as applicable)
  - Remit the contributions and administrative charges before the **due date** of the following month.
  - File the monthly returns in prescribed forms and Challan for remitting the dues.
  - Maintain the contribution card in respect of each employee in prescribed forms and submit the annual returns.
  - Make available all relevant records to Account office, "THDC IHET, Tehri" with due authorization along with bill of the services rendered in previous month.
  - Any exemption should be intimated to "THDC IHET, Tehri".
- 1.12 **Duties of 'contractor' to comply The ESI scheme-**
- Every contract-employee with his/her entry into employment is required to fill in a Declaration Form. The contract-employee is then allotted a Registration Number, which distinguishes and identifies the person for the purposes of the Scheme. A person is registered once and once only upon his entry in insurable employment.
  - On registration every insured person is provided with a "Temporary Identification Certificate" which is valid ordinarily for a period of 3 months but may be extended, if necessary, for a further period of 3 months. Within this period, the Insured Person is given a permanent "Family Photo Identity Card" in exchange for the Certificate.
  - The Contribution is deposited by the contractor in cash or by cheque at the designated branches of some nationalized banks. The responsibility for payment of all contributions is that of the contractor with a right to deduct the Employees' share of contributions from employees' wages relating to the period in respect of which the Contribution is payable.
  - "Contractor" will contribute **3.25%** (or applicable) of the wages payable to an employee.
- 1.13 The "contractor" shall be solely liable for the violation of any of the provisions of the said Acts or any other Act/s. The contract may lead to termination if Labour Acts are not adhered to even after several instructions/ reminders.
- 1.14 **Income Tax:** Shall be deducted as per rules from the monthly bills payable to the "contractor".
- 1.15 **GST%: as applicable**
- 1.16 The "contractor" shall not employ any employee of "THDC IHET, Tehri", either part-time or full-time for executing the work.
- 1.17 The "contractor" shall submit the list of security engaged for the work and the copy of their Identity Cards with photograph to the Director office. No changes in the security will be allowed without prior approval. The contractor should also submit the name of the supervisor to the Director office for proper monitoring of implementation of work.

- 1.18 The “contractor” shall not sublet the work to other person/persons/firm/company after the award of the work.
- 1.19 The “contractor” will comply with the instructions of Officer-In-charge of Security or Institute officers of the Institute in their routine work of security.
- 1.20 That in case any of the persons so deployed by the “contractor” does not come up to the mark in terms of general discipline or does not perform his duty properly or indulges in any un-lawful activity including riots or disorderly conduct, the firm/company on the instructions of the “THDC IHET, Tehri” or person responsible for supervision shall immediately withdraw such person(s) from the premises of THDC IHET, Tehri.
- 1.21 Any **damage to the Institute property** if found because of the carelessness of the security guards, the same shall be borne by the “contractor”.
- 1.22 In the event of **any theft** of any material/ hand tools/ fittings & fixtures installed/stored within the premises of the institute hostels, the same will be required to be replaced by the contractor at his risk & cost within the time limit provided by “THDC IHET, Tehri”. In case when asked to replace and if not provided by the contractor, the same will be provided by “THDC IHET, Tehri” at contractor’s risk & cost and the amount/ expenditure so incurred will be deducted from his monthly bill. In this regard, the decision of the “Director, THDC IHET, Tehri” will be final and binding on the contractor.
- 1.23 For major theft case, “THDC IHET, Tehri” may report the case/ register FIR in Police. The security agency will be required to assist in registering FIR with the Police as and when required.
- 1.24 The “contractor” shall ensure proper **Insurance coverage** to its employees by taking adequate Workmen Compensation Policy. “THDC IHET, Tehri” will not be responsible for any accident, injury to the guards deployed at the institute premises or for any other circumstances.
- 1.25 **Termination of contract** - That this contract may be terminated on anyone of the following contingencies:
  - (a) On expiry of the contract period.
  - (b) By giving 15 day notice by THDC IHET, Tehri in case;
    - i. “The contractor” not performing his work properly & not improving performance even after several instructions and reminders.
    - ii. For breach of contract of any of the terms and conditions of the agreement on assigning the contract or any part thereof or benefit or interest therein or hereunder by the contractor to any third party for subletting whole or part of the contract to any third party.
    - iii. Contractor being declared as insolvent by the court of law.
    - iv. In case of force majeure clause usage.

