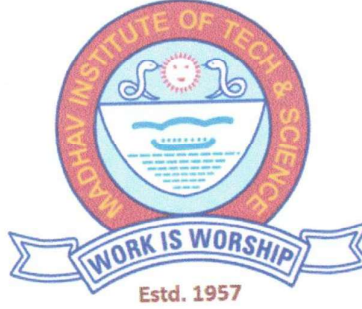


Tender No.: MITS / Security/Tender / 2026/ 51

Date: 22.05.2026



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (M.P.), INDIA
Deemed University
(Declared under Distinct Category by Ministry of Education, Government of India)
NAAC ACCREDITED WITH A++ GRADE

TENDER DOCUMENT

For

Engagement of Security Guards and Armed Guards

at

MITS – Deemed University, Gwalior

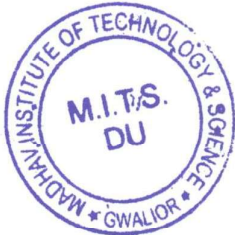
Tender Document Fee: ₹10,000/- + 18% GST = ₹ 11, 800/- (Non-Refundable & Non-Transferable)

Earnest Money Deposit (EMD): ₹3,00,000/- (Rupees Three Lakh Only)

Pre-Bid Meeting: 05.06.2026 [1500 Hrs]; Venue: Conference Hall, MITS - DU

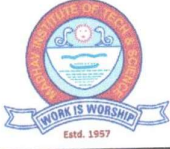
Last Date of Submission: 22.06.2026 [14:00 Hrs]

Date of Opening Bid: 22.06.2026 [15:00 Hrs]; Venue: Conference Hall, MITS - DU



The Tender Document Contains 19 Pages Excluding Cover Page

(Handwritten signatures and initials)



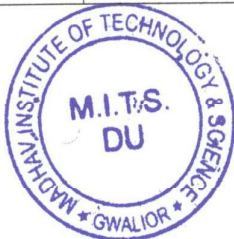
Ref. No.: MITS / Security/ Tender / 2026/ 51

Date: 22/05/2026

NOTICE INVITING TENDER

The Madhav Institute of Technology & Science (Deemed University), Gwalior [MITS-DU] invites properly sealed (Packing PVC Tape/ Sealing Wax) tenders in Two- Bid System (Technical and Financial) from eligible and willing security agencies for providing round the clock security service in the MITS-DU campus situated at Gwalior (Madhya Pradesh).

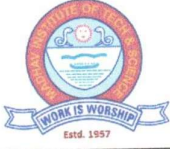
1	2	3	4	5	6
S. No.	Name of Work	Estimated Cost of Work (₹)	EMD (₹)	Security Deposit (₹)	Cost of Tender form
1.	Engagement of Security Agency for providing round the clock security service for Madhav Institute of Technology & Science – Deemed University, Gwalior	1.2 Crore	300000/-	1000000/-	Rs 10,000/- + 18% GST = Rs. 11,800/- (Non-Refundable)
2.	Period of Contract	: One year from date of agreement and further extension may be given, based on review of performance which is at the discretion of the MITS-DU.			
3.	Mode of Payment	: Tender document could be purchased by paying the cost of bid document in cash from Account section of Madhav Institute of Technology & Science, Race Course Road, Pin- 474005, Gwalior, Madhya Pradesh, between 10:00 Hrs. to 17:00 Hrs. during working days. Alternative, it can be downloaded from Institute website and DD of the cost of tender be enclosed with bid.			
4.	Sale of tender document (On working days only)	: Up to 13:00 Hrs on 22/06/2026			
5.	Time & Last date of Submission of Bid	: Up to 14:00 Hrs on 22/06/2026			
6.	Time of Bid Opening	: at 15:00 Hrs on 22/06/2026 [Conf. Hall. MITS – DU]			
7.	Prebid Meeting	: at 15:00 Hrs on 05/06/2026 [Conf. Hall. MITS – DU]			



PSM
22/05/2026
(O.S.D. to Vice Chancellor)

Seal & Sign of Firm/Agency/ Company with Date

PSM *JS* *BS*



SECTION – I

[Tender Terms & Conditions]

1. ELIGIBILITY CRITERIA:

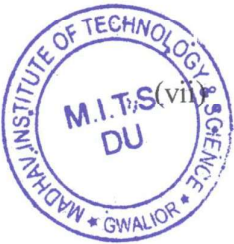
- (i) A registered Firm/ Company (under applicable Act) having experience of at least three years in providing Security Services in Central Government/ State Government Department/ University/ Research or Academic Institution, including Public Sector Companies/ Undertaking/ Autonomous bodies/ Multi-National Companies/ Private Institutions/Organizations and must have security license.
- (ii) Should have average annual turnover of Rs. 4.00 Crore (Rupee Four Crore only) or more for the preceding three financial years i.e. 2022-23, 2023-24, and 2024-25.
- (iii) The agency must be registered with DGR/ PSARA/ Registration with appropriate authority like police etc. of state of Madhya Pradesh and/or Government of India.
- (iv) Agency should have been registered in EPF, ESI and having GST Number.
- (v) The agency should furnish a certificate to the effect that it has not been blacklisted/ debarred.
- (vi) The agency should have trained security guards.

2. WORK PROFILE:

The agency shall be fully responsible for overall security service including safety of properties of Madhav Institute of Technology & Science -Deemed University Gwalior (M.P.)- 474005.

- (i) The Agency shall deploy trained, disciplined, medically fit, physically capable and duly verified security personnel at various gates and other sensitive points/locations as identified and assigned by MITS – Deemed University, Gwalior, from time to time.
- (ii) The Security Guards deployed by the Agency shall regulate and monitor the entry and exit of employees, visitors, outsourced personnel, employees of other agencies associated with the Institute, casual workers, vehicles, and materials through the prescribed entry pass/gate pass system as notified by MITS – Deemed University, Gwalior, from time to time.
- (iii) The Agency shall perform watch and ward/security duties for safeguarding the campus, properties, assets, infrastructure, and activities of MITS – Deemed University, Gwalior, including regular patrolling through cycle and/or motorcycle at various designated deployment points.
- (iv) The Agency shall take all necessary measures to prevent and restrict the entry of stray/street animals, anti-social elements, unauthorized persons, and unauthorized vehicles into the campus and other premises of MITS – Deemed University, Gwalior.
- (v) The Agency shall perform such other related security and allied duties as may be assigned by the competent authority of MITS – Deemed University, Gwalior, from time to time.
- (vi) Approximately forty-five (45) Security Guards and four (04) Armed Guards are proposed to be deployed; however, the number of personnel is tentative and may be increased or decreased as per the requirements of MITS – Deemed University, Gwalior.

