

**HOLKAR SCIENCE (MODEL, AUTONOMOUS) COLLEGE, INDORE  
(AUTONOMOUS)**

NAAC A++ Accredited Institution

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# DETAILED E-TENDER DOCUMENT

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FOR PROVIDING COMPREHENSIVE SECURITY SERVICES

**Tender Reference No.:**3631/26

**Date:**22/04/2026

**Mode of Tender:** Online through MP e-Procurement Portal

**Bid System:** Two Bid System (Technical & Financial)

Principal

Govt. Holkar (Model, Autonomous) Science College, Indore (MP)

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कार्यालय प्राचार्य शासकीय होलकर विज्ञान महाविद्यालय इन्दौर  
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NOTICE INVITING TENDER (NIT)

Tender Reference No.:3631/26

Date:22/04/2026


Online bids are invited under Two Bid System (Technical & Financial) from eligible licensed Security Agencies for providing comprehensive security services at Govt. Holkar (Model, Autonomous) Science College, Indore. The detailed tender documents along with terms and conditions is available on the official website of the college, i.e., [www.collegeholkar.org](http://www.collegeholkar.org) and government e-Tender portal [www.mptenders.gov.in](http://www.mptenders.gov.in) . All the details and any amendment in the tender and related events will be displayed on above websites only.


Sr. No.	Item/Work description	Tender Reference No.	Tender Cost	EMD
01	COMPREHENSIVE SECURITY SERVICES	3631/26	5000 /-	50,000 /-

Contract Period: 01 Years (Extendable by 01 Year)

Performance Security: 5% of Annual Contract Value

Bid Validity: 120 Days

  
Administrative Officer

  
Principal  
Govt. Holkar (Model, Autonomous)  
Science College, Indore (MP)  
Holkar Science College  
Indore (M.P.)

### Schedule of e-Tendering Activities

<b>Particular</b>	<b>Details</b>
Tender Reference No./ Tender No.	<b>3631/26 - Date:22/04/2026</b>
Date of commencement of sale / download of tender document	25/04/2026, Time: 10 AM (IST)
Last date for sale / download of tender document	15/05/2026, Time: 5 PM (IST)
Last date and time for submission of technical & financial bids	Date: 16/05/2026; Time: 5 PM (IST)
Place / mode of submission	e-Tender portal <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a>
Pre-bid meeting date / time / place	NA
Date and time of opening of technical bid	18/0/2026
Tender document fee	5000 /-
Bid Security / EMD	50,000 /-

## **SCOPE OF WORK**

The agency shall:

- Provide 24×7 security services
- Deploy trained Security Guards & Supervisor
- Maintain gate entry/exit register
- Conduct campus patrolling
- Protect movable & immovable property
- Provide security during exams/events
- Ensure night surveillance
- Maintain attendance & duty roster

## **DEPLOYMENT PATTERN & DUTY STRUCTURE**

Category	No. of Personnel (At least)	Shift
Security Guards	02	Day Shifts
Security Guards	02	General Shift
Security Guards	02	Night Shift
Security Guards with Gun	04	Day/Night Shift
Security Guards with Gun	02	General Shift
Supervisors	1	General

**Security guards must be in full dress and having i-card during duty.**

## **ELIGIBILITY CRITERIA**

The bidder must:

1. Possess valid PSARA License in Madhya Pradesh
2. Have GST Registration
3. Have PAN
4. Have EPF & ESIC Registration
5. Have minimum 3 years' experience in Govt./Educational Institutions
6. Have minimum average turnover of 50,00,000 ₹ (Rupees Fifty Lakhs) (last 3 years)
7. Not be blacklisted by any Government body
8. Possess valid Labour License.

## **INSTRUCTIONS TO BIDDERS**

- Bids shall be submitted online only on MP e-Procurement Portal.
- Conditional bids shall be rejected summarily.
- All uploaded documents must be self-attested.
- Financial bid shall be opened only for technically qualified bidders.
- The principal Govt. Holkar (Model, Autonomous) Science College, Indore reserves the right to accept or reject any bid.

