



TENDER NOTIFICATION

Head, CLPC, Adichunchanagiri shikshana Trust invites closed tenders from eligible tenderers or bonafide licensed manufacturer or OEM or their Authorized supplier/ dealer/ distributor in the state or Karnataka for the **procurement of Security services at BGSMCH campus, Nagarur, Nelamangala, Bangalore rural District-562123**, as per section I &II

Sl no.	Particulars	Details
1.	Name of the tender	Procurement of Security services at BGSMCH campus, Nagarur, Nelamangala, Bangalore rural District
2.	Last date for bid submission	On or before 26.01.2025 up to 5:00PM

SECTION-I

INSTRUCTIONS TO BIDDERS

- I. The Tenderer shall submit the bid formats (Technical and Financial bids) through the mail id clpchead@bgscet.ac in on or before the last date of tender submission(for any or all list of items) on professional business letter heads only. The details to be printed on the letter head is as follows:
 - A. Tender For the **Procurement of Security services at BGSMCH campus, Nagarur, Nelamangala, Bangalore Rural District.**
 - B. Tender Reference No: _____ (Insert Number)
 - C. Address to "Head, CLPC, Adichunchanagiri Shikshana Trust, Mahalakshmi Layout, Bengaluru".
- II. The tenderer who prefers to submit the tender through Post. can dispatch the same through Registered Post / Speed Post or Courier so as to reach the above address on or before the due date and time specified in the Tender Notice. Tenders received after the due date and time, for what so ever reasons will not be considered and the authority, SAST will not be liable or responsible for the same.

1. GENERAL DESCRIPTION OF THE WORK.

This contract is for the work of Security service at BGSMCH campus for one year with extension clause.

2. SCOPE OF THE WORK.

The contractor will execute Security service at BGSMCH as defined in scope of work.



3. ELIGIBLE BIDDERS.

This is an open competitive can submit through the online mail id **clpthead@bgscet.ac.in** and all companies, corporations, partnership firms who are involved in execution of this type of work and those who fulfil the Technical and financial soundness and other requirements laid down in this document are eligible to participate.

Qualification of Bidder.

- (a) Minimum Eligibility Criteria as provided in Pre-Qualification Criteria (PQC) and Project Experience and Qualifying Criteria Requirement.
- (b) All bidders shall upload documents as mentioned in the Pre-Qualification Criteria (PQC) and Project Experience and Qualifying Criteria Requirement
- (c) Any information found incorrect or suppressed, the bid may not be considered, or the contract will be canceled without any financial claim/arbitration from the bid.
- (d) Each bidder or any associate will be required to confirm and declare in the bid submittal that no agent, middleman, or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract. They will have to further confirm and declare in the submittal that no agency commission or any payment, which may be construed as an agency commission, has been, or will be paid.

4. ONE BID PER BIDDER.

Each bidder shall upload only one bid. If a bidder uploads more than one bid, all the bids in which he has participated shall be considered invalid.

5. PICE BID

- 1.11 Payment by the service provider/agency to his/her personnel working in the BGSCH shall be made crediting the amount to the individual Security person's account. No other mode of payment will be accepted by the office of the BGSCH . The statement of disbursement of salaries/remuneration for a particular month duly certified by the Bank Remittance of ESI, PF and GST should be submitted by the Agency with bills of next month to the office of the BGSCH and to be eligible for payment.
- 1.12 In case more than one agency stands L1, firstly, ISO certified Agencies will get preference over others. Secondly, the Agencies having higher turnover will get preference over others.
- 1.13 The duration of the contract is for 12 months, extendable for any other period by mutual consent with the same terms and conditions of the agreement executed. However, the contract can be terminated by either party on three months' notice.
- 1.14 The Agency should not sublet the contract. If the Agency is found to have sublet the contract, the contract will be terminated at the risk and cost of the contractor concerned.
- 1.15 The Agency shall furnish Salary Slip to all its employees indicating Net salary/Wages after deduction of statutory payments. The Agency shall



be responsible to fulfill all statutory obligations such as remittances of service tax, Profession tax, ESI/PF etc., in respect of each Security person deployed under this contract. Working hours of the Security persons should be round the clock i.e., in two shifts and two persons in each shift.

6. EXTENSION CLAUSE

The bid for providing Security services of BGSMCH campus shall initially be awarded for a period of one year effective from the date of award of contract. However, the contract may further be extended for a period of a maximum of two years (total 3 years from the effective date of award of the Contract) on mutual agreement subject to providing satisfactory services to BGSMCH. It may also be noted that the rates quoted by the firm (except minimum wages, VDA components & statutory payments), terms & conditions of the bid document shall remain unchanged during the currency of the contract and extension period, if any. It will be entirely the discretion of the Institute to exercise this option or not.

7. CLARIFICATION & AMENDMENT OF BID DOCUMENTS.

- (a) At any time prior to the deadline for the submission of bids, the Institute may, for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective bidder, modify the bid documents by an amendment.

8. BID VALIDITY

- (a) The Bid shall be valid for a period of 90 days (both days inclusive i.e. the date submission of bids and the last date of period of validity of the bid) from the latest Date of Submission of Bids.