All deployed security personnel shall be full-time employees of the Agency and **shall not be engaged elsewhere** during the period of deployment at MITS – Deemed University, Gwalior. Deployment shall ordinarily be on an 8-hour shift basis or general shift, as



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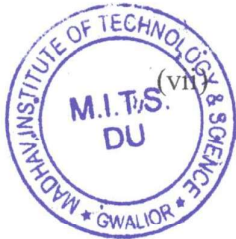
माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत
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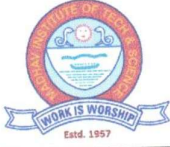
Deemed University
(Declared under Distinct Category by Ministry of Education, Government of India)
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decided by the Institute. Double duty shall ordinarily not be permitted except under exceptional circumstances with prior approval of the competent authority. Each security personnel shall be entitled to one weekly paid rest/holiday in accordance with applicable labour laws. The location-wise deployment and shift arrangement shall be determined by MITS – Deemed University, Gwalior, from time to time, and the decision of the Institute regarding increase, decrease, redistribution, or redeployment of manpower shall be final and binding on the Agency.

3. LIABILITIES OF AGENCY:

- (i) The Agency shall be responsible for safeguarding the premises, buildings, assets, equipment, fixtures, materials, and other properties of MITS – Deemed University, Gwalior, against theft, burglary, pilferage, vandalism, unauthorized removal, damage, or tampering attributable to negligence, misconduct, or dereliction of duty by the deployed personnel. The Agency shall be liable to compensate the loss or damage so assessed by the competent authority of MITS – Deemed University, Gwalior, after due verification and inquiry.
 - (ii) All security personnel deployed by the Agency shall be medically fit, physically capable, properly trained, disciplined, and competent to discharge the assigned security duties and responsibilities.
 - (iii) MITS – Deemed University, Gwalior, reserves the right to assess, verify, interview, accept, or reject any security personnel proposed for deployment on grounds of suitability, discipline, antecedents, conduct, or security considerations.
 - (iv) The Agency shall furnish a complete list of all security personnel proposed to be deployed at MITS – Deemed University, Gwalior, along with their photographs, identity details, permanent and present addresses, police verification reports, medical fitness certificates, and other relevant antecedents. Only personnel whose antecedents have been duly verified by the competent police authority shall be deployed. MITS – Deemed University, Gwalior, shall not be liable for payment in respect of personnel deployed without submission of the requisite records and verification documents.
 - (v) The Agency shall submit weekly duty rosters in advance and maintain daily attendance records of all deployed personnel in the prescribed format. Such records shall be submitted to the authorized officer of MITS – Deemed University, Gwalior, as and when required. Failure to submit the prescribed records may result in withholding or disallowance of payment for the concerned period.
 - (vi) The Agency shall not replace any deployed personnel without prior intimation to and approval of the authorized officer of MITS – Deemed University, Gwalior, except in emergency circumstances. Full particulars and verification records of substitute personnel shall be furnished immediately. The Agency shall also submit updated monthly deployment records indicating personnel engaged, replaced, relieved, or withdrawn from duty.
- The Agency shall ensure uninterrupted security services at all deployment points and shall maintain an adequate number of reliever/reserve personnel to manage weekly offs, leave, absenteeism, emergencies, or other contingencies. No security point or duty location shall remain unattended under any circumstances. No meal break, short leave, or temporary absence shall be permitted unless suitable substitute arrangements have been made by the Agency without any additional financial liability on MITS – Deemed University, Gwalior.

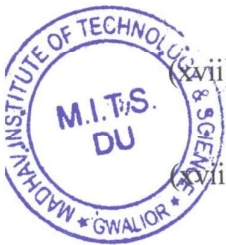




माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत
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- (viii) The Agency shall maintain proper duty registers, attendance registers, visitor registers, incident registers, vehicle entry records, and log books at all gates and deployment locations, and the same shall be produced for inspection whenever required by the authorized officers of MITS – Deemed University, Gwalior.
- (ix) MITS – Deemed University, Gwalior, shall have the right to determine and revise deployment locations, duty patterns, and shift timings as per institutional requirements. Ordinarily, each duty shift shall consist of eight (08) working hours. Extension of duty hours in exceptional circumstances shall be undertaken only with prior approval of the competent authority and in compliance with applicable labour laws.
- (x) The Agency shall provide, **at its own cost**, proper uniforms (At least 2 complete set of uniform of appropriate colour other than the Army/ Police Colour and style) with shoes, belts, caps, sweaters, Coat, Overcoat, raincoats, Umbrella, Torch and cells, whistles, leather belt, lathis/batons about 6 feet, identity cards, communication devices (walkie-talkie), and such other items as may be required for efficient discharge of duties. On duty security personnel according to season i.e. summer uniform during summer and winter uniform during winter and a badge bearing his name and designation. The design, colour, and pattern of the uniform shall be subject to approval by MITS – Deemed University, Gwalior. All security personnel shall maintain proper discipline, professional conduct, and courteous behaviour towards students, employees, residents, and visitors of the Institute.
- (xi) The Agency shall ensure strict regulation of entry and exit of visitors, vehicles, outsourced personnel, and materials through the prescribed gate pass/entry pass system and shall maintain proper records thereof in accordance with the directions issued by MITS – Deemed University, Gwalior, from time to time.
- (xii) If any security personnel is found absent from duty or leaves the assigned post unattended without authorization, MITS – Deemed University, Gwalior, shall be entitled to impose suitable penalties, including deduction of double the proportionate amount payable for the concerned duty period.
- (xiii) The Agency shall regularly supervise and monitor the conduct, discipline, turnout, alertness, and performance of the deployed personnel and shall submit periodic reports to the authorized officer/Security Officer of MITS – Deemed University, Gwalior. All related records shall be maintained by the Agency at its own cost.
- (xiv) MITS–Deemed University, Gwalior, shall not provide stationery, registers, communication devices, or other consumable items required for maintenance of records and discharge of security duties.
- (xv) In case additional security personnel are required on specific occasions, examinations, events, emergencies, or institutional requirements, the Agency shall provide the same subject to written instructions from MITS – Deemed University, Gwalior, and payment shall be made at the approved contractual rates.
- (xvi) The Agency shall ensure full deployment strength in each shift on all days. In case any personnel proceeds on leave, remains absent, or is unable to perform duty, the Agency shall provide an equally qualified and trained substitute immediately without disruption of services.
- (xvii) The Agency shall deploy trained Security Guards and Supervisors preferably below the age of fifty-five (55) years. Adequate supervisory arrangements shall be ensured during all operational hours.
- (xviii) The Agency shall comply with all applicable laws, rules, regulations, notifications, and statutory provisions governing security services, labour engagement, wages, welfare



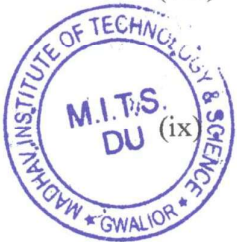
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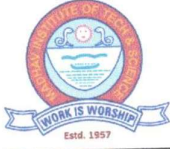


- measures, and related obligations as issued by the Central Government, State Government, or other competent authorities from time to time.
- (xix) Armed Guards deployed by the Agency shall possess valid licenses for possession and operation of arms and ammunition as prescribed under applicable law. Their antecedents shall be duly verified by the competent police authorities. Copies of licenses and verification records shall be submitted to MITS – Deemed University, Gwalior, prior to deployment and in respect of any subsequent replacement.
- (xx) The Agency shall be solely responsible for compliance with all statutory obligations relating to the deployed personnel, including but not limited to EPF, ESIC, insurance coverage, bonus, minimum wages, workmen compensation, medical benefits, labour welfare measures, accidental benefits, and all other applicable labour law requirements as amended from time to time.

