



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI
(An Autonomous Institute under the Ministry of Education, Govt. of India)
Address : Srinivasapuram, Jangalapalli Village, Panguru (G.P), Yerpedu (M),
Tirupati (Dist), Andhra Pradesh – 517619
Website : <http://www.iisertirupati.ac.in/>

CLARIFICATION ON TENDER NUMBER : GEM/2026/B/7421838

PRE – BID CONFERENCE FOR SECURITY MANPOWER SERVICES

1. Reference our tender No GEM/2026/B/7421838 dated 07/04/2026.
2. The Pre-Bid meeting was held on 13 Apr 2026 at 11:00 a.m. via Google Meet and the minutes of the meeting are as under.
3. At the outset, the Security Supervisor welcomed all the members and the representative of the prospective bidders and briefed in general the scope of the Project and thereafter briefed the vendors on the salient features of the commercial terms and the indenting Officers to read out the clarification sought by the prospective bidders and replied thereto as detailed in Annexure.
4. The representatives present were satisfied with the replies given and it was informed that the corrections/additions/clarifications given, as discussed during the Pre-Bid Conference would be hosted on the website of IISER Tirupati and GeM Portal and all the Prospective Bidders are required to take cognizance of the proceedings of the Pre-Bid Conference before submitting their bids as stipulated in the Bidding documents.
5. The terms & conditions of the tender issued on IISER Tirupati website <http://www.iisertitupati.ac.in/> and gemgov.in will remain unchanged. No more correspondence in this regard will be entertained.

The meeting ended with a vote of Thanks.

Sd/-
Security Supervisor



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Annexure

**PRE-BID CONFERENCE FOR PROCUREMENT OF OUTSOURCING SECURITY
MANPOWER**

TECHNICAL QUERIES AND CLARIFICATIONS

Bid Number : GEM/2026/B/7421838 dated 07/04/2026

S.No	Query/Clarification sought	Clarification/Amendment
01	One of the agency asked Annexure 8 draft format and NH wages	Clarified that the information should be according to the Annexure 8 and NH wages are applicable as per Government of India norms.
02	One of the agency asked regarding Turnover, ESI applicability, LWW & uniform cost to be deducted from the employees	Clarified that the Turnover is Average Annual Turnover. As per the present central labour minimum wages act the ESI is not applicable. LWW is applicable as per present rules. And the uniform cost should not be deducted from the employees.

D Ramesh
Member

Himanshu Shekhar K
Member

e-approved

T Naveenkumar Reddy
Member

K Vasudev Naidu
Member

M Vamsidhar
Member



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TENDER DOCUMENT

FOR

SECURITY MANPOWER SERVICES

Tender No:

IISERT/Admin_Security/0001/26



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TECHNICAL BID

PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE OF THE TENDERING AGENCY / FIRM / COMPANY

Ref.: Advertisement for Tender in the GeM Portal dated ____April 2026 in connection with providing Security Manpower Services **in IISER Tirupati** on contract basis in the form of manpower for various types of services/duties as per **Annexure-1**.

Sr.	Particulars	Details
1	Name of the agency / firm / company	
2	Address of the Office of the agency / firm / company Land Line No: Mobile No: Email:	
3	Website/ URL of the agency (all the Institute requirements must be placed on the agencies website for wider publicity)	
4	Name, designation, and details of contact person & Local office address (Tirupati). (Submit Annexure -7)	Submitted / Not Submitted
5	Legal status – Individual / proprietary / partnership firm / limited company / corporation, etc.) (Submit Copy of the appropriate registration certificate)	Submitted / Not Submitted
6	Month and Year of commencement of manpower supply business.	
7	Statutory details of agency / firm / company (Relevant Photocopies to be submitted): 1] Registration number of the firm. (Issued under Shops and Establishment Act, Andhra Pradesh). 2] In case of company, registration number issued by Registrar of Companies. 3] Valid License for Tirupati issued by Andhra Pradesh Government under Private Security Agency Regulation Act (PSARA).	1] Submitted / Not Submitted 2] Submitted / Not Submitted 3] Submitted / Not Submitted 4] Submitted / Not Submitted



