



Er. Neelanjana Manwati  
Principal

# GOVT. POLYTECHNIC FOR WOMEN

Lower Shiv Nagar Near, AG's office Jammu-180 001

राजकीय महिला पॉलिटेक्निक

शिव नगर (एजी कार्यालय के पास) जम्मू



Contact Numbers: 0191-2955320, 2957937

Website: [www.gpfwjammu.org](http://www.gpfwjammu.org) | Email: [gpfwjammu@gmail.com](mailto:gpfwjammu@gmail.com), [gpfwj@rediffmail.com](mailto:gpfwj@rediffmail.com)

## GEM BID NOTICE

NO. 65 of 2025

Dated: 13-11-2025

### GEM BID FOR SECURITY SERVICES

GeM Bids are invited from eligible Security Service Providing Agencies having **registered office at UT of J&K** and having sufficient experience of providing the Security Services in reputed organizations in Government or Public Sector for at least Two years in last 5 ( Five ) years immediately preceding the date of publishing of this tender. The security agency must be **Registered under Private Security Agencies (Regulation) Act, 2005 for Security Services is mandatory**. The critical dates for the Security Service bid are as under:

#### Critical Dates:

1	Date of Issuance of Notice	Wednesday, 13-11-2025
2	Bid Submission start Date	Thursday, 14-11-2025, 16:00 Hours
3	Last date & Time of Submission of Bid	Monday, 24-11-2025, 16:00 Hours
5	Name & Designation of Authority Inviting Bid	Principal, Government Polytechnic for Women, Jammu

#### Costs

1.	Tender form/ Processing Fee	Rs. 1000/- <b>DD</b> favoring Principal Govt. Polytechnic for Women Jammu payable at Jammu
2.	Performance Security	Rs. 5000/- <b>CDR</b> pledged to Principal Govt. Polytechnic for Women Jammu payable at Jammu from the successful Bidder

Bidders have to deposit the Earnest Money Deposit (EMD 2 %) @ Rs. 2700 /- of requisite amount, if applicable, as per bid details on GEM portal in the form of Demand Draft drawn in favour of "**Principal, Government Polytechnic for Women Jammu**" payable at Jammu.

The Tenderer must upload the tender before the last day of filing and also the hard copy of e-tender must reach this office not later than time and date notified in the tender form stated in the schedule of tender. In the event of tender received after scheduled date and time, the tenderer will not be allowed in bidding and it will be rejected summarily. The tenderers qualifying in the technical bid will be allowed to submit financial bid on the GeM Portal.

Bid Documents are also available for viewing on the official website of Govt. Polytechnic for Women Jammu i.e. [www.gpfwjammu.org](http://www.gpfwjammu.org)

Sd/-

Principal,  
Government Polytechnic for Women,  
Jammu

No: WPJ/F-231/2020

Dated: 13-11-2025



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Following Documents are required to be submitted/ Uploaded for Gem Bid notice no. 65 of 2025 dated 13-11-2025 issued vide No: WPJ/F-231/2020 dated: 13-11-2025.

S. No	Documents to be Uploaded
1	Undertaking/ Declaration on Letter Head at page no. 13 of the bid document
2	Bidder should Duly fill and submit the Performa at Annexure A of the bid document. (Page no.03 of the Bid Document ).
3	Letter head indicating the location of registered / authorized office at UT of J&K
4	Certificate of registration for Goods and Services Tax (GSTIN) and GST return of the previous financial year.
5	PAN Card Number of the firm/ Bidder/ Agency
6	PF Registration No.
7	ESI Registration No.
8	Labour License No. of existing business
9	Trade License/ Registration under Private Security Agencies (Regulation) Act, 2005 for Security Services is mandatory.
10	Receipt of Tender Fee
11	Income Tax Return of Last 03 Years.
12	Annual turnover of Last 03 years duly attested by Chartered Accountant
13	Annexure A- Performa (Duly filled by the Tendor) Annexure B- Terms & Conditions Annexure C- Undertaking/ Declaration (Duly filled by the Tendor)