During the period for termination of contract in the situation contemplated above, the contractor shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the contractor to remove all the persons and materials deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/hindrance/problem of any nature to THDC IHET, Tehri.

- 1.26 **Forfeiture of Performance Guarantee** - The “THDC IHET, Tehri” reserves the right to forfeit Performance Guarantee for breach of any conditions of the contract/agreement. The decision of the “Director, THDC IHET, Tehri” will be final and binding on the firm/company. If the “Director, THDC IHET, Tehri” is not satisfied with the progress and quality of the services rendered by the “Contractor” under the contract and in the event of failure of the contractor to recoup the quality in the mutually agreed time frame, shall be entitled to terminate the contract and forfeiture of Performance Guarantee whole amount or part of it, as decided by “THDC IHET, Tehri”



- 1.27 In the event of any controversy, conflict, dispute or difference arising under this tender/ contract/ agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Director, THDC IHET, Tehri. The decision to **appoint an arbitrator** will be in accordance with the Arbitration and Conciliation Act 1996.
- 1.28 There will be no objection to any such appointment that the arbitrator is a THDC IHET, Tehri servant or that he has or had to deal with the matter to which the agreement relates or that in course of his duties as THDC IHET, Tehri Servant he has expressed views on all or any of the matter under dispute. The award by the Arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reason whatsoever, Director, THDC IHET, Tehri or the said officer shall appoint another person to act as Arbitrator as per terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.
- 1.29 The Arbitrator may from time to time with consent of parties extend the time for making and publishing the award subject to the aforesaid Arbitrator and Conciliation Act 1996, and the rules made there under, any modification thereof for the time being in force shall deemed to apply to the arbitration proceedings under this clause. The venue of arbitration proceedings shall be the office of the THDC IHET, Tehri or such other places as the arbitrator may fix.
- 1.30 The payment to the “contractor” for services will be made through the e-payment/cheque only after deducting Income Tax as per rules from the bills. No bank commission charges on releasing such payments will be borne by the “THDC IHET, Tehri”. The contractor will have to provide bank details for getting e-payment.
- 1.31 **Contradictions or Amendments:** In the event of contradictions, if any, between different terms, conditions and practice in this work, the decision of the Director, “THDC IHET, Tehri” shall be final and binding on the firm/company.
- 1.32 The “THDC IHET, Tehri” reserves the right to increase or decrease the engagement of services and the tendered amount will be increased or decreased on pro rata basis.
- 1.33 The Director, “THDC IHET, Tehri” also reserves the right to reject/accept the tender on the basis of noncompliance, concealing of information, providing wrong or misleading information in any of the document mentioned above.
- 1.34 The Contractor shall be entirely responsible in safeguarding the premises and property of the Institute all the times and round the clock during the period of contract and ensure that only authorized persons are allowed to enter the Premises and maintain the record for the same.
- 1.35 The Contractor shall be entirely responsible and ensure that only persons authorized by the Institute are allowed to operate/repair/maintain the equipments at the premises and that no such equipment, machinery or any part thereof any property is removed out of the Premises except with the written Permission / Gate Pass of “THDC IHET, Tehri”.
- 1.36 The Security Guards deployed at various hostels main gate shall be entirely responsible to search persons/vehicles entering and leaving the hostel for any hostel material in possession.
- 1.37 The Contractor shall be entirely responsible to furnish proactively and periodically security and intelligence information relevant for the security in and around the premises.
- 1.38 The Contractor shall execute the service and discharge their obligations to the entire satisfaction of “THDC IHET, Tehri” and in accordance with the directions and specific instructions as may be issued from time to time by the officer-in-charge of “THDC IHET, Tehri”.

