



Gokhale Institute of Politics and Economics

(Founded by Rao Bahadur R.R. Kale, Satara)
(Deemed to be University u/s 3 of the UGC Act, 1956)
846, Shivajinagar, B.M.C.C. Road
PUNE - 411 004 (INDIA)

Reference :28.3.7/ 1048 /2026

Date :01/10/2026

Tender Notice

Gokhale Institute of Politics and Economics, Pune invites sealed bids from eligible, experienced and financially sound **Private Security Agencies** for providing professional security services at the Institute's academic, administrative, residential and other premises at Pune.

The successful bidder shall provide trained, physically fit, verified and properly uniformed security personnel, together with adequate supervision and all necessary arrangements for round-the-clock security of the Institute's premises, personnel, students, residents, visitors, assets and facilities.

The selected agency shall comply with all applicable Central and State laws, rules, regulations, notifications, government orders and directions relating to private security services and employment of security personnel.

Terms and conditions:-

- 1) This Tender Notice is available on Institute's Website
- 2) The Terms, Conditions and Scope of work is clearly mentioned in Tender document.
- 3) Tender document can be downloaded from the website.
- 4) Demand Draft of Rs. 5,000/-, towards Tender Fee has to be attached at the time of submission of tender.
- 5) The Bidders are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.
- 6) Incomplete tender/conditional tender will not be accepted.
- 7) The Institute reserves the right to select or reject one or all tenders in whole or in part without assigning any reasons there for.
- 8) All documents submitted has to be duly attested; otherwise the tender will be rejected.
- 9) The bidders should adhere with all seriousness to the time schedule provided by the Institute.




Dr. Vishal Gaikwad
Officiating Dy. Registrar
Gokhale Institute of Politics and Economics

Tender Document

Contract for providing Professional Security Services at Gokhale Institute's Campus

General Information

1	Tender Reference no.	
2	Name of Work / Item	Tender for providing Professional Security Services at Gokhale Institute of Politics and Economics, Pune
3	Estimated contact value	
4	Date of issue of Tender Document	06/10/2026
5	Last date for submission of Tender	23/10/2026
6	Date and time for opening of Technical bids	29/10/2026 10.00 AM
7	Date and time for opening of Commercial bids	29/10/2026 11.30 PM
8	Date of award of contract and agreement	01/11/2026
9	Date of commencement of contract	15/11/2026
10	Period of contract	For one year from the date of agreement. (Extendable for similar or lesser period based on University's requirements and the performance of agency)
11	Entry Fees	Rs. 5,000/- (Non-refundable) to be paid through Offline/Online Payment Mode i.e. Cheque, Demand Draft, Net Banking, Debit Card, RTGS/NEFT
12	EMD Amount & Mode of Payment	Rs.1,00,000/- (Refundable) in favour of "Gokhale Institute of Politics And Economics"
13	Address for communication	Registrar Gokhale Institute of Politics And Economics 846, Shivajinagar BMCC Road, Deccan Gymkhana Pune - 411004
14	Contact Telephone & Fax Numbers	Tel : 020 – 25683300 Email : gokhaleinstitute@gipe.ac.in



1. Introduction

- 1.1. Gokhale Institute of Politics and Economics, Pune – hereinafter referred as GIPE – commonly known as Gokhale Institute is one of the oldest research and training institutes in Economics in India. Institute was founded in 1930, and was awarded a status of Deemed University by UGC in 1993.
- 1.2. GIPE offers a comprehensive range of specialized courses in Economics at Undergraduate, Postgraduate and Ph.D. level. Currently around 1000 students have enrolled across these courses.
- 1.3. GIPE has two campuses. One is Academic campus comprising of academic and administrative buildings and another is Residential Campus comprising of staff quarters and students' hostels.
- 1.4. Institute wishes to hire private security agency to provide round the clock security services at both the campuses of the institute. This tender is to invite bids from competent service providers to provide the required service.
- 1.5. Bidders are advised to inspect the Institute campus before submitting their bids. No claim based on lack of knowledge of the site conditions shall ordinarily be entertained after award of the contract.

2. Scope of Services

- 2.1. The successful Security Agency shall provide comprehensive security services for the Institute's campus, buildings, residential campus, hostels, guest house, offices, academic facilities, stores, parking areas and other locations specified by the Institute.
- 2.2. The scope shall include, but shall not be limited to, the following:

2.2.1. Access Control

- Control entry and exit of employees, students, residents, visitors, vendors and contractors.
- Verification of visitor identity wherever required.
- Maintenance of visitor registers/electronic visitor records.
- Issue and monitoring of visitor passes.
- Control of unauthorized entry.
- Monitoring of movement of vehicles and materials.
- Verification of material outward/inward passes.
- Prevention of unauthorized removal of Institute property.

2.2.2 Gate Security

- Deployment of trained guards at designated entry/exit gates.
- Checking of persons, vehicles, bags and materials as permitted by law and Institute instructions.



- Maintaining gate registers.
- Monitoring opening and closing of gates.
- Reporting suspicious activities immediately to the designated Institute authority.

2.2.3 Campus Patrolling

Security personnel shall conduct regular patrols covering:

- Academic buildings
- Administrative buildings
- Residential campus
- Hostels
- Guest house
- Parking areas
- Stores
- Utility areas
- Peripheral boundaries
- Common areas
- Other areas identified by the Institute.

Patrolling shall be recorded through a physical register or electronic/patrol-monitoring system prescribed by the Institute.

2.2.4 CCTV Monitoring

Where CCTV systems are provided by the Institute:

- Monitor CCTV feeds as instructed.
- Immediately report suspicious activity, intrusion, equipment failure or blind spots.
- Maintain a CCTV incident log.
- Preserve relevant footage when an incident occurs.
- Coordinate with the Institute's designated officer for retrieval/preservation of footage.

Security personnel shall not copy, disclose, circulate or misuse CCTV footage.

2.2.5 Emergency Response

Security personnel shall respond promptly to emergencies like:

- Fire
- Medical emergencies
- Unauthorized entry
- Theft
- Violence or disturbance



- Accident
- Security breach
- Natural calamity
- Electrical or other emergency situations.

