

**TENDER DOCUMENT
FOR PROVIDING SECURITY AND HOUSEKEEPING SERVICES
AT G. B. PANT INSTITUTE OF ENGINEERING & TECHNOLOGY, PAURI
GARHWAL**



**Govind Ballabh Pant Institute of Engineering & Technology (GBPIET),
Pauri Garhwal**

(An Autonomous Institute of Government of Uttarakhand)

(Formerly known as G.B. Pant Engineering College (GBPEC))

Village & Post: Ghurdauri Dist: Pauri Garhwal, Uttarakhand - 246194-

Telephone: +91 1368 228030, 48 Fax: +91 1368228062

Website: www.gbpiet.ac.in,

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This tender document contains 21 pages and it is not transferable.

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Notice inviting e-tender

In accordance with the approval of the competent authority, Notice Inviting e-Tender is hereby issued for the work "Providing Security and Housekeeping Services at G.B. Pant Institute of Engineering & Technology (GBPIET), Ghurdauri, Pauri Garhwal – 246194, Uttarakhand." The estimated cost of the tender is Rs. 1.75 Crore (Rupees One Crore Seventy Fifty Lakhs only). The tender shall be processed through the Uttarakhand State e-Tender Portal under a two-bid system (Technical and Financial). The detailed terms, conditions, and scope of work are available in the tender document accessible on www.uktenders.gov.in and the Institute website www.gbpiet.ac.in

Tender Notice No.	363/Reg. Off/Tender/2025
Date	24 November 2025
Estimated Cost	₹ 1.75 Crore (Approx.)
Earnest Money Deposit (EMD)	₹ 3,50,000/- (Three Lakh Fifty Thousand only)
Performance Security	5 % of Annual Contract Value
Tender Type	Two-Bid System (Technical & Financial)
Mode of Tendering	Online through Uttarakhand State e-Tender Portal (www.uktenders.gov.in)
Tender Fee (Non-refundable)	₹ 5,900/- (₹ 5,000 + 18% GST)
Tender Availability	www.uktenders.gov.in / www.gbpiet.ac.in

All corrigendum (if any) related to this tender will be available on <https://uktenders.gov.in> and www.gbpiet.ac.in.

The Competent Authority reserves the right to accept or reject the tenders without assigning any reason therefore. The original Tender Fees and EMD, along with attached copy of tender documents, should be sent to: Director, GB Pant Institute of Engineering & Technology, Pauri Garhwal, Uttarakhand, 246194

Issued By

The Director

G. B. Pant Institute of Engineering & Technology
Ghurdauri, Pauri Garhwal – 246194 (Uttarakhand)

Sr. No	Description	Date	Time
1	Tender Publication	24.11.2025	10:00 AM
2	Pre Bid Meeting date and time	2.12.2025	11:00 AM
3	Bid submission start date and time	4.12.2025	10:00 AM
4	Bid submission end date and time	18.12.2025	03:00 PM
5	Technical Bid opening date and time	18.12.2025	03:30 PM
6	Financial Bid opening	Technically qualified bidders will be informed about date and time of opening of financial bids through Uttarakhand e tender portal.	

1. INSTRUCTIONS TO BIDDERS

1.1 The tender shall be submitted in **two-part bid system**:

- **Part-I:** Technical Bid (with all supporting documents)
- **Part-II:** Financial Bid (to be filled only in the given BOQ format on the e-tender portal)

1.2 No offline bids will be accepted. All documents must be uploaded online as PDF

1.3 Bidders are encouraged to visit the **GBPIET campus** to understand the scope of work and site conditions before submission.

1.4 Any corrections/alterations must be authenticated by the bidder's authorized signatory.

1.5 The Tender Fees and EMD must be deposited as per e-Tender Portal procedure.

1.6 Bidders must submit the tender documents duly signed and stamped on each page.

1.7 The Institute may seek clarifications from bidders during evaluation. Failure to provide information may lead to disqualification.