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	4] Permanent Account Number (PAN) 5] GST – Registration number. 6] Registration number issued by Regional Provident Fund Commissioner. 7] Registration number issued by Employees State Insurance Corporation. 8] Profession Tax registration number of Andhra Pradesh.	5] Submitted / Not Submitted 6] Submitted / Not Submitted 7] Submitted / Not Submitted 8] Submitted / Not Submitted
8	Agency / firm / company should have an average annual turnover of at least Rs. 4.95 crores in the security manpower providing business alone in the previous three financial years. Relevant supporting documents w.r.t security manpower business duly certified by the Chartered Accountant must be submitted (In case turnover in the profit & loss account is combined for other business activities then separate CA certificate is must for Security manpower business turnover. Bid submitted without a clear and separate turnover for security services will be summarily rejected. Also, submit copy of the audited Statement of Accounts and income tax return filed for the relevant financial year in support of above condition.	2024-2025: Rs. _____ 2023-2024: Rs. _____ 2022-2023: Rs. _____ Submitted / Not Submitted
9	The Service Provider must have successfully executed/completed similar services over the last three years i.e. the current financial year and the least three financial years (ending month of March prior to the bid opening): 1) Three similar completed services costing not less than the amount equal to 40% of the estimated cost. (or) 2) Two similar completed services costing not less than the amount equal to 50% of the estimated cost. (or) 3) One similar completed service costing not less than the amount equal to 80% of the estimated cost. Submit name (s) of the Organization(s) along with a certificate on their letter head certifying that the applicant firm has executed the contract as per the above-mentioned	Yes / No Submitted / Not Submitted Submitted / Not Submitted



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	criteria. Also, submit details of present and past clients in the format provided (Annexure-4) in this tender along with photocopies of the Experience Certificates (Annexure-8) which must clearly give full details about contract period, category of staff provided and its number and contract value.	Submitted / Not Submitted
10	In case the tender is signed by the person other than the sole proprietor / owner, authorization given by the Executive Body authorizing the officer / partner for signing the tender documents for this tender to be submitted on letterhead (tenders signed without proper authorization will be summarily rejected).	Submitted / Not Submitted / Not Applicable
11	Submit affidavit in the prescribed format (Annexure – 2) on non-judicial stamp paper of Rs 100/- duly attested by a Magistrate/ Notary Public.	Submitted / Not Submitted
12	Submit unconditional acceptance of the tender terms and conditions on a letter head in the prescribed format given at (Annexure – 3).	Submitted / Not Submitted
13	Details of the earnest money deposit (EMD) submitted.	DD No. _____ dated _____ Rs. 20,00,000/- (Rupees Twenty Lakh Only) drawn on (name of the Bank) <hr/> <ul style="list-style-type: none">• Online Payment: The preferred method, including NEFT, RTGS, or other digital modes (e.g., SBI Collect, GeM pool account).• Bank Guarantee (BG): An irrevocable Bank Guarantee from any Commercial Bank or Scheduled Bank in India, which should remain valid for 45 days beyond the final bid validity period.• Fixed Deposit Receipt (FDR): A pledged FDR from a Scheduled Commercial Bank.• Account Payee Demand Draft (DD): Drawn in favor of the specified authority (Director,



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		IISER Tirupati). • Banker's Cheque: Issued by a scheduled bank.
14	Submit Bid Securing Declaration form placed under (Annexure-5).	Submitted/Not Submitted
15	Submit No Relationship Certificate form placed under (Annexure – 6).	Submitted/Not Submitted
16	Sign all the pages of the tender document	Yes/No
17	Any other information relevant to the tender	

Place: _____

Signature of Tenderer

Date: _____

Name, Address with

rubber stamp

(Please note that all requisite documents uploaded by the tenderers should be legible, placed from starting pages and avoid uploading of repeated/ unwanted/unnecessary documents. If the up-loaded documents are illegible then the tender will be summarily rejected).



TERMS AND CONDITIONS OF TENDER:

1. **This tender document shall be governed by the General Terms and Conditions of the Service Level Agreement (SLA) as stipulated on the GeM portal along with the following terms and conditions.**
2. **SCOPE OF WORK:** Providing Security personnel to IISER Tirupati as per the requirement from time to time as per “Annexure-1” to this tender. The Service Provider shall provide Security manpower services to the IISER Tirupati deploying fail-safe Security measures, providing early warning, and mobilizing troubleshooting elements. The items or situations that have to be covered by security manpower services of the Service Provider in addition to the duties and responsibilities mentioned in the Service Level Agreement, are enumerated with an important but non-exhaustive list as below: -
 - a. Protection of property and personnel (faculty, staff, students, official visitors and residents) of the IISER Tirupati against willful harm; It includes all the Gates, Academic Areas, Activities Area, Hostels, Guest Houses, Research Labs, Play grounds, Community Centers, Commercial Centers and Hospital etc. of IISER Tirupati.
 - b. Protection of property, cash, documents and personnel of IISER Tirupati, also in transit when so specified.
 - c. Protection of office property and materials against loss, damage, theft, misappropriation, pilferage, fire etc. Protect property/cash/documents of IISER Tirupati against burglary (where loss is due to entry after breaking the any entry lock/ door/window/grill).
 - d. Regulate access control at gates, prevent miss-use of IISER Tirupati grounds and facilities by outsiders, preventing trespassing, unauthorized parking, unauthorized construction, squatting in the IISER Tirupati campus and prevent vandalism. Ensure proper & timely reporting of violations to IISER Tirupati authorities.
 - e. Prevent loss on account of lapse in "access control measures" at Gates of the IISER Tirupati.
 - f. Undertake fire fighting operations with provided equipment.
 - g. Regulate parking of vehicles in designated areas of the IISER Tirupati.
 - h. Provide security during official, social and religious functions of the IISER Tirupati.
 - i. Conduct security audits/surveys/investigations/consultancies as per requirements.



- j. Conduct periodic security and Fire fighting training of security guards.
- k. Adhere to the Standard Operating Procedures (SOPs) given by the IISER Tirupati which may be modified from time to time by the Director or his nominee.
- l. Investigation of thefts, accidents or any other matter required from time to time.
- m. Carry out any other job assigned by the Director or his nominee in Interest of Security of IISER Tirupati.

3. EARNEST MONEY DEPOSIT:

- a. The Service Provider shall upload a scanned copy of the Earnest Money Deposit (EMD) on the GeM portal and ensure that the original EMD reaches IISER Tirupati on or before the bid submission closing date and time, failing which the bid shall be rejected. However, Service Providers eligible for exemption from EMD as per Rule 170 of GFR 2017 registered as Micro and Small Enterprises (MSEs) and engaged in relevant Security Manpower Services may submit a Bid Security Declaration (Annexure–5) along with valid documentary proof, such as an MSE registration certificate, through the GeM portal at the time of bid submission.
- b. Besides, they have also to enclose a hardcopy of same valid exemption certificate(s) and ensure that the same is delivered to at IISER Tirupati.
- c. No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by IISER Tirupati in respect of any previous work shall be entertained.
- d. Service Providers shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the Service Provider fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the Institute.
- e. The bids without EMD/BID Security Declaration and Valid MSE Certificate shall be summarily rejected.
- f. No claim shall lie against IISER Tirupati in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit. No interest shall be paid on the earnest money deposit.
- g. The bid security (earnest money deposit) may be forfeited: -
 - i. If the Service Provider withdraws his bid during the period of bid validity specified by the Service Provider in the bid form; or
 - ii. In case of successful Service Provider, if the Service Provider: -
 - iii. Fails to sign the contract in accordance with the terms of the bid document.



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Fails to furnish required performance security in accordance with the terms of bid document within the time frame specified by the Client.

- iv. Fails or refuses to honor his own quoted prices for the services or part thereof. In such case, the Service Provider is also liable to be debarred from future tendering.
4. As Security Manpower services are vital for the smooth functioning of the Institute and for the ease of administration of the IISER Tirupati, MSE/STARTUP firms are not exempted from prior turnover and prior experience criteria.
5. The agency must have an office in Tirupati district and deploy one dedicated manpower at the site to ensure smooth handling of administrative and statutory requirements, including timely submission of EPF, ESI, GST, PT, and other statutory deduction records. The deployed personnel should also be capable of issuing bonafide certificates, pay slips, and addressing grievances of the manpower at the site. An undertaking letter confirming compliance must be submitted.
6. The agency must be able to deploy persons having knowledge of local language and the agency must have ability to liaison, communicate & correspond with the local Labour Department and State Government Officers.
7. The Service Provider shall nominate one "Field Officer" experienced in the field of security for taking care of queries/matters relating to general discipline, incidents, accidents relating to its deployed personnel and also for immediate interaction with IISER Tirupati authorities. That no right, much less a legal right shall vest in the Service Provider's staff to claim/have employment or otherwise seek absorption in IISER Tirupati nor the Service Provider's staff shall have any right what so ever to claim the benefits and for emoluments that may be permissible or paid to the employees of IISER Tirupati. It will be the responsibility of the Service Provider to make it clear to their staff before deploying at IISER Tirupati.
8. The agency should have an active and running website which shall be used for hosting of the Institute requirements and for wider publicity.
9. Tenderer must fulfill all the requirements given in the Technical Bid and all the terms and conditions of this tender.
10. Photocopies & supporting documents submitted should be legible and self-attested. Only the documents as asked in the Tender must be submitted. It is to be strictly observed that no



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irrelevant (or) superfluous documents are submitted with the Tender.