Sd/-  
Principal,  
Government Polytechnic for Women,  
Jammu

## **Annexure-A**

### **TECHNICAL BID**

#### **Security Services in Govt. Polytechnic for Women Jammu**

S.No	Particulars	Details	Remarks
1.	Name of the Company/ Firm		<b>Attach Letter head of the company</b>
2.	Name of Owner/ Partners/ Directors		
3.	Full office Address		
	Telephone No.		
	E-mail		
	Full Particulars of the Bankers of Company/ firm		<b>Attach cancelled Cheque of the Bank account</b>
	Name of Bank		
	Address of Bank		
	Account Number		
	IFSC Code		
4	Registration Details		<b>Attach Copies</b>
	a) PAN No.		
	b) GST Registration No.		
	c) EPF Registration No.		
	d) Contract Labour Registration No.		
	e) Other Documents		
5	Details of Earnest money Deposit		<b>Scanned Copy</b>
	Amount (Rs.)		
	D.D/P.O/ CDR/ FRD No.		
	Valid Upto		
<b>Note: Registration under Private Security Agencies (Regulation) Act, 2005 for Security Services is mandatory</b>			

Date:

Signature of Owner/ Managing Partner/  
Director

Place:

Full Name :



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### Annexure-B

The Gem Bid notice no. 65 of 2025 dated 13-11-2025 issued vide No: WPJ/F-231/2020 dated: 13-11-2025. shall be governed by the below mentioned terms & conditions.

### TERMS AND CONDITIONS OF BID

- Estimated Bid value:** The estimated tender value is Rs. 1.32 lac Approximately (Rupees One Lakh thirty two thousand only) including service charges and taxes for one year.
- Period of Contract:** The Contract shall initially be valid for a period of One year and may be extended further for a period of one year subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the period of contract. Principal Govt. Polytechnic for Women Jammu, however, reserves the right to terminate the contract by serving one month's notice, in writing.
- Earnest Money Deposit (EMD):** EMD amount of Rs. 2700/- to be deposited in the form of Demand Draft drawn in favour of "Principal Govt. Polytechnic for Women Jammu" payable at Jammu. The scanned copy of the same to be uploaded on GeM portal.
- Firm registered under MSME will be exempted from EMD and Tender Processing Fee as per existing guidelines.**
- Last date of submission:** Last date of uploading of Bid is stipulated on GeM portal.
- Date of opening of Bids:** Technical Bid will be opened on stipulated date and time on GeM portal.
- ELIGIBILITY :** Agencies having sufficient experience of providing Security Services in reputed organizations in Public Sector (Central Govt./State Govt./UT Govt./PSUs) for at least 02 (two) year in last 5 (Five) years immediately preceding the date of publishing of this tender.

Experience of having successfully completed similar works during last 02 years in last 05 years in which applications are invited should be either of the following: -

- a. One similar work of Annual value not less than Rs. 2.5 lac /- ( Rupees Two Lakhs Fifty thousand only) .
  - b. Two similar works of Annual value not less than Rs.5 lac/- (Rupees Five Lac only).
8. The Agency must be registered with the following statutory bodies such as ESI, EPF, PSA (Regulation) Act, 2005 Income Tax and GST at least one year prior to publishing of this bid.
  9. The average annual turnover of bidders must be duly certified by the appropriate Chartered Accountant/ Auditor/ any other prescribed authority and it should be minimum Rs. 5 lac/- ( Rupees Five Lac Only) during each of the last three financial year (2022-23, 2023-24 and 2024-25).
  - 10. The Bidder must have a registered office / Authorized office in UT of J &K.**
  10. The bidder firm should not have been indicted for any criminal, fraudulent or anti competition activity and not been blacklisted by any Government Departments.
  - 11. Registration under Private Security Agencies (Regulation) Act, 2005 for Security Services is mandatory.**
  12. Only agencies having valid registration under contract Labor Act, ESI, EPF and other statutory law required for providing Security(Sweeper) services shall apply.
  - 13. Documents to be uploaded :** Bidders firms which fulfill the above eligibility conditions may upload the technical bid along with the scanned copy of following documents failing which their bids may be rejected:-
    - i. Copy of Audited Accounts Statement of annual turnover for last three financial years (2022-23, 2023-24 and 2024-25)
    - ii. Registration / Incorporation Certificate of firm.
    - iii. Scanned copy of EMD, if applicable
    - iv. Registration Certificate of Contract Labor (Regulation & Abolition Act, 1970), Goods and Services Tax (GST), Employees' State Insurance Act, 1948, Employees Provident Fund Act, at least one year prior to the publishing of this bid.
    - v. Copies of satisfactory work performance report in support of eligibility conditions. Copies of work orders, agreements without Satisfactory Performance Certificate shall not be considered for determining the eligibility.
    - vi. Copy of PAN No.