2. ELIGIBILITY AND SELECTION CRITERIA

Sl. No.	Eligibility Requirement	Documents to be Uploaded
1	The bidder must be a registered company / firm / agency in India providing both Security and Housekeeping Services for at least three years .	Registration Certificate / Incorporation Proof
2	Minimum 3 years' experience (Last three years) in the profession of similar work as requested in the bid document at any reputed Educational Institute/ PSUs/Private Companies or similar type of experience. Past performance will be given a weightage as follows: Three similar completed works costing not less than the amount equal to 40% of the bid value or Two similar completed works costing not less than the amount equal to 50% of the estimated bid value or One similar completed works costing not than 80% of the estimated bid value,	Work Orders / Completion Certificates

	emphasizing the importance of the bidders' track record in providing quality services.	
3	Average Annual Turnover of 40% of the bid value during the last three financial years (2021-22, 2022-23, 2023-24).	Audited Balance Sheets / CA Certificate
4	Must have valid registration for GST, PAN, EPF, ESI, and Labour License.	Copies of Valid Certificates
5	Should not have been blacklisted by any Government or PSU.	Self-Declaration on Letterhead
6	Must have a local office or representative in Uttarakhand.	Address Proof / Undertaking
7	The firm should have adequate trained manpower and supervision capability.	Declaration / Staff Details

Bidders failing to meet any of the above criteria will be disqualified.

3. SCOPE OF WORK

3.1 General

The selected agency shall provide comprehensive **Security and Housekeeping Services** in all academic, administrative, hostel, guest house, residential, and campus areas of GBPIET.

Bidders must ensure adequate manpower, materials, and supervision to maintain cleanliness, safety, and discipline in the campus as per directions of the Institute.

Accommodation **will not be provided** for deployed staff. **Female housekeeping staff** must be deployed in the Girls' Hostel areas.

3.2 Scope of Security Services

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3.2.1 General Security Duties

1. Provide round-the-clock security coverage of the entire campus including main gate(s), academic buildings, Director residence, hostels, administrative block, workshop complex, staff residences, guest house, Director residence, library, laboratories, stores, and other institute property. Permanent guards at Boys/ Girls hostel, Director residence or any other entry and exit points in the campus.

2. The bidder must comply with the requirement of preferably deploying ex-servicemen personnel in the security services.
3. Maintain proper entry/exit control for vehicles, visitors, contractors and material consignments; verify identity and issue/record gate passes as per GBPIET procedures.
4. Carry out regular and random foot and vehicle patrols of internal roads, periphery, hostels and other vulnerable points to deter theft, trespass and vandalism (24 x 7 Security in the campus should be provided).
5. Monitor and coordinate with the Institute's CCTV surveillance system; report any suspicious activity or system malfunction immediately to the designated GBPIET authority.
6. Act as first responders in case of fire, medical emergency, natural calamity or other incidents; inform and coordinate with Institute officials and local emergency services / police as required.
7. Prevent unauthorized occupation of Institute land or buildings and removal of Institute property; hand over offenders to local police and maintain incident records.
8. Security officers should ensure that no domestic animals trespass into the campus. If any domestic animals are found inside the campus, a penalty will be imposed.
9. Security officers must carry sound guns to prevent monkeys from entering the campus.
10. Maintain daily duty rosters, muster roll and attendance registers for all security personnel deployed. Ensure proper and timely submission of these records to GBPIET.
11. Ensure security personnel wear proper uniform, name badge/ID card, are medically fit, courteous and trained in basic security, crowd management and emergency response.
12. Replace any absent, sick, or unsatisfactory security personnel within 24 hours of being informed by GBPIET.
13. Any other security related duty assigned by GBPIET from time to time.

3.2.2. Security Supervisor — Roles, Qualifications and Duties

- a. Number & Qualification: The agency shall deploy an experienced Security Supervisor 24 x 7 (additional supervisors as per Institute requirement). Security Supervisors should be mature, preferably ex-servicemen or personnel with prior supervisory experience in campus/institutional security; minimum educational requirement: 12th pass. Supervisors must have basic training in security management, crowd control and emergency response.
- b. Key Duties of Security Supervisor:
- i. Supervise and manage day-to-day activities of all security staff deployed at GBPIET; ensure staff punctuality, discipline, and compliance with SOPs.
 - ii. Prepare, maintain and submit daily/weekly/monthly reports to the designated GBPIET official, including incident reports, patrol logs, gate pass register summaries and any unusual observations.
 - iii. Coordinate with GBPIET administration and the Institute's CCTV/Technical team for surveillance requirements, evidence preservation, and system faults.
 - iv. Conduct daily briefings and periodic refresher training for security staff on SOPs, emergency protocols, crowd management, and customer-service behaviour. Maintain training records.
 - v. Verify and ensure timely updating of statutory documentation (attendance, wage disbursement confirmations, PF/ESI compliance) and submit proofs with monthly bills.
 - vi. Conduct routine inspections of security posts, verify functionality of basic security equipment (torches, batons, communication devices)
 - vii. Liaise with local police and emergency responders when required and assist GBPIET officials during investigations.
 - viii. Ensure immediate replacement of any security personnel found intoxicated, negligent, or otherwise unacceptable; replacement to be provided within 24 hours.
 - ix. Attend scheduled review meetings with Institute authority and implement corrective actions as advised.
- c. Documentation & Handovers: The Supervisor will maintain a sign-in/out register, daily logbook, incident register, and equipment checklist. On leave or absence of a Supervisor, the agency must provide a suitably qualified

