



INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR
Basantpur, Goshala- 768025, Sambalpur

Tender No: IIMSBP/2025-26/RP/31

Date: 06/10/2025

Notice Inviting Tender for Hiring of Security Services agency for providing security personnel at IIM Sambalpur

Indian Institute of Management Sambalpur, having its office at Basantpur, Goshala- 7678025, invites **online bids in two bid system** from reputed, experienced and financially sound security service agency for providing security services to IIM Sambalpur at the address provided above.

Tender Description	EMD Value (Rs.)	Contract Period
Tender for Hiring of Security Services agency for providing security personnel at IIM Sambalpur	Rs. 9,33,000/-	One Year

The Tender document can be downloaded from the institute website: <http://www.iimsambalpur.ac.in> and from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/epublish/app> and bid is to be submitted online only through the CPP Portal to the last date & time of submission of the tender.

Critical Dates of Tender:

Sl. No	Particulars	Date	Time
1	Date & time of online Publication/Download of the Tender	06/10/2025	3:00 pm
2	Pre-bid query date & time (Online) *	13/10/2025	11:00 am
3	Bid Submission Start date & time	06/10/2025	3:30 pm
4	Closing date & time for the submission of EMD	27/10/2025	4:00 pm
5	Bid submission close date & time	27/10/2025	5:00 pm
6	Opening of Technical bid	28/10/2025	5:05 pm

* All pre-bid queries shall be submitted online to the email ID procurement@iimsambalpur.ac.in strictly on 13/10/2025

1. ABOUT IIM SAMBALPUR

IIM Sambalpur is an institute of National Importance under MHRD as per IIM Act 2018 passed by parliament. IIM Sambalpur was established in 2015 by MHRD, Govt. of India and is currently operating at Basantpur, Goshala, Sambalpur (Odisha).

2. EARNEST MONEY DEPOSIT

The contractor/ Agency shall deposit Bid Security (EMD) for an amount of **Rs.9,33,000/-** (Rupees Nine Lakhs Thirty Three Thousand Only) in the form of Demand Draft/ Banker's Cheque/ NEFT from Nationalized/ Scheduled Bank in favour of Indian Institute of Management Sambalpur should be submitted as per **Annexure-I**. The EMD should be valid for a period of 45 days. The bank account details are mentioned below:

BANK DETAILS:

Name: IIM Sambalpur

Bank Name: State Bank of India

Account Number: 36134431122, IFSC Code: SBIN0002034

Bank Address: Sambalpur Burla Main Branch-768019

Email: procurement@iimsambalpur.ac.in

- a) EMD without interest shall be returned to the unsuccessful bidder after finalization of contract and successful bidder EMD may be adjusted as security deposit.
- b) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from EMD. However, they must enclose valid self-attested registration certificate (s) along with the bid documents.

The Bid Security (EMD) will be forfeited in the following conditions: -

- a) If at any stage, any of the information/declaration given by the bidder is found false.
- b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- c) In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
- d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.
- e) The EMD shall be forfeited if the successful bidder fails to undertake the services.
- f) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.

3. ELIGIBILITY CRITERIA:

- a) The bidder should provide a Self-declaration certificate for acceptance of all terms & conditions of the tender documents in original letter head of the firm/ agency. A duly completed certificate to this effect is to be submitted as per **Annexure-II**.
- b) The agency should be neither blacklisted by any government dept. nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-III**.
- c) The agency should be proprietary firm/Partnership firm/Limited Company/Corporate body legally constituted and registered who possess the Licenses, registration, etc., as per Govt. of India norms.
- d) The Bidder should have at least 10 years' experience of providing Security services in Sate Govt./ Central Government/ Central PSU/ Autonomous Body under Government/ Govt. Educational Institution and out of that minimum 2 years' experience of providing security services in any IIMs/IITs/NITs/IIITs/IISERs/Central PSUs. To substantiate the claimed experience, the agency is required to submit Performance Certificates or Satisfactory Work Completion Reports issued by the respective clients.