- 1.39 The "Contractor" shall act diligently and take appropriate action, in case of fire or any other calamity, theft, etc. and to prevent it and further to reduce the damage and keep informed the officer-in-charge or any other authorized officer of "THDC IHET, Tehri".
- 1.40 The Contractor Persons should have the knowledge of operation and up keeping of **firefighting system** installed at institute premises.
- 1.41 **Force Majeure-** This clause will form part of contract between both the parties. If parties to contract are prevented temporarily or permanently to perform its obligations due to circumstances beyond its control. The parties will have option to stop the contract by following procedure as laid in agreement. The circumstances are- acts of God, acts of nature, acts of Government, wars, riots, strikes & lockouts.
- 1.42 **Procedure to be followed under Force Majeure condition-** The contractor will be required to inform in writing about the event in case of force majeure and seek acceptance from "THDC IHET, Tehri" then only the "Contractor" will be allowed to perform temporarily or permanently the force majeure.

### C) SPECIAL CONDITIONS-

- 2.1 **Scope of Work:** Details regarding scope of work and Job manual are enclosed at **Annexure I**. The contracting agency will supervise the work through **onesupervisor(s)**. The engagement of security guards, gardener and sweeper should be as per the schedule and duties and responsibilities mentioned in the **Job Manual**.
- 2.2 **Execution of Agreement:** The Bidder, whose tender has been accepted, will be required to submit within one week any relevant documents in connection with tender and also the information as mentioned in clause **2.3 of special conditions**. Then only the agreement within **15 days** of the date of receipt of the acceptance of his tender by the "THDC IHET, Tehri" will be executed. Contract document will include tender document and any other conditions incorporated at the time of agreement by mutual consent. Failure to do so will result in the earnest money being forfeited by the "THDC IHET, Tehri" and tender being cancelled.
- 2.3 On receipt of acceptance of tender, the "contractor" shall submit the list of security & Supervisors to be deployed at THDC IHET, Tehri for the security work along with complete name, date of birth, complete address, recent color photograph, educational qualification proof, police verification reports, and medical fitness certificate from the local State Govt. District Hospital to the security section for scrutiny at least three days before executing the agreement. This list will also include relievers and supervisor. The "contractor" shall also submit the copies of Identity cards issued to the Guards. The engaged personnel in no case be changed without prior permission and consent of the Officer-in-charge of the institute.
- 2.4 Except writing rates and amount, the bidder should not make any changes, additions, alterations and modifications in the printed form of tenders.
- 2.5 The "contractor" will hold the orientation sessions for of deployed or introducing fresh security guards/security at the time of commencement of services. The "contractor" will be responsible for the security and guarding of the property of the institute, occupants, trainees, invitees and visitors in the premises. The Security Assistant will provide a list of equipment, fittings, fixtures, etc., installed external to buildings & campus, which will be acknowledged by the "contractor" for security purposes. In case of any theft/ damage to such property, the "contractor" will be held responsible and suitable compensation will be charged, as decided by the Director, THDC IHET, Tehri. (As per clause **1.22** of General terms & Conditions)
- 2.6 The "contractor" must employ adult security (**not more than 45 years of age, except Ex-Serviceman**) only having good and sound physique and health. Deployment of child labour may lead to termination of contract. The security guards should be medically & mentally fit and the "contractor" should obtain the necessary medical fitness certificate from the local State Govt. District Hospital.
- 2.7 The "contractor" shall deploy security guards who are able to read and write in Hindi and English legibly, preferably 10<sup>th</sup> pass for the purpose of security information, such as- vehicle

numbers, identity cards, gate pass, delivery Challans, simple letters and addresses on letters, etc.