9. WORK FORCE

The Bidder's attention is especially drawn to the relevant clause in relation to the responsibility of the Contractor for obtaining an adequate supply of Work Force, their Rates, Wages and Conditions.

10. SCHEDULE OF PAYMENT

The payment will be made on a monthly basis after the completion of services as per the accepted rates based on the activities carried out as per the Schedule of work.

11. SUBMISSION OF BID

Bids shall be uploaded online on clpthead@bgscet.ac.in within the stipulated date and time provided in notification. The Institute cannot take any cognizance and shall not be responsible for any delay in the submission/ uploading of the Bid..



12. LATE/DELAY OF BID

- (a) Submission of Bids shall be submitted through mail id : clpthead@bgscet.ac in After the due date no bid shall be accepted.
- (b) It shall be the responsibility of the bidder / tenderer to ensure that his bid is submitted online on e-biding portal through clpthead@bgscet.ac in before the due date and time of submission. Institute will not be responsible for any delay, internet connection failure, or any error in uploading of bid submission. The bidders are advised to upload their submissions well before the due date

13. MODIFICATION, SUBMISSION & WITHDRAWAL OF BIDS

Except where expressly permitted by these Instructions, the Bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the documents prepared by the Institute and submitted by the Bidder with or as part of his Bid.

- (a) No Bid shall be allowed to be modified by the Bidder after the due date & time for submission of bids.
- (b) The Tender submitted online will be taken as a final bid.

14. BID OPENING AND EVALUATION

The Financial Bid(s) which bidder(s) have uploaded online will be opened on a subsequent date after the evaluation of technical bids. A financial bid of only those bidders whose submissions are found substantially responsive and technically compliant will be opened.

15. PROCESS WILL BE CONFIDENTIAL

- (a) Except for the public opening of the bid, information relating to the examination, clarification, evaluation, and comparison of bids and recommendations concerning the award of the Contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- (b) Any effort by a bidder to influence the Institute in the process of examination, clarification, evaluation, and comparison of bids and decisions concerning the award of the Contract, may result in the rejection of the bidder's bid

16. CLARIFICATION OF BIDS

To assist in the examination, evaluation, and comparison of Bids, the Institute may ask bidders individually for clarification of their bids, including breakup of prices.

17. EVALUATION OF BID

- (a) Evaluation of minimum eligibility criteria –The evaluation will be done to check if the bidder qualifies for the minimum eligibility criteria. Bidders



who do not qualify in any of the minimum eligibility criteria shall not be considered for further evaluation and shall be rejected.

- (b) Evaluation of Responsiveness - The Institute will determine whether each bid is substantially responsive to the requirements of the Bid Document i.e. it conforms to all terms, conditions, and specifications of the bid document. In case of any inconformity, the bid shall be disqualified and rejected.

18. EVALUATION OF FINANCIAL PROPOSALS

- (a) All technically acceptable bids will be eligible for consideration of their financial bid. Financial Bid of those bidders shall only be opened whose technical bid is found to be qualified.
- (b) Evaluation of Financial Bid will be based on quantities mentioned in the scope of work and rates quoted for the same.

19. AWARD OF CONTRACT.

Award Criteria. The Institute will award the Contract to the bidder, whose bid has been determined to be substantially responsive, technically & financially qualified and whose evaluated bid price is determined to be lowest. Compliance with mandatory Laws i.e. payment of minimum wages, **EPF&ESI and GST will be considered for finalizing the bid.** Offers not complying with above clause shall be summarily rejected.

20. THE INSTITUTE'S RIGHT TO ACCEPT/ REJECT ANY OR ALL BIDS.

The Institute reserves the right to accept or reject any bid (s) and to annul the bid process and reject all bids, at any time prior to award of the Contract.

21. SIGNING OF AGREEMENT

- (a) The Institute shall prepare the Agreement, duly incorporating all the terms of the Agreement between the two parties within 15 days from the date of issue of the letter of acceptance, the successful bidder will be required to execute the Contract Agreement. One copy of the Agreement duly signed by the Institute and the Contractor through their authorized signatories will be supplied by the Institute to the Contractor.

22. TERMINATION.

This section describes the obligations of the Contractor to ensure that, following the issue by the Institute administration of a Termination of Services Notice on the Contractor, there is an orderly and timely migration of responsibility for providing the Services from the Contractor to any new Contractor.

- (a) Consequences of Termination. On termination of this Contract by the Institute, the Institute shall have the right to engage the services of another agency for provision of the services. The Service Provider/



Contractor shall indemnify the Institute against all losses, damages, costs including management and similar costs, expenses and all other expenditure or loss of opportunity or revenue whatsoever incurred or suffered by the Institute as a result of such termination. Upon termination of this Agreement, the Service Provider and its employees shall be required to remove all their belongings from the premises of the Institute within a period of 7 (seven) days. Failure to comply with this requirement shall entitle the Institute to seize all the items within the office and store.