Security personnel shall immediately inform the appropriate Institute authority and emergency services where necessary.

2.2.6 Fire and Safety Assistance

Security guards shall be trained in:

- Basic fire prevention
- Use of fire extinguishers
- Emergency evacuation
- Emergency assembly procedures
- First response
- Calling fire brigade/police/ambulance
- Crowd management.

Security personnel shall not undertake specialized technical firefighting beyond their training.

2.2.7 Protection of Institute Property

The Agency shall take reasonable preventive measures against:

- Theft
- Pilferage
- Unauthorized removal
- Vandalism
- Trespassing
- Property damage
- Unauthorized occupation.

2.2.8 Residential Campus

Security services shall include:

- Monitoring entry/exit of residents and visitors.
- Night patrolling.
- Monitoring common areas.
- Assistance during emergencies.
- Monitoring unauthorized occupation/movement.
- Maintaining visitor and vehicle records.
- Reporting security incidents to the designated authority.



3. Manpower Requirement

3.1. The indicative deployment shall be as follows:

No	Location	Male guards	Female Guards	Total
1	Academic campus Gate no 1	2		
2	Academic campus Gate no 2	2		
3	Admin Building	1		
4	UGC + New Academic Building		1	
5	MA Building	1		
6	Residential campus Gate no 1	2		
7	Residential campus Gate no 2	1		
8	Girls Hostel		1	
9	Boys Hostel	1		
TOTAL Security Guards				12
Supervisor				1
TOAL				13

* These guards should be available 24X7 i.e. in all three shifts for all days.

3.2. The Institute may increase or decrease deployment depending upon its operational requirements.

3.3. No security personnel shall be deployed without prior verification and approval of the Institute.

3.4. The security personnel deployed by the Agency shall remain employees/workers of the Agency and shall not be deemed to be employees of the Institute merely by virtue of their deployment.

3.5. The Institute may require replacement of any security personnel who: is found unsuitable; repeatedly fails to perform duties; violates Institute rules; is involved in misconduct; has adverse verification; is repeatedly absent; fails to maintain prescribed standards. The Agency shall provide a suitable replacement within the period prescribed by the Institute.

4. Deployment And Shift Requirements

4.1. Security services shall be provided on a **24 × 7 basis**, including Sundays and public holidays, wherever specified.

4.2. The Agency shall ensure that every sanctioned post is continuously manned.

4.3. No post shall remain vacant without prior written approval of the Institute.

4.4. Reliever arrangements shall be the responsibility of the Agency.

4.5. The Agency shall prepare duty rosters and submit them to the Institute.



- 4.6. Personnel shall report at least 10 minutes before commencement of duty for proper handover/takeover.
- 4.7. Guards shall not leave their post until properly relieved.
- 4.8. Excessive working hours, continuous deployment or arrangements contrary to applicable labour laws shall not be permitted.
- 4.9. Weekly rest, leave and statutory entitlements shall be provided by the Agency without compromising required deployment.
- 4.10. The Institute shall not be responsible for meeting the Agency's statutory employment obligations merely because personnel are deployed at the Institute.

5. Eligibility Conditions

- 5.1. The bidder must satisfy the following minimum requirements:
- 5.2. **Private Security Agencies (Regulation) Act, 2005 (PSARA) licence** covering the State of Maharashtra and the geographical area in which the services are proposed to be provided. The PSARA licence must remain valid throughout the contract period. Renewal/continuation shall be the sole responsibility of the Agency.
- 5.3. The bidder shall comply with the **Maharashtra Private Security Guards (Regulation of Employment and Welfare) Act, 1981**
- 5.4. The bidder must be a Company / LLP / Partnership / Proprietorship / other legally permissible entity registered under applicable law having a valid PAN and having a valid GST registration, wherever applicable.
- 5.5. The bidder should have at least 3 years' experience in providing security services to educational institutions, universities, government/semi-government organizations or organizations of comparable size.
- 5.6. The bidder should have minimum average annual turnover of ₹3,00,00,000/- (three crore) during the last three financial years.
- 5.7. The bidder should possess, as applicable EPFO registration, ESIC registration, GST registration, Professional Tax registration, Labour Department registration/licence, Shops and Establishments registration, PAN & TAN wherever applicable and a valid bank account operational for last more than one year.
- 5.8. **Earnest Money Deposit (EMD)**
 - 5.8.1. The tenderer should furnish Earnest Money Deposit (EMD) for a value of Rs. 1,00,000/- (Rs. One lakh only) along with the tender by way of Demand Draft obtained from any Nationalized /Scheduled Bank and drawn in favour of "Gokhale Institute of Politics and Economics" payable at Pune.
 - 5.8.2. Any tender without the EMD will be considered as Non- responsive and will be summarily rejected.



- 5.8.3. The tender inviting authority will arrange to refund the EMD to the unsuccessful tenderers after publishing the successful tenderer within a reasonable time. No interest will be paid on the EMD.
- 5.8.4. The EMD of the successful agency is liable to be forfeited if the agency fails to start the service as per the date scheduled in the agreement with the university.
- 5.8.5. The EMD of the successful agency is liable to be forfeited if the agency on becoming successful fails to furnish the required security deposit or sign the agreement within the stipulated time.

5.9. Security Deposit

- 5.9.1. The successful bidder has to furnish security Deposit of Rs. 5,00,000/- (Rupees Five Lakh only) in form of Demand Draft obtained from any nationalized / Scheduled bank and drawn in favour of " Gokhale Institute of Politics and Economics" Payable at Pune.
- 5.9.2. Security Deposit to be furnished within 10 days of issue of letter of Acceptance and signing the Contract/Agreement.
- 5.9.3. If the successful bidder/agency fails to remit the security deposit within the above said period, the Earnest Money Deposit paid by him shall be forfeited and his tender shall be held void and the institute shall continue the process with other responsive tenderers as per the Terms and conditions of the contract. The Institute also reserves the right to take any other action as deemed necessary against such tenderer.
- 5.9.4. No Interest will be paid on the Security Deposit mentioned in Clause 5.9.1 above.