**TECHNICAL BID FORMAT**  
**TECHNICAL BID**

**A. Basic Information of Bidder**

S. No	Particular	Details to be Filled by Bidder
1	Name of Agency	
2	Registered Office Address	
3	Local Office Address (MP)	
4	Contact Person Name	
5	Mobile No.	
6	Email ID	
7	PAN Number	
8	GST Number	
9	EPF Registration No.	
10	ESIC Registration No.	
11	PSARA License No.	
12	Validity of PSARA License	

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of Agency

## B. Statutory Documents Checklist

S. No	Document Required	Yes/No	Document No.	Annexure Page No.
1	PSARA License (Valid in MP)			
2	GST Registration Certificate			
3	PAN Card Copy			
4	EPF Registration Certificate			
5	ESIC Registration Certificate			
6	Labour License			
7	Shops & Establishment Registration			
8	Annexure I – Undertaking for Non-Blacklisting Annexure II – Affidavit of Compliance with Labour Laws Annexure III – Declaration by Bidder			
9	Income Tax Return (Last 3 Years)			
10	CA Certified Turnover Certificate (Last 3 Years)			

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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## FINANCIAL BID & BOQ FORMAT

(To be submitted online only)

S.No	Category	No. of Personnel	Basic Rate (₹)	EPF	ESIC	Bonus, if any	Sub Total (₹)	Management Fee/ Service Charge (including all the taxes) for a month Amount (₹)	Total Monthly Cost; including all the taxes (₹)
1	Security Supervisor								
2	Security Guard (Day)								
3	Security Guard (Night)								
4	Security Guard (General Shift)								
5	Security Guard with Gun (Night)								
6	Security Guard with Gun (Day)								
7	Security Guard with Gun (General Shift)								
	Grand Total								

### Annual Contract Value Calculation

Particular	Amount (₹)
Total Monthly Cost	
Total Annual Cost (Monthly × 12)	
GST @ ___%	
Grand Total Annual Contract Value	

## GENERAL TERMS & CONDITIONS

- Contract valid for one years.
- Performance Security mandatory.
- Monthly payment after statutory compliance verification.
- Compliance with all labour laws mandatory.
- College may terminate with 30 days' notice.

## SPECIAL CONDITIONS OF CONTRACT

- Attendance biometric system (if required)
- Emergency response within 15 minutes
- Monthly review meeting

## PENALTY CLAUSE

<b>Violation</b>	<b>Penalty</b>
Absence of Guard	₹ 1000 per day
Late Reporting	₹ 500 per instance
Misconduct	Replacement + ₹ 2000
Non-submission of EPF/ESIC proof	Bill withheld

## PAYMENT TERMS

- Monthly payment after verification
- EPF & ESIC challan mandatory
- TDS & GST deductions as applicable
- Payment within 30 days of bill submission

## PERFORMANCE SECURITY

- 5% of annual contract value
- To be submitted within 10 days of award
- Refundable after completion of contract

## AGREEMENT FORMAT (Sample)

This Agreement is executed between Holkar Science College, Indore and M/s \_\_\_\_\_ for providing Security Services as per tender details given below:

Tander No.: \_\_\_\_\_

**Duration:** 1 Year (Extendable for another year)

**Security Deposit:** 5% of Annual Value

**Payment:** Monthly

- Monthly payment after verification
- EPF & ESIC challan mandatory
- TDS & GST deductions as applicable

Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Principal
Seal of Agency	Govt. Holkar (Model, Autonomous) Science College, Indore (MP)

## **PERFORMANCE BANK GUARANTEE FORMAT (Sample)**

This Bank Guarantee is issued in favor of Principal, Govt. Holkar (Model, Autonomous) Science College, Indore for an amount equivalent to 5% of Annual Contract Value.