- (b) Bound to continue services. The parties shall continue to perform their obligations under this Agreement notwithstanding the giving of any notice of default or notice of termination until the termination of this Agreement becomes final.
- (c) Disengagement Period. A Disengagement Period will commence on the earlier of:
- 1.11 Three (3) months prior to the expiry of this Contract or
 - 1.12 Three (3) months prior to the cancellation of Services of the Contractor, the date on which a notice of termination is given by the Institute in accordance with this Contract.
 - 1.13 Disengagement Assistance in disengagement period. The Contractor must:
 - 1.14 Co-operate with the Incoming Contractor to ensure that the transfer of the services and related information, assets, records, to the Incoming Contractor is carried out in an orderly, coordinated, effective and timely manner.
 - 1.15 Provide all reasonable assistance required by the Institute and comply with all reasonable directions given by them, to promote the efficient and effective transfer of the Services
 - 1.16 Handover Assistance. The Contractor is obliged to:
 - 1.17 Review all procedures, documentation, processes, and other aspects with the incoming Contractor.
 - 1.18 Provide the incoming Contractor with access to all necessary information relevant to the ongoing provision of similar services.
 - 1.19 Conduct training/familiarization of the incoming Contractor as directed by The Institute.
 - 1.110 Comply with any other request deemed necessary by The Institute to assist in the orderly handover to the incoming Contractor

23. GENERAL INSTRUCTIONS TO BIDDERS

1. The technical bid and commercial bid shall be opened as per schedule. BGSMCH reserves the right to reject any or all the bids/bids without assigning any reason thereof.
2. The Contract for Providing Security Services at shall initially be awarded for a period of one year from the date of award of the Contract. However, the Contract may further be extended for a period of two more years (on a year-by-year basis) on mutual agreement subject to providing satisfactory service to BGSMCH. It may also be noted that the rates quoted by the firm (except minimum wages component & statutory payments), terms & conditions of



the bid document shall remain unchanged during the currency of the Contract including the extension period, if any.

3. For any query/Clarification please contact **Mr. Anjaneya (9995951094), Head Estate Operations**, BGSCH during working hours.

24. GENERAL TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING SECURITY PERSON

1. Deficiency in service” means, not deploying the full contingent of the personnel requisitioned on time, non-replacement of personnel who are found to be un-suitable, failure to provide suitable replacement to the absentees, non-payment of wages within the time prescribed, short payment of wages, short remittance of statutory payments, failure to submit the relevant details of the personnel deployed to the Department, failure to submit/file statutory statements/returns as per the requirement of the applicable laws and violation of any of the condition in the contract agreement.
2. “Premises of Department” means the office of the BGSCH , whenever in this contract the words “Directed”, “Required”, “Ordered”, “Desired”, “Considered”, “Necessary”, or like words are used, it shall be understood that the directions, requirements, permissions, order etc., of the of BGSCH, or other authorized officers of the Department, as the case may be.
3. Qualification of Security Person: Security Person to be deployed by the Agency must be literate and know how to operate Diesel Generator Set. Their age must be between 25 and 45 years. They must be physically fit enough to keep strict vigil over the security of the department. Suitability of the Security Person will be decided by the BGSCH, Nagarur, Nelamangala, Bangalore Rural District.
4. For all the matters arising out of this contract either between the agency and the company or between the personnel deployed by the agency with the company/agency, the jurisdiction of the court shall be at Nelamangala
5. The Security deployed by the Agency shall be the employees of the Agency concerned and they shall not have any connections with the employees of the Department. The Department will not be responsible for any unauthorized acts of the Security Person and for any damage/injury sustained by the Security Person in the course of his work Karnataka.
6. The Contractor shall make the payment of wages/salaries to Security Person deployed through individual Bank Account only and shall arrange to remit all statutory deductions like Professions Tax, ESI/PF to the designated authorities along with the Agency’s contribution as per law, at the applicable rates within the stipulated time limits.
7. The Agency shall also produce the documents for having paid PF/ESI contribution towards each employee’s account along with Agency’s contribution to the designated Authorities, from time to time. The agency will be fully and solely responsible for any Violations under the above statutes. If it fails to do so, it will be a breach of contract and the Corporation at its



- discretion can cancel the contract. The Agency shall also be liable for any pecuniary liability arising on account of any violation of the provisions of the relevant laws.
8. The Agency shall submit the PF and ESI remittance challans of the Security person deployed under this contract separately with specific remittance details of PF and ESI contributions to the statutory authorities at the agreed rates along with the subsequent monthly bills. The agency shall also submit the copy of remittance of service tax to the appropriate authorities along with the bills.
 9. The Agency shall disburse the salary to its personnel deployed as quoted in Schedule I annexed to the tender documents. The Agency shall further agree that it would make timely payment of wages to its employees without unauthorized deductions and shall also be responsible to fulfill all statutory obligations such as remittance of PF/ESI etc., in respect of its Security Person posted under this contract. If it fails to do so, it will be a breach of contract and the Corporation at its discretion can cancel the contract. The Agency shall also be liable for any pecuniary liability arising on account of any violation of the provisions of the relevant laws.
 10. The Agency shall furnish half yearly/yearly returns, employee wise, showing details of amount of statutory payments such as ESI & PF remitted to the concerned authorities.
 11. The Agency shall issue Photo ID cards to all its employees with the agency's Logo & Name and Designation of the employee deployed and Uniform, Shoes, Cap, Torchlight, Whistle within a period of 15 days, which shall be compulsorily displayed by the employees while on duty.
 12. The Agency shall maintain proper record pertaining to the Security Person deployed including the wage slip, disbursement of wages, remittances of statutory payments to the various statutory authorities and present the same to the Department/Officers of the concerned authorities whenever called for.
 13. The Agency shall maintain the acquaintance /pay roll and other relevant particulars pertaining to deployed Security Person and shall be made available for inspection by the officer of the Department and other statutory authorities as and when so required.
 14. If any personnel employed by the Agency are considered undesirable by the Department, it shall be the responsibility of the Agency to remove the said person or persons from the work. Such persons cannot be re-deployed by the Agency for any other work of the Department without the specific permission of the Department.
 15. The Agency should not sublet the contract. If the Agency is found to have sublet the contract, the contract will be terminated at the risk and cost of the contractor concerned.
 16. In case of any ambiguity or doubts with regard to the terms, clauses used in the tender documents, clarifications should be sought in writing, before