6. Documents To Be Submitted With Technical Bid

- 6.1. The bidder shall upload/submit:
- 6.2. Certificate of Incorporation/Registration.
- 6.3. PAN.
- 6.4. GST Registration Certificate.
- 6.5. Valid PSARA Licence.
- 6.6. Security Guards Board registration/exemption/other applicable statutory documentation.
- 6.7. EPFO registration certificate.
- 6.8. ESIC registration certificate, wherever applicable.
- 6.9. Professional Tax registration/enrolment, wherever applicable
- 6.10. Labour-related registrations/licences.
- 6.11. Audited financial statements for last three years.
- 6.12. Details of similar completed/current contracts.
- 6.13. Non-blacklisting declaration.



- 6.14. Declaration of litigation, if any.
- 6.15. List of major clients.
- 6.16. Bank details.

7. Responsibilities of Bidder / Security agency

- 7.1. Every security guard deployed shall satisfy the applicable statutory requirements.
- 7.2. The Agency shall ensure that all guards deployed are appropriately trained as required under PSARA and applicable rules.
- 7.3. The agency shall ensure that all deployed security guards are physically fit and possess appropriate identification
- 7.4. The Agency shall maintain records of police verification of security guards deployed at the institute.
- 7.5. The Agency shall ensure that its personnel: remain alert and disciplined; do not sleep while on duty; do not consume alcohol or intoxicants during duty; do not carry unauthorized weapons; do not misuse Institute property; do not engage in arguments or misconduct; do not disclose confidential information; do not photograph restricted areas without authorization; do not use Institute facilities for unauthorized purposes.
- 7.6. The Agency shall provide, at its own cost, all uniforms and personal equipment (like torch, whistle etc.) required for its personnel. Uniforms shall not resemble those of police or armed forces in a manner prohibited by law.
- 7.7. The Agency shall appoint a responsible **Security Officer/Supervisor** as the single point of contact.
- 7.8. The Supervisor shall conduct regular inspections; maintain deployment records; check attendance; brief guards; ensure uniform compliance; investigate incidents; coordinate with Institute officials; submit periodic reports; ensure immediate replacement of absent personnel. The Supervisor shall remain available on call 24 × 7.
- 7.9. The agency will maintain the attendance record of the security guards using the biometric attendance system provided by the institute. Attendance shall be jointly verified by the Agency and Institute. Payment shall be based on actual eligible deployment and verified attendance, subject to statutory and contractual conditions.
- 7.10. The Agency shall pay all deployed personnel wages **not less than the applicable statutory minimum wages and other legally mandated components** applicable to the category, location and nature of employment. The Agency shall comply with all applicable laws, rules and regulations related to compensation/salary to be paid to security guards. The Institute shall not accept



a bid structured in a manner that results in payment of wages below statutory requirements.

- 7.11. The Agency shall comply with all applicable labour and social-security legislation, including the labour codes and rules in force from time to time and applicable State rules.
- 7.12. The Agency shall maintain appropriate insurance policies as required by law and commensurate with the nature of the services, including, where applicable: employee/workmen compensation coverage; accident insurance; third-party liability insurance; other statutory/contractual insurance. Copies shall be submitted to the Institute upon request.
- 7.13. The Agency shall submit, along with every monthly bill: Wage sheet/payroll, Attendance statement, proofs related to statutory contributions. The Institute may withhold payment where satisfactory evidence of statutory compliance has not been submitted.
- 7.14. A agency shall submit a written report of incidents such as theft, violence, accidents, fire, suspicious activity etc. within **24 hours**, or within such shorter period as required by the Institute. Serious incidents shall be reported immediately to the designated Institute authority and, where required, to police/fire/medical/emergency authorities.
- 7.15. The Agency and its personnel shall maintain strict confidentiality concerning: Institute security arrangements; CCTV systems; access-control systems; student/staff information; visitor information; residential information; security incidents; documents; passwords/access credentials; layouts and restricted areas. No such information shall be disclosed to third parties, except where disclosure is legally required. The Agency shall comply with applicable data-protection and privacy laws in force during the contract period.
- 7.16. The Agency shall ensure 100% deployment against sanctioned posts. Where a security guard is absent, the Agency shall immediately arrange a qualified replacement.
- 7.17. The Agency shall not subcontract or transfer the security services to another agency without prior written approval of the Institute. Any unauthorized subcontracting shall constitute a material breach of contract.
- 7.18. The Agency shall indemnify and keep indemnified the Institute against claims, liabilities, penalties, losses or proceedings arising from: breach of applicable law by the Agency; non-payment of statutory wages; non-payment of statutory contributions; employment-related claims attributable to the Agency; negligence or misconduct of Agency personnel; unauthorized acts of Agency personnel; damage caused due to negligence or wilful misconduct.
- 7.19. The Institute may inspect the Agency's: employee records; wage registers; attendance records; statutory compliance records; training records; verification



documents; licence/registration documents; EPF/ESI records; deployment records. The Agency shall provide access to such records as lawfully required for verification of contractual and statutory compliance.

8. Termination

8.1. The Institute may terminate the contract in accordance with the terms of the agreement in cases including:

- persistent poor performance;
- loss/cancellation of PSARA licence;
- material statutory non-compliance;
- fraudulent documentation;
- unauthorized subcontracting;
- repeated understaffing;
- serious security breach;
- non-payment of statutory wages;
- non-payment of statutory contributions;
- insolvency;
- corruption/bribery;
- serious misconduct;
- other material breach of contract.

9. Submission of Tender:

9.1. The tender document duly filled in, signed on all pages shall be submitted in sealed cover to the Registrar, Gokhale Institute of Politics and Economics at his/her office upto 18.00 hrs. on 23rd October 2026 as per the procedure laid down herein. The tender can be submitted by hand or by registered/speed post on all workings days till the above closing date.