11. **Quoting of administrative charge:** The Service Provider has to quote administrative charge keeping in view the deduction of IT TDS @ 2% & TDS on GST @ 2% or as per applicability, expenditure towards Uniforms, Shoes, Batons, Rain Coat, Torch Light, Identity card, verification of Character & Antecedents and all the statutory charges relating to this contract etc.
12. Lower rates of administrative charge should not lead to complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the Service Provider from the workers, thereby affecting the performance of the workers. Any such complaints received from workers deployed at IISER Tirupati shall lead to cancellation of tender and forfeit of the Bank Guarantee.
13. The Service Providers are required to quote only administrative charges strictly in percentage of monthly gross wages. Tenders received with below 3.85% charges will be REJECTED. The Service Providers are required to be careful while quoting rate of administrative charges.
14. **In case two or more tenders have quoted the same administrative charges, work will be awarded to the Service Provider as finalized through GeM.**
15. Service Provider/Agency will apply to the Labour Commissioner for obtaining a labour License and will submit a copy of license to Administration Section within 30 days from the date of issue of the award of contract, **failing which penalty @ Rs 500/-per day shall be levied.**
16. The Successful Service Provider should deposit an amount of **Rs. 5 Lakhs as Security Deposit** in the form of Demand Draft drawn in favour of “Director IISER Tirupati” with the Institute for the entire duration of the contract and also submit the **Bank Guarantee equivalent of one month gross wage bill (approximately Rs 35,00,000)** within 07 days from the date of signing the agreement, valid **for 27 months** from commencement of contract which will be renewed from time to time as per further renewals/amendment of the contract. Whenever wage bill amount increases by 10% of the initial amount, additional Bank Guarantee shall be submitted by Service Provider. Also, the Bank Guarantee shall be renewed by the Service Provider from time to time if contract is extended, which shall be valid for at least 03 months beyond the contract period.



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17. The Director, IISER Tirupati shall have absolute right and authority for the suspension/ revocation of said security deposit and Bank Guarantee in case of breach of any clause of the Agreement by giving prior notice.
(Non-compliance of statutory norms and terms and conditions of the Tender Document & Service Level Agreement (SLA) will lead to termination of contract.)
18. The decision of the Director, IISER Tirupati with regard to the determining of quality of work/ services done by the Service Provider or his employees shall be final and acceptable to the Service Provider. The Director, IISER Tirupati reserves the right to get the work/services so rejected done/ replaced at his own level at the risk and cost of the Service Provider after giving him a notice in writing and the expenditure incurred on this count shall be recovered from the Service Provider from his outstanding dues or by revocation of any or all parts of the Security Deposit and Bank Guarantee, as he may think proper.
19. The Director, IISER Tirupati or any other officer(s) so authorized by him shall be at liberty to carry out any surprise check on the working of the persons so deployed by the Service Provider in order to ensure that the required numbers of persons are deployed and they are performing their duties satisfactorily.
20. The manpower deployed by the Service Provider for the execution of the contract shall be the employee of the Service Provider for all intents and purposes and in no case, there shall be any relationship of employee and employer between the said persons and IISER Tirupati either implicitly or explicitly
21. The persons so deployed shall be under the overall control and supervision of the Service Provider and the Service Provider shall be liable for payment of their wages etc. and all other dues within the stipulated time which the Service Provider is liable to pay under the various Labour Regulations and other statutory provisions. IISER Tirupati shall be absolved from any such liability at its own level.
22. The Service Provider shall be responsible for all injuries and accidents to Persons employed by it. For the staff not covered under ESIC Scheme, suitable Medical policy along with Workmen Compensation policy shall be taken by the Service Provider. The policy document shall be submitted by the Service Provider within 30 days from the date of commencement of the contract. Failure to provide Medical Policy to the employees shall



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attract penalty @ Rs 1000/- per day per head after completion of 30 days.