- e) The firm should provide a list of work orders, work completion certificates, or other documentary evidence (with the work order amounts clearly specified) for similar work executed within the last 10 years from the date of tender publication, as detailed below:
 - i) The bidder must have successfully completed at least three similar works, each valued at a minimum of 40% of the estimated cost of Rs.1.87 crore.
 - OR
 - ii) The bidder must have successfully completed at least two similar works, each valued at a minimum of 50% of the estimated cost of Rs.2.33 crore.
 - OR
 - iii) The bidder must have successfully completed at least One similar work, each valued at a minimum of 80% of the estimated cost of Rs.3.73 crore.
- f) The Average annual turnover of the bidder should not be less than 50% of the estimated cost during each of the previous three financial years (2021-2022, 2022-2023, 2023-2024) to be submitted as per **Annexure- IV**.
- g) A copy of the audited Balance Sheets, Profit and Loss Account, and Income Tax return statement for the last three financial years (2021-22, 2022-23, 2023-24) must be submitted along with the tender document.
- h) The agency must establish a Registered/Branch/Local office in Sambalpur, Odisha within 30 days of the award of Contract.
- i) The agency shall have the following Registrations and details of the same to be provided in the Technical Bid:
 - i) EPF Registration
 - ii) ESIC Registration
 - iii) GST Registration
 - iv) Firm Registration
- j) The agency must submit a valid labour license issued by the appropriate Licensing Officer (typically under the State Labour Department) or provide an undertaking confirming that the license will be obtained within thirty (30) days from the date of issuance of the work order.
- k) The agency should have registered with the Private Security Agencies (Regulation) Act 2005.

4. VID VALIDITY PERIOD:

The bid will remain valid for 90 days from the date of opening of the technical bid as prescribed by IIM Sambalpur. A bid valid for a shorter period shall be rejected, being non-responsive.

5. INSTRUCTION FOR PREPARATION AND SUBMISSION OF ONLINE BIDS: -

As per the directives of the Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>.

Submission of Online Technical & Financial Bids:

- a) Technical bid should be submitted in PDF format & financial bid should be submitted in Xls. format.
- b) In case of financial bids, a standard BOQ format has been provided in PDF/Xls format. Bidders are required to download the BOQ file and fill their financial offer on the same BOQ format. After filling in the same, submit it online in PDF/Xls. format, without changing the financial template format. If the BOQ format file is found to be modified by the bidder, the bid will be rejected.
- c) The bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
- d) The bidder must digitally sign and upload the required bid documents one by one as indicated in the tender document.
- e) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- f) Kindly upload scanned PDF of all relevant documents in a single PDF file like compliance sheet, OEM/Principal Certificate etc.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h) The bidder should log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. The bidder will be responsible for non-submission of bids in time or any delay due to other issues.
- i) The technical and financial bids should be submitted online through CPP portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include all the cost and other taxes (As per Central govt. norms) mentioned in the BOQ. If there is any separate cost, then that will not be acceptable.

6. REGISTRATION:

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click **here to Enroll**" on the CPP Portal is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- c) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS / nCode / eMudhraetc.), with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse.

- e) The bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

7. SEARCHING FOR THE TENDER DOCUMENT: -

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

8. BID EVALUATION: -

- a) IIM Sambalpur evaluates the Commercial Bid of said Bidders who qualify the eligibility criteria and comply to technical qualification. The eligible bidder who will quote the lowest will be awarded the contract.
- b) In the case of Tie-up, the bidder having the average highest turnover in the last three financial year (2021-22, 2022-23, 2023-24) will be awarded the contract.

9. SCOPE OF WORK: -

- a) The Agency shall provide security services by deploying adequately trained and well-disciplined security personnel, who shall safeguard the IIM Sambalpur site, building, movable and immovable assets, equipment, and other items at the above address from any thefts, pilferage or damage and ensure safety of the student, employees, visitors, guests, or any other persons working in its complex/premises.
- b) The security personnel shall be deployed round the clock in 3 shifts of 8 hrs. duration at IIM Sambalpur campus to safeguard the premises.
- c) The Agency shall maintain records of the inward and outward movement of Students, Guests & Visitors, Subcontractor personnel, along with the inward & outward record of materials & vehicles, etc. with a proper check on the same as per instructions given from time to time by Officer In-charge/Chief Administrative Officer.
- d) The security personnel deployed shall take a regular round of the allocated area to maintain vigil/alertness.
- e) The simulated exercise of intrusion/forced entries/various other contingencies like Fire/ floods/ may be carried out once a month.
- f) The security personnel shall be duly trained in Fire Safety Operations.
- g) The Agency shall keep the Client informed of all the matters of security and co-operate in the investigation of any incident related to security.