- discretion can cancel the contract. The Agency shall also be liable for any pecuniary liability arising on account of any violation of the provisions of the relevant laws.
8. The Agency shall submit the PF and ESI remittance challans of the Security person deployed under this contract separately with specific remittance details of PF and ESI contributions to the statutory authorities at the agreed rates along with the subsequent monthly bills. The agency shall also submit the copy of remittance of service tax to the appropriate authorities along with the bills.
 9. The Agency shall disburse the salary to its personnel deployed as quoted in Schedule I annexed to the tender documents. The Agency shall further agree that it would make timely payment of wages to its employees without unauthorized deductions and shall also be responsible to fulfill all statutory obligations such as remittance of PF/ESI etc., in respect of its Security Person posted under this contract. If it fails to do so, it will be a breach of contract and the Corporation at its discretion can cancel the contract. The Agency shall also be liable for any pecuniary liability arising on account of any violation of the provisions of the relevant laws.
 10. The Agency shall furnish half yearly/yearly returns, employee wise, showing details of amount of statutory payments such as ESI & PF remitted to the concerned authorities.
 11. The Agency shall issue Photo ID cards to all its employees with the agency's Logo & Name and Designation of the employee deployed and Uniform, Shoes, Cap, Torchlight, Whistle within a period of 15 days, which shall be compulsorily displayed by the employees while on duty.
 12. The Agency shall maintain proper record pertaining to the Security Person deployed including the wage slip, disbursement of wages, remittances of statutory payments to the various statutory authorities and present the same to the Department/Officers of the concerned authorities whenever called for.
 13. The Agency shall maintain the acquaintance /pay roll and other relevant particulars pertaining to deployed Security Person and shall be made available for inspection by the officer of the Department and other statutory authorities as and when so required.
 14. If any personnel employed by the Agency are considered undesirable by the Department, it shall be the responsibility of the Agency to remove the said person or persons from the work. Such persons cannot be re-deployed by the Agency for any other work of the Department without the specific permission of the Department.
 15. The Agency should not sublet the contract. If the Agency is found to have sublet the contact, the contract will be terminated at the risk and cost of the contractor concerned.
 16. In case of any ambiguity or doubts with regard to the terms, clauses used in the tender documents, clarifications should be sought in writing, before



submitting the tenders, failing which, the decision of the Department in all such matters shall be final and binding on the Agency.

17. The agencies shall take care while submitting the rates to each Security person by incorporating prevailing minimum wages, applicable statutory payments, and uniform etc. administrative expenses.
18. The agency shall remain liable for payment of all wages or other costs due to its employees under the minimum Wages Act, Works Men's Compensation Act, PF Act, ESI Act etc.
19. The Department shall not be held responsible or called upon to make good any losses/costs incurred by Agency on account of factors beyond its control such as legal implications, accidents, illegal actions of the Security Person deployed, etc., or for any reason whatsoever.
20. The scope of service is liable for alteration by way of deletions or additions at the discretion of the Department.
21. The Department including the authorized Officers of the BGSCH shall have the power to issue notice in writing and to instruct/direct the agency to make alterations/variations in the assigned work/change the deployed staff.
22. The Agency shall obey all relevant Central, State and local regulations and enactments pertaining to contract personnel and the Commissioner of Commercial Taxes shall have the right to inquire into and decide all complaints on such matters.
23. All compensations or other sums of moneys payable by the Agency to the Department under the terms of this contract may be deducted from its security deposit or from any sums that may be due or may become due to the Agency by the Department on any account whatsoever and in the event of security deposit being reduced by reasons of any such deduction the Agency shall, within 10 days thereafter make good the shortfall in the security deposit referred to above.
24. If the Agency fails to provide the Security Person services satisfactorily during the currency of the contract, the BGSCH shall have the power to enter upon and take possession of the works and engage any other person, firm or agency to complete the work. Any extra cost incurred by the Department due to such failure on the part of the Agency shall be recovered from the Agency.
25. The antecedents of the staff engaged by the Agency for deployment should be verified through local police or by any other Government Agency and shall be responsible for the good conduct of its staff while on duty as well as off duty in Department's premises and the staff shall behave like responsible persons at all times. The staff should not be found developing familiarity with the employees of the Department.
26. The Agency will be held responsible for all the acts of the Security Person with all risks arising from carelessness, negligence or damage or loss by theft, pilferage etc. and the agency shall undertake to compensate the losses



arising from such acts of Security Person to all the concerned including Commercial Taxes Department.