4. DUTIES AND RESPONSIBILITIES OF SECURITY AGENCY:

- (i) The Agency shall be responsible for the overall watch and ward, safety, surveillance, and security arrangements of the campus, buildings, infrastructure, assets, and premises of MITS – Deemed University, Gwalior. No material, equipment, furniture, record, or any other item shall be permitted to be taken outside the campus without a valid gate pass duly authorized by the competent authority of MITS – Deemed University, Gwalior.
- (ii) The deployed security personnel shall regulate and control unauthorized gatherings, unlawful assemblies, mob entry, or disruptive activities within the campus and shall immediately inform the competent authorities of MITS – Deemed University, Gwalior, regarding any such incident or apprehended threat.
- (iii) The Agency shall ensure proper regulation and management of vehicular movement and parking within the campus premises. Security personnel shall ensure that vehicles are parked only at designated locations and that no unauthorized parking, obstruction, crowding, or congregation takes place near administrative buildings, main entrances, porches, or other sensitive areas of the campus.
- (iv) The Agency shall ensure strict compliance with all instructions, guidelines, standard operating procedures, and security protocols issued by MITS – Deemed University, Gwalior, from time to time regarding watch and ward duties and protection of institutional infrastructure and property.
- (v) Deployment, redistribution, increase, decrease, and monitoring of Security Guards and Supervisors shall be carried out as per the requirements and directions of MITS – Deemed University, Gwalior, from time to time.
- (vi) The requirement and deployment strength of security personnel during holidays, Sundays, examinations, events, vacations, emergencies, or special occasions may be revised by MITS – Deemed University, Gwalior, as per operational requirements.
- (vii) Security personnel shall conduct regular patrolling of all sensitive and designated locations of the campus at prescribed intervals and shall maintain proper patrolling and incident records in the prescribed format.
- (viii) The Agency shall provide round-the-clock security services on a 24×7 basis through rotational duty shifts ordinarily consisting of eight (08) hours each. The deployed personnel shall also safeguard stores, parking areas, cycle stands, vehicles, equipment, and other institutional properties located within the campus premises.
- Security personnel deployed at designated locations may be entrusted with custody of keys of classrooms, public utility areas, common facilities, or other specified premises





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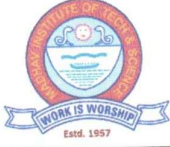
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- and shall open and close such areas strictly in accordance with the instructions of authorized officials of MITS – Deemed University, Gwalior.
- (x) Security personnel deployed at entry and exit gates shall regulate the opening and closing of gates and facilitate authorized entry and exit of vehicles and persons in accordance with institutional security protocols.
- (xi) Security personnel shall facilitate authorized housekeeping, maintenance, civil, electrical, plumbing, and allied operational activities within the campus, including on holidays or non-working days, as directed by authorized officers of MITS – Deemed University, Gwalior. Proper records of such activities shall be maintained by the Agency and produced whenever required for inspection or investigation purposes.
- (xii) The deployed security personnel shall perform such additional security, safety, emergency, surveillance, disaster management, or allied duties as may be assigned by the competent authority of MITS – Deemed University, Gwalior, from time to time.
- (xiii) The Agency shall ensure prevention and restriction of entry of stray/street animals, cattle, monkeys, anti-social elements, unauthorized persons, and unauthorized vehicles into the campus premises.
- (xiv) Security personnel on patrol duty shall monitor water taps, hydrants, valves, electrical installations, open utility areas, and other vulnerable points and shall promptly report any leakage, damage, malfunction, or abnormal condition to the concerned authorities.
- (xv) Security personnel shall assist in protection and preservation of lawns, plants, trees, gardens, landscaped areas, and other campus property against damage, misuse, or unauthorized activities.
- (xvi) The deployed personnel shall assist the Institute authorities, fire-fighting staff, emergency services, police, and disaster response agencies during fire incidents, accidents, emergencies, natural calamities, rescue operations, or other exigencies. All deployed personnel shall be adequately trained and conversant with fire-fighting systems, safety equipment, emergency exits, evacuation procedures, and emergency response protocols.
- (xvii) Security personnel shall remain present and vigilant at their assigned duty locations throughout the duty period and shall not leave the duty point unless properly relieved or specifically authorized by the competent authority.
- (xviii) The Agency shall ensure that deployed personnel are adequately trained in handling security threats, sabotage prevention, emergency response, crowd management, safety drills, mock drills, and security procedures relating to sensitive institutional installations.
- (xix) The Agency shall maintain attendance registers, deployment registers, incident registers, visitor records, patrolling records, and other prescribed documents relating to the deployed personnel, which shall be subject to inspection and verification by authorized officers of MITS – Deemed University, Gwalior.
- (xx) In case any deployed personnel is found negligent, sleeping while on duty, intoxicated, engaging in misconduct, or violating institutional discipline or security protocols, MITS – Deemed University, Gwalior, shall have the right to direct immediate removal/replacement of such personnel and may impose appropriate penalties, including termination of contract in case of repeated or serious violations.
- (xxi) The Agency shall ensure availability of updated emergency contact details of nearby police stations, hospitals, ambulance services, fire brigade, and other emergency response authorities at all deployment locations.



(xxii) All deployed security personnel shall be familiar with emergency exits, evacuation routes, assembly points, alarm systems, emergency communication systems, and

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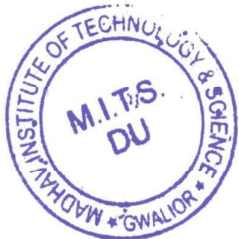


institutional emergency response procedures so as to ensure prompt and appropriate action during emergencies.

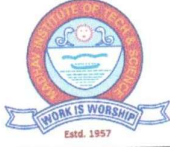
- (xxiii) In the event of any emergency, disturbance, violence, accident, student conflict, unlawful activity, or law and order situation within the campus, the deployed personnel shall immediately inform the authorized officers of MITS – Deemed University, Gwalior, and where necessary, coordinate with police or other competent authorities for appropriate action in accordance with law.