- h) The Agency will carry out any other work allotted by this office in an incident of security of the premises.
- i) The Agency shall deploy security guards trained in all facets of security work, including firefighting. The Agency shall provide necessary undertaking and documentary evidence in this regard.
- j) The Agency shall provide reasonably good uniforms with name badges to its personnel deployed at IIM Sambalpur site at its cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as belt, shoes, socks, caps, umbrella, torch with the cell, cane stick, etc. shall be borne/supplied by the Agency at its cost.
- k) In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangements to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve.
- l) Whenever the Institute requires additional security personnel on a temporary or urgent basis, the Agency shall deploy the required personnel in accordance with the terms and conditions stipulated in the tender document.
- m) The Agency shall maintain a daily, shift-wise attendance record of the deployed security personnel, clearly indicating their arrival and departure times. An attested copy of this attendance record shall be submitted to the Chief Administrative Officer or Officer-in-Charge, IIM Sambalpur, along with the monthly invoice.
- n) The agency shall provide 9 to 15 Black commando uniform to its security personnel who will be deployed at Reception area, Director office & Residence of IIM Sambalpur and the cost for the same shall be borne by the agency.
- o) The agency shall provide accommodation to all security personnel at its own cost.

10. OTHER TERMS & CONDITIONS: -

- a) Deployment of the security personnel is without prejudice to the right of Chief Administrative Officer/ Officer in charge at IIM Sambalpur to deploy the security personnel in any other number or manner considered to be more suitable in the interest of the IIM Sambalpur.
- b) The Agency shall ensure that the security personnel deputed are healthy and not more than 50 years of age. The Agency will get their antecedents, character and conduct verified and submit an undertaking certificate.
- c) The full particulars of the personnel to be deployed by the Agency including their names & address shall be furnished to the Chief Administrative Officer/ Officer in charge, IIM Sambalpur along with testimonials (Aadhar Card/Voter ID before they deployed for the job.
- d) The Agency shall not be deployed or shall discontinue deploying the person(s), if so desired the Chief Administrative Officer/ Officer in charge, at any time without assigning any reason whatsoever.
- e) A local representative of Agency shall be In-charge of the security and shall be responsible for the efficient rendering of the service under the contract. The security personnel shall be equipped with latest communication systems/mobile. Night guards shall be equipped with proper protection and lighting devices. While working at the premises of IIM Sambalpur, they shall work under directives and guidance of the Chief Administrative Officer/Officer in charge and will be answerable to the Chief Administrative Officer/ officer in charge; This will, however, not diminish in any way, the Agency's responsibility under contract to the IIM Sambalpur.