alternate who will carry out handover formalities and continue supervisory duties without interruption.

- d. Performance Review: Supervisors will participate in monthly performance reviews with GBPIET and act upon any deficiencies identified by the Institute.

3.3 Scope of Housekeeping Services

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3.3.1 General Housekeeping Duties

1. Cleaning of all areas in the GBPIET campus including Administrative and Academic Blocks, Director residence, Laboratories, Workshops, Students' and Staff Canteens, Health Centre, Guest House, Boys' and Girls' Hostels, Library, Corridors, Staircases, Washrooms, Bathrooms, and open areas.
2. The cleaning work shall include sweeping, mopping, and dusting; collection of garbage and waste; and its disposal at fixed locations within or outside the campus as notified by the Institute.
3. Daily: Floors, corridors, staircases, toilets, bathrooms, wash basins, drinking points, reception, lobby, public areas, classrooms, furniture surfaces, and outdoor areas such as roads and porches.
4. Weekly: Water purifiers, window glass cleaning, removal of spider webs, minor roof cleaning, and clearing of garbage between main road and boundary walls.
5. Monthly: Ceiling fans, tube lights, bulbs, switchboards, doors, windows, ventilators, furniture polishing, and complete roof washing.
6. Quarterly (once every three months): Cleaning and disinfection of overhead and underground water storage tanks using approved cleaning chemicals.
7. As and when required: Vacuum cleaning of carpets and upholstery on instruction from GBPIET authorities.
8. Washrooms and bathrooms shall be thoroughly cleaned and disinfected daily using detergents and disinfectants, ensuring soaps, odonil or air fresheners, and tissue papers are restocked as required.
9. Dirt or droppings caused by birds and animals shall be cleaned on a daily basis. Roofs, chajjas, and passages must be cleaned at least once every

month. Any dead animals or birds found within the campus must be removed and disposed of immediately.

10. The cleaning staff shall ensure that all manholes, sanitary lines, and septic tanks are in proper working condition at all times. In case mechanical tank cleaning (tanker use) is required, the cost shall be borne by GBPIET, Pauri.
11. The supervisor must maintain a daily housekeeping register recording details of areas cleaned, manpower deployed, and remarks of the concerned section heads. Registers must be signed daily by the department in charge.
12. The supervisor shall submit the weekly cleaning schedule in advance to the respective Head of Department and ensure that staff complete assigned tasks as per schedule.
13. GBPIET shall apply penalties or make deductions if the workforce fails to maintain cleanliness levels or skips scheduled duties. The Institute's decision shall be final and binding.
14. Misbehavior, negligence, or misconduct by housekeeping personnel toward GBPIET staff shall invite disciplinary action, including removal from duty.
15. The housekeeping staff shall wear prescribed uniforms and display valid ID cards issued by the contractor. No extra charge shall be paid to the contractor for this purpose. Female workers must be deployed for the Girls' Hostel and its associated areas.
16. The contractor shall request cleaning materials such as brooms, brushes, detergents, soaps, phenyl, liquid cleaners, room fresheners, odonil, etc., one week before the start of each month. Materials shall be issued monthly from the Institute's store as per availability.
17. The contractor shall be responsible for any damage, breakage, or loss of Institute property due to staff negligence. Compensation shall be recovered as decided by GBPIET.
18. The cleaning workers must ensure daily disposal of collected garbage outside the campus at the designated dumping point. Any accumulation of trash within premises due to staff negligence shall attract penalty.

19. Payment to the contractor shall be made monthly, based performance reports. Periods of absenteeism or unsatisfactory service shall be deducted from the payable amount.

20. The contractor must maintain adequate reserve manpower to handle absenteeism, emergencies, or additional cleaning requirements.