- 2.8 The “contractor” will provide proper uniform, whistle, and batonto the day shift security guards and in addition five cell Torch Light and 5 ft. long sticktoall the security guards on night duty.In addition,the “contractor” will also provide proper gun andammunition totheGunmenon duty.The “contractor” must provide standard liveries to its workers with properly laminated photo identity cards bearing name, address, date of birth, signature of card holder, validity and other necessary information along with seal and signature of the Contractor’s issuing authority. No extra payment shall be made by the “THDC IHET, Tehri” in this regard. Every security guard should come in specified neat and clean uniform, Identity card, shoes, headgear, tools and security materials. Non- compliance of these requirements will be treated as unsatisfactory services and penalty of Rs.50/- per guard per duty will be charged.
- 2.9 In case of any person deployed by the “contractor” does not confirm to the requirement of medical fitness or general discipline, then a penalty of Rs.100/- per security guard per duty will be charged.
- 2.10 The “contractor” will submit a schedule of engagement of staff upon receipt of acceptance of tender. This requirement has to be fulfilled by the “contractor” for entering into an agreement.
- 2.11 During commencement of work, the “contractor” shall prepare the schedule of engagement of guards before the start of each month and submit to the security section.Every security guard will work for maximum period of eight hours of one shift in a day for six days. On seventh day the security guard will be given rest for a day.
- 2.12 In extreme case, a person may be asked to work extra hours of work for another one shift only. But such cases will not be more than two in a week.**Guard having performed night shift will not be allowed to do following day shift.**
- 2.13 The agreement will be executed only after the receipt of above schedule of services and list of security with all details specified at clause **2.3** of special conditions. After execution of agreement the “contractor” will be allowed to operate security services.
- 2.14 The “contractor” shall maintain a daily attendance & work done Diary as per agreed schedule at the security section of THDC IHET, Tehri. The diary will contain the records of point wise deployment of security guards/security, notes on shift wise inspection by the supervisor of the “Contractor”. The “contractor” or his supervisor shall obtain signatures DAILY in the Diary from the officer of the institute. Any corrective actions will have to be followed as recommended in this diary. “The Director, THDC IHET” may nominate a committee of THDC IHET employees for sudden inspection of the security points. The observations of the committee will also be recorded in the diary.
- 2.15 **Monitoring of Performance:** Monthly performance report based on shift wise attendance of guard, DAILY DIARY and conduct of guards and other services etc. will be maintained by THDC IHET, Tehri. The Institute will issue the Monthly PerformanceReport to the contractor. Any improvements expected may also be recorded in the report. The corrective actions taken will also be recorded in the report. The report will have to be presented with the monthly Bills.
- 2.16 **Duration of the contract:**This contract will come into force for a period of One Years (12 months) from the “date of the order”. However, it may be extended further on same terms and conditions as mutually agreed upon, subject, to the satisfactory performance services.There shall be no change in the Service Charges for the extended period of contract except wage revision of the workers as may be notified by Chief Labour Commissioner, Ministry of Labour & Employment, Govt. of Uttarakhand from time to time.
- 2.17 The “Contractor” will deploy desired number of the security(As per Annexure-I). The payment will be released based on the total number of security deployed in per day for the whole month.i.e. Total No. of shift duties per month for guards. In case it is found that proper number of guards/securitys are not deployed (As per Annexure-I), then this will attract in addition to

above actual payment, a minimum penalty of **Rs.100/-**(Rs.Hundredonly)per day per securityand it will be deducted from its monthly bill.