- f) The Agency shall ensure that any replacement of the personnel, as required by the Chief Administrative Officer / Officer in charge, IIM Sambalpur for any reason specified or otherwise, shall be affected promptly without any additional cost to the IIM Sambalpur. If the agency wishes to replace any of the personnel the same shall be done with the prior concurrence of the Chief Administrative Officer/ Officer in charge, IIM Sambalpur at the Agency's cost.
- g) The Agency shall ensure that the personnel deployed at IIM Sambalpur are disciplined and do not participate in any activity prejudicial to the interest of the IIM Sambalpur/MoH & fW/Govt. Of India/any State or any Union Territory.
- h) In the case of any theft or pilferage, loss or other offences, the agency will investigate and submit a report to the Chief Administrative Officer/ Officer in charge at IIM Sambalpur.
- i) The agency shall ensure that security staff appointed by them is fully loyal-to and assist the Chief Administrative Officer/ Officer in charge, IIM Sambalpur during the normal period as well during the strike and other emergencies for the protection of personnel and property both movable and immovable to the entire satisfaction of the IIM Sambalpur.
- j) In case of any Theft/ loss that occurs in IIM Sambalpur due to lapse on the part of the security personnel discharging security responsibility. This Theft/ loss will be borne by the Agency and in this connection Chief Administrative Officer/ Officer in charge, IIM Sambalpur shall have the right to deduct the appropriate amount from the bill of contracting agency to make good such loss to IIM Sambalpur besides imposition of penalty.
- k) There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the Statutory Wages received by the Central Government.
- l) The Security personnel deployed by the Agency shall have at least the minimum elementary knowledge of reading and writing to us to be able to make entries in the registers kept at the security desk/booth whenever required and also to write their in the Attendance Register and mark their arrival and departure by signing in the register.
- m) In the case of non-compliance /non-performance of the services according to the terms of the contract, the Chief Administrative Officer/ Officer in charge, IIM Sambalpur shall be at liberty to make suitable deductions from the bill without prejudice to this right under other provisions of the Contract.
- n) The Agency shall be solely liable for all payment, dues of the Workers employed and deployed by it. The Agency shall fully indemnify IIM Sambalpur against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the Labour or other laws to the extent they apply to establishment/work in IIM Sambalpur premises/facility.
- o) The decision of IIM Sambalpur regarding the interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- p) In the case of any dispute between the Agency and IIM Sambalpur, IIM Sambalpur shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Sambalpur.

11. LABOUR LICENSE COMPLIANCE REQUIREMENTS FOR CONTRACTORS

A labour license is mandatory under the Contract Labour (Regulation and Abolition) Act, 1970 when 20 or more contract labourers are employed (or intended to be employed) by the contractor on any single day in the preceding 12 months.

a) Contractor's Responsibility:

- i) The contractor must Obtain a labour license from the Licensing Officer (generally under the State Labour Department) before deploying any contract labour.
- ii) Apply in Form III (Application for License) with required documentation and prescribed fee.
- iii) Copy of agreement with principal employer
- iv) Form V issued by the principal employer
- v) Proof of worker details
- vi) Renew the license as required and maintain its validity throughout the contract period.

b) Applicability of the ISMW Act:

- i) The ISMW Act applies when: Five (5) or more inter-state migrant workmen are employed or intended to be employed by the contractor on any day.
- ii) The workers are recruited from one state for employment in another (either directly or through middlemen or agents).

Note: The above mentioned Labour license guidelines need to be followed by the Contractor.

12. CONTRACT PERIOD:

- a) The initial term of the contract shall be for a period of one year. Subject to satisfactory performance, the contract may be extended for an additional one-year period. Upon successful completion of the extended term, and based on performance evaluations and institutional requirements, the contract may be further renewed for a period of one to two years. Any such extension shall be at the sole discretion of the competent authority of the Institute and shall be governed by the same terms and conditions as outlined in the original contract.
- b) In case of the performance of the agency in one part or the entire contract is not found to be satisfactory as per operational parameters setout of the contract or not in conformity with the terms & conditions of the tender, then that part or the entire contract shall be terminated even before the scheduled time by giving advance notice of one month to this effect.
- c) In the event of premature closure of contract for reasons mentioned above, the Bank Guarantee shall be absolutely forfeited.
- d) Based on the work order issued to the successful bidder, a contract agreement should be signed on a legal stamp paper between the vendor and the client within 30 days of the issuing of the work order.

13. PERFORMANCE SECURITY:

- a) The successful bidder will have to deposit the performance security in the form of Bank Guarantee/ FDR @ 5% of the estimated annual contract value of the work order within 10 days from the date of issue of the work order. No interest will be paid by IIM Sambalpur on the deposit.
- b) Performance security will be refunded to the service provider, after it duly performs and completes the contract/warranty period in all respects.
- c) Performance Security will be fortified if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to provide the required services within specified time, the same services will be obtained from open market and the cost for the same will be recovered from the

Performance Security or from the bills of from both in case the recoverable amount exceeds the amount of performance security.

- e) In case the contract is being renewed/extended up to one/two years, the service provider must submit the renewed performance Security @ 5% of the estimated annual contract value.