23. The Service Provider shall be responsible for the good conduct and behavior of its employees. If any employee of the Service Provider/Agency is found misbehaving with the supervisory staff or any other staff member/ student of IISER Tirupati, it shall terminate the services of such employee(s) on the recommendation of the Officer designated by the Director, IISER Tirupati. The Service Provider shall issue necessary instructions to its employees to act upon the instructions given by the Supervisory staff of the IISER Tirupati
24. The Service Provider and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to it by IISER Tirupati and shall not knowingly lend to any person or company any of the assets of the IISER Tirupati under its control.
25. In the event of any loss being caused to the IISER Tirupati on account of negligence/derelection of duties by the Service Provider or his employee(s) that shall be established after a joint inquiry comprising of the representatives of IISER Tirupati and the Service Provider. IISER Tirupati should get the same compensated from the Service Provider. The Service Provider may have a Public Liability Insurance Policy Cover.
26. The Service Provider will not be held responsible for the damages caused to the property of the Institute due to natural calamities like lightening, earth quake, flood etc.
27. The Service Provider shall not appoint any Sub-Company/Agency to carry out any obligation under the contract.
28. The Service Provider shall take day to day instructions from the Officer/s or his Deputy, in his absence, of IISER Tirupati.
29. None of the employees of the Service Provider shall enter into any kind of private work at different locations of the IISER Tirupati during working hours or otherwise. The Service Provider should not put its employees in different shifts at other locations other than IISER Tirupati & they should not be employed by other agencies to do so also. In case of any violations of this the Service Provider shall be penalized by imposing a fine of Rs. 5,000/- per employee per incident.
30. In addition, IISER Tirupati will have liberty to increase/decrease the total number of security personnel by giving a short notice of 24 hours to the Service Provider.



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31. It would be desirable that the Security personnel provided should have knowledge of Fire Fighting, First Aid and Motor Cycle without Gear (MCW)/ Motor Cycle with Gear (MCWG) / Light Motor Vehicle (LMV) Driving License & handling Wire-less Communication equipment.
32. The manpower proposed to be deployed by the Service Provider /Agency shall be subject to screening by IISER Tirupati, to ascertain their suitability and skills. The person deployed at the Institute shall be at the discretion of the Institute. Before deploying a person in IISER Tirupati, the Service Provider shall furnish complete particulars and obtain approval of the designated officer of IISER Tirupati.
33. IISER Tirupati reserves the right to ask and require the Service Provider to remove any person deployed by the Service Provider, without assigning any reason and notice.
34. The manpower deployed by the Service Provider/Agency shall also be trained on the existing Fire detection and Alarm system and Fire Fighting Systems installed in the IISER Tirupati campus. In case of an outbreak of fire they should be able to undertake fire-fighting operations.
35. The Service Provider shall supply free of cost two pairs of uniforms every year(all weather) with shoes, belt, caps, rain coats, winter wear (Jersey etc.), radium wear and name plates to the persons engaged by it. IISER Tirupati shall not allow any employee of the Service Provider to work inside the IISER Tirupati campus without uniform and name plate except in cases where-in specifically asked for. If during the period of contract, the uniform is torn, it shall be the responsibility of the Service Provider to supply another uniform to the persons and ensure that the persons wear uniform while they are on duty in the IISER Tirupati campus. The Service Provider cannot deny supply of uniforms to the deployed staff. It shall be the responsibility of the Service Provider to provide a baton and heavy focused torch light at every security point and general patrolling guards.
36. All the Security personnel shall be normally required to work in three shifts basis (8 hrs each). No Security personnel will be allowed to perform double duty /continuous basis unless authorized by the Officer/s of IISER Tirupati. Weekly off is mandatory for all personnel as per labour laws.
37. The Service Provider/ Agency will get all the staff on its roll deployed at IISER Tirupati



