

Invitation for Tender for Security Services

On behalf of The Sole Trustee, Sree Siddaganga Math, Tumakuru, The Secretary-Medical Services, Siddaganga Medical College & Research Institute invites Tenders from reputed Security Service Providers for rendering Security Service for their Medical College & Hospital for the period 01.10.2026 to 30.09.2027 as per details set forth below.

INFORMATION TO TENDERERS

Tender Ref. No	: SMCRI/2026/SERVICES/TENDERS/951 dt. 15.09.2026
Name of work	: Providing Security Services
Last Date of Submission of tender	: Up to 3.00 p.m. on Tuesday, 22 nd September, 2026
Tender submission place	: The Manager, H R Department, 4 th Floor, A Block, Siddaganga Medical College & Research Institute Dr. Sree Sree Shivakumaraswamiji Road, TUMAKURU 572102, Karnataka
Effective period of service	: 01.10.2026 to 30.09.2027

INSTRUCTION TO BIDDERS

Tender should be submitted in **one sealed cover consisting of two separate covers (again both sealed)** with following enclosures and sent by speed post or hand delivered obtaining acknowledgement:

- FIRST COVER:**
 - EMD for Rs. 25,000 by way of DD drawn in the name of The Sole Trustee, Sree Siddaganga Math, Tumakuru.
 - All details as per **ANNEXURE A**.
 - Letter typed on Contractor/Agency letter head as per **ANNEXURE B**.
 - Signed with seal all pages of **ANNEXURE C** for having read and accepted all Terms & Conditions of Tender.
- SECOND COVER:** Price Bid including service charges and other charges if any for guard and supervisory category.
- Any bids received after due date will be summarily rejected. **Do not send bids by email.**
- All pages of this tender documents including all Annexures should be signed by authorized person from the agency with seal, failing which Tender will be rejected.
- Agency may make a site survey with prior appointment with HR Manager.
- All the enclosures should be properly numbered with an index sheet.

**Any clarification may be obtained from HR Manager on the telephone number mentioned.
This Tender Document has 11 pages.**

Dt: 15.09.2026

For Siddaganga Medical College & Research Institute

Secretary – Medical Services

ANNEXURE A

1. DD on The Sole Trustee, Sree Siddaganga Math at Tumakuru for Rs. 25,000/- towards EMD
2. Self-attested copy of GST certificate of the entity
3. Self-attested copy of Aadhaar of agency proprietor/ Managing Partner/ Managing Director
4. Self-attested copy of agency registration certificate (for companies AOA & MOA along with ROC Reg Certificate)
5. Self-attested copy of agency PAN
6. Self-attested copy of EPF registration certificate
7. Self-attested copy of Labor registration
8. Self-attested copy of ESI registration
9. Self-attested Copies of at least 5 (five) contracts under current validity.
10. Proof of experience certificate issued by earlier units
11. Declaration by bidder to the effect that they have not been disqualified in any institution served earlier.
12. Photo copy of agency cheque leaf
13. Self-attested copy of details of bank details like name of account, name of bank, bank branch address, bank IFSC number
14. CA certified financial statements of 2024-25 & 2025-26
15. Letter on letterhead agreeing to provide Bank Guarantee as per Annexure D

ANNEXURE B

(To be typed on agency letterhead)

To,
The Secretary
Medical Services, SMCRI
Tumakuru 572102

Sir,

SUB: TENDER FOR PROVIDING SECURITY SERVICES AT SMCRI CAMPUS, TUMAKURU
REF: Tender doc no. SMCRI/2026/SERVICES/TENDERS/951 dt. 15.09.2026

1. I / We _____ do hereby tender for providing security services as per the quoted rate and in all respects in accordance with the applicable conditions set forth in the tender document.
2. If this tender is accepted, I/We agree to fulfill all the terms and conditions set forth in the Tender annexed and any default to execute contract and submit Security Deposit, authorize the Institute to forfeit EMD money submitted along with the Tender without prejudice.
3. I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I / We have carefully read, examination & understood the tender documents & visited site where the security services are to be provided.
4. We understand that the word Contractor and Agency are one and the same.
5. I/we distinctly agree that I/We would hereafter make no claim or demand upon the Institute based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my /our part of the said contract, agreements, stipulations, restrictions and conditions.
6. Any notice required to be served on me / us shall be sufficiently served on me/us by post (registered or ordinary) or courier or through email or through WhatsApp.
7. I / We agree that the Management has every right to reject any Tender without giving any reason.
8. I / We further undertake that the information given by me in Annexure A are true and correct in all respect and we hold the responsibility for the same.
9. If Work Order is awarded to me / us, I /we undertake to execute contract on Rs. 500/- non-judicial paper and submit Security Deposit or obtain a Bank Guarantee for the amount of Rs. 5,00,000/- within 10 days of award of work order.

Date:

Place:

Signature of the Authorized signatory of the Agency

ANNEXURE C

GENERAL TERMS

1. The bidders /tenderers are advised to visit SMCRI for any clarifications, for premises inspection etc.
2. The information should be clearly typed, giving full address of the tenderer and signed legibly, in ink. The tenderer should quote in figures as well as in words the amount tendered by him/her. Alteration, if any, unless legibly attested by the tenderer with full signature shall invalidate the tender. 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 full in a clear and legible manner.
4. The Agency should have deployed daily **minimum of 100 security personnel along with supervisory staff** to any reputed medical college and/or hospital located in the State of Karnataka. **Preference will be given for those in medical college/hospital.**
5. The annual turnover of the Agency for the last three financial years should not be less than Rs.3,00,00,000/- (Rupees Three Crore). The Agency shall furnish audited Profit and Loss A/c, Balance Sheet duly certified by a Chartered Accountant for 2024-25 & 2025-26.
6. The Agency shall furnish self-attested copy of PAN Card & GST Registration Certificate.
7. The Agency should have all statutory valid registrations for the year 2026-27 as per Annexure A.
8. Agencies whose contracts have been terminated/ foreclosed by any institute/ 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 may result in rejection of the Tender.**
9. Tenders shall be valid for 30 days from the date of submission of tender.
10. 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. Interest free Security Deposit/Performance Security of Rs. 5,00,000 (Rupees Five Lakh) shall be deposited which will be returned at closure/termination of contract with any possible deductions on actual. The Security Deposit should be in the form of DD drawn on The Sole Trustee, Sree Siddaganga Math payable at Tumakuru or in the form of irrevocable Bank Guarantee on any nationalized bank as per **ANNEXURE D**. Bank Guarantee should have validity 15 months from the date of signing Contract
11. EMD of Rs.25,000/- should furnish in the form of DD only drawn in the name of The Sole Trustee, Sree Siddaganga Math payable at Tumakuru along with the bid. EMD will be forfeited in case refuse to accept/signing work order or agreement. In time
12. The SMCRI reserves the right to cancel or reject in full or part, any or all tenders received, without assigning any reasons.
13. Any action on the part of the tenderer to influence any person at SMCRI or canvassing in any form shall render the tender liable for rejection.
14. **The contract will be for a period of one year**, which is extendable for further period/s, as the case may be, at the discretion of SMCRI on mutually agreed terms and conditions depending on the performance.

15. 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 though different levels.
16. The personnel deployed under the contract shall not be less than 18 years of age and not more than 40 years of age for guards and 45 years for supervisors and have minimum educational qualification of SSLC for guards and degree for supervisors with 10 years supervisory experience (preference will be given for ex service personnel). **Ratio of men and ladies will be intimated latter in the Work Order.** Min weight and height shall be as follows:

Details	Minimum Height	Minimum Weight
Gents	5' 5"	62 kg
Ladies	5' 2"	50 kg

17. 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 SMCRI retains the right to alter the scope of work.
18. Manpower details:

SECURITY STAFF

Description of Staff	Nos
1. Supervisory Staff	06
2. Guards	100

The Institute may vary above numbers up to + / - 20% by giving one week's notice.

19. The Agency shall abide by all laws and regulations and statutory obligations in force from time to time including labor laws and shall indemnify the SMCRI from any claims in this regard. This includes: Workmen compensation Act, Contract Labor (Abolition & Regulation) Act 1970, Karnataka Minimum Wages Act, Employee Provident Fund Act, ESI Act, and any other Act or Legislation, which may govern the nature of the service contract.
20. In case the quality of the work is not satisfactory, SMCRI is at liberty to terminate the contract/ work order at any time.
21. The SMCRI reserves the right to avail the services from multiple agencies to meet its requirements either simultaneously or for alternative periods, if the circumstances so required.
22. In case it is found that the work done/service provided is of inferior quality and proper care is not taken at the time of execution of the Work/rendering service, the Agency shall remain liable to pay compensation to SMCRI for the inferior works/Services as determined by the SMCRI.
23. The Agency will be fully responsible for any accident or mishap involving these workers engaged by the Agency and shall make good all the claims on SMCRI, if any, claimed by the victims. The Agency shall indemnify SMCRI from any claims arising out of accidents, disabilities of any nature or death or claims arising out of provisions under all applicable labor laws, or claims of any other nature in respect of all workers
24. **The Agency should not sublet the contract.** If the Agency is found to have sublet the contract, the contract will be terminated without any notice and security deposit will be forfeited.

25. SMCRI through its authorized person is free to issue instructions required from time to time to carry out the assigned functions professionally. All such instructions received by the authorized representative on behalf of the Agency shall be deemed to have been received by the Agency within the scope of this work order.
26. The agency shall issue a formal appointment letter to all the personnel deployed under this contract indicating the name, designation, wage rate, amount of PF, both employers contribution and employee's contribution, as required under Contract Labor (R&A) Act, 1970 within 15 days of deployment and submit a copy of the same duly acknowledged by the appointee to the HR Manager for reference and records of SMCRI. A list of employees deployed under this contract with their detailed bio-data shall be made available to SMCRI along with their Aadhar card. Any subsequent changes should be informed immediately and similarly their detailed bio-data also will be made available.
27. The agency shall issue Photo ID cards to all its employees with the Agency's Logo and Name & Designation of the employee deployed within a period of fifteen days.
28. The Agency shall be liable to pay compensation for any loss & damage caused to the property of the SMCRI or its Staff Members/Officers/Visitors by the Agency or his/her workers.
29. The Agency shall be personally responsible for the conduct of his/her staff and in case of any complaint against any of his/her staff.
30. The Agency shall keep in mind the rules & regulations of SMCRI in force and instructions issued from time-to-time while discharging the assigned services. The SMCRI will be free to take action against the Agency for violating the same.
31. The Contract can be terminated by SMCRI by giving two months' notice.
32. The Security services are required to be carried out on all working days and also on holidays including Saturdays & Sundays, if required.
33. If any employee comes late or proceeds on leave or absents himself/herself, it will be the responsibility of the contractor to provide a suitable substitute immediately to ensure uninterrupted services.
34. The work shall be carried out with due diligence and all the work executed shall be in a workman like manner. In the event of any dispute arising, the decision of the Secretary, SMCRI shall be final, binding and conclusive.
35. **Payment Terms:-** The payment will be made on the basis of the bills submitted by the agency. The agency has to raise the bills in the name of SMCRI. The bills in duplicate shall be submitted within 5th of the succeeding month. The bills submitted will be scrutinized with reference to the certification of attendance and payment will be made within 15 days henceforth. **The agency has to disburse the wages before 5th of the succeeding month to all its employees without any delay.** Proof of having remitted applicable PF & ESI remittances for one earlier month should be submitted along with bills.
36. Agency employees attrition rates will be considered while reappointment.
37. Areas of deployment of services will be SMCRI and all other allied, physiotherapy, para medical colleges, hostels, hospital, under construction sites, Urban and rural health centers, staff quarters, and any other areas as defined in the work order.
38. Preference will be given to agencies who employees ex-service men.

39. Tenderer should sign and affix units rubber stamp on **every page** including Annexure A and B of this document and submit along with their quote. **Annexure A** should be typed on their letter heads duly signed by. Competent person.
40. The General Terms and Conditions are spelled out more in **Annexure B** which will part of contract.
41. Number of workers will be intimated by our CEO from time to time.
42. Numbers of workers required month wise may differ based on demand
43. Our CEO will allocate numbers of staff of different grades to colleges, hospital, hostels, RHTC & UHC, under construction buildings and staff quarters.
44. Proof of payment of ESI and PF for bill raised for a one month earlier (documentary proof) should accompany bills.
45. Proof of attendance duly attested by HR Manager & CEO should accompany bills.
46. The shift timings will be: Shift I: 6.00 am to 2.00 pm, Shift II 2.00 pm to 10.00 pm and Shift III 10.00pm to 6.00 am of next day. at the rate of 8 hrs per shift which doesn't include any break for Lunch or Dinner. For the 1st shift, supervisor will be the relieving officer for the breakfast of the Security Guards. At any point of time, no place should be left unguarded.
47. Staff must be present at least 10 minutes earlier than the shift timings to do the Biometric attendance and must be on the allotted place.
48. In case of the security guards going on leave, agency must ensure substitute arrangements are made well in advance.
49. Staff on duty, at the end of their shift timings, must handover the charge or leave the allotted point after handing over the charge to the next staff on duty at that point.
50. The security guard must assist the patients in the absence of nursing staff while shifting on the wheelchairs at the entrances of the OPD's or while IP patients being discharged assist them for getting into their vehicle or auto etc. in case the house keeping staff is not there.
51. As and when new employee is engaged or towards replacements by your Agency, ensure that such employed have ESI and PF registration before putting them on rolls in our Institution.
52. Overtime (OT) duty is strictly not permitted unless specifically authorized in writing by the management. No extra payment towards overtime, additional duty hours, or extended shifts shall be payable by the Institute under any circumstances unless prior written approval is obtained from CEO.
53. In case of deficiency in services, following penalties will be imposed;
 - (a) Paying less than prescribed in this agreement to any employee: 1% of the total bill value.
 - (b) Not Paying ESI or PF to the employee or employees: The amount not paid + 1% of the total bill amount during the month for which it is not paid.
 - (c) Not uploading entries in GST portal apart from penalties which may be imposed by the GST authorities: The Management will impose penalty to the tune of 1% of the total contract value for each month's default.

- (d) Reported Indiscipline and misbehavior during their course of duty of the staff or staffs engaged: Rs. 1,000/- for each case per person.
- (e) Not wearing proper uniform and improper dressing: Rs. 500/- each case per person.
- (f) Sleeping while on duty or absence in the allocated place of duty: Rs.1,000/- per person per occurrence.
- (g) Found drinking or smoking during duty hours and during off duty but within campus: Rs. 2,000/- each case per person for the first time. Rs. 5,000/- for second and subsequent times. Removal of the delinquent employee by the agency on third time.
- (h) For any other lapses or deficiency in services or not adhering to terms and conditions imposed in this agreement, the management will issue notices. The agency shall reply within the stipulated time along with document proof if any. If the reply is not tenable, the management will issue suitable orders imposing penalty/penalties. In case the occurrence is repeated for 2nd time, the penalty will be doubled or as prescribed for 2nd occurrence whichever is lesser.
- (i) In case the occurrence is repeated for more than 2 times, the management will issue notices. The agency shall reply within prescribed time along with relevant documents if any. In case the reply is not tenable, the management may impose 3 times the penalty prescribed above and reserves right to terminate the services of your agency along with penalty and booking of cases as per law (if applicable). Any amount due on termination of services will be payable by the agency and is recoverable.

- 54. Institute reserves the right to change Terms and Conditions at its discretion.
- 55. All employees of agency should undergo annual medical checkup and in-house trainings conducted periodically.
- 56. The Agency shall indemnify the Institute for any loss, damages occurring due to willful acts by its employees.
- 57. The Agency shall provide two (2) pairs of uniforms and a valid Identity Card to each of its deployed personnel at its own cost. All personnel shall wear the prescribed uniform and display the Institute-approved Identity Card issued by the agency at all times during working hours while on duty within the Institute campus. They have to take food at designated area only.
- 58. The institute shall not be liable to pay any additional amount/compensation including gratuity, bonus etc. to Agency staff. No employer-employee relationship shall exist between SMCRI and person employed under your Agency.
- 59. Agency shall submit self-attested Aadhaar card of all employees appointed by the agency to our HR department.
- 60. Consuming or bringing non-vegetarian food within the SMCRI campus is strictly prohibited.

E N D

ANNEXURE D

BANK GUARANTEE FORMAT

Bank Guarantee No: _____
Date: _____

To
The Sole Trustee
Sree Siddaganga Math,
TUMAKURU 572104, Karnataka

1. WHEREAS M/s _____, having its registered office at _____ (hereinafter referred to as “**The Contractor**”, which expression shall unless repugnant to the context include its successors and permitted assigns) has been awarded Security Service Contract at Siddaganga Medical College & Research Institute and its associated units (hereinafter referred to as “**The Beneficiary**”, which expression shall unless repugnant to the context include its successors and permitted assigns). AND WHEREAS as a condition of such registration, the Contractor is required to furnish a Bank Guarantee for a sum of Rs 5,00,000/- (Rupees Five Lakh only) in favour of The Sole Trustee, Sree Siddaganga Math, Sree Siddaganga, Tumkur 572104, Karnataka as security towards compliance with conditions of Work Order faithful execution of works entrusted under such registration payment of all dues, damages, penalties, recoveries, or other liabilities.

2. GUARANTEE

NOW THEREFORE We, _____ Bank, a Scheduled Bank incorporated under the Banking Regulation Act and having its registered office at _____ and branch office at _____ (hereinafter referred to as “the Bank”), at the request of the Contractor, do hereby irrevocably and unconditionally guarantee and undertake to pay to The Sole Trustee, Sree Siddaganga Math, Sree Siddaganga, Tumakuru 572104 an amount not exceeding: Rs 5,00,000/- (Rupees Five Lakh only) upon first written demand made by the Beneficiary without demur, protest, contest, reservation or reference to the Contractor.

3. ABSOLUTE LIABILITY

The Bank agrees that the liability of the Bank under this guarantee shall be absolute, unconditional and irrevocable, and payment shall be made by the Bank without any proof or investigation of breach or default by the Contractor. Any such demand made by the Beneficiary shall be conclusive and binding on the Bank as regards the amount due and payable.

4. PAYMENT OBLIGATION

The Bank shall pay the amount demanded within three (3) working days from receipt of the written demand from the Beneficiary. The Bank shall not withhold payment on the grounds that the Contractor disputes the claim arbitration or litigation is pending the Contractor has raised any defence.

5. INDEPENDENCE OF BANK GUARANTEE

The Bank acknowledges that this Bank Guarantee constitutes an independent and autonomous contract between the Bank and the Beneficiary. The obligations of the Bank under this Guarantee shall not be affected by any dispute, difference, arbitration, litigation or other proceedings pending between the Contractor and the Beneficiary relating to the Work Order or any works entrusted. The Bank shall make payment under this Guarantee on first demand of the Beneficiary notwithstanding the existence of any such dispute or proceedings.

6. DEMAND CERTIFICATE

Any written demand made by the Beneficiary stating that the Contractor has failed to comply with the conditions of Work Order or has otherwise rendered itself liable under the applicable contracts shall be final, conclusive and binding on the Bank as to the fact of such default and the amount payable under this Bank Guarantee. The Bank shall not require any further proof or justification of the demand made by the Beneficiary.

7. PURPOSE OF GUARANTEE

This Bank Guarantee shall cover all claims arising out of violation of Work Order conditions failure to execute works entrusted, non-payment of dues to its employees in time, Government dues, penalties or damages or money losses suffered by the Beneficiary due to acts or omissions of the Contractor.

8. VALIDITY

This Bank Guarantee shall remain valid up to _____ (date).

9. CLAIM PERIOD

Any claim under this Bank Guarantee must be received by the Bank on or before: _____ which shall be not less than thirty (30) days after the expiry of the validity period. After the expiry of the claim period, the Bank shall stand discharged from all liabilities under this guarantee.

10. VARIATION OF TERMS

The Beneficiary shall have the fullest liberty, without affecting the liability of the Bank under this guarantee, to vary any of the terms and conditions of Work Order or to extend the time for performance by the Contractor, and the Bank shall not be relieved from its liability by reason of any such variation or extension.

11. WAIVER OF SURETY RIGHTS

The Bank hereby waives all rights available to it under Sections 133, 134, 135, 139 and 141 of the Indian Contract Act, 1872, or any other law relating to suretyship. The Bank agrees that any extension, indulgence, variation or waiver granted by the Beneficiary to the Contractor shall not discharge the Bank from its obligations under this guarantee.

12. NON-REVOCATION

This Bank Guarantee shall not be revoked or cancelled by the Bank during its currency except with the prior written consent of the Beneficiary.

13. CHANGE IN CONSTITUTION

This guarantee shall remain valid notwithstanding any change in the constitution of:

- i. the Contractor
- ii. the Bank
- iii. the Beneficiary.

14. ELECTRONIC BANK GUARANTEE

The electronic bank guarantee shall be issued through SFMS-enabled system or any RBI-approved electronic platform. The guarantee shall be digitally signed by authorised bank officials generated through secure banking system verifiable online using the BG number.

15. INTIMATION BEFORE EXPIRY

The Bank shall endeavour to notify the Beneficiary not less than thirty (30) days prior to expiry of this Bank Guarantee.

16. LIMIT OF LIABILITY

Notwithstanding anything contained herein:

- i. The liability of the Bank under this Bank Guarantee shall not exceed Rs. 5,00,000/- (Rupees Five Lakh only).
- ii. This Bank Guarantee shall remain valid up to _____ (date). Any claim under this Bank Guarantee must be received by the Bank on or before _____ (date), failing which all rights of the Beneficiary under this guarantee shall stand extinguished.

17. GOVERNING LAW

This Bank Guarantee shall be governed by and construed in accordance with the applicable laws of India. The courts at Tumakuru shall only have jurisdiction in all matters arising under this guarantee.

SIGNATURE

For and on behalf of _____ Bank

Authorised Signatory

Signature: _____

Name: _____

Designation: _____

Employee ID / Authorisation Code: _____

Authorised Signatory

Signature: _____

Name: _____

Designation: _____

Employee ID / Authorisation Code: _____

Official Seal of the Bank Place: _____

Date: _____