14. PAYMENT TERMS:

a) Mode of Wage Payment:

The Contractor shall make payment of wages to all contract labour directly into their individual bank accounts through NEFT/RTGS only. Cash payments are strictly prohibited.

b) Timely Disbursement of Wages:

- i) Wages to all deployed security personnel must be disbursed within the first week of each month.
- ii) Failure to do so, even after three reminders from the Institute, will attract financial penalties as determined by the Institute.
- iii) Furthermore, IIM Sambalpur reserves the right to cancel the work order without prior notice and forfeit the performance bank guarantee in such cases.

c) Monthly Invoice & Attendance:

- i) Payment will be made on the basis of the monthly invoice raised by the contractor, calculated on the actual number of personnel supplied.
- ii) The invoice must be supported by the attendance sheet, jointly verified and signed by authorized representatives of IIM Sambalpur and the contracting agency.

d) Prerequisites for Bill Submission: The monthly bill shall be submitted only after:

- i) Disbursement of wages to security personnel, and Remittance of ESI and EPF contributions for each individual employee.
- ii) Proof of these payments must be attached with the bill.
- iii) Non-compliance will result in the withholding of the bill until compliance is ensured.

e) Minimum Wage Compliance:

- i) Payments will be made as per the approved Central Government Minimum Wage rates, as mentioned in the contract.
- ii) Revisions in wage rates due to official amendments/notifications shall be considered, provided that copies of such amendments/notifications are enclosed with the relevant monthly bill.

f) Submission of EPF and ESIC Challans:

- i) The contractor must submit copies of the previous month's EPF and ESIC challans along with the monthly bill.
- ii) Only upon submission of these documents will the corresponding amounts of EPF and ESIC contributions be released by the Institute.

g) Salary Slips: Salary slips of all individual security personnel must be submitted along with the monthly invoice for verification and record purposes.

15. PENALTY CLAUSE:

a) Lapse in Service Delivery and Non-Adherence to Terms:

- i) For any lapse in the deliverance of services, non-adherence to the terms and conditions specified in the tender document, indiscipline, or unsatisfactory operation of any service, a penalty of Rs. 5,000/- (Rupees Five Thousand only) per instance shall be levied on the total invoice value.

- ii) In case of issuance of three warning letters within a year by IIM Sambalpur regarding non-compliance, the Institute reserves the right to terminate the contract/agreement without assigning any reason, and to debar the contractor from participating in future tender processes.

b) Shortage of Manpower (Daily Deficiency):

In case the agency fails to provide the required number of manpower as per the daily operational requirement, a penalty of Rs. 500/- per head per day shall be imposed, which shall be deducted from the agency's bill.

c) Delay in Deployment (Initial Joining):

- i) If the agency fails to deploy the total manpower specified in the contract by the agreed date of joining:
- ii) A penalty of 0.2% per day of the total contract value shall be levied for a delay up to 15 days.
- iii) If the delay exceeds 15 days, the contract is liable to be cancelled at the discretion of the Institute.

d) Theft, Loss, or Damage by Employee:

- i) If any employee deployed by the agency is found responsible for theft, loss, or damage to materials/articles:
- ii) The agency shall be liable to immediately reimburse the actual value of the lost/damaged item.
- iii) The concerned employee must be replaced within 2 working days.

e) Uninformed Absenteeism:

- i) If an employee remains absent or takes leave for more than 2 consecutive days without prior approval or intimation:
- ii) A suitable substitute must be provided within 2 days.
- iii) Failing this, a penalty of twice the per-day wage of the absent employee shall be deducted from the agency's bill.

f) Delay in Remuneration or Statutory Contributions:

- i) If the service provider delays payment of take-home remuneration to employees or fails to deposit statutory contributions such as EPF and ESI (both employer's and employee's share):
- ii) A penalty of Rs. 2,000/- per day for each default shall be imposed.

g) Non-Supply of Consumable Items:

- i) In case the agency fails to supply the required consumable items as specified in the tender document, the Institute reserves the right to procure the items from the open market. The cost incurred for such procurement shall be deducted from the agency's monthly bill without requiring any prior approval from the agency.
- ii) Additionally, all payments due to the service provider shall be withheld until the required deposits are made and proof of payment is submitted to the Institute.