27. The Agency shall arrange a training program/workshop to the Security Person at the beginning of the contract to make them understand the nature of work they shall carry by inviting the experts in the field and officers of the BGS MCH.
28. The Agencies should have provided at least 40 Security Person to one or more State/Central Government Organizations undertakings/Corporation for the last two years and should have rendered services satisfactorily.
29. Any concession/reduction in GST/Minimum wage/PF/ESI due to change in Central Govt/state Govt policy should be obtained and transferred to BGS MCH Nelamangala.
30. Labour department notified wages for Zone III (Nelamangala) for the year 2024-25 should be quoted.

25. SCOPE OF WORK / CONTRACT FOR THE REQUIRED SERVICES AS FOLLOWS

1. BGS MCH campus consists of a BGS MCH Hospital, BGS MCH Medical college, Ayurvedic College, Nursing college, Physio therapy college, BGS PU college and BGS world School. BGS MCH Campus is situated at Nagarur, Nelamangala Bangalore Rural district. Hence forth the term BGS MCH will be used in parlance to indicate both the campuses viz. permanent campus & transit campus.
2. This bid document facilitates for the requirement of Providing Security Services at BGS MCH campus to the entire satisfaction of the Institute authorities. Security is a very critical area of any Institution in general and BGS MCH in particular, as it deals with safety and security of Men, Material, Assets and Operations of the Institute.
3. BGS MCH requires professional and experienced Security Agency, which can provide security of a high standard with expertise in basic security mechanisms for safeguarding the Institute's Men, Material & Operations. Security services will be comprehensive in nature covering all aspects of security of BGS MCH campus premises.
4. To provide security surveillance and to implement preemptive security measures at BGS MCH campus (as defined above) at all-time (24X7) on all days. To render security protection to our students, staff, land, natural resources, construction site, buildings, fitting and fixtures, equipment, office records, sensitive technological infrastructure, research & innovations, movable and immovable properties and assets owned or hired by the BGS MCH spread across the entire campus of BGS MCH.
5. Maintenance of law and order at BGS MCH at all times. To manage and regulate traffic, both vehicular and pedestrian at the Institute and to restrain trespassers / intruders / burglars and taking necessary action in consultation with BGS MCH authorities.
6. To manage and monitor all entry and exit points of the Institute and to deal with defaulters ensuring that the persons of doubtful antecedents are not permitted inside the campus and that BGS MCH is free from tress-passers, squatters and stray animals



7. To secure main entry and exit points of various facilities / Departments / Labs/ Residential area/ Sections / Offices of BGSCH. Checking, verifying, controlling and managing entry and exit of personnel, material and resources.
8. To check material/property, going out of the building/campus through proper Gate Pass in consultation with the BGSCH authorities.
9. To provide aid and assistance to the campus inmates in need or in emergency situations including assisting / guiding hostel inmates / Students in tandem with Institute rules and directions.
10. Carrying-out regular patrolling throughout BGSCH to check sabotage, theft, and pilferage by manning security posts through adequate number of Person in consultation with the BGSCH authorities. Patrolling shall be carried out in adequate frequency as per the instructions of Institute authorities. To investigate security incidents at BGSCH and to report such occurrences to the Institute authorities.
11. To carry out prompt and necessary action in case of Fire, Accident, Theft, Trespassing, Suicide, Scuffle, Protest, etc., or any other exigencies.
12. To liaise and coordinate with Police, Fire, and other Disaster Management authorities when needed to promptly deal with C o n t i n g e n c i e s / emergencies, safety and security.
13. Implementation of orders/directions issued from Institute authorities for the day-to-day functioning of the Institute and implementation of security measures. Ensuring effective inter-communication among security organization of BGSCH
14. To provide continuous security service 24X7 to BGSCH throughout the year by means of physical and electronic surveillance (CCTV).
15. To carry out any other jobs as required by the authorities of the Institute.
16. In the event of death, fire, accident, suicide, natural calamity, rape, molestation, theft, pilferage, sabotage, intrusion, trespassing or any other incident, the Contractor will deal with the incident professionally through security personnel deputed by him and immediately inform BGSCH and other concerned authorities at the first instance through the fastest means. In order to tackle eventuality, the Contractor will devise Standard Operating Procedures and will get them approved by the BGSCH authorities before implementation.
17. The Contractor shall ensure that the security personnel deployed wear smart, neat, clean and well ironed uniforms all the times during the tour of their duty. The Contractor will provide identical pattern of uniform, accessories (Cap, Belt, Shoes, Socks, Name Tab (Plate), Identity Card, Lane yard attached with whistle etc.) to the staff deployed at his own cost.

The details of uniforms to be provided per annum per security personnel is as follows: -

- Two shirts and two pairs of trousers for male Person.
- Two pairs of salwar kameez or two sarees for female Person.
- One pair of shoes and two pairs of socks.
- One jersey pullover/Jacket for cold weather conditions.
- One Name Tab (Plate).
- Two Caps, one Belt, and one Scarf.