- 2.18 **Payment terms:**The “contractor” will make the payment of wages to the Securitysin presence of the officer of THDC IHET, Tehri. The Contractor will maintain a payment sheet bearing receipts of wages by guards for every month separately.
- 2.19 **Submission of Bill-** - The bill shall mention boththe total number of Security Guards, gardener, sweeper and total number of duties done during the month. The bill for each month shall be presented in duplicate by the “contractor” by 5<sup>th</sup> working day of every following month duly pre receipted along with complete enclosures i.e. original payment sheet as per prevailing minimum wage rates, relevant contributions of EPF andESI(as per clauses **1.11& 1.12**of General terms & Conditions), MonthlyPerformance Report and any other documents desired by the institute. Bills submitted without above documents will not be processed for payment. The “THDC IHET, Tehri” will scrutinize the bill and make the payment in respect of the work to the “contractor”through Bank Transfer within three weeks from the date of submission of the complete bills.
- 2.20 THDC IHET, Tehri will not be responsible for any non-payment or delayed payment by the contractor to the deployed persons & the contractor will be solely responsible for any claims from the employee.
- 2.21 **Penalty Clause:** Whenever and wherever it is found that the security and guarding services are not up to the mark, it will be brought to the notice of the “contractor” by THDC IHET, Tehri. In case of repeated lapse in the security and guarding services due to no corrective action/s by the “contractor” within given time or eight hours whichever is earlier, it will result in the penal deduction from the Bills/Performance Guarantee of the “contractor”. A penalty up to Rs. 500/- could be levied per day. The decision of the “Director, THDC IHET, Tehri” will be final and binding on the “contractor”. Some of the instances in which penalty would be imposed are enumerated below. But these are not exhaustive and penalty may be imposed on any violation breach or contravention of any of the terms and conditions as well as assigned duties and in following conditions:-
- i. If the Security Guards are not found in proper uniform, tools such as stick, torch, whistle etc. and displaying Photo Identity Cardand without arms & ammunition with regards to Gunmen.
  - ii. If the Agency is not able to provide the required number of Security Guards/ Gunmen, a penalty for shortage of attendance will be imposed on daily basis (Clause 2.17).
  - iii. If the behaviour of Security Guards/securityis discourteous/ rude with any employee/ their family members/ visitors.
  - iv. If any Security Guards/ security/ Supervisor found performing duty, with fake name and address or if anyone else found on duty other than those mentioned in the approved list supplied to THDC IHET, Tehri.
  - v. If Security Guards/ securityare not found on duty points during inspection.
  - vi. Submission of bills without appropriate enclosures or not submitting documents/ information desired by THDC IHET, Tehri within given time period.
  - vii. Security Guards/ securitynot performing duties given in the Job manual
  - viii. Security Guards/ securityon duty or otherwise, found under the Influence of any drug, liquor or anyintoxicants.
- 2.26 The expenditure on raincoat, winter wear, vehicles and other security tools and materials- torches, cells etc. will be borne by the “contractor”. The “THDC IHET, Tehri” will not be responsible to supply or reimburse charges for these expenditures.
- 2.27 The “THDC IHET, Tehri” will provide the necessary quantity of water and electricity for operating the security services only. The Institute will provide limited furniture (subjected to availability) for security personnel for purpose of providing security services to the Institute and Campus.
- 2.28 A secured space will be provided for keeping all equipment and materials of security services in the institute. It should be used only for institute’s work.

- 2.29 It is preferable that the Service Agency provides mobile communication system at the cost of contractor to the personnel deployed in the institute at all duty points.
- 2.30 The contract may be terminated by giving one month notice by the "Contractor" on payment in lieu thereof. However in case of exigency arising on account of the not providing services on satisfactory manner, "THDC IHET, Tehri" can terminate the contract with immediate effect. If the Contract is terminated the Contractor shall stop service immediately, make the site safe and secure and leave the site as soon as reasonably possible.
- 2.31 The Director, THDC IHET, Tehri reserves the right to accept any or reject all Tenders received, without assigning any reason.**

**DIRECTOR,  
THDC IHET, TEHRI**

## Annexure- I

### SCOPE OF WORK FOR SECURITY SERVICES

1. The "Contractor" will engage the services as per the suggested tentative schedule shown in the chart below. The contracting agency will supervise the work through their hostel supervisors.