9.2. The Institute will not be held responsible for any delay in the receipt of the document by the tenderer including loss of the document in transit or delay in obtaining any document/ certificate or on any other account. No extension of the date and time for the submission of the documents will be given for any such delay

9.3. The Institute may extend the last date for submission of tender by issuing an amendment. In such case all the rights and obligations of the Institute and the tenderers previously subject to the original due date for submission will be then subject to the new date for submission.

9.4. Any tender received by the Institute after the last date and time will not be considered and will be returned to the tenderer.



10. Procedure for Submission of Tender

- 10.1. Tenderers are advised to go through the tender documents and understand all the provisions and stipulations contained therein before submitting the tender.
- 10.2. The tenders shall be submitted as per the procedures and requirements stipulated therein.
- 10.3. This tender is based on TWO-BID SYSTEM i.e. Technical Bid and Commercial Bid. Therefore, the tender shall be submitted in two parts viz., Cover-A and Cover-B. Each part shall be placed in an independent sealed envelope and each part shall be super scribed as follows:
- 10.3.1. **Cover 'A' : "TECHNICAL BID COVER"**
Name of work: "Technical Bid for Tender for Contract for providing Professional Security Services at Gokhale Institute of Politics and Economics, Pune"
- 10.3.2. **Cover 'B' : "COMMERCIAL BID COVER"**
Name of work: "Commercial Bid for Tender for Contract for providing Professional Security Services at Gokhale Institute of Politics and Economics, Pune"
- 10.4. The contents of each of the two covers shall be as described in the subsequent clauses. For all other references, these covers will be referred to briefly as: "Technical Bid cover" and "Commercial Bid Cover".
- 10.5. Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be super scribed as follows: "Tender for Contract for providing Professional Security Services at Gokhale Institute of Politics and Economics, Pune."
- 10.6. The sealed tender envelope shall be addressed to **"THE REGISTRAR, GOKHALE INSTITUTE OF POLITICS AND ECONOMICS, Pune"**. The Tender envelope shall contain clearly the name and address of the Tenderer prominently, with Phone Number, email ID and Postal address.
- 10.7. Technical bid has to be submitted in accordance with format as per **Annexure - 1**
- 10.8. The technical bid cover shall contain documents and certificates mentioned therein. In addition to check list any document or certificates etc., mentioned anywhere in the tender document shall also be part of the technical tender requirements as a proof of experiences, Turnover, Registration no., GST No., PAN No. Labour License of the State/Central Govt.
- 10.9. The technical bid cover shall contain signed undertakings by the bidder agency regarding Police / Antecedent Verification Undertaking (**Annexure – 3**) and Non-Blacklisting Declaration (**Annexure – 4**)



- 10.10.** Commercial Bid ('Cover'- B) shall contain the duly filled in and signed Commercial Bid as per **Annexure-2**.
- 10.11.** The quoted price should separately mention the GST.
- 10.12.** Once the rates are finalized, no increase will be considered in the rates quoted by the agency in any case during the period of contract.
- 10.13.** The Agency shall not unilaterally increase the quoted service charge.
- 10.14.** Since security services are manpower-intensive, any increase/decrease arising solely from statutory changes in minimum wages; statutory contributions; taxes; government levies; or legally mandated benefits shall be dealt with in accordance with the price-adjustment mechanism specified in the agreement to be signed between the institute and the agency.
- 10.15.** While submitting the "Commercial Bid" and the quoted price for services, the tenderer should consider all applicable taxes such as GST and duties on purchases and any other applicable taxes and duties levied by the State and Central Government or any other authority. Institute shall not be responsible for any change in the tax rate during the contract.

11. Signing the Tender:

- 11.1.** The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender. The Tenderer shall enclose a certified copy of the power of attorney authorizing the signatory or signatories to sign the tender document. This certification shall be from the Proprietor / Partner / Managing Director or the Legal manager or any other authorized person of the firm.
- 11.2.** The tender shall contain no alteration or additions, except those Tenderer has to comply as per the instructions issued by the Institute. In case it is absolutely necessary to make corrections in the errors made by the tenders, in which case such corrections shall be signed by the person or person's signing the tender.
- 11.3.** All the pages in the tender document should be signed by the tenderer after properly filling all details.

12. Tender Opening

- 12.1.** Tender will be opened in the presence of the Tenderers or their authorized representative who choose to be present and the tender scrutiny committee at 11.00 AM on 29th October 2026. The representative of tenderer who attend the tender opening must produce their identification proof and authorization letter from the companies/tenderer.
- 12.2.** If the date of tender opening, by any chance happens to be a holiday, the tender will be opened on the next working day at the stipulated time.



- 12.3. On opening the tender, the details such as name of the tenderer, address, EMD details, etc., will be read out.
- 12.4. Tenders found without the EMD or with an invalid EMD or insufficient EMD, will be summarily rejected. Unopened tenders will be returned to such tenderers.
- 12.5. On verifying the EMD, Cover-A containing "Technical Bid" shall be opened first.
- 12.6. The Technical bids will be examined to decide their service suitability for the said work. Tenderers whose Technical bids are not found acceptable will be advised of the same and their sealed covers containing the respective Financial Bids will not be opened. Their EMD will also be returned to them.
- 12.7. Financial bids of only those tenderers, whose technical bids are qualified, will be opened in the presence of the Tenderers or their authorized representative.
- 12.8. Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.
- 12.9. Criteria for Technical Evaluation (Evaluation of Technical Bid)
- 12.9.1. The Institute will determine whether the tenderer has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is substantially responsive or not.
- 12.9.2. Tenderers who have not fulfilled the tender conditions shall be a non-responsive tenderer and will not be taken up for further evaluation and Price bid opening.
- 12.9.3. To assist the examination, evaluation and comparison of tenders, the University may at its discretion, ask any tenderer for clarification on his tender. The request for clarification and the response shall be in writing or by fax but no change in the substance of the tender shall be sought, offered or permitted.
- 12.9.4. When a Tender fails to be responsive, it will be rejected by the University and may not subsequently be made responsive by correction or addition/withdrawal of the non-conforming deviation or reservation.
- 12.10. **Commercial Bid Opening:**
- 12.10.1. The Institute will then proceed with opening of Cover-B, i.e., "Commercial Bid Cover" of those tenderers whose technical bid has been found substantially responsive. The opening of the "Commercial Bid Cover" will be done in the presence of those tenderers or their representatives who choose to be present. The Institute will inform such



tenderers in advance about the acceptance of their technical tender and the date and time of opening of the "Commercial Bid Cover".

