



बी.एच.ई.एल. शिक्षा मण्डल

म.प्र. सोसायटी रजिस्ट्रेशन अधिनियम पंजीकृत नं. 12903

B.H.E.L. SHIKSHA MANDAL

(Registered Under M.P. Societies Registration Act Regn. No. 12903)

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पिपलानी भेज, भोपाल - 462022
M.G.M. Dispensary Building
Piplani, B.H.E.L., Bhopal-462022

BHEL SHIKSHA MANDAL,
M.G.M. Dispensary Building,
D-Sector, Piplani, BHEL,
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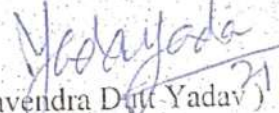
NOTICE INVITING TENDER

Tender No. BSM/(IHR)/2025-26/01995

Dated: 21-04-2025

BHEL Shiksha Mandal (BSM) Bhopal, Invite sealed Tender in Two Part Bid System for providing Security Guards in BSM Institutions.

Details Description and Terms & Conditions of Tender Documents may be downloaded from BSM web site www.bsmbhopal.com or may be obtained directly from the Office of Secretary, BHEL Shiksha Mandal, MGM Dispensary Building, Piplani, BHEL, Bhopal on any working days from 21-04-2025 to 30-04-2025 from 10.00 AM to 4.00 P.M. except Second Saturday / Sunday / Holidays. Last date of submission of tenders is 30-04-2025 (up to 2.00 PM) at BHEL Shiksha Mandal office P&S Section.


(Yadavendra Dutt Yadav)
SECRETARY.

Tender Schedule

- | | | |
|--|---|---|
| 1. Cost of Tender form | : | Free of cost |
| 2. Date of issue
Tender Documents | : | 21-04-2025 |
| 3. Last date and time for
Issue of tender documents | : | 30-04-2025 up to 01.00 PM |
| 3. Last date and time for
submission of tender | : | 30-04-2025 up to 02.00 PM. |
| 4. Date of opening of Technical Bid | : | 30-04-2025 at 3.00 P.M. |
| 5. Date & time for opening
Financial Bid | : | Will be intimated separately in due course of
time to only those Bidders, who Qualify in
Technical Bid. |



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QUALIFYING CRITERIA

1. The bidders shall preferably be those who have been approved by/ served to any Government/Semi Government Department/organization.
2. The bidders shall have experience of having successfully completed similar works during the last 3 years. Similar works shall mean "Providing Security Services at any office/residential/educational/medical institution /commercial & industrial complex, Airports etc. the bidders shall have to furnish the documentary proof of the experience i.e. copy of the work order/contract agreement and work completion certificate.
3. The firm should have to submit the ITR, Audited Balance sheet/ CA certificate, Profit/Loss account for the last three financial years (i.e. 2022-23, 2023-24 & 2024-25).
4. The firm must have valid GST registration number, PAN Firm Registration number.

Bidder should have registered themselves with Provident Fund Commissioner or should have obtained exemption certificate for not being covered under the relevant Act. However, bidder who have already applied to PF Commissioner for registration or for exemption may also apply for tender provided they shall submit the relevant documents of registration/exemption within 30 days from the effective date of award of work order failing which this contract can be terminated.

5. The bidder should have an Average Annual financial turnover during the last 3 years, ending 31 st March, (i.e. financial year 2022-23, 2023-24& 2024-25), should be at least Rs. 5,20,000.00

- (a) Three similar completed works each costing not less than the amount equal to Rs. 6,00,000.00

OR

- (b) Two similar completed works each costing not less than the amount equal to Rs. 7,50,000.00

OR

- (c) One similar completed work costing not less than the amount equal to Rs. 9,00,000.00

SCOPE OF WORK OF THE SECURITY AGENCY

The contractor shall have to provide round-the-clock security services in the entrusted educational facility complexes as mentioned in this tender document.