The following table is prepared to explain

- a) The security area
- b) Tentative Requirement of security hours/ shifts
- c) Tentative Number of persons in a security area
- d) Tentative Total number of persons per day. The requirement may change.

#### Tentative Deployment of Security Guards for Seven Days in a Week

S. No.	Security Area**	Number of guards			Total No. of guards per day
		Shift 1 (6 am to 2 pm)	Shift 2 (2 pm to 10 pm)	Shift 3 (10 pm to 6 am)	
1.	Boys Hostel-1/ Boys Hostel-2	1 Security Guard	1 Security Guard	1 Security Guard	3
2.	Central store	1 Security Guard	1 Security Guard	1 Security Guard	3
3.	Girls Hostel	1 Security Guard	1 Security Guard	1 Security Guard	3
4.	Total	03	03	03	9
5.	Hostel Supervisor	01 numbers			
Total number of security personnel per day		09 Security Guards + 1 Supervisor- Total 10			

2. The security guards will be engaged in shift duties of 8 hours each. The shift start and finish time of security guards should NOT be same as that of the institute employees. The timings of the shift will be decided with the security section of the institute.
3. The lunch and teatime of the security guards should NOT be same as that of the institute employees.
4. The security guards will perform the duties and responsibilities as mentioned in the JOB MANUAL at various locations.
5. The various records should be maintained at specified locations of duties of the security guards.
6. The security section of the institute, if needed may change or modify the above engagements of security personnel as mentioned above.

## JOB MANUAL

### Duties and responsibilities of the security guards and Gunmen

The duties and responsibilities of the Security Guards will be as per the place of duty adhering to the security schedule and instructions provided by the designated person. Along with these duties, any other duty can also be assigned as per the need of the institute. The complete sets of duties are described here with, which should be performed as per need of the place of duty.

The security guard will –

1. Salute the high dignitaries of institute like Director or any other VIP entering or leaving the campus.
2. Open and close the Institute Main Gates & other gates inside the institute as per instruction of the Security officer/ Officer In-charge Security/ Director.
3. Record identity of the visitors to the institute in the prescribed format mentioning the Date & Time of visit, purpose of visit, etc. If needed, relevant records like identity cards, authority letter etc. may be checked.
4. If required, the guard on duty will inform through telephone the information about the doubtful persons so checked, to the institute Security Supervisor or Security Assistant or Officer In-charge Security or the PA to the Director.
5. Not to allow those persons and vehicles, which are banned by the institute for entry & will restrict the entry of street dogs and other animals.
6. Keep the record of the persons and vehicles entering & leaving the institute main gate during all the shifts. Will not allow any vehicle to enter or leave without making entry in the register specifically during the night shift. Will specially make entries of cars, taxis and check them while leaving the campus gate.
7. Check the vehicles carrying materials during entry as well as exit of the institute and match the material with delivery Challan/gate pass. If not found as per document, will inform immediately to the Security Supervisor or Security Assistant or Officer In-charge Security over telephone, as well as will not allow exit of the vehicle from the Hostel Main Gate.