12.10.2. On opening of the "Commercial Bid", the amount as quoted by the Tenderers will be read out.

12.10.3. Criteria for Commercial Bid Evaluation:

12.10.3.1. In Commercial bid evaluation the following procedures will be adopted:

- a. The selection of agency will be based on the rates quoted for "Commercial Bid for per security guard per month excluding taxes"
- b. In case of discrepancies, the quoted price in words will be valid for evaluation of price bids.

13. Notification of Award

13.1. The tenderer whose tender has been accepted will be notified by the Institute.

13.2. Notification of award shall constitute the formation of contract and EMD will be treated as Security Deposit, till Security Deposit is furnished in accordance with the provisions of clause- 11 of this tender document.

13.3. Upon furnishing the security deposit by the successful tenderer and upon Signing the Agreement, the EMD shall be returned to the unsuccessful tenderer within reasonable time period.

14. Signing the Agreement

14.1. The successful tenderer shall furnish the required security deposit and execute an agreement (Three copies) as per Annexure-5 on a non-judicial stamp paper to the value of Rs. 500/- within 7 days from the date of acceptance of the award of tender.

14.2. If the agreement mentioned in Clause 14.1 above is not executed in the prescribed period, the Earnest Money Deposit and Security Deposit of the tenderer are liable to be forfeited.

14.3. The successful tenderer, if fails to execute the agreement within the stipulated period, he will also be liable for all damages arising there from such default including the cost of conducting fresh tenders and the increase in rates if any, in the subsequent tender and shall compensate for all losses sustained by the Government/University in this regard.



15. Termination of Contract

15.1. Termination for Convenience

- a. The Institute authorities shall have right of termination/cessation of the contract at any stage on violation of any of the terms and condition of the Contract and in such case the Security Deposit shall be liable for forfeiture.
- b. The Institute may give a written notice, with a notice period of 30 days sent to the service provider/agency, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Institute's convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

15.2. Termination for Default

- a. The Institute may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 30 days, sent to the service provider/agency, terminate the contract in whole or in part (i) If the service provider/agency fails to perform any of the obligation(s) under the contract; or (ii) if the service provider/agency, in the judgment of the Institute, has engaged in fraudulent and corrupt practices in competing for or in executing the contract.
- b. In the event, the Institute terminates the contract in whole or in part, the Institute may entrust the contract of providing security services to other persons/contractors in such manner and at such rate as deemed appropriate and they shall be liable to the Institute for loss of revenue Suffered by the Institute in this process. However, the service provider/agency shall continue the performance of the contract to the extent not terminated.

16. Disputes and Jurisdiction:

- 16.1.** Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the courts of competent jurisdiction located within Pune.

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Annexure – 1
Technical Bid

Date:

To,
Registrar
Gokhale Institute of Politics and Economics
Shivajinagar
Pune – 411004

**Subject : Technical Bid for Tender for providing Professional Security Services
at Gokhale Institute of Politics and Economics, Pune**

Dear Sir,

With reference to Tender Document (Ref: XXXXX, Date: --/--/----) published on your institute's website, we wish to submit the Technical Bid for Tender for providing Professional Security Services at Gokhale Institute of Politics and Economics, Pune. Please record our information as follows.

No	Particulars	Details
1	Name of Agency	
2	Registered Address	
3	Local/Pune Office	
4	Contact Person	
5	Telephone	
6	Email	
7	Constitution	
8	Registration No.	
9	PAN	
10	GSTIN	
11	EPFO No.	
12	ESIC No.	
13	Professional Tax No.	
14	PSARA Licence No.	
15	Validity	
16	Annual Turnover – 25-26	
17	Annual Turnover – 25-26	
18	Annual Turnover – 24-25	
19	Number of Security Personnel	
20	Number of Supervisors	



We have attached certified true copies of following documents for your reference.

No	Document	Attached (Yes/No)
1	PSARA Licence	☐ Yes ☐ No
2	Maharashtra statutory compliance	☐ Yes ☐ No
3	Security Guards Board registration/exemption, as applicable	☐ Yes ☐ No
4	PAN	☐ Yes ☐ No
5	GST	☐ Yes ☐ No
6	EPFO	☐ Yes ☐ No
7	ESIC	☐ Yes ☐ No
8	Experience	☐ Yes ☐ No
9	Turnover statements of last 3 years	☐ Yes ☐ No
10	Audited accounts of last 3 years	☐ Yes ☐ No
11	Income-tax returns of last 3 years	☐ Yes ☐ No
12	Non-blacklisting declaration	☐ Yes ☐ No
13	Statutory compliance undertaking	☐ Yes ☐ No
14	Police verification undertaking	☐ Yes ☐ No
15	Signed tender document	☐ Yes ☐ No

I/We have carefully read and understood the complete tender document and agree to comply with all terms and conditions contained therein.

I/We confirm that, if awarded the contract, our Agency shall comply with all applicable statutory requirements relating to security services and employment of security personnel, including applicable PSARA requirements, Maharashtra Security Guards legislation/Board requirements.

I/We confirm that our bid is unconditional and that all information furnished by us is true and correct.

Name of Agency: _____

Authorized Signatory: _____

Designation: _____

Signature: _____

Date: _____

Official Seal: _____



Annexure 2
Commercial Bid

Date:

To,
Registrar
Gokhale Institute of Politics and Economics
Shivajinagar, Pune – 411004

Subject : Commercial Bid for Tender for providing Professional Security Services at Gokhale Institute of Politics and Economics, Pune

Dear Sir,

With reference to Tender Document (Ref: XXXXX, Date: --/--/----) published on your institute's website, we wish to submit the Commercial Bid for Tender for providing Professional Security Services at Gokhale Institute of Politics and Economics, Pune. Please record our Bid as follows.