The agency shall ensure protection of the students, staff & property of the college & hostel, prevent trespass with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside the campuses. In case of any incident such as theft, robbery, fight, accident inside Campus, it is the responsibility of Security agency to coordinate with the designated Officer in lodging of FIR, legal proceeding etc.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Security Agency will be responsible for overall safety and security arrangements of the School, College & Hostel, their open area within the premises and parking area etc. and fitting, fixtures and water pumps etc., entrusted covered in the contract.
2. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
3. No items/ property of the School, College or Hostel are allowed to be taken out without permission from the HOL.
4. Deployment of Guards/Security Supervisors will be as per the instructions of the BSM authorities from time to time and the security agency will be responsible for their optimum utilization
5. Entry of the street - dogs and stray cattle into the premises is to be prevented. They should be at once driven out.
6. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
7. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
8. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire- fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or in any other natural calamities.
9. In emergency situations, security staff/supervisor/Senior Security Supervisors deployed shall also participate as per their role defined in the disaster plan, if any. Security personnel should be sensitized for their role in such situations.
10. The Security Guard on duty shall not leave the premises until his reliever reports for duty.

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SECTION-I
General Instructions to Tenderers

1. Sealed tenders are invited under two part bid system, Part-I Earnest Money (D/D or Multicity cheque receipt) and Technical Bid & Part-II Financial bid for providing Security Guards in BSM Institutions. The Tenderer is required to prepare two sealed cover/envelops super scribed as (i) Cover-I Technical Bid, and (ii) Cover-II Financial Bid. Both covers/envelops should be kept in one main sealed cover as "Tender for providing Security Guards in BSM Institutions ". The tenderer has to submit the cover sealed in above manner at BSM Office HR section on or before as the date mentioned above positively. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.

2. Earnest Money Deposit (EMD):

- (a) The Tenderer is required to submit Earnest Money Deposit (EMD) of Rs.10,815/- (Rs. Ten thousand eight hundred fifteen only). The EMD should be in the form of Multicity Cheque or Demand Draft issued from any scheduled Bank drawn in favour of BHEL Shiksha Mandal, Bhopal.
- (b) The Tenders found without EMD as above, shall be summarily rejected.
- (c) EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.
- (d) No interest shall be paid on the EMD.

3. Bid Price:

- (a) The tender prices should be in Indian Rupee.
- (b) The tenderer shall quote for all work i.e. mentioned in Scope of Work, failing which the bid shall be considered non responsive.
- (c) Tenderers should submit all the details of bid prices as per format given in Annexure-E.
- (d) The remuneration for Security guards (semi-skilled / non-skilled) should not be less than prevailing labour rates as notified by respective State notified Minimum wages in the state of Madhya Pradesh at the time of bid submission. The bids found quoting less than the said rates shall be rejected summarily.
- (e) Rates quoted by the bidder against schedule items/services shall remain constant & no variation what so ever shall be allowed. No any escalation/ additional / overtime/ waiting charges will be paid other than the quoted rate.

4. Opening of Tenders:

- a) The Tenders shall be opened at the scheduled date, time and venue by the committee constituted by the Tender Inviting Authority. The Tenderers' representative may attend the Tender opening.
- b) During the tender opening as above, the envelopes containing Technical Tender shall be opened. The envelopes containing Price Tender shall be signed by all committee members and kept unopened for opening at later date.
- c) The date and time of opening of Price Tenders shall be informed to all such Tenderers who qualify in technical evaluation. The tenderer's representative may choose to attend the opening of Price Tender.

5. Evaluation of Tenders:

- (a) The committee constituted by the Tender Inviting Authority shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document.
- (b) The Technically qualified bids shall be further considered for opening and evaluation of financial bids.
- (c) The Tenderer quoting the lowest bid amount for the services defined in the Scope of Work shall be considered for award of contract.
- (d) In case more than one price bid quoting the same rates are received, the winning bidder shall be selected through further negotiation.