8. Put signatures and affix seal on each document (gate pass and delivery Challan) so checked.
9. Keep the gate and road clear for traffic.
10. Be vigilant around the premises/surrounding area of the gate for any unauthorized entry of the persons/ children through main gate, boundary walls, damage to boundary wall, damage to lights, informatory boards etc.
11. Will restrict any unauthorized parking of vehicles or playing activity of the children in front of the hostel main gate.
12. Will restrict parking of vehicles in front of Hostel& at places other than specified for 2 wheeler & 4 wheeler parking. Will guide the vehicle owners to park their automobiles at proper places in the parking sheds.
13. Be vigilant outside the gate area for any unfair activities by anti-social elements.
14. Will not allow hanging of banners, pasting of posters, handbills or writing on the gate pillars or boundary walls by outside persons.
15. Will not allow grazing of any type of animal / unauthorized persons to roam about or to cut trees / grass / firewood or damage any civil or electrical work / fittings or dump or damage the boundary wall from any side of the campus.
15. Will take care of the hostel lights, telephone, furniture, stationary provided at the gate.
16. Will inform the appropriate department/ section for maintenance of lights, phone & furniture and for immediate action. If no action is taken, will inform hostel Supervisor or Security officer or Officer In-charge.
17. Attend to the security related complaints of the employees of the campus.
15. Allow sales persons only after approval from the Officer In-charge Security or Administrative Officer or Director.
16. Search the persons or their belongings to find any exit of institute materials, equipment or parts, if instructed, but as per state laws.
17. Allow outside persons (if authorized) to enter the campus having photo-identity cards.
18. Will not involve him/her in any type of unfair activities.
19. Maintain records of
  - Visitors and vehicles entering and leaving the buildings and Institute Main Gate.
  - Entry of materials as per the delivery Challan of the supplier.
  - Exit of materials based on valid gate pass signed by Security Assistant/ Faculty.
  - Personal materials, parts or equipment brought in and taken out by regular employees or visitors.
20. Guide the trainees of the various courses to report at the institute rooms, halls, etc.

### **Responsibilities**

The Responsibilities of the Security Guards will be as follows. The Security Guards will –

- a) Report to duty 15 minutes before the shifts starts in proper uniform, with proper material (Stick, Torch, & Whistle, etc.) and physical fit state.
- b) Not accompany any unauthorized person with him for duty.
- c) Not come to duty in intoxicated condition.
- d) Behave politely with every visitor and employee.
- e) Maintain and protect all records as per duty manual.
- f) Maintain respect & dignity of all the family members of the institute employee/ visitors.
- g) Not sleep, while on duty.
- h) Not leave any area/ duty point unguarded/ unattended even during lunch, tea time etc. He will hand over the charge of the area/ point before leaving the point to the nearby guard or to the guard joining next shift.
- i) Protect the property of the institute properly.
- j) Protect and use phone, lights appropriately etc.

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**FORMAT FOR PRE-QUALIFICATION PROPOSAL**

(Submit clear and self attested copies of mentioned documents with up to date remittances)

S.N o.	Particulars	Relevant information from firm/company
a.	Name of the Security Agency/ firm/company	..... ..... ..... .....
b.	Postal Address of the Security Agency/ firm/ company	..... ..... ..... .....
c.	Telephone Nos.	(O) ..... (R) ..... (Mobile)..... Fax. No. ....
d.	E-mail address, if any Website address if any	..... .....
e.	Name & addresses of Proprietor/ Partners/ Directors.	1. .... 2. .... 3. .... 4. .... 5. ....
f.	Name of contact person, designation with Mobile No. (if any)	..... .....
g.	Do you have Minimum <b>Three</b> years of experience of providing security services in Govt. / Semi- Govt./ Large Private Industrial/ Commercial Organizations.	Yes/ No (If yes, Please provide information in "Form A")
h.	On roll at least <b>20</b> Security Guards.	(Please attach list of guards on roll along with their EPF and ESI numbers as proof).
i.	Valid Registration with / License from appropriate authorities <b>for security services</b> on the date of application	(Please enclose the self attested and stamped with firm/ company rubber seal, photocopies of the registrations)  No. .... Validity.....
	Uttarakhand Police department/ Home Department, Uttarakhand Govt. under The Private Security Agencies (Regulation) Act, 2005	No. .... Validity.....
	PAN number in the name of Security firm/ company issued by the Income Tax Department with copy of Income Tax Returns (Including latest) of last three years of the Security firm/ company	..... .....
	Registration with Employee Provident Fund Commissioner (Please attach Copy of Annual EPF Inspection Report for 2021-22 and 2022-23 along with registration)	No. .... Validity.....
	Registration with Employee State Insurance Corporation	No. .... Validity.....