Sr. No.	Component	Per Supervisor Per Month	Per Guard Per Month
1	Statutory wages Basic DA HRA Other allowances Bonus (If applicable)		
2	Employer's statutory contributions Provident Fund ESIC Insurance		
3	Agency's service charges		
4	GST		
5	Total Monthly Cost		

I/We confirm that, if awarded the contract, our Agency shall comply with all applicable statutory requirements relating to wages, EPF, ESI, social security, occupational safety, taxation and other applicable laws.

I/We further undertake that all statutory payments relating to deployed personnel shall be made within the prescribed time.

Name of Agency: _____

Authorized Signatory: _____

Designation: _____

Signature: _____

Date: _____

Official Seal: _____



Annexure – 3

Police / Antecedent Verification Undertaking

I/We undertake that no person shall be deployed as a security guard/supervisor without completion of the applicable antecedent/police verification and prescribed training requirements.

All records shall be maintained and produced to the Institute/competent authority whenever required.

Authorized Signatory: _____

Date: _____

Seal: _____



Annexure – 4
Non-Blacklisting Declaration

I/We hereby certify that our agency, M/s. _____ has not been blacklisted, debarred or banned by any Government Department, Government undertaking, statutory authority, university, public institution or other competent authority during the period prescribed in the tender.

I/We further certify that the information provided in the tender is true and correct.

Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal: _____



Annexure – 5
Draft Agreement For Providing Professional Security Services
Academic, Administrative and Residential Campuses

Agreement Reference No.	_____
Date of Agreement	____ / ____ / 2026
Tender Reference No.	_____
Date of Award	____ / ____ / 2026
Commencement Date	____ / ____ / 2026
Contract Period	One year from the date of Agreement, subject to the terms herein

THIS AGREEMENT is made and executed on this ____ day of _____ 2026 at Pune, Maharashtra, by and between:

1. GOKHALE INSTITUTE OF POLITICS AND ECONOMICS, PUNE, having its office at 846, Shivajinagar, BMCC Road, Deccan Gymkhana, Pune – 411004, through its duly authorised representative, hereinafter referred to as the “Institute” or “GIPE”, which expression shall, unless repugnant to the context, include its successors and permitted assigns;

AND

2. M/s. _____, a Company / LLP / Partnership / Proprietorship / other legally permissible entity, having its registered/office address at _____, represented by Shri/Smt. _____, authorised for this purpose, hereinafter referred to as the “Agency”, which expression shall, unless repugnant to the context, include its successors and permitted assigns.

The Institute and the Agency are hereinafter individually referred to as a “Party” and collectively as the “Parties”.

1. RECITALS

- The Institute invited bids for providing professional, round-the-clock security services at its academic, administrative, residential and other premises at Pune.
- The Agency represented that it possesses the requisite experience, statutory registrations, licences, trained manpower and organisational capability to provide the required security services.



- The Agency's bid was accepted by the Institute in accordance with the tender process, and the Institute has awarded the contract to the Agency.
- The Parties now wish to record the terms and conditions governing the provision of security services.

2. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE

- This Agreement, together with the accepted tender document, scope of services, accepted commercial bid, award/acceptance letter, approved deployment schedule and written amendments issued by the Institute, shall constitute the contract between the Parties.
- The Agency acknowledges that it has examined the Institute's requirements and the campus conditions and shall perform the services in accordance with the contractual documents.
- In the event of an inconsistency, the provisions of this Agreement and any subsequent written amendment duly issued by the Institute shall prevail to the extent of the inconsistency, unless otherwise expressly stated.

3. SCOPE OF SECURITY SERVICES

The Agency shall provide comprehensive professional security services for the Institute's academic campus, administrative buildings, residential campus, hostels, guest house, offices, academic facilities, stores, parking areas, utility areas, boundaries and such other locations as may be specified by the Institute.

- Access control and control of entry and exit of employees, students, residents, visitors, vendors and contractors.
- Verification of visitor identity wherever required; maintenance of visitor registers/electronic records; issue and monitoring of visitor passes.
- Control of unauthorised entry and monitoring of movement of vehicles and materials, including verification of material inward/outward passes.
- Gate security, including deployment at designated gates, checking of persons, vehicles, bags and materials as permitted by law and Institute instructions.
- Regular campus patrolling covering academic and administrative buildings, residential campus, hostels, guest house, parking areas, stores, utility areas, peripheral boundaries and common areas.
- Recording of patrols through the physical register or electronic/patrol monitoring system prescribed by the Institute.
- CCTV monitoring wherever systems are provided by the Institute, including reporting suspicious activity, intrusion, equipment failure or blind spots; maintaining an incident log; and preserving relevant footage when required.



- Prompt emergency response to fire, medical emergencies, unauthorised entry, theft, violence/disturbance, accidents, security breaches, natural calamities and electrical or other emergencies.
- Basic fire and safety assistance, including use of fire extinguishers, emergency evacuation, assembly procedures, first response, calling emergency services and crowd management, within the limits of the personnel's training.
- Reasonable preventive measures against theft, pilferage, unauthorised removal, vandalism, trespassing, property damage and unauthorised occupation.
- Security coverage for the residential campus, including monitoring residents and visitors, night patrolling, common areas, emergency assistance and vehicle/visitor records.

4. MANPOWER AND DEPLOYMENT

Indicative Security Guards	12
Supervisor	1
Total Personnel	13
Service Coverage	24 × 7, in three shifts, including Sundays and public holidays wherever specified

The indicative deployment may be increased or decreased by the Institute according to operational requirements. No security personnel shall be deployed without prior verification and approval of the Institute.

- The Agency shall ensure continuous manning of every sanctioned post.
- No post shall remain vacant without prior written approval of the Institute.
- Reliever arrangements shall be the responsibility of the Agency.
- Duty rosters shall be prepared by the Agency and submitted to the Institute.
- Personnel shall report at least 10 minutes before commencement of duty for handover/takeover.
- No guard shall leave the assigned post until properly relieved.
- Weekly rest, leave and statutory entitlements shall be provided by the Agency without compromising required deployment.

5. STATUS OF SECURITY PERSONNEL

All security personnel deployed under this Agreement shall remain employees/workers of the Agency. Deployment at the Institute shall not create an employer–employee relationship between the Institute and any personnel of the Agency. The Agency shall remain solely responsible for its employment, wages, statutory benefits, discipline and other employer obligations.



6. ELIGIBILITY, LICENCES AND STATUTORY COMPLIANCE

- The Agency shall maintain a valid PSARA licence covering Maharashtra and the applicable geographical area throughout the contract period and shall be solely responsible for its renewal/continuation.
- The Agency shall comply with the Maharashtra Private Security Guards (Regulation of Employment and Welfare) Act, 1981 and all other applicable laws, rules, regulations, notifications, government orders and directions relating to private security services and employment of security personnel.
- The Agency shall maintain applicable registrations/licences including PAN, GST, EPFO, ESIC, Professional Tax, Labour Department and Shops and Establishments registrations, as applicable.
- The Agency shall ensure that all security personnel satisfy applicable statutory requirements and receive training required under PSARA and applicable rules.
- The Agency shall maintain police/antecedent verification records for all deployed personnel.

7. DUTIES AND CONDUCT OF SECURITY PERSONNEL

- Remain alert, disciplined and properly uniformed while on duty.
- Not sleep while on duty or consume alcohol/intoxicants during duty.
- Not carry unauthorised weapons or engage in misconduct or arguments.
- Not misuse Institute property or facilities.
- Not disclose confidential information or photograph restricted areas without authorisation.
- Comply with reasonable and lawful instructions issued by designated Institute authorities.
- Maintain professional conduct with students, staff, residents, visitors, vendors and contractors.

8. UNIFORMS, EQUIPMENT AND SUPERVISION

- The Agency shall provide, at its own cost, all uniforms and personal equipment required for its personnel, including torch, whistle and similar equipment.
- Uniforms shall not resemble those of police or armed forces in a manner prohibited by law.
- The Agency shall appoint a responsible Security Officer/Supervisor as the single point of contact.
- The Supervisor shall inspect deployment, check attendance, brief guards, ensure uniform compliance, investigate incidents, coordinate with Institute officials, submit periodic reports and arrange immediate replacement of absent personnel.
- The Supervisor shall remain available on call 24 × 7.



9. ATTENDANCE AND VERIFICATION

- The Agency shall maintain attendance through the biometric attendance system provided by the Institute.
- Attendance shall be jointly verified by the Agency and the Institute.
- Payment shall be based on actual eligible deployment and verified attendance, subject to statutory and contractual conditions.

10. WAGES, STATUTORY PAYMENTS AND EMPLOYMENT COMPLIANCE

- The Agency shall pay all deployed personnel wages not less than applicable statutory minimum wages and all legally mandated components applicable to the category, location and nature of employment.
- The Agency shall comply with all applicable labour and social-security legislation, including applicable labour codes, rules and State requirements in force from time to time.
- The Institute shall not accept or make payment under any arrangement that results in wages being below statutory requirements.
- The Agency shall remain solely responsible for payment of wages, statutory contributions, benefits and other employment-related dues of its personnel.

11. MONTHLY BILLING AND SUPPORTING DOCUMENTS

Along with each monthly bill, the Agency shall submit, in a form acceptable to the Institute:

- Wage sheet/payroll;
- Attendance statement;
- Proof of statutory contributions and other statutory compliance;
- Deployment statement and such other supporting documents as may reasonably be required by the Institute.

The Institute may withhold payment where satisfactory evidence of statutory compliance has not been submitted.

12. INSURANCE

The Agency shall maintain insurance policies required by law and commensurate with the nature of the services, including, where applicable, employee/workmen compensation coverage, accident insurance, third-party liability insurance and other statutory/contractual insurance. Copies shall be submitted to the Institute upon request.

13. REPLACEMENT OF SECURITY PERSONNEL

The Institute may require replacement of any security personnel who is found unsuitable, repeatedly fails to perform duties, violates Institute rules, is involved in



misconduct, has adverse verification, is repeatedly absent or fails to maintain prescribed standards. The Agency shall provide a suitable replacement within the period prescribed by the Institute.

14. INCIDENT REPORTING

- The Agency shall immediately report serious incidents to the designated Institute authority and, where required, to police, fire, medical or other emergency authorities.
- A written report of incidents such as theft, violence, accidents, fire or suspicious activity shall be submitted within 24 hours, or within such shorter period as required by the Institute.
- Relevant CCTV footage shall be preserved when an incident occurs, in coordination with the Institute's designated officer.

15. CONFIDENTIALITY, CCTV AND DATA PROTECTION

The Agency and its personnel shall maintain strict confidentiality regarding Institute security arrangements, CCTV systems, access-control systems, student/staff information, visitor information, residential information, security incidents, documents, passwords/access credentials, layouts and restricted areas. Such information shall not be disclosed to third parties except where legally required. The Agency shall comply with applicable data-protection and privacy laws in force during the contract period.

Security personnel shall not copy, disclose, circulate or misuse CCTV footage.

16. INSPECTION AND AUDIT RIGHTS

The Institute may inspect, as lawfully required, the Agency's employee records, wage registers, attendance records, statutory compliance records, training records, verification documents, licences/registrations, EPF/ESI records and deployment records. The Agency shall provide reasonable access and cooperation for such verification.

17. SUBCONTRACTING

The Agency shall not subcontract or transfer the security services to another agency without prior written approval of the Institute. Any unauthorised subcontracting shall constitute a material breach of this Agreement.

18. INDEMNITY

The Agency shall indemnify and keep indemnified the Institute against claims, liabilities, penalties, losses or proceedings arising from breach of applicable law by the Agency; non-payment of statutory wages or contributions; employment-related claims.



attributable to the Agency; negligence or misconduct of Agency personnel; unauthorised acts of Agency personnel; and damage caused due to negligence or wilful misconduct.

19. CONTRACT PRICE AND PRICE ADJUSTMENT

- The rates accepted by the Institute shall remain firm during the contract period except to the extent specifically permitted under the price-adjustment mechanism incorporated in this Agreement.
- The Agency shall not unilaterally increase the quoted service charge.
- Any increase/decrease arising solely from statutory changes in minimum wages, statutory contributions, taxes, government levies or legally mandated benefits shall be dealt with in accordance with the applicable contractual price-adjustment mechanism and supporting documentary evidence.

20. SECURITY DEPOSIT

The security deposit shall be furnished by the successful Agency in accordance with the tender/award conditions. The Earnest Money Deposit may be treated as Security Deposit until the required Security Deposit is furnished, as applicable. The Security Deposit shall be subject to adjustment/forfeiture in accordance with this Agreement and the tender conditions.

21. TERM OF AGREEMENT

This Agreement shall remain in force for one year from the date of Agreement, unless terminated earlier in accordance with this Agreement. The contract may be extended for a similar or lesser period based on the Institute's requirements and the performance of the Agency, subject to written approval and applicable terms.

22. TERMINATION

The Institute may terminate this Agreement in whole or in part in accordance with the following provisions:

- For convenience: by giving the Agency 30 days' written notice, specifying the extent and effective date of termination.
- For default: by written notice, including where the Agency fails to perform contractual obligations or engages in fraudulent/corrupt practices in relation to the contract.
- Immediate/appropriate contractual action may also be taken, subject to applicable law and contractual procedure, for persistent poor performance, loss/cancellation of PSARA licence, material statutory non-compliance, fraudulent documentation, unauthorised subcontracting, repeated understaffing, serious security breach, non



payment of statutory wages/contributions, insolvency, corruption/bribery, serious misconduct or other material breach.

- Where termination results from violation/default, the Security Deposit shall be liable to forfeiture to the extent permitted under the contract and applicable law.
- Termination shall not affect accrued rights, liabilities or obligations that by their nature survive termination.

23. FORCE MAJEURE

Neither Party shall be liable for failure caused by events beyond its reasonable control, subject to the terms of this Agreement and applicable law. The Agency shall nevertheless maintain essential security arrangements during emergencies to the maximum extent legally and practically possible.

24. DISPUTE RESOLUTION

- Any dispute arising out of or relating to this Agreement shall first be referred to the designated authority of the Institute for resolution.
- If the dispute remains unresolved, it shall be dealt with in accordance with the dispute-resolution mechanism specified in this Agreement or any subsequent written amendment agreed by the Parties.
- The jurisdiction for legal proceedings shall be Pune, Maharashtra, subject to applicable law.

25. NOTICES

All notices under this Agreement shall be made in writing and delivered to the addresses/email addresses notified by the Parties. The Institute's designated authority shall be the Registrar or such other officer as may be authorised in writing.

For the Institute	Registrar, Gokhale Institute of Politics and Economics, 846, Shivajinagar, BMCC Road, Deccan Gymkhana, Pune – 411004 Email: gokhaleinstitute@gipe.ac.in Telephone: 020-25683300
For the Agency	Name: _____ Address: _____ Email: _____ Telephone: _____



26. GENERAL CONDITIONS

- The Agency shall comply with all lawful and reasonable directions of the Institute relating to performance of the services.
- No amendment to this Agreement shall be valid unless made in writing and authorised by the competent authority of the Institute and the authorised representative of the Agency, where required.
- Failure by either Party to enforce any provision on one occasion shall not constitute a waiver of that provision.
- If any provision is held invalid or unenforceable, the remaining provisions shall continue to the extent permitted by law.
- The Agency shall not assign its rights or obligations under this Agreement without prior written approval of the Institute.

27. DECLARATION BY THE AGENCY

The Agency confirms that it has read and understood this Agreement and the related tender conditions, has satisfied itself regarding the scope and site conditions, possesses the necessary licences and registrations, and undertakes to provide the contracted services with due diligence, professional care and full statutory compliance.

28. ENTIRE AGREEMENT

This Agreement, read with the accepted tender documents, accepted commercial bid, award/acceptance letter and written amendments, constitutes the complete understanding between the Parties concerning the subject matter and supersedes prior understandings relating to the same subject matter, to the extent inconsistent.



SCHEDULE – I
INDICATIVE DEPLOYMENT

Sr. No.	Location	Indicative Deployment	Remarks
1	Academic Campus – Gate No. 1	2	24 × 7
2	Academic Campus – Gate No. 2	2	24 × 7
3	Admin Building	1	As per roster
4	UGC + New Academic Building	1	As per roster
5	MA Building	1	As per roster
6	Residential Campus – Gate No. 1	2	24 × 7
7	Residential Campus – Gate No. 2	1	24 × 7
8	Girls Hostel	1	As per roster
9	Boys Hostel	1	As per roster
	Total Security Guards	12	
	Supervisor	1	
	Total Personnel	13	

Note: The Institute may increase or decrease deployment depending upon operational requirements. Final deployment shall be as approved by the Institute.



SCHEDULE – II
DOCUMENTS TO BE MAINTAINED / SUBMITTED BY THE AGENCY

- Valid PSARA licence and renewals.
- Certificate of Incorporation/Registration, PAN and GST registration.
- Applicable EPFO, ESIC, Professional Tax, Labour and Shops & Establishments registrations/licences.
- Police/antecedent verification records of deployed personnel.
- Training records and identification records.
- Duty rosters and deployment statements.
- Biometric attendance records/attendance statements.
- Monthly wage sheets/payroll and statutory contribution proofs.
- Applicable insurance policies.
- Incident reports and CCTV incident logs, where applicable.
- Any other records reasonably required by the Institute for contractual or statutory verification.

SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date and place first written above.

For Gokhale Institute of Politics and Economics	For M/s. _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____

Witness 1

Name: _____

Address: _____

Signature: _____

Witness 2

Name: _____

Address: _____

Signature: _____