- Ceremonial uniform for special occasions.
- One Raincoat.
- One umbrella.
- One pair of Gumboots.
- Baton, torch, and whistle one each.
- Arm badge with BGSMCH Logo

1. **Manpower Requirement-** The number of Person may increase or decrease from time to time as per the requirement of the Institute. Following security manpower is required to be provided by the Contractor: -

Sl no	Shift (12 hrs each) Male in Nos	Shift (08 hrs each) Female in Nos	Total Person required (Male+female) in Nos	Security Officer in Nos	Security supervisors in Nos
1	40	10	50	1	2

2. **Task-wise breakdown of this requirement is given below: -**

Sl no	Description	Category	No. of Person required Male	No. of Person required Female
1	BGSMCH	SOS	01	
	BGSMCH Entrance (Day Shift+ Night Shift=2 nos)	Security Supervisor	02	
SHIFT WISE ALLOCATION OF SECURITY PERSONS DETAILS				
2	Construction gate (Day Shift 1+ Night Shift 1nos)	Security Person	02	
3	Lifts (At Day Shift - 2nos + Night Shift -1nos)	Security Person	03	
4	Entrance of BGSMCH (At Day Shift -1nos + Night Shift -1 nos)	Security Person	03	
5	College Side (At Day Shift -1nos)	Security Person	01	
6	Construction Site/ On going Construction(At Day Shift -1nos + Night Shift -2nos)	Security Person	04	
7	Medical Boys Hostel (At Day Shift -2 nos + Night Shift -2nos)	Security Person	04	
8	CCTV(Day Shift-1 nos+ Night Shift- 1nos)	Security Person	02	
9	Seventh Floor	Security Person	02	02
10	Sixth Floor	Security Person	02	02
11	Fifth Floor Boys	Security Person	04	



	Hostel(Day Shift-1nos+ Night Shift- 1nos)			
12	Fourth Floor (Day Shift- 1 nos+ Night Shift- 1nos)	Security Person	--	02
13	Third Floor	Security Person	04	02
14	Second Floor	Security Person	02	
15	First Floor	Security Person	01	
16	Ground Floor	Security Person	--	
17	Basement 01	Security Person	01	
18	Basement 02(Day Shift- 1 nos+ Night Shift- 1nos)	Security Person	05	
Total in Nos			40	10
Grand Total in Nos			50	

3 In addition, the Contractor is to always ensure the availability of the following equipment / vehicle at the site in operational condition, otherwise, standby is to be provided: -

1.11 One four-wheeler and brand-new Motorcycle (110 cc and above) for security patrol. Fuel and Maintenance charges should be borne by Contractor. Rechargeable Commando Torches to all security Person employed during the night shift with a high battery backup of 08 to 10 hrs.

a. Mobile phones with all-time calling and receiving facility with all security staff.

1.12 One carriage mirror, and two metal detectors.

1.13 All expenses for above requirements are to be fulfilled by the Contractor at his Own Cost

Qualification of Security Personnel to be deployed: -

Description	nos	Minimum Qualification
Security officer/security Supervisors (Male / female)	03	Ex-servicemen or retired personnel from Paramilitary forces or Police with a service of minimum 15 years. Must be able to understand Kannada, Hindi, and English and speak at least two languages fluently
Security person/Guard (Male)	40	Should have passed min 10th std and should preferably be able to understand Kannada, Hindi, and English and read / write / speak at least two languages fluently. Should have at least 3 years' experience of working as Security person at a reputed organization comparable to BGSMBH in terms of area and size.
Security person/Guard (Female)	10	Should have passed min 10th std and should preferably be able to understand Kannada, Hindi, English and read / write / speak at least two languages fluently. Should have at



least 2 years' experience of working as Security person at a reputed organization comparable to BGSCH in terms of area and size.

- (a) Age: -
- (b) The age limit for Security Person 25-45 years
- (c) The age limit for Security Supervisors 35-55 years
- (d) The employed security staff should be Indian nationals.
- (e) The employed security staff should have proficiency in handling following security/ surveillance equipment: -
 - 1.11 Handheld Metal detector (HHMD)
 - 1.12 Trolley Mirror (Under Vehicle Search Mirror) / carriage mirror.
 - 1.13 Electronic Surveillance equipment like Access Control System, Security Cameras, etc.
 - 1.14 The employed security staff should have undergone security training and should have a certificate authenticating the same.
- (f) The security personnel fulfilling the above criteria will be approved through screening by the Institute authorities before being deputed. Approved individuals will not be changed without prior approval. In case due to unforeseen circumstances an individual needs to be changed then the details will be submitted before 48 Hrs.
- (g) The prospective bidders may kindly note that security service is to be provided round the clock. It is advised to maintain an additional workforce at 1/6th of the above requirement to ensure compliance with the Labor Laws. Over and above this, the bidder is also required to have buffer manpower to cater to medical emergencies, weekly off, leaves availed by the Person or any other unforeseen event.
- 4 The Contractor shall deploy physically fit, mentally agile, able bodied and alert security staff who shall understand directions given by the BGSCH authorities clearly. Deployed personnel will have no access to the Hospital, Administration , Academic & Technical areas except while on duty.
- 5 The Contractor shall ensure that necessary documentation is maintained by the security organization. The resources required for the same shall be borne by the Contractor.
- 6 The Identity, Character and Antecedents of all personnel/workers employed and deployed by the Contractor for the job shall be verified by the Contractor at his own cost. The Contractor shall submit a police verification report at the time of award of work. The Contractor must furnish the names, addresses and photographs of the security personnel deployed at BGSCH and shall inform any changes therein to the BGSCH authorities.
- 7 In case of injury/loss of life of deployed security personnel inside or outside the BGSCH, it shall be the sole responsibility of Contractor to make payments towards any treatment or compensation of legal matters arising there from. All responsibilities of personnel employed shall lie with the Contractor. The Contractor shall provide treatment, compensation and attend to legal matters arising thereof. The Contractor shall also indemnify BGSCH by executing an Indemnity Bond.