16. TERMINATION OF THE CONTRACT:

The contract may be terminated in any of the following contingencies:

a) On the expiry of the contract period, without any notice.

- i) On giving one month's notice at any time during the currency of services in case the services rendered by the agency are not found satisfactory and in conformity with the general norms & the standard prescribed for the service.
 - ii) IIM Sambalpur will pay on an actual work basis for the duration for which the services were used during the period in question.
 - iii) On assigning of the contract or any part thereof or any benefit or interest therein under by the agency to any third person for sub-letting the whole or a part of the contract to any third person, without any notice.
 - iv) In case, the Agency is declared insolvent by a competent court of law, the same shall be deemed sufficient grounds for termination, without the requirement of prior notice.
- b) In case the agency is not interested in continuing the contract subject to the condition that the agency shall give a minimum of three months' notice. If the agency does not give the requisite notice as mentioned before, then the security deposit shall be forfeited, and the Bank Guarantee shall be encashed in proportion to the period falling short of the specified notice period.
- c) Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties till the expiry of the notice period.
- d) In case of any inadvertent mistake in the process of evaluation, the Work Order may be cancelled at any stage even after the issue of the same, as the Institute Reserves the Right to modify/withdraw/cancel any communication including the Work Order issued to the bidder.
- e) Work Order issued by the Institute shall be provisional. The Institute may verify the documents submitted by the bidder and in case it is found that any of the facts/documents submitted by the bidder are found to be forged / falsified or tampered, or the bidder has doubtful antecedents/background and has suppressed the said information, then the issued Work Order will be cancelled, and services may be terminated with immediate effect, without any notice period.

17. TERMINATION FOR INSOLVENCY:

- a) The IIM Sambalpur may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Sambalpur alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of these services. It is specifically agreed that no court outside and other than Sambalpur Court shall have jurisdiction in the matter.

18. FORCE MAJEURE:

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

19. ARBITRATION:

- a) The event of any dispute or difference arising under this tender, the Competent Authority, IIM Sambalpur or his nominee is the arbitrator, and the decision of the arbitration will be binding on both parties.
- b) IIM Sambalpur reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
 - i) The venue of the arbitration shall be the place from where the order is issued.
 - ii) The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
 - iii) All disputes shall be subject to Sambalpur Jurisdiction only.
- c) IIM Sambalpur may issue amendment/corrigendum to tender documents before the due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Sambalpur will be posted on CPP Portal and IIM Sambalpur website. For the bidders submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Sambalpur or check for the same CPP Portal before submitting their duly completed bids.

ANNEXURE-I

To,
Administrative Officer (Purchase)
Indian Institute of Management Sambalpur
Sambalpur University Campus
Jyoti Vihar, Sambalpur - 768019
Odisha

Subject: Submission of Earnest Money Deposit (EMD)

Ref:- Tender No. IIMSBP/2025-26/RP/31 dated 06/10/2025

(Notice Inviting Tender for Hiring of Security Services agency for providing security personnel at IIM Sambalpur)

Dear Sir/Madam,

The following DD/Banker Cheque/NEFT in favour of IIM Sambalpur are enclosed herewith towards EMD (Earnest Money Deposit):

Details of DD/Banker Cheque/NEFT	DD/Banker Cheque/NEFT Number	DD/Banker Cheque/NEFT Amount	DD/Banker Cheque/NEFT Date	Bank Name
EMD				

I /we have gone through all terms and conditions of the tender document before submitting the same.