5. TECHNICAL BID (First Envelope):

- (i) The bidder (s) will submit the duly filled Tender form for security services in MITS-DU along with **Earnest Money Deposit (EMD) amount of Rs. 300000/-** (Rupees Three Lakh Only) to be paid in the form of pay order /Bank Draft in favour of “**Vice Chancellor, MITS – DU, Self Finance**” payable at Gwalior. In any case, cheques and /or cash will not be accepted. Tender without Earnest money deposit shall be summarily rejected.
- (ii) The Earnest Money Deposit (EMD) of the successful bidder shall be adjusted towards performance Security if the offer is accepted by the competent Authority. The **Performance Security** will be an amount of **Rs 10,00,000/- (Rupees Ten Lakh only)**, initially for a contract period of 01 year. The agency has to deposit the performance security within 07 days after acceptance of award letter in form of bank draft of the nationalized Bank in favour of “**Vice Chancellor, MITS – DU, Self Finance**”, payable at Gwalior. **No interest** shall be paid by the MITS-DU on Earnest Money or Security Deposit. EMD will be released on receipt of Performance Security.
- (iii) The bidder (s) should submit the Tender Form along with the following documents:
- Earnest money deposit (Rs. 300000/- (Rupees Three Lakh only)).
 - Original Notice Inviting Tender duly signed by the authorized signatory along with the seal of the firm/Company.
 - Original terms and conditions of tender document duly signed by the authorized signatory on each page along with the seal of the firm.
 - Demand Draft/ Pay Order of ₹10,000/- + 18% GST = ₹ 11, 800/- [Rs. Eleven Thousand Eight Hundred Only] as cost of Tender form and Processing Fee (Non-refundable) should be enclosed in case the Tender Form has been downloaded from website (www.mitsgwalior.in). In case the Tender form has been purchased from the MITS-DU, the original cash receipt should be enclosed.
- (iv) The intending bidder should also give the following documents along with the Tender Form. All the documents pertaining to the Firm/Company submitted by the bidder should bear the same name and Address, as recorded in the Tender Form. In case of any variation, it should be specifically clarified, as to whether the changes have been duly notified to the respective Authority and proof of acceptance by the Authority must be attached with the respective document submitted by the bidder.
- Valid Registration no. of the Firm/ company (attach attested copy of the Certificate)
 - Valid PAN No. of the Company/ firm (Attach attested copy of the PAN card)
 - Valid Employees EPF (Provident Fund) Account No. of the firm (Attach attested copy of the certificate)
 - Valid ESI No. of the company/Firm (Attach attested copy of the certificate)
 - Valid GST registration no. (Attach attested copy of the certificate)
 - Valid Authorization to run Security Agency from Competent Authority/ Labour Department Central/ State Government. (Copy of the License)



Handwritten signature and initials in blue ink.



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- Last Three Years Satisfactory performance certificates issued by senior level officer of the clients.
 - Valid registration with DGR / PSARA / Registration with appropriate authority (Police Administration etc.) in Madhya Pradesh/ Government of India.
- (v) The tenderer should have minimum annual turnover of Rupees Four Crore or more for providing security services during the preceding three financial year's i.e. 2022-23, 2023-24, and 2024-25. The tenderer shall submit **duly audited and verified copy of Income Tax Return** filed for the financial years 2022-23, 2023-24, and 2024-25 and **attested copies of Balance Sheet, Profit and Loss account prepared by Chartered Accountant.**

In case the turnover includes other elements apart from security services certificate from the chartered accountant (Regd.) clearly mentioning the turnover for security services for financial years mentioned above shall be attached. The Tenderer will have to furnish the details of the turnover in Security Services in the following Format, on the Letter Head of the Tenderer:

Financial Year	Turnover in Rs. Crores for tendering security services
2022- 2023	
2023-2024	
2024-2025	

- (vi) Tenderer shall give the **documentary proof of minimum three years experiences** (for the three preceding financial years) in providing Security Services in Universities/ Colleges/ Central Government/ State Government Department/ Academic or Research Institute (including Public Sector companies/ Undertaking/ Autonomous bodies)/ MNCs/ University/ Hospitals/ Private Institution/ University. This should be given in the following format on letterhead of Tenderer:

S. No.	Year	Name of Work and period of Contract	Name of Client and Address	Contact person with designation and telephone number	Financial Component	No of Security personnel deployed category wise
1.	2022- 2023					
2.	2023-2024					
3.	2024-2025					

PERFORMANCE CERTIFICATE

It is certified that M/s. (tenderer)..... had provided watch and ward/ security services to our firm/organization, (Name of the organization) the premises located at.....and had deployed.....(in words).....number of Security guards and.....number of security supervisors and Security Officers in this premises for the period from.....(date) to.....(date). The Financial component of the watch & ward/security work contract for the above said work is Rs..... (In word.....). The performance of the firm was good/ very good/ excellent/ outstanding.



Signature of the client (of the tenderer)

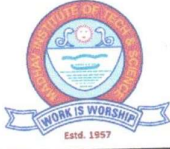
Or

Authorized Signatory with seal

- (vii) The tender committee may also accept performance certificate in other similar performa and its decision shall be final.

PM
SR
Y

Seal & Sign of Firm/Agency/ Company with Date



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- (viii) The agency should furnish a certificate to the effect that it has not been blacklisted/debarred.
- (ix) The documents submitted should have the stamp of the firm or company and every document/ paper in the Envelope-I should be signed by the authorized signatory of the tenderer (including the performance certificate issued by tenderer's clients).
- (x) The envelope-I containing tender form & Technical Bid shall be super scribed as "Tender form & Technical Bid for Security Service at MITS-DU, Gwalior", and it should be well sealed.

6. PERIOD OF TENDERED WORK:

The tender will be awarded for a period of one year from the date of award of the tender/ agreement. The MITS-DU may extend the contract on the same terms and conditions for another two years on year-to-year basis. Hon'ble Vice Chancellor MITS-DU is having discretions to further increase the tenure of the tender on same terms and conditions.