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- campus, verified of their Antecedents through Police authority and a certificate to this effect be furnished by the Service Provider to IISER Tirupati within 30 days of initial deployment. The Service Provider should maintain proper record/documents of the same. These documents are required to be produced to IISER Tirupati whenever required.
38. The Service Provider shall have proper standard and procedures of recruitment and training. The Service Provider should provide a copy of Training Manual for inspection to IISER Tirupati authorities.
 39. The Service Provider shall have a proper system for checking the guards on duty, day & night for every shift. Records of the same should be effectively maintained and shortcomings if any should be immediately rectified. A daily report to be submitted to the designated officer of IISER Tirupati.
 40. The Service Provider shall not be allowed to change its name and style after the award of the contract.
 41. **WAGES:** The Service Provider shall pay monthly wages plus statutory charges (EPF/ESI) to all his employees as per the wage rates fixed by IISER Tirupati. Wages will be fixed by IISER Tirupati according to Central/state minimum wages, whichever is higher approved by the Competent Authority of IISER Tirupati. The Service Provider shall provide full information in respect of the wages etc. paid by him to his employees so deployed in conformity with the provisions of the Code on Wages, 2019 (Wage Code)/Contract Labour (Regulation and Abolition) Act, 1970 and Rules, made there under.
 42. The Service Provider shall furnish details to IISER Tirupati about disbursement of salary within 5 days from the date of disbursement i.e. 7th day from wage cycle. This obligation is imposed on the Service Provider to ensure that the Service Provider is fulfilling his commitments towards his staff so deployed under the various Labour Laws. He will maintain attendance registers, individual's ledger/wage book, wage slip, publications of scale of wages and terms of employment.
 43. The Service Provider shall be responsible for fulfilling all his obligations towards the persons deployed under the Minimum Wages code 2019., EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, be responsible for the deposit of employee's and principle employer's share of statutory contributions with the ESI/EPF authorities at his own level and maintenance of such



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record as per rules. He will furnish proof of deposit of such contributions to the appropriate authority of IISER Tirupati along with wage bill for the next month. He will also arrange to open such EPF/ESI accounts etc. of all the employees deployed by him at IISER Tirupati. In case of failure on the part of Service Provider to deposit EPF/ESI etc. with the concerned authorities within the stipulated period the Service Provider shall be liable to pay penalty so imposed by the Institute authority and withholding of Bills payable.

44. The Service Provider will submit wage bill as per details/table given below :-

- Name of the company-
- Annual contract for the Security Manpower Services
- Authority No. & Date-
- Date of commencement of the contract-
- Wage Bill for the period
- Bill No. & Date

S. No	Emp ID No	Emp Name	EPF No.	ESI No.	No. of days	Basic	VDA	Total	Bonus	LWW	National Holidays	Liveries	Gross to Emp

Employee PF	P.Tax	Emp ESIC	Carry Home Salary	Employer's			Total	Service charges	Payable to Service Provider
12%		0.75%		EPF 12%	EDLI 1%	ESIC 3.25%			

45. The Service Provider will keep the following instructions in view while submitting the monthly wage bill(s):-

- Deduction Schedule showing the individual details of deductions of EPF/ESI to be tallied with the wage bill.
- A spare/attested copy of bank scroll/bank challans as a proof of deposit of EPF/ESI



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etc. payment to the concerned authorities will be submitted to IISER Tirupati along with the bill for wages for the next month.

46. Service Provider shall pay wages to all its staff members by 7th day wage cycle of the month. Schedule of process to be followed is as under :

Sr.	ACTIVITY	WHO	TURN AROUND TIME
1	Verification of Attendance and wage sheet	IISER Tirupati	22 nd of every month
2	Raising of Invoice to the Institute	Service Provider	23 rd of every month
3	Salary Disbursal	Service Provider	Salary should be credited to individual SBI A/c by 26 th of every month. (or within 24 Hrs. of release of Payment of IISER Tirupati whichever is earlier).

47. The Service Provider shall conform to the provisions of various Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the contract. He will be liable for the deduction prevailing IT TDS @ 2% and TDS on GST @ 2% or as per applicability on the total bill as Income Tax as per provision of the Income Tax Act, or as applicable from time to time (This cannot be recovered from the employee's salary and the Service Provider has to adhere to the TDS as per Income Tax Act). Apart from this, the Service Provider shall also pay government statutory charges on the gross bill at the rates as applicable from time to time. The Service Provider will submit to IISER Tirupati authorities a copy of the receipts. Deduction on account of government statutory charges on the gross bill may be deducted at source if there are any instructions from the concerned government authorities in this regard.

48. Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Service Provider at his own expenses, etc., and the Service Provider shall report the compliance thereof to IISER Tirupati authorities. The Service Provider shall be solely liable for violation of any provisions of the said Act or any other Act.