- 8 Any loss, theft or damage occurring at BGS MCH, due to negligence of Contractor's personnel/ guard, will be made good by Contractor. However, the decision of the competent authority of BGS MCH shall be final and binding in this regard on the part of the Contractor.
- 9 In case of any theft or damage to the property of BGS MCH by the Contractor's personnel, the entire cost will be borne by the Contractor. Any damage found prior to the date of the Contract shall be brought to the notice of BGS MCH immediately.
- 10 Contractor's staff shall not involve themselves in any type of discussions, argument, quarrel or fighting with any of the worker/staff, officers, students and visitors of BGS MCH. They shall always behave politely but firm while performing their duties. Any matter creating hindrance in duties shall be brought to the notice of BGS MCH authorities.
- 11 Security personnel who are habitual offenders and are found continually not conforming to the Contractual terms will be replaced by the Contractor immediately.
- 12 Baggage of the Security Person/Supervisor under this Contract will not be permitted inside the BGS MCH. Individuals shall be allowed to carry only those items/stores which are required to perform their assigned duties.
- 13 The Contractor will not further sub-Contract to any other person or third parties. In case of violation, the competent authority of BGS MCH shall have full rights to terminate the Contract forthwith and forfeit the security deposit without prejudice to any other rights available under the terms of Contract or under law
- 14 BGS MCH is a tobacco and alcohol-free campus, therefore none of the staff deployed at the campus should be in possession of or consume alcoholic or tobacco products. Violation will attract penalties and strict disciplinary action. Consumption of drugs or any other intoxicants by the guard on duty is prohibited and will attract strict action including levy of financial penalty.
- 15 The Contractor will have to make their own arrangements for providing accommodation, messing, uniform and conveyance for their employees. BGS MCH shall have no obligation whatsoever in this regard.
- 16 The Contractor shall pay all statutory payments viz. ESIC, EPF, State Govt. Professional Tax etc to his staff as per Govt. Orders. An undertaking with valid proof of payment to this effect from the Contractor is required for the release of payment against the claimed bills.
- 17 The Competent authority of BGS MCH shall reserve the right to levy a penalty or cancellation of Contract. The Contract may be terminated in the event of occurrence of any of the following contingencies: - a. The expiry of the Contract period - Without any prior notice b. By giving one-month notice by either side. During the period of notice both the parties shall continue to discharge their duties and obligations.
- 18 In the event of any dispute or difference between the parties signing an agreement for this service, the same shall be referred to the sole arbitration of the competent authority of BGS MCH, whose decision thereon shall be final and binding on both the parties thereto.
- 19 The successful bidder shall be required to execute an agreement in the format approved and supplied by BGS MCH on stamp paper of appropriate value at their own cost.



Sl no	Criterion	Documents to be provided
1	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India	Copy of Certificate of incorporation and/or Partnership Deed. (As the case may be)
2	Bidder should have a minimum average annual turnover of ₹ 3 crore in the last three financial years exclusively from providing security services. For this purpose, last financial year would be considered as the one ended on 31.03.2024 and not any later period..	To be certified & validated by Chartered Accountant (CA) of the bidder's organization with name of CA, registration number, signature and stamp.
3	The Bidder must be profitable firm/ company/ partnership/ proprietorship and should not have incurred loss in any of the last 3 consecutive Financial Years (2021-22, 2022-23 & 2023-24)	To be certified & validated by Chartered Accountant
4	Bidder should be registered with Income Tax and Goods & Service Tax departments	(a) Attested copy of PAN Card (b) Attested copy of Goods & Service Tax registration certificate
5	Bidder should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other Labor authorities relevant under the Contract Labor (Regulation and Abolition Act).	(a) Attested copy of the Employee Provident Fund registration letter / certificate. (b) Attested copy of the Employee's State Insurance registration letter / certificate.
6	The bidder or any of its partners/directors etc. should not be blacklisted/debarred by any of the government organization or Department or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any Labor Laws etc. by any court or any authority appointed to enforce any Labor Laws or regulations.	Self-Declaration letter'
7	The bidder should have a Registered Office for security services at Bengaluru, to attend any issues related to their security services within 30 Minutes at BGSCH calls and resolve at the same earliest.	Relevant document verifying ownership or legal lease of the registered office as per list of valid address proof documents mandated by Unique Identification Authority of India (UIDAI). Or in case the bidders are presently not having office at above mentioned location then they should provide an undertaking to open a registered office within 30 days of award of Contract. Relevant document verifying ownership or