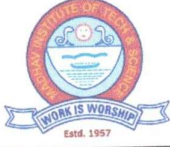
7. PAYMENT OF BILLS:

- (i) Payment shall ordinarily be released by MITS – Deemed University, Gwalior, within fifteen (15) working days from the date of submission of complete and duly verified bills, subject to satisfactory performance of services and fulfilment of all contractual obligations by the Agency.
- (ii) The Agency shall submit monthly bills in triplicate along with the following supporting documents:
- Attendance sheets and duty deployment records duly verified by the authorized officer of MITS – Deemed University, Gwalior;
 - Detailed calculation sheet of wages and statutory liabilities in respect of each deployed personnel;
 - Proof of disbursement of wages/salaries to deployed personnel through bank transfer/cheque/electronic mode;
 - EPF challans, Electronic Challan-cum-Return (ECR), and proof of EPF remittance;
 - ESI challans and proof of ESI remittance;
 - GST-compliant invoice, PAN details, and other statutory compliance documents;
 - Salary transfer statements/receipts of the previous month; and
 - Any other document, record, or information as may be required by MITS – Deemed University, Gwalior, from time to time.
- (iii) The Agency shall ensure disbursement of wages/salaries to all deployed personnel strictly through banking channels, including cheque, NEFT, RTGS, or other approved electronic modes, along with issuance of proper wage slips containing complete wage details.
- (iv) MITS – Deemed University, Gwalior, reserves the right to verify attendance records, wage disbursement records, statutory compliance documents, bank transaction details, and other relevant records prior to release of payment.
- (v) The Agency shall be solely responsible for opening, maintaining, and updating valid bank accounts, EPF accounts, ESI accounts, and other statutory records of all deployed personnel and for furnishing correct and updated details to MITS – Deemed University, Gwalior. No payment shall be released in the event of:
- short deployment of manpower,
 - absenteeism,
 - submission of incomplete or incorrect documents,
 - non-payment of wages,
 - non-remittance of statutory dues,



Seal & Sign of Firm/Agency/ Company with Date

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- f. violation of labour laws, or
g. breach of contractual conditions.
- (vi) Wherever any dispute, liability, recovery, penalty, statutory default, wage claim, or financial irregularity relating to the deployed personnel or services comes to the notice of MITS – Deemed University, Gwalior, the Institute shall have the right to withhold, deduct, or recover the amount from any sum payable or becoming payable to the Agency under this contract or any other contract/agreement with the Institute, including from the Security Deposit and/or Performance Security.
- (vii) MITS – Deemed University, Gwalior, reserves the right to conduct post-payment audit, inspection, verification, and technical examination of bills, supporting documents, wage records, statutory compliance records, vouchers, and related documents submitted by the Agency.
- (viii) In the event any excess payment, overpayment, wrongful claim, or financial irregularity is detected during audit, verification, or inspection, the same shall be recoverable from the Agency through adjustment against pending bills, Security Deposit, Performance Security, or any other dues payable to the Agency.
- (ix) In case any genuine underpayment payable to the Agency is identified and verified by MITS – Deemed University, Gwalior, the same shall be processed and released in accordance with applicable rules and procedures.
- (x) The final payment of the Agency shall be released only after satisfactory completion of the contract period and after verification that no statutory, financial, legal, labour-related, or contractual liability remains pending against the Agency.

8. LEGAL LIABILITY AND RESPONSIBILITY OF AGENCY:

- (i) The Agency shall, at its own cost and responsibility, obtain and maintain all registrations, licenses, permissions, approvals, clearances, and statutory compliances required under applicable laws, rules, regulations, notifications, and Government orders for execution of the contract and deployment of manpower at MITS – Deemed University, Gwalior.
- (ii) The Agency shall comply with all applicable statutory provisions, rules, and regulations relating to labour engagement and manpower deployment, including but not limited to the Minimum Wages Act, Employees' Provident Funds and Miscellaneous Provisions Act, Employees' State Insurance Act, Contract Labour (Regulation and Abolition) Act, Payment of Wages Act, Bonus Act, Workmen Compensation Act, Labour Welfare legislations, and all other applicable Central/State laws, rules, notifications, and amendments issued from time to time. Any liability arising out of non-compliance of such statutory provisions by the Agency shall be the sole responsibility of the Agency, and MITS – Deemed University, Gwalior, shall not be liable in any manner whatsoever.
- (iii) The Agency shall maintain all registers, records, returns, accounts, wage records, attendance records, statutory documents, and other documents as required under applicable labour laws and regulations and shall produce the same for inspection before MITS – Deemed University, Gwalior, Labour Department authorities, EPFO, ESIC, or any other statutory authority whenever required.
- (iv) The Agency shall keep MITS – Deemed University, Gwalior, fully indemnified and harmless against any claim, demand, liability, penalty, loss, damages, compensation, legal proceedings, or financial implications arising out of violation or non-compliance of any statutory provisions, labour laws, rules, regulations, or contractual obligations by the Agency or its deployed personnel.





- (v) Any penalty, interest, damages, compensation, legal liability, or financial burden imposed by any statutory authority, labour court, judicial forum, or Government agency due to violation of applicable laws, rules, regulations, or statutory obligations by the Agency shall be borne solely by the Agency.
- (vi) MITS – Deemed University, Gwalior, shall not be responsible or liable for any default, omission, statutory non-compliance, labour dispute, wage claim, compensation claim, insurance claim, or legal liability arising out of engagement of manpower by the Agency.

9. LIABILITY OF THE MITS-DU:

- (i) MITS – Deemed University, Gwalior, shall have no obligation whatsoever to offer employment, absorption, regularization, or continuation of service to any personnel deployed by the Agency upon expiry, termination, or completion of the contract period. No employer-employee relationship shall exist between MITS – Deemed University, Gwalior, and the personnel deployed by the Agency at any point of time.
- (ii) The Agency shall be solely responsible and liable for all matters relating to the deployed personnel, including but not limited to wages, salaries, EPF, ESI, insurance, bonus, compensation, medical expenses, accidental claims, workmen compensation, statutory dues, welfare measures, and compliance with applicable labour laws and statutory provisions. MITS-Deemed University, Gwalior, shall not be liable or responsible, financially or otherwise, for any injury, accident, disability, death, misconduct, negligence, or any other incident involving the deployed personnel during the course of their duties or otherwise.
- (iii) MITS – Deemed University, Gwalior, shall not be responsible for providing residential accommodation, food, transportation, medical facilities, or any other personal amenities to the security personnel or supervisory staff deployed by the Agency.
- (iv) Any claim, dispute, litigation, liability, or legal proceeding arising out of employment, service conditions, wages, statutory compliance, labour matters, or conduct of the deployed personnel shall be the sole responsibility of the Agency, and the Agency shall keep MITS – Deemed University, Gwalior, fully indemnified against the same.

10. TERMINATION OF TENDER:

- (i) If the agency at any time makes default in executing job with due diligence and continue to do so, and / or the Agency commits defaults in complying with any of the terms and conditions of tender and does not remedy it or does not take effective steps to remedy it, or fails to provide security services as per terms and conditions of the tender and does not complete them within the period specified in the notice given to it in writing, the MITS-DU may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the Agency, cancel the tender/ contract/ agreement, after one month's notice and security deposit of the Agency will also be liable to be forfeited by the MITS-DU. The MITS-DU on such cancellation shall have powers to carry out/execute the work through other agencies by any means at the risk and cost of the Agency.
- (ii) The MITS-DU reserves the right to terminate the contract without assigning any reason by giving to the tenderer one month's notice of its intention to do so and on the expiry of the said period of notice, the tender/contract/agreement shall come to an end without prejudice to any right of remedy that may be accrued to the Agency.
- (iii) If any information furnished by the tenderer is found to be incorrect at any time, the tender/contract/agreement is liable to be terminated and the security deposit will be forfeited by the MITS-DU.