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49. The Service Provider shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his staff so deployed for the preservation of peace and protection of persons and property of IISER Tirupati.
50. In case of any complaint/defect pointed out by IISER Tirupati authorities against any Service Provider's staff, the Service Provider shall immediately replace the person so deployed.
51. IISER Tirupati shall have further right to adjust or readjust or deduct any of the amounts as aforesaid from the payment to be made to the Service Provider under this Contract or out of the Security Deposit and Bank Guarantee of the Service Provider.

52. PENALTIES

- a) A penalty @ 1% of the monthly value of the contract shall be imposed for non-commencement of contract within the stipulated period after the issue of allotment letter for every week or part thereof for the delay in the commencement of the contract.
- b) Penalty @ INR 100/- per person per month will be charged for not giving timely Salary Slips to the employees i.e. on (or) before 05th of every month (or) within three days of credit of salaries, whichever is earlier.
- c) Penalty @ INR 1000/- per person per month will be charged from the Service Provider, if the uniforms & shoes, winter wear (Jersey), Radium Waist are not given within thirty days of award of the contract. Penalty shall be levied from the day of completion of thirty days.
- d) Penalty @ INR 100/- per person per month will be charged for not giving proper strong and durable ID cards mentioning all basic details like Name, Designation, Blood Group, Date of Birth, Place of Deployment etc., to the employees within thirty days of award of contract.
- e) Penalty @ INR 100/- per person per month will be charged for not submitting the police verification certificate of the employees within thirty days of the award of contract.
- f) Penalties for other incidents not mentioned above will be levied as per the Service Level Agreement.



53. Resolution of Disputes: In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IISER Tirupati or any other officer nominated by the Director, IISER Tirupati for arbitration whose decision shall be final and binding on both the parties. The Service Provider agrees that the arbitrator could be an employee of the Institute and shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
54. Jurisdiction: The competent court at Tirupati shall have exclusive jurisdiction upon any matter arising out of this contract.
55. The relatives/near relatives of employees of the client are prohibited from participation in this bid. The near relatives for this purpose are defined as :-
- Members of a Hindu Undivided Family (HUF).
 - Their Husband or Wife.
 - The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).
- 56. Termination of the Contract: The contract may be terminated in any of the following contingencies: -**
- On giving one month notice by the Institute OR
 - On giving three months' notice by the Service Provider OR
 - On the expiry of the contract, without any notice OR
 - On giving one month notice by the Institute, at any time during the tenancy of contract, in case the services rendered by the Service Provider are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for this services OR
 - On Service Provider being declared insolvent by the competent Court of Law, without any notice OR
 - On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Service Provider to any third party or for sub-letting the whole



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or a part of the contract to any third party, without any notice.

- g. Provided that during the notice period for termination of the contract, in the situation contemplated above, the Service Provider shall keep on discharging his duties as before till the expiry of notice period.
- h. In case of termination of contract on the grounds mentioned at Sr. No (d)/Sr. No(f) above (OR) in case the Service Provider decides to conclude the contract before the expiry of twenty-four months contract period without giving three months' notice as mentioned at Sr. No (b) above, the Service Provider shall forfeit the Security Deposit and Bank guarantee held with the Institute and the Service Provider shall not have any claim/right against the Institute in satisfaction of this condition.
57. Initially there is no need from Service Provider to identify the staff as the existing trained staff shall be permitted to be transferred to his rolls for the ease of the service provider and to enable smooth transition reducing the turnaround time for the service provider. This shall save time on training the deployed manpower.
- 58. Last Payment:** The last payment of the Service Provider will be cleared only after ascertaining that no liabilities are pending.



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(COVERNG LETTER)

(To be submitted along with technical bid on letter head)

TO,
The Registrar
IISER Tirupati

Subject: Tender for Manpower Outsourcing Services (Security)

Reference: Tender Notice published in Institute's website/GeM Portal dated_____

Sir,

With respect to the tender notice published in above mentioned Institute's website/GeM Portal, I/we hereby submit my/our tender in a required format. I/We will adhere to the requirements prescribed by IISER Tirupati. I/We have carefully gone through the requirements, evaluation criteria, terms and conditions and prescribed formats carefully and I/We unconditionally accept the same without any alterations/modifications.