**WORK ORDER FORMAT (Sample)**

Ref No: \_\_\_\_\_

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_

Sub: WORK ORDER FOR PROVIDING COMPREHENSIVE SECURITY SERVICES

Dear Sir,

You are hereby instructed to deploy security personnel as per approved deployment plan.

With regards

Principal  
Govt. Holkar (Model, Autonomous)  
Science College, Indore (MP)

## **ANNEXURES & DECLARATIONS**

Annexure I – Undertaking for Non-Blacklisting

Annexure II – Affidavit of Compliance with Labour Laws

Annexure III – Declaration by Bidder

**ANNEXURE – I**

**UNDERTAKING FOR NON-BLACKLISTING**

(On Agency Letterhead)

**To,**

The Principal  
Government Holkar (Model, Autonomous) Science College  
Indore (M.P.)

**Subject:** Undertaking regarding non-blacklisting

Tender No.: .....

I/We, \_\_\_\_\_ (Name of Authorized Signatory), authorized representative of  
M/s \_\_\_\_\_ (Name of Agency), hereby solemnly affirm and declare that:

1. Our agency has **not been blacklisted/debarred/terminated** by any Central Government Department, State Government Department, PSU, Autonomous Body, University, or any other Government Organization in India.
2. No criminal case is pending against the firm or its proprietors/partners/directors in any court of law relating to financial irregularities, fraud, or moral turpitude.
3. There is no ongoing litigation that may adversely affect the execution of the contract.
4. In case any information provided above is found to be false at any stage, the College shall have the right to:
  - Cancel our bid
  - Forfeit EMD/Performance Security
  - Terminate the contract
  - Initiate legal action as deemed fit

This undertaking is given voluntarily and with full understanding of its implications.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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**ANNEXURE – II**

**AFFIDAVIT OF COMPLIANCE WITH LABOUR LAWS**

(To be submitted on Non-Judicial Stamp Paper of ₹100/- duly notarized)

I, \_\_\_\_\_, S/o/D/o \_\_\_\_\_, aged \_\_\_\_ years,  
residing at \_\_\_\_\_, authorized signatory of M/s  
\_\_\_\_\_, do hereby solemnly affirm and declare as under:

1. That our agency shall strictly comply with all applicable labour laws including but not limited to:
  - Minimum Wages Act, 1948
  - EPF & MP Act, 1952
  - ESI Act, 1948
  - Contract Labour (Regulation & Abolition) Act, 1970
  - Payment of Wages Act, 1936
  - Payment of Bonus Act, 1965
  - Payment of Gratuity Act, 1972
2. That wages paid to deployed security personnel shall not be less than the minimum wages notified by the Government of Madhya Pradesh from time to time.
3. That EPF and ESIC contributions shall be deposited regularly and proof of deposit shall be submitted to the College every month along with the bill.
4. That the agency shall be solely responsible for any liability arising out of violation of labour laws.
5. That the College shall not be responsible for any statutory or financial liability of employees engaged by the agency.

Verification:

I hereby verify that the contents of this affidavit are true and correct to the best of my knowledge and belief.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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(Notary Seal & Signature)

**ANNEXURE – III**

**DECLARATION BY THE BIDDER**

(On Agency Letterhead)

**Tender No.:** \_\_\_\_\_

I/We hereby declare that:

1. I/We have carefully read and understood the complete tender document and agree to abide by all the terms and conditions.
2. I/We shall deploy trained, medically fit, and police-verified security personnel.
3. I/We shall ensure:
  - Proper uniform and ID cards
  - Maintenance of attendance register
  - Proper conduct and discipline
  - Replacement of personnel within 24 hours if required
4. I/We agree that the College reserves the right to:
  - Accept or reject any bid without assigning any reason
  - Terminate the contract in case of non-performance
  - Impose penalties for negligence
5. I/We confirm that the financial bid submitted by us includes all statutory liabilities and service charges.
6. I/We shall not sub-contract the work without prior written permission.
7. The information provided in the bid is true and correct. If any information is found false, our bid/contract may be cancelled.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of Agency