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- (iv) In case the Agency wants to bring the agreement to an end; it shall have to give three months' notice in advance to this effect to the MITS-DU.

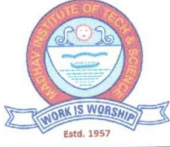
11. ARBITRATION

- (i) This has been mutually agreed between the MITS-DU and Security Agency that any dispute arising out of this agreement shall be referred for "Arbitration" to the Hon'ble Vice Chancellor, MITS-DU, Gwalior and his decision shall be binding on the Security Agencies. The Security Agency shall not raise any question of competence of the Vice Chancellor, MITS-DU, Gwalior, to act as sole arbitrator.
- (ii) During the pendency of the arbitration proceeding and currency of contract, the Contractor shall not be entitled to suspend the work / service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Gwalior only.
- (iii) The arbitration would be conducted and governed by and under the provisions of Arbitration Act. 1996. Any legal dispute will be subject to jurisdiction of Gwalior (MP) Courts and no other court shall have the jurisdiction.

12. OTHER CONDITIONS OF THE TENDER:

- (i) The tender form should be legibly filled in ink or typed.
- (ii) This tenders as well as quoted rates shall be remaining valid up to one year from the opening of Financial Bid or Rates of the security personnel shall be revised as and when minimum wage rates and other applicable allowances are revised by State Government. This shall be applicable from the date revised wages become applicable as per State Govt. If so.
- (iii) Change in the name of the tenderer shall not be allowed under any circumstances.
- (iv) Every paper of the tender should be signed by the owner or authorized signatory of tenderer with seal of Agency/Firm/company.
- (v) No change in constitution/share holding of the successful tenderer will be done under any circumstances without the prior approval of the MITS-DU in writing.
- (vi) The MITS-DU will deduct Income Tax at source as applicable from time to time.
- (vii) The Agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance /rejection of the tender.
- (viii) The Agency shall indemnify the MITS-DU against all damages/charges and expenses for which the MITS-DU is held liable or pays on account of the negligence of the Agency or its servants or any persons under its control, whether in respect of accident, injury to the person or damages to the property of any member of the public or any persons or in executing the work or otherwise and against all claims and demands thereof.
- (ix) In case any person signing the tender/contract/agreement on behalf of Limited Company or Firm, he will produce letter of authority/ resolution passed by the Company/ Firm empowering him to sign the tender/ agreement/ contract on behalf of the company or firm.
- (x) Any person who is in Government Service or an employee of the MITS-DU should not be made a partner to the tender by the Agency directly or indirectly in any manner whatsoever.
- (xi) The successful agency shall not transfer the tender to any other person in any manner. The Agency shall not be permitted to sub-contract the work to any other person/firm/agency.





माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (M.P.), INDIA

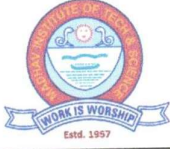
Deemed University
(Declared under Distinct Category by Ministry of Education, Government of India)
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- (xii) Any other provisions as advised by the MITS-DU shall be incorporated in the agreement to be executed by the Agency and the same shall be binding on the tenderer.
- (xiii) That the successful tenderer shall take immediate steps to get a license under contract labour (R&A) Act, 1970 as required under Labour Act (Wherever applicable).
- (xiv) The security agency shall provide a non-judicial stamp paper of Rs. 1000/- or appropriate amount for preparing a contract / agreement. The successful tenderer shall enter into a contract/ agreement with the MITS-DU as per the terms and conditions of the tender within 07 days from the issue of letter of acceptance or whenever called upon to do so by the MITS-DU, whichever is earlier.
- (xv) The MITS-DU reserves the right to cancel the tender/ contract/ agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work. In such eventuality MITS-DU further reserve the right to get the work done from some other agencies and also shall cancel the tender/ agreement/ contract at one calendar months' notice. Agency will be black listed by the MITS-DU for a period of four years from participating in such type of tender of the MITS-DU and its earnest money/security deposit shall be forfeited.
- (xvi) MITS-DU shall be at liberty to direct and to require the Agency to remove from the works, any person deployed in MITS-DU, Gwalior by the Agency, who in the opinion of MITS-DU misconducts himself or is incompetent or negligent in the proper performance of his/her duties or infirm and invalid/or indulge in unlawful activity or the like and such person shall not be again employed on the work without written permission of the MITS-DU.
- (xvii) All the terms and conditions contained in this tender document will be part and parcel of the agreement/ contract to the executed by the Agency with the MITS-DU.
- (xviii) Once the competent authority accepts the tender, the Agency will be liable to provide the Watch & Ward service within 07 days from the date of issue of letter of acceptance. In such eventuality of non commencement of work, within the prescribed time limit, MITS-DU further reserve the right to get the work done from some other agencies and also shall cancel the tender/ agreement/ contract. The contracting agency shall be black listed by the MITS-DU for a period of four years from participating in such type of tender of the MITS-DU and its earnest money deposit (EMD)/ security deposit shall also be forfeited.
- (xix) Canvassing in connection with the tender is strictly prohibited. Tender must be unconditional.
- (xx) Tender not conforming to the requirement as per the terms and conditions is liable to be rejected and no correspondence shall be entertained whatsoever.
- (xxi) All the intending tenderers are advised to keep a photocopy of the tender documents with them for their future references. All the intending tenderers are further advised to visit the MITS-DU (to see and to satisfy and understand the scope of work to be executed as per this tender), before participating in the Tender and then quote the rate/amount per month for the work, because no subsequent request of the tenderer for additional payment/claim on any account will be entertained by the MITS-DU under any circumstances.
- (xxii) For any clarification regarding the scope of work and /or any terms and conditions of tender the intending tenderer in person can seek clarification from Security in charge officer on any working day, with prior appointment, before last date for submission of tender. No representation, what so ever, will be entertained after the tenders and all the decisions taken by the MITS-DU will be binding on the tenderer.
- (xxiii) The security personnel deployed by the Agency shall not consume liquor or any other intoxicant while on duty otherwise penalty will be imposed as per rules.



Seal & Sign of Firm/Agency/ Company with Date

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- (xxiv) The MITS-DU shall have the right to ask for the removal of any person of the Agency, who is not found to be competent and orderly in the discharge of this duty. The MITS-DU reserve the right to cancel the tender/ contract/ agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work. In such eventuality, MITS-DU further reserve the right to get the work done through other agencies. Security personnel shall be bound to observe all the instructions issued by the MITS-DU concerning general discipline and behaviour. In case any person employed by the agency is inefficient, quarrelsome, infirm and invalid or indulges in unlawful activity or the like, the agency shall replace such person with a suitable substitute at the request of the MITS-DU.
- (xxv) Any act on the part of the tenderer to influence anybody in the MITS-DU is liable for rejection of his tender.
- (xxvi) The Security Persons deployed in MITS-DU Gwalior for watch and ward shall work under overall supervision of the Security in charge Officer or other Officer nominated by MITS-DU Gwalior authority.
- (xxvii) Vice Chancellor, MITS-DU, Gwalior, reserves the rights to accept or reject any or all tenders without assigning any reason thereof.