Yours Sincerely,

Signature:

Name:

Seal of Service Provider



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ANNEXURE – 1

MANPOWER DETAILS

Sr. No.	Category of personnel to be deployed	Approximate number required (Likely to change as per the requirement)	Minimum Qualification and Experience
1	Male Security Guard	105	Minimum 10 th Pass
2	Female Security Guard	22	Minimum 10 th Pass
3	Security Supervisor (Male)	03	Ex-Serviceman with 12 th Pass



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ANNEXURE-2

(To be furnished on non-judicial stamp paper of Rs 100/- duly attested by a Magistrate/Notary Public)

(To be submitted along with technical bid)

AFFIDAVIT

I/We (Name(s)) _____ Service Provider/ partner/sole proprietor (strike out which is not applicable) of (Firm name) _____ do hereby solemnly affirm and declare that the individual/firm/company is not black listed by any Government Department or an autonomous body.

Date, The day of 2026

Deponent

Address _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

Date, The day of 2026

DEPONENT



ANNEXURE-3

ACCEPTANCE OF TENDER TERMS
(To be given on Company Letter Head)

Date: DD/MM/YYYY

To,
The Registrar
IISER Tirupati

Sub: Un-conditional Acceptance of Terms & Conditions of the Tender.

Tender Reference No: _____ Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely _____ as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s)), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully, (Signature of the Bidder, with Stamp)



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ANNEXURE – 4

DETAILS OF CLIENT AND STAFF DEPLOYED

(If required use separate sheet without changing the format)

Submit photocopies of the Experience Certificates (work orders, extensions (if any), Client Certificates, agreement will not be considered) which must clearly give full details about contract period, category of staff provided and its number and contract value.

Name & Address of Client (s) (Do not use abbreviations)	Period (From – To) (DD/MM/YYYY)	Amount (in INR)	Remarks (if any)

Signature: _____ Name: _____ Seal of _____



Bid Securing Declaration Form

Date: _____

Tender No.

To (insert complete name and address of the purchaser)

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Service Providers.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Service Provider, upon the earlier of (i) the receipt of your notification of the name of the successful Service Provider; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete

name of Service Provider) Dated on _____ day of __ (insert date of

signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.)



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ANNEXURE-6

NO RELATIONSHIP CERTIFICATE

(ON OFFICIAL LETTERHEAD, SIGNED AND STAMPED)

This certificate is issued to affirm that we, M/s _____, participating in the tender process for _____ (specify the goods/services being procured) under tender No. _____ dated

_____ issued by the Indian Institute of Science Education and Research Tirupati, hereby declare that there exists no relationship, whether direct or indirect, between any of our employees and any employee of the procuring organization, namely IISER Tirupati.

We understand and acknowledge that in the event of any such relationship being discovered at any stage during the tender process or subsequent contract execution, we shall accept full responsibility for such findings.

Furthermore, we undertake that we are liable to be blacklisted by the procuring organization, and the Earnest Money Deposit (EMD) and Performance Bank Guarantee (PBG) submitted by us will be forfeited by IISER Tirupati without any recourse.

This declaration is made in good faith and with full awareness of the consequences of providing false information.

Place: _____ Date: _

**Authorized Signatory (Signature of the
Service Provider with Official Seal)**



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ANNEXURE-7

UNDERTAKING

(On Company Letterhead)

I/We (Name)_____ Service

Provider/Partner/Sole Proprietor (strike out which is not applicable of (Firm) do hereby solemnly affirm and declare that the individual/firm/company has an office in Tirupati District. The address of the office is as under:

Date:

Place:

Authorized Signatory Name:

Designation:

Contact No.:



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ANNEXURE – 8

FORMAT OF CLIENT EXPERIENCE CERTIFICATE

(To be submitted along with technical bid on client's letterhead)

Date: _____

This is to certify that M/S (Name of the Agency) is/was engaged by us for manpower outsourcing security services as under:-

Name & Address of Client (s) (Do not use abbreviations)	Period (From-To)	Contract Value	Remark (If Any)

During the period of contract, services provided by the Agency has been Satisfactory.

Signature:

Name:

Seal of the Agency/Firm/Company



TO WHOMSOEVER IT MAY CONCERN

Initially there is no need from Service Provider to identify the staff as the existing trained staff shall be permitted to be transferred to his rolls for the ease of the service provider and to enable smooth transition reducing the turnaround time for the service provider. This shall save time on training the deployed manpower.

This is issued with the approval of the Competent Authority.

[Handwritten Signature]
07/04/26

K Vasudev Naidu
Security Officer



सुरक्षा अधिकारी / Security Officer
भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति
Indian Institute of Science Education and Research Tirupati
तिरुपति/Tirupati - 517619, भारत/India.