Thanking You

Yours faithfully,

Date:

Place:

Authorized Signatory Name and Signature

ANNEXURE-II

LETTER FOR SELF DECLARATION

(To be printed on Bidder's letterhead and submitted as the first page of 'Technical Bid')

To,
Administrative Officer (Purchase)
Indian Institute of Management Sambalpur
Sambalpur University Campus
Jyoti Vihar, Sambalpur - 768019
Odisha

Subject: Self Declaration Certificate for Tender No. IIMSBP/2025-26/RP/31 dated 26/09/2025 inviting Bidders to the Hiring of Security Services agency for providing security personnel at IIM Sambalpur

Ref:- Tender No. IIMSBP/2025-26/RP/31 dated 06/10/2025

Dear Sir/Madam,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Hiring of Security Services agency for providing security personnel at IIM Sambalpur. I / We hereby reconfirm and declare that I / We have carefully read, understood, and comply with the above referred tender document including instructions, terms, and conditions and all the contents stated therein.

I / We also confirm that all the documents submitted, and the details being furnished are true, complete and correct to the best of my knowledge. I also declare that no fact or information has been concealed or misrepresented in the bid being submitted. I understand that if at any time, during or after the tender process or after the award of the contract, if any breach of this declaration has been found out or comes to light, the bid will be summarily rejected and the contract (if awarded) will be nullified without the Institute incurring any liability whatsoever and suitable action as deemed fit by the Institute will be initiated against me and my firm, company or agency.

Date:

Authorized Signatory with seal:

Name:

Place:

Designation:

Contact No.

Email id:

DECLARATION REGARDING NON-BLACKLISTING OF THE FIRM

(to be printed on the company/firm/agency's letterhead)

To,
Administrative Officer (Purchase)
Indian Institute of Management Sambalpur
Sambalpur University Campus
Jyoti Vihar, Sambalpur - 768019
Odisha

Subject: Non-Blacklisting declaration in connection with IIM Sambalpur Tender No. IIMSBP/2025-26/RP/31 dated 26/09/2025 inviting Bidders to the Hiring of Security Services agency for providing security personnel at IIM Sambalpur

Ref:- Tender No. IIMSBP/2025-26/RP/31 dated 06/10/2025

Dear Sir/Madam,

This is to notify you that our Firm/Company/Organization intends to submit a proposal in response to Tender No. IIMSBP/2024-25/RP/27 dated 12/02/2025 inviting Bidders to the Hiring of Security Services agency for providing security personnel at IIM Sambalpur.

In accordance with the above we declare that:

- a) In response to tender under reference, I hereby certify that the above firm neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.
- b) I also certify that the above information is true and correct in every respect and in any case, later it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.
- c) If this declaration is found to be incorrect then without prejudice against any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender, if any to the extent accepted may be cancelled.

Date:

Authorized Signatory with seal:

Name:

Place:

Designation:

Contact No.

Email id:

ANNEXURE-IV

DECLARATION REGARDING THE ANNUAL TURNOVER OF THE FIRM

(to be printed on the company/firm/agency's letterhead)

To,
Administrative Officer (Purchase)
Indian Institute of Management Sambalpur
Sambalpur University Campus
Jyoti Vihar, Sambalpur - 768019
Odisha

Subject: Annual Turnover declaration of preceding three financial years in connection with IIM Sambalpur Tender No. IIMSBP/2025-26/RP/31 dated 06/10/2025 inviting Bidders to the Hiring of Security Services agency for providing security personnel at IIM Sambalpur

Dear Sir,

Subject to the conditions given in the tender documents, I/We hereby submit the Annual Turnover declaration of preceding three financial years (2021-22, 2022-23 & 2023-24) certified by the Chartered Accountant:

Sl. No.	Details	Financial Years			Total- in Rs. (from 2021-22 to 2023-24)	Average Annual Turnover in last three FY (2021-22 to 2023-24)
		2021-22	2022-23	2023-24		
	Annual Turnover of Entity from the business of Security Manpower services					

I hereby certify that the above information is true and correct in every respect and in any case, later it is found that any details provided above are incorrect, any/ the contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory with seal:

Name:

Place:

Designation:

Contact No.

Email id:

ANNEXURE-V

TECHNICAL BID

(to be printed on the company/firm/agency's letterhead)

Ref: Tender No. IIMSBP/2025-26/RP/31 dated 06/10/2025 inviting Bidders to the Hiring of Security Services agency for providing security personnel at IIM Sambalpur

The following documents are to be furnished by the Bidder in the Technical Bid. Bidders should carefully read and comply with the notes given below this Table.