13. PENALTIES

- (i) Refusal of duty will be treated violation of tender terms and condition and it will liable to cancel or terminate the contract of service provider.
- (ii) The penalty for some of the defaults is as under:
- For non wearing of uniform/ dress-code and/or identity card Rs. 100/- per instance.
 - For removal of any item(s) for which the agency is not authorized – Actual value of the market value of such property or Rs. 5000/-, whichever is higher, per default.
 - For late reporting Rs. 100/- per day per guard.
 - In-case the Security Guard is found absent from the duty and if no alternative arrangement is made by the Agency, then a penalty of Rs. 500/- per guard per duty shall be imposed.
 - For change of any existing security guards without prior permission Rs. 1000/- per instance.
 - For consuming the liquor or any other intoxicant, Rs 1000/- per instance per personnel or removal from service or termination of contract of service provider.

14. TENDERING SCHEDULE

(i) **Issue of Tender Documents:**

This tender document will be available on non-refundable payment of ₹10,000/- + 18% GST = ₹ 11,800/- [Rs. Eleven Thousand Eight Hundred Only], Non-refundable Processing Fee, in the form of cash or in form of DD / pay order in favour of “**Vice Chancellor, MITS – DU, Self Finance**” or the same can also be downloaded from MITS-DU website (www.mitsgwalior.in). In case the downloaded tender form is used, the tender document charge (non refundable) of ₹10,000/- + 18% GST = ₹ 11,800/- [Rs. Eleven Thousand Eight Hundred Only], should be enclosed with the filled in Tender Form in the form of Demand Draft/ Pay Order drawn in favour of “**Vice Chancellor, MITS – DU, Self Finance**” payable at Gwalior.

Sale of tender document starts with effect from 25/05/2026 on working hours from Account Section, MITS-DU, Gola Ka Mandir, Residency Road, Gwalior-474005 and sale will be closed on 22/06/2026 at 1300 Hrs.



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- (iii) Completed tender document in sealed envelope should be submitted to the office of Vice Chancellor / Account Section latest by or before 22/06/2026 upto 14.00 Hrs.
- (iv) Time, date and place of opening of tender box at 15:00 Hrs on 22/06/2026 at Conference Room, MITS-DU, Gwalior.
- (v) The technical bids will be opened first as scheduled above and all the documents shall be checked by the tender Technical Evaluation committee. Only those tenderers who have submitted the required document as prescribed in the tender document and are technically qualified for envelope-I will be considered for opening of envelope-II (Financial Bid).

15. DEPOSITING OF TENDER

- (i) Ensure paging of all enclosures before putting them into envelopes.
- (ii) Envelope-I (sealed) containing Technical Bid
 - (a) Completed Tender Form (duly signed by the tenderer on each page),
 - (b) The Demand Draft/Pay order of Rs. 300000/- (Rs Three Lakh only) drawn in favour of **"Vice Chancellor, MITS – DU, Self Finance"** payable at Gwalior towards the payment of 'Earnest Money Deposit',
 - (c) Notice inviting tender and terms and conditions of tender (duly signed on each page by the tenderer with the seal of the firm/agency),
 - (d) Tender document fee of ₹10,000/- + 18% GST = ₹ 11,800/- [Rs. Eleven Thousand Eight Hundred Only], in the form of cash or in form of DD/pay order in favour of **"Vice Chancellor, MITS – DU, Self Finance"** payable at Gwalior (If the tender/document was downloaded from website).
 - (e) Documents mentioned in the check list/ as mentioned in this tender.
- (iii) Envelope-II (sealed) containing the Financial Bid only.
- (iv) **Both Envelope-I & II shall be placed in a single large envelope** super scribed as **"Tender for providing security services at MITS-DU Gwalior"** and it should also be sealed.
- (v) The sealed tender envelope containing (Envelope-I, and Envelope-II) shall be addressed to the Vice Chancellor, MITS-DU, Gola Ka Mandir, Residency Road, Gwalior (M.P.)-474005 & submitted latest by 22/06/2026 upto 14:00 Hrs and no tender shall be accepted after 14:00 Hrs.

16. REJECTION OF TENDER

- (i) The entire column and rows in the tender form (including tender form and Financial Bid) should be filled up. Tender incomplete by any mean maybe rejected without assigning any reason.
- (ii) Vice Chancellor, MITS-DU, Gwalior, reserves the rights to accept or reject any or all tenders without assigning any reason thereof.



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22/05/2026
(O.S.D. to Hon'ble Vice Chancellor)



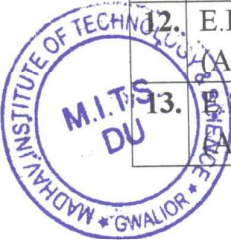
माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (M.P.), INDIA

Deemed University
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TENDER FORM - (Bidder Profile)
(For Providing Security Services at MITS-DU, Gwalior)

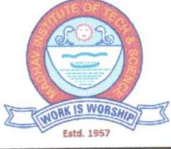
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1.	Name of the Tenderer/ Service Provider/ Firm/ Agency/ Company (in block letters)	:	
2.	Status of the Agency/ Firm/ Company (Sole proprietor or Partnership firm or a Private Company or a Government. Department or a Public Sector Organization) (attested copy should be attached)	:	
3.	Name of proprietor/ Director of Firm/ Agency/ Company/ Partners	:	
4.	Registration No. (Attested photocopy of registration should be attached)	(a)	
		(b)	
		(c)	
5.	Date of Establishment/ Incorporation of the Security Firm/Agency/ Company	:	
6.	Address and Telephone No.; Mobile No.; Fax No.; Email ID of proprietor/ Director of Firm/ Agency/ Company/ Partners	:	
7.	Name of the Authorized Person for submission of tender and other related formalities	:	
8.	Name of Father/ Husband of the authorized signatory of the tenderer	:	
9.	Full Residential Address of the authorized signatory with Mobile, Tel. No. & Email	:	
10.	GST No. (Attach attested copy)	:	
11.	PAN Number (Attach attested copy)	:	
12.	E.P.F. Registration No. (Attach attested copy)	:	
13.	S.I. Registration No. (Attach attested copy)	:	



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माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (M.P.), INDIA