- vii. Scanned Bid Document containing all terms and conditions of the bid duly signed and Stamped by the bidder.
- viii. Copy of registration certificate of shop and establishment for having Registered office / Authorized office in Jammu and Kashmir

**The EMD must be submitted in the office of the Principal Govt. Polytechnic for Women Jammu in a sealed cover, before the last date and time of submission of Bid as per Gem Portal along with hardcopy of the documents uploaded on the portal. The tenderers qualifying in the technical bid will be allowed to submit financial bid on the GeM Portal.**

- 14.** In case of more than one bidder quoting the lowest service charge in the financial bid, the preference for selection of eligible bidder shall be done as under:
- i. The Bidder with maximum quantum (amount wise) of similar work completed during the last 3 years (February 2021 to till date) shall be preferred for award of work; if still there are more than one lowest bidder, then
  - ii. The average annual turnover during last three financial years (2022-23, 2023-24 and 2024-25) shall be compared and the bidder with highest average turnover in last three financial years shall be preferred for award of work.

### **OTHER TERMS AND CONDITIONS**

#### **Evaluation of technical and financial bid**

- a. The Bidders are required to upload Technical bid as per Bid Specification uploaded on GEM Portal.
- b. Each and every page of attached document should be signed by bidder or the authorized representative of Bidders.
- c. Principal Govt. Polytechnic for Women Jammu reserves the right to reject all Bid in whole, or in part, without assigning any reason thereof.
- d. Lowest financial bid of those qualifying in the technical bid will be evaluated based on overall lowest rate quoted by the bidder.**
- e. The earnest money shall be refunded to the unsuccessful Bidders after finalization of the contract. It shall be refunded to the successful Bidder on receipt of performance security deposit. No interest is payable on the EMD.
- f. The bid shall be valid for 90 days from the date of opening of financial bid.
- g. Bids which are incomplete or Conditional in any form shall be rejected out rightly.
- h. In case the successful Bidder declines the offer of Contract, for whatsoever reason(s), their EMD shall be forfeited.
- i. A formal contract shall be executed/ entered into with the successful Bidder. In this contract, the successful Bidder shall be defined as Contractor.

#### **Performance Security Deposit**

The successful Bidder will have to deposit a Performance Security Deposit of the financial bid as per Bid Details on GEM in the form of Demand Draft in favor of

**“Principal Govt. Polytechnic for Women Jammu”.**

The successful Bidder will have to deposit the Performance Security Deposit and execute the contract within 15 days of acceptance of Bid, failing which, the competent authority may cancel the award of work and forfeit the EMD and other appropriate action as deemed fit.

Sd/-

**Principal,  
Government Polytechnic for Women,  
Jammu**



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शिव नगर (एजी कार्यालय के पास) जम्मू



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### GENERAL CONDITIONS OF CONTRACT (GCC)