6. Security Deposit and Award of Contract:

- (a) The security amount to be deposited is 5% of the total contract value. On being informed about the acceptance of the work order and before the start of work, the successful bidder shall deposit 50% of required secured deposit, including the EMD. Balance of the security deposit shall be collected by deducting 10% of the gross amount progressively from each of the running bill of the contractor till the total amount of the required Security Deposit is collected.
- (b) The successful Tenderer shall execute an agreement (As per format given in Annexure-F) on a non-judicial stamp paper of value of Rs.500/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.
- (c) If the successful Tenderer fails to execute the agreement and / or to deposit the required security deposit within the specified time or withdraw his tender, after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with the tender shall stand forfeited by the Tender Inviting Authority.
- (d) Security Deposit shall be released to the Contractor upon fulfillment of contractual obligations as per terms of the contract.
- (e) The Security Deposit shall not carry any interest.

7. Effectiveness and Duration of Contract:

The contract shall come into effect on the date of signing by both the parties. The contract shall be valid for a period of 12 (twelve) months from the date of commencement of services and can be extended for a year subject to satisfactory service.

8. Commencement of Services:

The Service Provider should commence the Security services within 30 days of signing of contract or any other date mutually agreed by both the parties, however the same can be further extended with the mutual consent of both the parties.

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SECTION - II
General Conditions of Contract

- 1) The security personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The security persons deployed by the contractor should be properly trained, have requisite experience and having the skills for carrying out a wide variety of Security and firefighting services using appropriate materials and tools/ equipment.
- 2) The contractor should ensure the Health and Safety measures of the employees, deputed for the works at his end.
- 3) The security agency shall not employ any person below the age of 18 yrs. and above the age of 60 years. Employment of child labour will lead to the termination of the contract.
- 4) The contractor shall engage only such workers, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The contractor shall be fully responsible for the conduct of his staff. The guard should be literate.
- 5) The security contractor shall be responsible for providing uniform to the Security Guards along with baton.
- 6) The contractor at all times should indemnify contracting Authority against all claims, damages or compensation under the provisions of payment of wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act 1938 the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time. Contracting authority will not own any responsibility in this regard. Payment of minimum wages, notified by the government, shall be ensured all the time.
- 7) The contractor shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, satta or any immoral act. The Contractor shall ensure that the employees deployed by them restrict their movement in the college and Hostel earmarked.
- 8) All liabilities arising out of accident or death while on duty shall be borne by the contractor.
- 9) Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment and instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/ unclaimed/suspicious objects/person in the buildings/premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places.
- 10) In the event of any loss occasioned to the Institution, as a result of any lapse on the part of the contractor as may be established after an enquiry conducted by the Institution, such loss will be made good from the amount payable to the contractor. The decision of the Tender Inviting Authority in this regard will be final and binding on the agency. It will be the responsibility of the Agency to report/lodge the FIR In case of any theft.
- 11) The Contractor shall do and perform all such security services, acts, matters and things connected with the administration, security and conduct of security personnel as per the directions enumerated herein and in accordance with such directions, which the nodal officer may issue from time to time and which have been mutually agreed upon between the two parties.

12) The contractor shall be responsible to protect all properties and equipment of the facility entrusted to it.

13) BSM shall have right to have any person removed in case the security personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.

14) Any lapse on the part of the security guard, or of the agency, the Secretary/BSM can take such action as he deem appropriate and the decision of the Secretary/BSM in that behalf shall be final and binding upon the agency and shall not be called in questions before any Forum.

15) Any loss/ damages/ theft caused during the period the security guard are on job, shall be the responsibility of the agency and BHEL Shiksha Mandal, Bhopal, shall be entitled to recover the amount from the agency. It will be the responsibility of the Agency to report/lodge the FIR in case of any theft.

16) The eight hours shift will normally commence from 8:00AM to 04:00 PM; 04:00 PM to 12:00 PM and 12:00 AM to 08:00 AM in KCON and In hostel. But the timings of the shift are changeable and can be fixed by BSM/Principal/ HOI from time to time depending upon the requirements.

17) The HOI will properly maintain muster roll of the person employed/engaged in connection with the work at the premises.

18) The Contractor shall submit their bills along with the attested photocopy of PF & ESI Challans and the Bank statement confirming the payment to the security guard after completion of each month of the service rendered in previous month with the rates circulated by the M.P. State Government as applicable during the period of the contract. The Contractor will ensure that workers engaged by him must receive their entitled wages by 5th of the following month.