Sl. No	Technical Criteria	Details (As per Supporting Documents)
1	The bidder should provide a Self-declaration certificate for acceptance of all terms & conditions of the tender documents in original letter head of the firm/ agency	
2	The agency should be neither blacklisted by any government dept. nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.	
3	The agency should be proprietary firm/ Partnership firm/ Limited Company/ Corporate body legally constituted and registered who possess the Licenses, registration, etc., as per Govt. of India norms.	
4	The Bidder should have at least 10 years' experience of providing Security services in Sate Govt./ Central Government/ Central PSU/ Autonomous Body under Government/ Govt. Educational Institution and out of that minimum 2 years' experience of providing security services in any IIMs/ IITs/ NITs/ IIITs/ IISERs/ Central PSUs. To substantiate the claimed experience, the agency is required to submit Performance Certificates or Satisfactory Work Completion Reports issued by the respective clients.	
5	The firm should provide a list of work orders, work completion certificates, or other documentary evidence (with the work order amounts clearly specified) for similar work executed within the last 10 years from the date of tender publication, as detailed below: i) The bidder must have successfully completed at least three similar works, each valued at a minimum of 40% of the estimated cost of Rs.1.87 crore. OR ii) The bidder must have successfully completed at least two similar works, each valued at a minimum of 50% of the estimated cost of Rs.2.33 crore. OR iii) The bidder must have successfully completed at least One similar work, each valued at a minimum of 80% of the estimated cost of Rs.3.73 crore.	

6	The Average annual turnover of the bidder should not be less than 50% of the estimated cost during each of the previous three financial years (2021-2022, 2022-2023, 2023-2024)	
6	A copy of the audited Balance Sheets, Profit and Loss Account, and Income Tax return statement for the last three financial years (2021-22, 2022-23, 2023-24) must be submitted along with the tender document.	
7	The agency must establish a Registered/Branch/Local office in Sambalpur, Odisha within 30 days of the award of Contract.	
8	i) EPF Registration ii) ESIC Registration iii) GST Registration iv) Firm Registration v) Valid Labour License vi) PASARA License	

Date:

(Signature of the bidder with seal)

Place:

ANNEXURE-VI**FINANCIAL BID**

Ref: Tender No. IIMSBP/2025-26/RP/31 dated 06/10/2025 inviting Bidders to the Hiring of Security Services agency for providing security personnel at IIM Sambalpur

Sl. No.	Item Description	No. of Security Personnel	Units	No. of working days in a month	Per day wage rate	EPF of total security personnel (As per Central govt. @13%) <i>Employer contribution is to be calculated on maximum Rs.15000 (ceiling)</i>	ESIC of total security personnel (As per Central govt. @3.25%)	Bonus of total security personnel (As per Central govt. @8.33%) - Bonus amount will be calculated on Rs.7000	Sub Total	Any other charges (to be mentioned @ % only)	Any other charges (to be mentioned in Rs.)	GST (As per current rate @18%)	Total Monthly wages (in Rs.)	Total Yearly wages (in Rs.)	TOTAL AMOUNT In Words
1	2	4	5	6	7	8	9	10	20			21	13	14	15
1	Manpower Details														
2	Supervisor	2	Nos	30											
3	Security Guard without Arm	115	Nos	30											
4	Security Guard with Arm	4	Nos	30											
Total in Figures															
Quoted Rate in Words															

Note:

1. No other extra/hidden charges payable would be payable to the service provider.
2. IIM Sambalpur may increase or decrease the no. of security personnel as and when required and based on the requirement of the institute.
3. The rate is inclusive of weekly off.
4. The minimum service charges should not be quoted less than 3.85% as per the GoI notification vide, DoE OM No. F/6/1/2023-PPD dated 06.01.2023. If a bidder is found to have quoted less than the minimum service charges, then the concerned bid will be summarily rejected.

Declaration by the bidder:

This is to certify that I/we before signing his tender have read and fully understood all the terms & conditions contain herein and undertake myself/ourselves to abide by them.

Date:

(Signature of the bidder with seal)

Place:

