

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce and Industry-Gol)

JNANA BHARATHI CAMPUS, POST MALLATHALLI, BENGALURU 560 056

Tel: 080-23211716, Fax: 080-23212775

Tender No. IIPM/ADMIN/2026-27/001

Date: 24.07.2026

Tender Document for Providing Security Services (E-Tendering mode)

Tender should be submitted through e-tendering portal (tender wizard) consisting of all the details including the Agency's previous experience, nature of work carried out, number of manpower provided for each work, and other commercial data and financial bid.

The details of tender notification can be downloaded at

www.tenderwizard.com/etenders under Tender Free View link.

For further details on e-Tender participation, please contact KEONICS Help desk

on Ph.: 9686196760 / 9686196765 / 080-45982100, E-mail:

prabhuswamy@etenderwizard.com

TENDER EVENTS:

1	Tender inviting date	24-07-2026
2	Tender Form Fee	NIL
3	E-Tender processing fee payable to KEONICS through ePayment mode	Collected by KEONICS
4	EMD Fee (Earnest money deposit) Through Tender wizard payment gateway	1,00,000/-
5	Tender Closing Date and Time	13-08-2026, 3:00 PM
6	Tender opening Date and Time	13-08-2026 4:00 PM
7	Tender Financial Bidding	-

The tender notification will be accessible in the e-Procurement website (www.tenderwizard.com/etenders).

eTendering Guidelines to Vendors Vendor

1. Vendors must have Class 3 Digital Signature Certificate to participate in the tender to obtain DSC, please contact KEONICS help desk. 080-40482100
2. Bidders interested to participate in the tender should register themselves in the website www.tenderwizard.com/etenders.
3. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement Token as proof of successful submission.
4. Tender will not be accepted after the date and time fixed for receipt of tenders as set in Tender notice or subsequent extensions if any relevant documents in proof have to be uploaded wherever required

Helpdesk

To get in touch with one of our customer service representatives, please refer the help desk numbers provided on the homepage or call the following number:

Bangalore: 080-45982100,

- | | | |
|----|--------------|--|
| 1. | Raghavendra | : 9632699768 / raghavendra.vg@antaressystems.com |
| 2. | Harish Kumar | : 9686115318 / harishkumar.kb@etenderwizard.com |

Communication Address

KEONICSHelpDesk

#137/3, HONGANASU, KENGERI, BANGALORE MYSORE R

Indian Institute of Plantation Management Bengaluru

(An Autonomous Organisation of the Ministry of Commerce and Industry, Govt. of India)

Jnana Bharathi Campus

P.O.Malathalli

Bengaluru - 560 056

Telephone : 080-23211716

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administration@iipmb.edu.in

accounts@iipmb.edu.in

Website : www.iipmb.edu.in

Tender Document for Security Services

INDIAN INSTITUTE OF PLANTATION MANAGEMNET

Tender Ref. No	:	IIPM/ADMIN/2026-27/001
Name of work	:	Providing Security Services
Last Date of Submission of tender	:	Upto 3.00 p.m. (IST) on 13 th August 2026
Pre-bid Meeting	:	30 th July 2026 – In person
Opening of Tenders	:	at 4.00 p.m. (IST) on 13 th August 2026

Submission of Tenders

- Tender should be submitted through e-tendering portal (tender wizard: www.tenderwizard.com) consisting of all the details including the Agency's previous experience, nature of work carried out, number of manpower provided for each work, and other commercial data and financial bid.

PQ Criteria & Other Terms:

1. The bidders /tenderers are advised to visit IIPM for any clarifications, inspection etc.
2. The tender should be duly signed by the person authorized by the Agency. In case there is any difference while indicating the amount in figures and words, the amount indicated in words will be treated as the valid offer.
3. The quote shall be submitted in financial bid only.
4. The bidder shall submit a Solvency Certificate issued by a Scheduled Commercial Bank for the value of Rs. 6 Lakhs, the certificate shall not be older than six months from the bid submission date.
5. The Agency should have deployed daily a minimum of 6 Security personnel to any one reputed Company, academic institute, central government and reputed Private Companies located in the State of Karnataka in last 7 years

The bidder shall have successfully completed any one of the following during the last seven years ending on the bid submission date: (Bidder should furnish the details in Annexure-4)

Three similar completed works costing not less than Rs. 20,00,000.00

Two Similar completed works costing not less than Rs. 30,00,000.00
One Similar completed works costing not less than Rs. 40,00,000.00

Completion certificates issued by the client shall be enclosed.

6. The annual turnover of the Agency for the last three financial years should not be less than Rs.15,00,000/- (Rupees Fifteen Lakh only). The Agency shall furnish audited Profit and Loss A/c and Balance Sheet duly certified by a Chartered Accountant.
7. The Agency shall furnish a copy of PAN Card & GST Registration Certificate.
8. The Agency should have the following registrations;
 - i. Registration of the Agency with Department of Labour Govt. of Karnataka.
 - ii. Registration of the Agency under Employee Provident Fund Act.
 - iii. Registration of the Agency under ESI Act
 - iv. Registration of the Agency under Service Tax Act
 - v. Registration of the Agency under Professional Tax.
 - vi. Registration of the Agency under GST
9. Agencies whose contracts have been terminated/ foreclosed by any company/ Department during the last 5 financial years due to non fulfillment of contractual obligations are not eligible to bid. The Agencies are required to furnish Self Declared Certificate to this effect in their letter head. Non-furnishing of this information will entail rejection of the Tender.
10. The bidder shall have a fully functional office within Bengaluru. Documentary proof such as: Trade License/Rental Agreement/Property tax receipt/Electricity bill shall be enclosed.

11. SCOPE OF WORK

Description , Duty Timings and Nos

Description	All Days in Week	Nos.
Security Supervisors 3 Nos at IIPM Campus with supervisor for IIPM main campus with in campus hostels and off campus hostels	Three Shifts 6 AM to 2 PM, 2 PM to 10 PM, 10 PM to 6 AM	3 Nos
Security Guards at IIPM Campus, out of 6 Guards One female Guard should be deployed.	Three Shifts 6 AM to 2 PM, 2 PM to 10 PM, 10 PM to 6 AM	6 Nos
Security Guards Off Campus Hostels	Only two Shifts (12 Hours) 6 PM to 6 AM	5 Nos

* The requirements specified above are indicative and subject to change. The Tender inviting authority reserves the right to vary the final quantities upward or downward to meet actual operational requirements

GENERAL TERMS & CONDITIONS

1. Tenders shall be valid for 90 days from the date of submission of tender.
2. EMD of Rs.1,00,000.00 should furnish along with the bid, EMD will be forfeited in case refuse to accept/sing work order or agreement. *{Exemption from submission of EMD Firms registered with NSIC/MSE/DPS are exempted from payment of EMD. Organisations like KVIC who are treated on par with NSIC and MSEs registered with District Industries Centre and submitting PART-II / Udyog Aadhar of their enrolment and start-ups as notified by Gol from time to time are also be exempted from payment of EMD. & Other categories as notified by Gol from time to time}*
3. The Successful tenderer shall enter into a Contract Agreement on a non judicial stamp paper of Rs.500/- (Rupees Five hundred only) for due performance of the contract. Security Deposit of Rs. 2,00,000 (Rupees two Lakh) be deposited which will be returned

- at closure/termination of contract with any possible deductions on actual.
4. The IIPM reserves the right to cancel or reject in full or part, any or all tenders received, without assigning any reasons.
 5. Any action on the part of the tenderer to influence any officer of the IIPM or canvassing in any form shall render the tender liable for rejection.
 6. The contract will be for a period of 12 months initially, which is extendable for further period/s, as the case may be, at the discretion of IIPM on mutually agreed terms and conditions.
 7. The personnel deployed under the contract are the employees of the Agency and the agency will exercise the supervision and control on all the personnel deployed under this contract.
 8. The personnel deployed under the contract shall not be less than 21 years of age and not more than 55 years of age.
 9. The agency shall execute the assigned work in accordance with the requirement as detailed in the scope of work. However, depending upon the requirement, the IIPM retains the right to alter the scope of work.
 10. The tender shall be awarded to the lowest financial bidder. An Agreement is signed by him in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract. The tenderer will have to provide security services immediately on receipt of the work order.
 11. Indian Institute of Plantation Management reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
 12. The Security Agency shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.
 13. The Security Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in the Institute and wages book may be maintained by the Agency in respect of each Security Guard.
 14. The quoted rates shall not be less than the Karnataka minimum wages Act and shall include all statutory obligations. The rates quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI Contribution, bonus, insurance, leave salary etc. The offer of the Security Agency which does not abide by the Karnataka minimum wages Act, as notified by government on the date of submitting of tender will be outrightly rejected.
 15. In the event of revision of minimum wages Act fixed by Karnataka government are more than rates quoted by the tenderer, the rates shall be revised accordingly. The Onus" for producing the copy of notification will be of Security Agency.
 16. The Security Agency shall in no case pay its employees less than the minimum mandatory rates as specified by state government per month. The payment should be made to the security supervisor & security guards through ECS (Electronic Clearing Service) and a record of that should be kept in a register which may be examined by the Institute at any time. In case of ESI, EPF and Bonus to individual employees, the Security Agency shall produce original challans/receipts to the Institute for the records.
 17. The security agency shall strictly follow the applicable labour laws with respect to maximum hours for which a security guard can work.
 18. The Security Agency shall be responsible for engaging adequately trained manpower required for providing good Security Service in the Institute.
 19. The employees of the Security Agency should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. Medical certificate in respect of fitness of guards/employees deputed may be produced.
 20. The Security Agency will, prior to the commencement of the operation of contract, make available to IIPM the particulars of all the employees who will be employed: such

particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees should be enclosed.

21. The Security Agency shall be responsible for the payment of wages and allowances as per Karnataka Minimum Wages Act in force and all statutory dues to the persons employed by him for providing the Security Services.
22. Further, in the event any claim, action or suit is instituted against IIPM, the Security Agency shall be required to reimburse to IIPM any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. IIPM shall also have the right to deduct these amounts from the payment due to the Security Agency while releasing the payments.
23. In case of any theft or pilferages, loss or others offences, the Agency will investigate and submit a report to IIPM and maintain liaison with the Police. FIR will be lodged by IIPM, wherever necessary. If need be joint enquiry comprising of both the parties shall be conducted and responsibility fixed. Further the employee/guards deputed at IIPM must be trained in respect of operation of Fire Fighting Equipment's.
24. In case of any loss that might be caused to IIPM due to lapse on the part of security personnel discharging security responsibilities will be borne by the Agency and in this connection, IIPM shall have the right to deduct appropriate amount from the bill of contracting Agency to make good such loss to IIPM besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Agency, IIPM shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
25. The Security contract shall remain valid for a period of One year and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, IIPM may terminate the contract of the Security Agency without any notice in case the Security Agency commits a breach of any of the terms of the contract. IIPM's decision that a breach has occurred will be final and shall be accepted without demur by the Security Agency. Neither Party shall be bound to give any reason for termination of the contract
26. The Security Agency shall be responsible to maintain the equipment's and other articles supplied by the IIPM in good condition. In case of any damage he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Security Agency itself.
27. On termination of the agreement the Security Agency will hand over all the equipment's /articles as supplied by the IIPM in good working condition back to IIPM.
28. The Security Agency will work in close co-operation and co-ordination with other agencies working at site.
29. The Security Agency shall be fully responsible about the conduct of his employees and shall ensure that their behaviour with the residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the Security Agency is unsatisfactory, the Security Agency shall have to remove the person concerned and engage a new one. The decision of the Designated Officer in this regard shall be final and binding on the Security Agency.
30. The Security Agency shall at all times indemnify the owner and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/ or property or person of any sub-contract and or the servants or agents of the Security Agency any sub-Security Agency (s) and or the owner and the Security Agency shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.

31. The Security Agency shall deposit Rs.2,00,000/- (Rupees two lakhs only) as Security Deposit with IIPM. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the Security Agency to IIPM.
32. The Security Agency will demonstrate the fire fighting equipment once in a year and would be responsible for the operation of fire fighting in the event of fire break out. The Hydrants must be checked every month in close coordination with administration.
33. As per IIPM policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
34. The security Agency must engage shall preferably be ex-service man as security supervisor and security guard. The security supervisor and security guard should be literate (supervisor with at least 10+2 certificate and Guards with at least 10th Certificate), able to read, write and understands, Kannada, Hindi and English languages. They should have first aid training in the area of industrial security and in handling fire fighting equipment.
35. The security supervisor and guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the security agency shall be asked to replace that person immediately.
36. The security personnel assigned duties at the IIPM, should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any security staff is found to misbehave or indulges in misconduct of any nature, the security agency shall be asked to replace that person.
37. The security agency shall verify character, attendance of security personnel before deployment in IIPM, Campus. The particulars of staff (Name, age, address, qualifications, previous service experience etc. engaged by the Security Agency should be submitted to the IIPM authorities. IIPM reserves the right to verify the antecedents of the security personnel engaged on duty through local police officials. For this purpose, the security agency should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.
38. The security deployed shall not be changed by the security agency on their own until and unless so warranted.
39. IIPM will not be responsible to provide any residential accommodation to security personnel deployed by Security Agency.
40. The security personnel shall not indulge in any loose or unwarranted talk with the employees or students or visitors. During Sundays/holidays or after office hours on working days the security shall be extra vigilant.
41. It would be the responsibility of the Security Agency to maintain and ensure full proof security at the main gate by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet and thereafter issue a visitor pass. The visitors pass, should be collected back, when the visitor leaves, duly signed by the concerned official.
42. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that IIPM property, whether equipment or materials, are not allowed to be taken out of the campus without proper gate-pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.
43. The security supervisor shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
44. The Security Guards shall carry occasional random checks of 2 wheelers and 4 wheelers of staff and students while leaving the campus to ensure that none of the property of the IIPM is being taken out un-authorized. Similarly, random frisking of staff and students

should be done. Such check of vehicles or frisking of personnel must be done only in the presence of an authorized officer of IIPM. Secondly, female security guards should do the frisking of female students/staff.

45. IIPM officers may carryout surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances IIPM reserves the right to cancel the security contract.
46. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake etc. the security persons on duty shall immediately intimate the Director and/or other officers. List of Residential phones or Mobile phone numbers of IIPM officers shall be available with Security at the main gate. The Security Agency shall be held responsible if the message is not conveyed to the IIPM officers immediately.

47. Penalty:

Failure to deploy the approved number of security personnel shall attract proportionate deduction of wages together with the following penalties:

Sl. No.	Nature of Default	Penalty
1.	Absence of Security Guard	Proportion wage deduction plus administrative penalty of Rs.1,000 per shift per person
2.	Absence of Supervisor	Proportion wage deduction plus Rs.2,000 per day
3.	Security Post Left unattended	Rs. 5,000/- per occurrence
4.	Failure to Replace Absent personnel	Rs. 2,000/- per occurrence
Uniform and Turnout		
1.	Improper Uniform	Rs. 500/- per occurrence
2.	No Identity Card	Rs. 500/- per occurrence
3.	Improper Grooming	Rs. 300/- per occurrence
4.	Non-availability of prescribed equipment	Rs. 500/- per occurrence

48. Misconduct

The following shall be treated as serious misconduct:

- Sleeping while on duty
- Consumption of alcohol or intoxicants
- Gambling
- Misbehaviour
- Negligence
- Unauthorized absence
- Mobile phone misuse
- Dereliction of duty
- Failure to report incidents
- Breach of confidentiality

The Institute may direct immediate replacement of such personnel and impose penalties depending upon the gravity of misconduct.