19) No other claim on whatever account shall be entertained by BSM.

20) The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgments evidencing filing of returns every year and shall keep the Tender Inviting Authority/Contracting Authority/ designated Officer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise. The contractor shall also comply with all applicable statutory liabilities such as labour laws etc.

21) In the event of any breach/violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit of the Contractor shall stand forfeited.

22) Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.

23) Security staff engaged by the contractor shall not take part in any staff union and association activities.

24) BSM shall not be responsible for providing residential accommodation to any of the employee of the contractor.

25) BSM shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. BSM does not recognize any employee employer

- 26) The Contractor should have their own supervisory and quick response team in nearby cities of place of contract to deal with any emergency situations.
- 27) The Contract shall initially be valid for a period of One Year and can be extended further only with mutual consent on the same terms and conditions of the contract and at the same rates. However, the contract can be terminated by either party by giving two calendar month's notice in advance.
- 28) It is necessary to have guards available every day of the month for a full 24 hours, overseen by an agency, with appropriate replacements provided on the days off for any guard.
- 29) Irregularity observed despite repeated reminders shall entail termination of the contract as deemed fit by the management.
- 30) The contractor will be fined @ Rs 650/- per day incase work is not done properly or the contractor remains absent without intimation. Substitute should be arranged by the contractor in case any staff remains absent from work.
- 31) In all cases of dispute, the decision of the President, BHEL Shiksha Mandal shall be final and binding on both the parties
- 32) Force majeure :The following shall amount to force majeure conditions: Acts of God, act of any Government, War, sabotage, riots, civil commotion, police action, flood, fire, cyclone, earthquake, epidemic and other similar causes over which, no contractor has any control. In such cases, Contractor shall resume their operations, after reasonable and mutually agreed time.
- 33) Arbitration : In all cases of disputes emanating from and in reference to this agreement the matter shall be referred to the arbitration of the sole arbitration of an arbitrator appointed by President - BSM. The arbitration shall be under "THE ARBITRATION AND CONCILIATION ACT OF 1996" and the rules there under. The arbitrator may from time to time with consent of the parties enlarge the time for making and publishing the award. The jurisdiction in all cases shall be Bhopal(MP) only.
- 34) The contractor shall not assign or sublet this Agreement or any part thereof to any third party.
- 35) The number of security staff requirement may change as per the need by the school/college during the contract period.
- 36) Validity of offer : The offer should remain valid for a minimum period of 90 days from the date of tender submission.

TECHNICAL BID**CHECKLIST & SCHEDULE OF GENERAL PARTICULARS**

NOTE:- Bidder shall fill in the following details and no column should be left blank

1	Name & Address of the Bidder		Page No.
2	Fax / E-mail Address		
3	Phone No.(Office)		
4	Name & designation of the official of the tenderer to whom all the references shall be made		
5	Bidder's proposal No. & date		
6	Whether Tender fee submitted (By pay order./ Bank Draft). Please give details.	Yes / No	
7	Whether EMD submitted (By Cash / Bank Draft) Please give details.	Yes / No	
8	GST Registration Number, PAN, Registration No. of Firm (Enclose a copy of the same)	Yes / No	
9	License No. (for providing security services (Regulation) Act, 2005.) Photocopy Enclosed	Yes / No	
10	PF Code No. Photocopy Enclosed	Yes / No (PF Code No.----- -----)	
11	ESI Code No., Photocopy Enclosed	Yes / No (ESI Code No.----- -----)	
12	Details of Banker of the Firm with full Address	:	
(a)	Telephone Nos. of Banker	:	
(b)	Fax Nos of Banker	:	
(c)	E-mail Id of Bankers	:	
13	Bank A/c No. of firm for payments.		
14	Declaration sheet as per (In the format Annexure 'E')		
15	Financial turnover of the tendering Company/Firm Agency for the last three financial years: (Attach separate sheet if space provided insufficient)		