1. The Agency should engage the Security Personnel with age not more than **60 years**. The Security Services providing agency shall not employ any person below the age of 21 years and above the age of 60 years.
2. The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum wages (Refer in the Bid), ESI, PF contributions, service charges, all kind of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements of applicable minimum wages, ESI & PF are liable to be rejected.
3. The Agency shall comply with Contract Labour (R&A) Act, PF provisions, ESI provisions, etc. whichever applicable and all other statutory payments will be the liabilities of the Security Services Agency, applicable from time to time.
4. The Security personnel should be of sound Health and preferably having education up to 8<sup>th</sup> standard. Their character antecedents must be verified by the Security Agency and a proof thereof should be submitted to Principal Govt. Polytechnic for Women Jammu before their deployment.
5. The Security Services whose services are provided by the Agency will at all times and for all purposes, be the employees of the Agency who will be responsible for necessary service benefits to them. Principal Govt. Polytechnic for Women Jammu shall have the right for removal of a person of the Agency who is not discharging his duties satisfactorily or his role is found dubious in nature. They shall be informed meticulously that their engagement shall not confer any preferential right to be engaged by Govt.
6. The Agency shall not engage any sub-contractor or transfer the contract to any other person.
7. The approximate number of person required to be engaged will be **01 (One)** Security Personnel. However, Principal Govt. Polytechnic for Women Jammu has



the right to change the number of Personnel at his/her discretion at any time and the agency shall be bound to provide the amended numbers required.

8. Attendance of personnel will be maintained by the service Provider and copy of the same shall be provided along with the monthly bill to the office of the Principal Govt. Polytechnic for Women Jammu on the 1<sup>st</sup> working day of the following month.
9. On any given day, if any of contractor's personnel(s) deployed under the contract is (are) absent or fails to report in time, the contractor must provide a suitable substitute in time, for this purpose the contractor must monitor on a daily basis the sanction of leave to the staff deployed.
10. The administrative issues like leave, discipline etc., of the Security Personnel are responsibility of the contractor and if failed to comply above compliance the appropriate action will be taken.
11. The Agency shall deploy Security Personnel after medical examination at its own cost and medical certificate is to be submitted to the Principal Govt. Polytechnic for Women Jammu at the time of deployment.
12. The list containing the names, verified addresses, affixing a photograph along with the signature of each employee appointed by the Agency shall be made available to Principal Govt. Polytechnic for Women Jammu with their Bio-data before commencing the contract.
13. The changes in the personnel deployed will not be allowed without prior approval/permission of the Principal Govt. polytechnic for Women Jammu.
14. No enhancement in the agreed rates will be allowed during the Contract period except statutory revision if any.
15. The Agency will submit the proof of deposit of EPF and ESI within three weeks from the disbursement of wages every month, to the Principal Govt. Polytechnic for Women Jammu. Copy of the Challans vouchers in relation to ESI & EPF subscription deposit with the Bank should be submitted every month with certified copy of list of deployed Security Personnel against whom the amount is deposited. Certified copy of returns submitted to the ESI & EPF authorities should be produced periodically.
16. The bill for each month shall be presented in triplicate by the Agency by 10<sup>th</sup> of every following month duly pre-receipted. The Security Agency will pay the wages to their workers latest by 7<sup>th</sup> of every month. Payment of wages shall be done through bank account only by electronic clearance system. The payment to workers is not linked with payment of bill by Institution.
17. The Performance security deposit shall be returned to the Agency on the expiry of the contract period on furnishing usual clearance/No Demand Certificate. The Security Deposit shall be returned on the expiry and termination of the Contract subject to conditions that the Security Agency has indemnified the 1st Party (Principal Govt. Polytechnic for Women Jammu) for all payments to the staff. The Security Agency while requesting for release of the Performance Security Deposit

shall certify that all payments including Labour Laws obligations have been fulfilled and that the Principal Govt. Polytechnic for Women Jammu shall not be responsible for such payments to the staff arising out of the decision of the Labour court, if any.

18. The Contract shall come into force from the date of Agreement signed by both the parties. In case the Agency fails to execute the job after signing the Agreement Deed or leave the job before completion of the period of Contract at their own accord, Principal Govt. Polytechnic for Women Jammu shall have the right to forfeit the Performance Security Money Deposited by the Agency for execution of the Contract.
19. The Agency shall comply with the Labour laws applicable and Principal Govt. Polytechnic for Women Jammu shall not be responsible for any litigation/default from Agency-side.
20. Principal Govt. Polytechnic for Women Jammu shall have the full powers to terminate the tender process at any stage, without assigning any reason. The decision of Principal Govt. Polytechnic for Women Jammu in this regard will be the final.