	Labour License from the Labour Commissioner, Govt. of Uttarakhand.	No. .... Validity.....
j.	Details of Income Tax, ESI & EPF paid for last three years.	Please provide in "Form B".
k.	Have you submitted an affidavit on non judicial stamp of Rs. 200/- to the effect that no legal matter/ court case is pending against the Proprietor/ Partners/ Directors or Security Agency/ firm/ company related to any matter including EPF, ESI and Income tax.	Yes/ No
l.	List of customers with complete address, phone no., scope of work and their feedback report about your services	(Attach Separately)
m.	E payment details- a. Account name b. Account number c. Kind of account d. Name of bank & branch address. e. IFSC code	a. .... b. .... c. Saving/current..... d. .... e. ....

In case of insufficient/ inappropriate/ false information provided by the Bidder, the tender /Bid is liable to be rejected and financial bid would not be opened.

Signature / Seal of the Bidder

Name & seal .....

**FORM A****Details of Last Three Years Experience**

Please attach copies of the work orders for last three years and work orders of Security Service contracts which are currently running.

S.No.	Name & address of organization to whom services provided	Duration of contract	Amount of contract	Number of service guards provided
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Signature / Seal of the Bidder  
Name & seal .....

**FORM B**  
**Details of Income Tax, ESI & EPF paid for last three years**  
**(To be Inserted in First Envelope & then sealed)**

S. No.	Year	Total Income of the firm/ company in Rs.	Income tax paid in Rs.	Employees' Provident Fund paid in Rs.	ESI paid in Rs.
1.	2021-22				
2.	2022-23				
3.	2023-24				

Signature / Seal of the Bidder  
Name & seal .....

**Annexure – III**

# FINANCIAL BID

## Providing security services for the THDC IHET, Tehri

Tender No. Tender No.- THDC IHET/tender/2025/security services/01

S. No.	Particulars	Relevant information from firm/ company
1.	Name &Postal Address of the Bidder	..... ..... .....

**Name of Work**-Providing security services for the THDC IHET, Tehri as defined in Annexure-1 and Job Manual.

**Wage Component** - I/we understand that the Institute will pay the minimum rates of wages per month for Security Guards as declared by Ministry of Labour & Employment, Govt. of Uttarakhand. The Institute shall pay the following allowances on the basic minimum wages to all the Contract Workers per month:-

S. No.	Particular	Security Guard
1.1	Minimum Monthly wages rate as per Department of Labour, Government of Uttarakhand. (In Rs)	12933/-
1.2	Monthly Variable Dearness Allowance (VDA) as per Department of Labour, Government of Uttarakhand.	
1.3	Employees Provident Fund @13% of Basic or as applicable plus VDA	1681.29/-
1.4	Employees State Insurance @3.25% of Basic plus VDA	420.32/-
1.5	<b>Total Amount per security (1.1 + 1.2 + 1.3 + 1.4)</b>	15034.61/-
1.6	<b>No. of personals</b>	10
2.	<b>Total Amount (1.6 x 1.5)</b>	150346.10/-
3.	<b>Monthly cost</b>	150346.10/-
4.	Contractor's Service Charges.....% of ...../-	
5.	<b>Total Quoted Rate in Figures ( Row 3+4)</b>	
6.	<b>Quoted Rate in Words</b>	

The Security agency/ firm/ company should quote **Service Charges in percentage**. Tenders quoted without Service Charges in percentage will summarily be rejected. The Service Charges should not be less than 1%. The amount of "service charges" quoted by the bidder shall remain unchanged for the entire Contract period, except wage revision of the workers as may be notified by Chief Labour Commissioner, Ministry of Labour & Employment, Govt. of Uttarakhand from time to time.

**Notes:**

- The rates quoted by the tendering agency shall be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
- Goods & services Tax (GST) will be paid extra as applicable as per law/rules of Govt.

**Declaration:** I accept all the terms and conditions of the tender.

Signature of the bidder

Place:

& Seal of Organization

Date ..... Name .....