Deemed University
(Declared under Distinct Category by Ministry of Education, Government of India)
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14.	Labour License/ Registration under The Contract Labour (Regulation & Control) Act, 1970 (Attach attested copy)	:	
15.	Annual turnover of firm for last three years (Attach proof)	2022-2023: 2023-2024: 2024-2025:	
16.	Detail of Earnest Money Deposit	of Amount	: Rs. 300000/-
	Demand Draft/ Pay Order No.	:	Date of issue:
	Name of issuing Bank	:	
17.	Registration No. / Security License No. (DGR/PSARA/ Security License from appropriate authorities of state government (like police etc.) Please give details with document/evidence.	a: b: c:	
18.	Additional information (If any) (Attach separate sheet if space provided is insufficient)	:	

DECLARATION

- (1) I, _____ Son / Daughter / Wife of Shri.....Proprietor/ Partner/ Director/ Authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;
- (2) I have carefully read the tender document and have understood all the terms and conditions of the tender and undertake to abide by them;
- (3) The information / documents furnished along with this tender form are true and authentic to the best of my knowledge and belief. I/ We have no objection to MITS-DU verifying any or all the information furnished in this document with the concerned authorities, if necessary. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

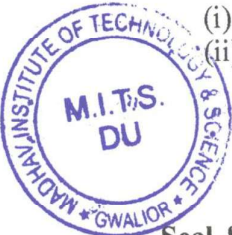
Signature of the authorized person

Date:
Place:

Name:
Seal :

Note:

- (i) Any correction in the application form should be fully signed by the authorised signatory.
- (ii) Strike out item whichever is not applicable.



Seal & Sign of Firm/Agency/ Company with Date

[Handwritten signatures and initials]



17. Enclosure List for Envelope-I

(Fill the page nos. where the document mentioned are placed)

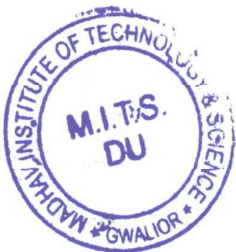
1. Duly completed tender form, from page no..... to
2. Earnest money deposit (Demand Draft/Pay order of Rs. 300000/- in favour of “**Vice Chancellor, MITS – DU, Self Finance**” payable at Gwalior.
3. Acceptance of Terms and conditions of the tender.
4. Demand draft/Pay order for ₹10,000/- + 18% GST = ₹ 11,800/- [Rs. Eleven Thousand Eight Hundred Only], in favour of “**Vice Chancellor, MITS – DU, Self Finance**” (As cost of the tender document, if the same was downloaded from website) At page no.....
5. Registration No. of the Firm/Company – attested copy placed at page
6. Registration with DGR/ PSARA/ registration with appropriate authorities of state government (like police etc.) – attested copy placed at page
7. PAN no. of Firm/Company – attested copy placed at page.....
8. EPF Account no. of Firm/Company – attested copy placed at page.....
9. ESI no. of Firm/Company – attested copy placed at page.....
10. GST no- attested copy placed at page.....
11. Details of Turnover of the Firm/Company to be submitted on the letterhead of the Tenderer. Also attach job execution certificate from all the clients to prove the turnover claimed, for the preceding three Financial year – placed from page.... to page.....
12. Attested balance sheet issued by Chartered Accountant for the Financial year.....of firm/company (attach copy).– (placed at page.....)
13. Income tax return copy filed of last three years of firm/Company (attach copy). Placed at page.....
14. Details of work executed by the tenderer in its letterhead (as required)-placed at page.....
15. Attested copies performance certificate issued by the client of the tenderer, (which should have minimum rating of good or above) for three years, and..... as per proforma at item or other similar proforma and should be signed by client’s authorized signatory and it should have be further signed by authorized signatory of tendere – copies placed from page..... to page.....
16. Attested copy of Labour License under Labor act.
17. Bidders must submit the proof of training center or agreement with training center.
18. The agency should furnish a certificate to the effect that it has not been Blacklisted
19. All other document as per requirement of the tender document.

Place:.....

(Signature of the Authorized Signatory)

Date:.....

Name and Seal:



Seal & Sign of Firm/Agency/ Company with Date



SECTION- II

1. FINANCIAL BID (Second Envelope)

- The rate as per the Madhya Pradesh Government Minimum Wages payable will be applicable as per the provision of Minimum Wages Act, 1948 by the Labour Commissioner of Indore, will be common for all tenderers.
- The total rates quoted by the bidder should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract. The Authority will have no liability in relation to any statutory or other dues.
- The Service Charge/Commission quoted by the Service Provider shall be adequate to cover all expenses, liabilities, statutory obligations, administrative overheads, stationery charges, supervision charges, uniforms, equipment, communication systems (walkie-talkie), insurance, bonus and all other costs required to be borne by the Agency under the terms and conditions of the tender/contract. Hence, Bidder are instructed to bid an appropriate % of service charges to accommodate all these expenditures.
- The Financial Bid should be submitted on the Format/ proforma given in the tender Document. Financial bid not in MITS-DU format will be rejected.
- The Financial Bid should have the signature of tenderer and stamp of the firm or company or his authorized signatory on every page.
- The envelope containing the Financial Bid shall be super-scribed as "Financial Bids (Envelope-II)" and it should be well sealed.
- The Tenderer should quote the amount tendered in Financial Bid in the following Financial Bid format and it should be given on the letterhead of the Tenderer.
- Rates of the security personnel shall be revised as and when minimum wage rates and other applicable allowances are revised by State Government. This shall be applicable from the date revised wages become applicable as per State Govt. If so.
- The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each person as certified by the MITS-DU Authority.

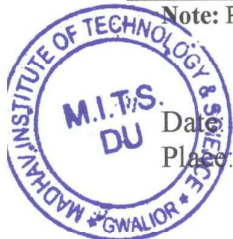
2. Format for Financial bid for providing Security Services to MITS-DU, Gwalior

(Financial bid will be accepted in the following format only)

- Name of Service Provider/ Firm/ Agency/ Company :
- Address of Service Provider/ Firm/ Agency/ Company with Telephone No.; Mobile No.
- Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc:

S. No.	Description of Charges	Monthly Rate per Person	
		Security Guard	Armed Guard
i.	Rate per guard per month/ monthly remuneration of guard (Basic Pay + VDA)	₹ 12,425/- <small>(Latest Minimum Wages as per Government of Madhya Pradesh)</small>	₹ 15,144/- <small>(Latest Minimum Wages as per Government of Madhya Pradesh)</small>
ii.	EPF (13 %)	₹ 1615.25/-	₹ 1968.72
iii.	ESI (3.25 %)	₹ 403.81	₹ 492.18
iv.	Service Charge/ Commission of Service Provider (..... %)		
v.	Total per person per month (Exclusive of GST)		
vi.	GST (..... %)		
vii.	Total Charges per person per month, including GST		

Note: Rates are to be quoted both in figures and words. If any dispute or cutting exists in rates, written in words shall be prevailed (treated as final)



Seal & Sign of Firm/Agency/ Company with Date

Signature of the authorized person
Name: Seal :

(Handwritten signature and stamp)