		legal lease of the registered office as per list of valid address proof documents mandated by Unique Identification Authority of India (UIDAI) be provided within the stipulated time.
8	The bidders will be given an opportunity for site visit and understand user requirement on ground, provide inputs and seek clarifications.	
9	Bidder should have provided annual security service to at least three (3) Government clients/ PSU/ Public Sector Companies/ Banks/ Central & State Educational Institutes of repute satisfying following criteria: - In addition, the bidder must have carried out following security or similar assignment of minimum indicated value: - (a) Three completed annual security or similar services costing not less than the amount equal to 40% (Forty per cent) of estimated cost (i.e. Rs one crore 20 lakhs each); or (b) Two completed annual security or similar services costing not less than the amount equal to 50% (Fifty per cent) of the estimated cost (i.e. Rs. 1 Crore 50 Lakhs each); or One completed annual security or similar service costing not less than the amount equal to 80% (Eighty per cent) of the estimated cost (i.e. Rs 2.4 Crore Eighty lakhs each).	Certified Work/ Supply Orders /Agreements/CRAC for award of security service in support of past orders / Contracts with Government clients / PSU / Public Sector Companies / Banks / Central & State Educational Institutes of repute. The Contractor will have to furnish satisfactory work completion certificate of concerned Contract concluding authorities from concerned organization for verification of successful / satisfactory completion of such security work.

20 At the time of signing the Agreement, the Contractor shall produce original copy of the empanelment certificate (with photograph and signature of the proprietor /Directors) under Private Security Agencies Regulation Act, 2005/Karnataka Private Security Agencies Rules, 2023/Director General Resettlement (DGR) Registration or relevant registration under any other state govt. act for carrying out the security services.

21 Minimum eligibility criteria: - BGSMCH has set up minimum eligibility criteria (11 points to be read with notes) for the bidding purposes. All bidding parties must meet the following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the technical bid: -



Section-II
FINANCIAL BID FORMAT
Schedule - I
BGMCH CAMPUS BENGALURU, KARNATAKA

Sl No	Particulars	Rate per Security officer	Rate per Security Person (Male) per month	Rate per Security person (Female) per month	Rate per Security supervisor per month	Total Amount
1	Amount payable to the Security officer/security supervisor/security Guard per month including all amounts payable towards ESI, PF and Statutory contributions/benefits and all amounts to be deducted /remitted towards statutory dues/payments					
2	Service charge of the Agency					
3	GST					
Total Amount in Rupees						
Amount in Words						

Price Bid for deploying Security officer/security supervisor /security Guards

Note:

1. Minimum (+) 2% service charges are fixed. If Bidder quote less than 2%service charge, those financial offer will be rejected.
2. The service charge per person per month should be in percentage (%)
3. Service charge should be quoted excluding GST
4. Applicable income tax will be deducted as per prevailing rules against the bills submitted
5. Professional tax will be deducted as per PT rules.

Date:

Place:



Break down costs (Rs) for Security officer/security supervisor/security Guards

SINo	Particulars	Amount in Rs.
1	PAY	As applicable
2	Wages Fixed(Basic+ VDA)	
3	Contribution by Employer	
4	EPF@13%	
5	ESI@3.25%	
	Total contribution	
	Total Basic cost based on minimum wages per person/per month	
	Security Officer	As per minimum wages issued by GOK
	Security supervisor	
	Security Guards	

NOTE: The monthly payment to the workers shall not be less than the minimum wages of labor department of GOK for security Guard (w.e.f 01.04.2024) and directorate general of resettlement ministry of defense, GOI for security supervisor for present SR (w.e.f.01.10.2024).if the quoted rates are below the minimum wages, the tender will be rejected. The bidder shall quote service charges separately. The payment of wages to key personnel is the sole responsibility of the bidder and any breach of such laws or regulation shall be deemed to be breach of the contractor.



Schedule - II

Self-confirmation of the tenderer for PQR Evaluation

1. Confirmation for having experience of providing security services for minimum period of 1 year (please tick whichever is applicable) :
2. List of department/organization/undertaking/corporation where services of Security personnel have been provided during the last 2 years.
 - (a) Name & address of the department/organization/undertaking/corporation
 - (b) Designation of official certifying the service
 - (c) Last two years details

Year	No. of Security personnel provided	Nature of duty	Approximate bill value in Rs	Whether reflected in the balance sheet
2024-2025				

Note: If services are provided for more than one organization, give details for all in the

Above format

3. Confirmation for providing Security personnel
 - a) Minimum 40 Security personnel Male provided: Yes/No
 - b) Minimum 10 Security personnel Female provided: Yes/No
 - c) Minimum 01 Security Officer provided: Yes/No
 - d) Minimum 02 Security supervisor provided: Yes/No
4. Office details including the name of
 - a) The contact person, designation, e-mail id & telephone number :

HEAD, CLPC
ADICHUNCHANAGIRI
SHIKSHANA TRUST
BANGALORE - 560022