21. GBPIET reserves the right to assign any other cleaning or housekeeping-related duties as deemed necessary.

3.3.2 Housekeeping Supervisor — Roles, Qualifications and Duties

- a. **Number & Qualification:** The agency shall deploy at least one experienced Housekeeping Supervisor 24 x 7 (additional supervisors as per Institute requirement). Supervisors must be at least 10+2 educated, conversant in Hindi, have supervisory experience in institutional housekeeping, and be trained in use of cleaning chemicals, safety procedures and basic inventory controls.
- b. **Key Duties of Housekeeping Supervisor:**
 - i. Prepare and maintain a daily cleaning schedule/rotas for all areas and ensure tasks are completed on time. Provide the schedule to concerned HODs/section heads and update it as required.
 - ii. Supervise housekeeping staff performance and ensure work quality meets GBPIET standards; conduct daily morning briefings and periodic on-the-job training.
 - iii. Maintain daily work registers/logbooks for each area and obtain signatures of the concerned Section Head/Officer as proof of completion. Submit consolidated weekly and monthly performance reports to GBPIET.
 - iv. Monitor attendance, leave and replacement of housekeeping staff; ensure payroll/wage records are accurate and proofs of statutory payments (PF/ESI) are submitted monthly.
 - v. Maintain inventory of cleaning materials and consumables, raise monthly indents to GBPIET Stores in advance and manage usage records.
 - vi. Conduct regular quality checks (daily/weekly) and maintain checklists for high-risk areas (kitchen, washrooms, labs) and take immediate corrective action on deficiencies. Maintain written records of quality inspections.
 - vii. Coordinate special/periodic activities (deep cleaning, tank cleaning, pest control) and supervise external vendor staff (if engaged) during such activities.

- viii. Ensure safe handling and storage of cleaning chemicals; maintain MSDS (Material Safety Data Sheet) records and train staff on safety precautions and PPE use.
- ix. Ensure immediate replacement of any housekeeping staff found negligent or misbehaving; replacement to be provided within 48 hours.
- x. Participate in monthly review meetings with GBPIET and implement corrective actions and improvement plans issued by the Institute.
- c. Documentation & Handover: The Supervisor shall maintain daily logs, bi-monthly inventory statements, attendance records, and incident/complaint registers. In case of Supervisor absence, a competent alternate must be posted for continuity with necessary handover.
- d. Performance Standards: Housekeeping Supervisors are responsible for ensuring that cleanliness benchmarks set by GBPIET are met. Repeated failure to meet standards may attract penalties, reduced payments, or termination as per contract terms.

4. GENERAL TERMS AND CONDITIONS

- 1. Contract period – one year, and extendable to one more year based on performance. As this is an educational institute and there is one month summer and one month winter vacations. During vacation period (Summer and Winter) 50% (half) of the services are required. For Example During vacations the Hostels and Labs are closed so we does not required security and cleaning services for that period. However if the services are required the institute will issue separate directions.
- 2. Latest **Minimum Wages** as per Govt. of Uttarakhand notifications must be followed with all statutory obligations. The institute will not be responsible for any statutory obligations.
- 3. In the event of any casualty, accident, or injury to any employee engaged by the bidder, the Institute shall not be held responsible. The bidder shall be solely responsible for all liabilities, legal obligations, compensation, and related expenses arising therefrom.
- 4. The agency shall be solely responsible for wages, insurance, and liabilities of staff.

5. Payment will be made monthly on submission of bills, and satisfactory services report from individual department, and proof of statutory payments.
6. The Institute reserves the right to increase or decrease the scope of work as required.
7. Penalty up to 5% of monthly bill may be imposed for unsatisfactory work or non-compliance.
8. The agency shall maintain absolute confidentiality and discipline within campus.
9. Replacement of unsatisfactory staff must be done immediately.
10. Sub-contracting or transfer of contract is not permitted.
11. The contractor shall indemnify GBPIET against any claims from deployed workers.
12. In case of any dispute, the decision of the Director, GBPIET shall be final.
13. Jurisdiction: Courts at Pauri Garhwal only.
14. Canvassing in any form will lead to rejection of bid.

5. EVALUATION CRITERIA (TECHNICAL)

Parameter	Description	Marks
Financial Turnover	₹1–2 Cr = 5, Above ₹2 Cr = 10	10
Experience	3–5 Years = 5, >5 Years = 10	10
No. of Govt./PSU Clients	3–5 = 5, >5 = 10	10
Local Office in Uttarakhand	Yes = 5	5
Manpower Strength & Organization	Adequate setup & trained staff	10
Statutory Compliance	Valid registrations (EPF, ESI, etc.)	10
Quality of Past Performance	Certificates from clients	10
Housekeeping & Security Plan	Methodology & Deployment strategy	10
Infrastructure / Equipment	Availability of cleaning & security tools	10
Presentation / Understanding of Scope	As per Committee Evaluation	15
Total		100 Marks

Minimum qualifying marks: 70/100.

Only technically qualified bidders will be considered for financial evaluation.

6. EVALUATION OF FINANCIAL BID

- Financial bids of technically qualified bidders will be opened.
- Evaluation will be based on **lowest cost (L-1)** for the above services in the Institute.
- The final award will be based on *combined technical and financial evaluation* as per Committee's decision.

ANNEXURES

Annexure – I

Technical Bid Form

Sl. No.	Particulars	Details
1	Name of Firm / Company	
2	Address with Contact No. & Email	
3	Type of Organization (Proprietorship / Partnership / Company)	
4	Registration Number & Date	
5	GST No., PAN No., EPF, ESI, Labour License No.	
6	Average Annual Turnover (last 3 yrs)	
7	Experience in similar works (attach proofs)	
8	Details of ongoing contracts	
9	Details of EMD submitted	
10	Declaration of non-blacklisting	

Annexure – II

Work Done in Last Three Years

Sl. No.	Name of Organization / Department	Nature of Work (Security / Housekeeping / Both)	Work Order No. & Date	Value of Work (₹ in Lakhs)	Duration (From – To)	Date of Completion	Remarks / Performance Certificate Reference
1							
2							
3							
4							
5							

Note:

1. All entries must be supported by *copies of work orders / completion certificates* issued by the client organizations.
2. At least one work must be for providing combined *Security and Housekeeping Services* in a Government / PSU / Educational Institution.
3. Performance certificates from clients should clearly mention satisfactory completion of work.

Annexure – III

Undertaking

We hereby certify that:

1. All information furnished is true and correct.
2. We shall comply with all statutory obligations such as EPF, ESI, Minimum Wages, GST, Labour Act, etc.
3. In case of any default, GBPIET may deduct penalties from our bills or security deposit.
4. No legal or criminal case is pending against our firm.

Signature & Seal of Bidder

Date: _____

Place: _____

Annexure – IV**Declaration Regarding Relation with GBPIET Employees**

I/We hereby declare that none of my/our relatives are employed in any capacity in GBPIET.

If any such relationship arises during the contract, the Institute may terminate the agreement.

Signature & Seal of Bidder

Date: _____

Annexure – V

Financial Bid Format (Sample)

Description of Service	Total Monthly Services (Excluding GST)
Providing Security and Housekeeping Services as per Tender	Rs _____

Note:

1. The bidder shall quote Service/Agency Charges up to two (02) decimal places only.
2. The Financial Bid must be submitted strictly in the BOQ format provided on the Uttarakhand State e-Tender Portal (www.uktenders.gov.in).
3. No modification, editing, or alteration of the BOQ file is permitted. Any change in format will result in automatic bid rejection.
4. The bidder must ensure that all statutory payments such as EPF, ESI, and GST are calculated and reimbursed as per applicable Government norms.
5. The quoted Service/Agency Charge shall include all administrative, management, and overhead costs of the bidder.

Annexure – VI

	Security Services	Housekeeping and cleaning services
Minimum number of employees that will be deployed by the bidder to provide the above mentioned services.		

Annexure – VII

Checklist for Bidders

Sl. No.	Document Description	Uploaded (Yes/No)
1	Signed copy of Tender Document	
2	EMD Proof	
3	Firm Registration Certificate	
4	GST, PAN, EPF, ESI Certificates	
5	Labour License	
6	Work Orders / Completion Certificates	
7	CA-certified Turnover Statement	
8	Non-blacklisting Declaration	
9	Technical Bid Form	
10	Undertaking (Annexure-III)	

Annexure – VIII

Letter of Authorization

(To be presented at bid opening)

I/We hereby authorize Shri/Smt. _____ to attend the tender opening on our behalf.

Authorized Signature: _____

Name: _____ Seal of Firm: _____