Financial Year	Amount (Rs. Lakh)	Remarks, if any
2022 - 23		
2023 - 24		
2024 - 25		

Signature of the Bidder with seal

Place :-
Date: _____

Full Name:- _____

(Seal)

TECHINAL TENDER FORM

Date _____

Ref. Your Tender Document No. _____ dated _____

To, _____

1. We, the undersigned have examined the above mentioned Tender document. We now offer to deploy Security staff cum supervisors to perform duties as mentioned in Scope of Work at Annexure- A and at the rates as mentioned in our financial bid.
2. If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.
3. We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.
4. We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
5. We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.
6. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.
7. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

(Signature with date)

(Name and designation) Duly authorised to sign tender for and on behalf of
 _____ (Name of Tenderer)

N.B : The above tender form, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Tender.

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ANNEXURE - D
Part-(i)

Declaration

1. I, son/daughter of Shri..... proprietor/partner/director/authorized signatory of M/s am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Signature of Authorized Person
(Name, designation and seal)

Date :

Place :

N.B: The above declaration, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

FINANCIAL BID FOR SECURITY SERVICES
(to be printed on letterhead of Tenderer)

FINANCIAL BID FOR SECURITY SERVICES

The price bid should be kept in separate sealed envelope superscripting "Financial Bid".

S.No.	Particulars	Rate Quoted
1.	Total Expense (per guard per month, inclusive of all charges like administrative/service charge, taxes etc) for deploying manpower on contract basis for providing security services at KCON Campus and Hostel and Jawaharlal Nehru School (SW).	In figures: Rs..... In words: Rupees.....

No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.

Note : (A) The minimum wage rates of manpower is as per applicable State Notified Minimum Wages and shall vary according to the amendments/increments enforceable by State Notified Minimum Wages from time to time, and shall be paid by the contractor, however the offered rate/administrative charges per month shall remain constant and will not exceed in any case during the contract.

If the bidder quotes wages (of the required manpower) less than the prevailing State Notified Minimum Wages, his/her bid shall be rejected summarily.

(B) If TDS (Tax Deducted at Source) is applicable, the same shall be deducted as per governing rules of the MP State government.

I/we also declare that, I/we will abide by all the rules and regulation of the tender document and applicable government rules, if awarded the Tender. I/we are also aware that the Tender Inviting Authority reserves his right to cancel our Tender in part or full without assigning any reason, what so ever, and for the same, I/we will have no right to challenge the same in any court of law.

**Signature of Authorized
Person**

Date :

Full Name:

Place :

Company's Seal:

Format of Contract Agreement(On Rs. 500/- Non-judicial Stamp Paper, see ITB Clause 15)

THIS AGREEMENT made the day of, 2025 Between
 (hereinafter "the Client") of the one part and M/s
 (hereinafter called "the Contractor") of the other part:

WHEREAS the Client is desirous that certain services viz. Supply Security Services in the tender reference no. Dated and has accepted a bid by the Contractor for the performance services for the sum of Rs. /- (Rupees only) (hereinafter called "the Contract Price") and supply of consumables as per rates given in the financial bid of its tender.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) The Letter of Acceptance issued by the Client.
- b) The supplier's bid including enclosures, annexures, etc.
- c) The General Conditions of the Contract
- d) The Scope of Work
- e) The Financial Bid
- f) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the purchaser, such confirmations given by the bidder which are acceptable to the contractor and the entire Addendum issued as forming part of the contract.

3. In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Client to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Client hereby covenants to pay the Contractor in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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Brief particulars of the goods and services which shall be supplied / provided by the Contractor are as under.

Sl. No	Brief Description of Services	Contract Duration	Total Price	Service tax in %	Total value inclusive of Service tax
1					

Reimbursed on monthly basis shall be made as per rates quoted by the Contractor.

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the
Said _____

(For the Client)

In the presence of.....

Signature

Name

Address

Witness 1.

2.

Signed, Sealed and Delivered by the

Said _____

(For the Contractor)

In the presence of.....

Signature

Name

Address

Witness 1.

2.