## **MANPOWER**

1. Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to Principal Govt. Polytechnic for Women Jammu
2. The contractor should ensure to maintain adequate number of manpower. In case the available manpower is less when compared to the required, a penalty of Rs.500/- per day will be deducted from the bill.
3. The Contractors shall employ adult SecurityPersonnel only. Employment of child labour will lead to the termination of the contract. The contractor shall be responsible for payment by following the Minimum wages Act, ESI Act, PF Act, as applicable and also of obeying all existing Labour laws.

## **TERMINATION CLAUSE**

During the period of agreement if it is found that the agency is not providing proper services or charging by fraudulent manner or otherwise, the whole security deposit, deposited with Principal Govt. Polytechnic for Women Jammu or part thereof shall be forfeited in favor of Principal Govt. Polytechnic for Women Jammu and agreement may be terminated as per tender terms and conditions.

## **ARBITRATION CLAUSE**

It is mutually agreed that all difference and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations and if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by Principal Govt. Polytechnic for Women Jammu, whose decision shall be final and binding on both the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, the contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Jammu only.

The High Courts of J&K at Jammu shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**Sd/-  
Principal,  
Government Polytechnic for Women,  
Jammu**

## **DUTIES, REESPONIBILITIES, JOB DESCRIPTION AND SCOPE OF WORK**

1. The Agency shall be responsible for overall Security within the Institution Campus on **all days including Sundays and other holidays.**
2. **The security personnel should not leave the point unless and until the reliever comes for shift duties.**
3. The Agency shall be responsible for overall security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the Polytechnic Campus.
4. Controlling the Intrusion Prevention (IPs) /visitors to the Polytechnic.
5. Prevention of unauthorized entry of personnel including all types of outside vendors in the entire campus.
6. The vehicles that enter into the premises must be identified, noted in the Register and parked at designated places.
7. The Security personnel shall be deployed in One shift for 8 hours **i.e. 9 a.m to 7 p.m.**
8. The Agency shall provide proper uniform, whistle, baton for the day shift workers
9. The Agency shall be fully responsible for the performance and fitness on their duty of their Security Personnel.
10. The Agency shall have to maintain a round-the-clock Control Room with Telephone No., Mobile No., names of persons manning the Control room in their office in J&K for any urgent communication regarding any extra-ordinary situation.
11. The Agency shall have to provide the Mobile Phone Nos. of the SecurityPersonnel for records.

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**Annexure C**  
**Undertaking/ Declaration on Letter Head**

**Tender Performa For Security Services at Govt. Polytechnic For Women, Jammu**

The Principal,  
Govt. Polytechnic for Women,  
Jammu.

Subject:- Tender Performa For Security Service at Govt. Polytechnic For Women, Jammu.

Sir/ Madam,

1. I/ we hereby submit our tender for Security Services at Govt. Polytechnic for Women, Jammu.
2. I/We are enclosing herewith the Demand Draft No. \_\_\_\_\_ Dated:- \_\_\_\_\_ for Rs 1000/-(One thousand) as Tender processing fees, only in favour of Principal, Govt. Polytechnic for Women, Jammu.
3. I/we have gone through all terms and conditions of the tender document before submitting the same.
4. I/we hereby agree to abide by all the terms and conditions stipulated by the Govt. Polytechnic for Women, Jammu in this connection.
5. I/we have noted that overwritten entries shall lead to disqualification of the bidder.
6. I/we are ready to deposit Rs. 5000/- as Performance security deposit amount (refundable) if contract is awarded to me/us within 15 days of the allotment of the tender.
7. I/we have submitted a copy of PAN Card and Valid **Trade License/ Registration under Private Security Agencies (Regulation) Act, 2005 for Security Services.**
8. I/we hereby accept that I will offer the items at the specified rates as per the Terms and Conditions of the tender.
9. I/We are not blacklisted by any Govt./Semi- Govt./Public Sector organization. If it is found at later stage that our firm/company was blacklisted by a Govt./Semi- Govt./Public Sector organization then our EMD/bank guarantee should be forfeited by the department.

Dated :

Seal and signature of firm.

Place:

Mobile No \_\_\_\_\_