UNDERTAKING & ACCEPTANCE LETTER BY THE SECURITY AGENCY

I/We have carefully gone through the various terms and conditions listed in the Tender Form for providing security services at IIPM. I/We agree to all these conditions and offer to provide security services at IIPM. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (IIPM) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: _____

Signature of Security Agency

Date: _____

Address: _____

Mob: _____

Email ID: _____

TENDER CONDITIONS ACCEPTANCE LETTER

(To be typed and submitted (uploaded) by the bidder on Bidder Company Letter Head)

Date:

To:
The Director,
IIPM,
Bengaluru.

Sir,

Sub: Acceptance of Terms & Conditions of Tender - Submission of declaration letter - Reg.

Tender Reference No:

Name of Tender/ Work: Providing Security Services.

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the IIPM website/tender wizard portal.
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents including all documents like annexure(s), etc., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) /corrigendum(s) in its totality / entirety. I/ we hereby declare that I/ we will sign the entire tender document while signing the contract in case the work is awarded.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your Institute, without giving any notice or reason, shall summarily reject the bid or terminate the contract in case tender is awarded, without prejudice to any other rights or remedy.
7. I / we hereby certify that I am/ we are authorized to sign this declaration. The original of this letter shall be submitted to the IIPM while signing the contract in case the work is awarded.

Yours faithfully

(Signature of the Bidder, with Seal)
(Name) & Address of the firm

Name of the Contact person _____
Mobile no. _____
Email Id. _____

BIDDER PROFILE

1. Name of tendering Firm/Agency:
2. Name of Proprietor/Director: of Company/Firm/Agency
3. Full Address of Regd. Office:
4. Telephone & Mobile No.

E-mail Address:
5. Full address of Operating/ Branch Officer Telephone & Mobile No.

E-mail Address:
6. Name and Mobile no. of the: Contract Person representing the Service Provider
7. PAN/GIR No.
8. GST Registration No.
9. E.P.F Registration No.
10. E.S.I. Registration No.
11. Professional Tax Registration no.

DETAILS OF CONTRACTS FOR PAST SEVEN YEARS

List of existing clients is to be attached with the technical bid in compliance to the point 5 of PQ Criteria

(Attested copies of the work award & completion certificate may be enclosed)

S. No.	Details of client along with address, telephone and email IDs.	Amount of Contract (Lakh per year)	Duration of Contract		Supporting WO & Completion certificate
			From (date)	To (date)	Yes/No
1					
2					
3					
4					

(If the space provided is insufficient, a separate sheet may be attached)

Date:

Place

Signature of Proprietor/authorized signatory

Name.

Seal

TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER

Price Bid Format

		DEPARTMENT NAME: DEPARTMENT NAME: INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU JNANA BHARATHI CAMPUS, POST MALLATHALLI, BENGALURU 560 056					
Tender Ref. No :IIPM/ADMIN/2026-27/001							
Name of the work ::Providing Security Services							
https://www.tenderwizard.com/tenders Instructions to Bidders: Complete all the Highlighted Cells before submission							
NAME OF FIRM							
Sl No	Description of Item	UOM	Qty	Unit Rate in INR	Amount in INR	Amount in Words	
1	Security Supervisors 3 Nos at IIPM Campus for IIPM main campus with in campus hostels and off campus hostels {Three Shifts 6 AM to 2 PM, 2 PM to 10 PM, 10 PM to 6 AM}	Month	12.00		0		
	Security Guards at IIPM Campus, out of 6 Guards One female Guard should be deployed. {Three Shifts 6 AM to 2 PM, 2 PM to 10 PM, 10 PM to 6 AM}						
	Security Guards 5 nos Off Campus Hostels {Only two Shift (12 Hours) 6 PM to 6 AM}						
	Total Amount (Rs.) excluding GST					-	
	Service Charges					-	
	GST					-	
	Total Cost after GST					-	
Detail end							
The bidder should furnish a detailed wage component breakup in below. (example: Basic, VDA,PF,ESI..etc) The total value shown in the price breakup shall exactly match the quoted amount in the above values. Failure to furnish the breakups shall render the bid liable for rejection.							
Detailed breakup							
Sl. No.	Description	Amount					
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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17							
18							
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21							
22							
23							
24							
25							
26							
27							
Total Amount		-					