

केन्द्रीय कृषि विश्वविद्यालय  
CENTRAL AGRICULTURAL UNIVERSITY  
इम्फाल - ७९५००४, मणिपुर  
Imphal - 795 004, Manipur  
दुर्वाश न.- ०३८५ - २४१०६४४  
Phone No. 0385-2410644  
E-mail: registrar.cau@gov.in, regcau@yahoo.com

No. CAU/Reg/187/DS/97(Pt-III)

Imphal, the 30<sup>th</sup> June, 2025

To,

The Store and Purchase Officer,  
Central Agricultural University, Imphal.

**Sub: - Intimation for uploading Tender Notice through GeM Portal - reg.**

Madam,

With reference to the subject cited above, I am to enclose herewith Tender Notice for hiring Security Agency for providing security service to the office of the Central Agricultural University, Imphal for uploading on GeM Portal.

This is for information and necessary action at your end.

Yours faithfully,

Encl: As above.

(T.R. Sharma)  
Registrar

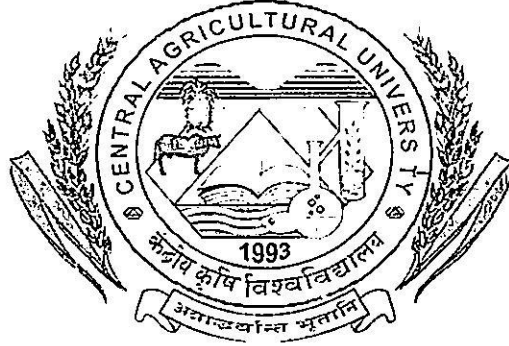
No. CAU/Reg/187/DS/97(Pt-III) /1992

Imphal, the 30<sup>th</sup> June, 2025

Copy to:-

1. The Secretary to VC for kind information of Hon'ble Vice-Chancellor, CAU, Imphal.
2. The Director of Extension Education, CAU, Imphal for information.
3. The Dean, College of Food Technology, CAU, Lamphelpat, Imphal for information.
4. The Sr. Scientist & Head, Krishi Vigyan Kendra (KVK), Imphal East, Andro for information.
5. The Security Officer I/c, CAU, HQs, Imphal for information.
6. The System Analyst, CAU, Imphal. He is requested to upload the same in the CAU, Imphal's website.
7. Guard file.

(T.R. Sharma)  
Registrar



केन्द्रीय कृषि विश्वविद्यालय  
CENTRAL AGRICULTURAL UNIVERSITY  
इम्फाल - ७९५००४, मणिपुर  
Imphal – 795 004, Manipur

## **ADDITIONAL TERMS AND CONDITIONS (ATCs)**

**Notice Inviting Tender (NIT)**

**FOR**

**PROVIDING OUTSOURCED SECURITY SERVICES  
AT THE OFFICE OF THE CENTRAL AGRICULTURAL UNIVERSITY  
IN IMPHAL, MANIPUR.**

**Last Date & Time for submission of offer as per GeM portal**

### DISCLAIMER

- 1) This NIT is not an offer by the Central Agricultural University (CAU) but an invitation to receive responses/ applications from the eligible bidders.
- 2) The purpose of this NIT is to provide the bidder(s) with information to assist in the formulation of their proposals. This NIT does not claim to contain all the information each Bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this NIT and where necessary, obtain independent advice/clarifications. The Central Agricultural University makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this NIT. The Central Agricultural University may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIT. The Bidder is expected to examine all instructions, forms, terms & conditions, specifications etc. in the NIT. Failure to furnish all information required by the bidding document or to submit a Bid not substantially responsive to the bidding document in all respect will be at the Bidders' risk and may result in rejection of the Bid.
- 3) The Central Agricultural University reserves the right to accept any bid or reject any or all the bids / proposal received in response to the offer and to cancel the entire process at any time prior to award of the assignment / contract, without thereby incurring any liability to the affected respondents/s. The office shall not be bound to offer any reasons for such acceptance / rejection nor shall entertain any correspondence with the rejected respondents in this matter and reserves the right to cancel the tendering process altogether at any time for reasons whatsoever, purely at the discretion of the office.
- 4) No contractual obligation whatsoever shall arise from the NIT process unless and until a formal contract is signed and executed by duly authorized official(s) of the Central Agricultural University with the selected bidders.
- 5) The Central Agricultural University, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Vendor under any law, statute, rules or regulations or tort, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this NIT or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the NIT and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in the bidding process.
- 5) This Additional Terms and Conditions shall be in addition to and not in derogation to the General Terms and Conditions on GeM. In case of any inconsistency between any terms in the Additional Terms and Conditions with the General Terms and Conditions on GeM, the terms of the Additional Terms and Conditions of this NIT, shall prevail.

## ADDITIONAL TERMS AND CONDITIONS

### NOTICE INVITING e-TENDERS

Central Agricultural University (CAU) invites online tenders from eligible bidders through GeM portal for providing Outsourced Security Personnel at the Office of the Central Agricultural University (CAU) in Imphal, Manipur, as scheduled below,

SL. No.	Schedule of Work	
1	<b>NAME OF WORK</b>	<p>Providing Outsourced Security Personnel at the Office of the Central Agricultural University (CAU) in Imphal, Manipur, as below,</p> <p>a) CAU, Hqtrs, Lamphelpat, Imphal – 12</p> <p>b) Central Farm, Lamphelpat, Imphal – 10</p> <p>c) KVK &amp; Horticulture Research Farm, Andro, Imphal East – 04</p> <p>d) College of Food Technology, Lamphelpat, Imphal West – 11 (Total -37)</p> <p>e) Security Supervisor - 1</p> <p>The above quantity is tentative only, which may either increase or decrease as per the actual requirement of the CAU on the date of award of Contract. The above quantity includes Security Guards, Security Supervisor and Visitors Management Personnel. The selected bidder shall also provide Female security guards, on need basis. On exigencies of work that may arise at anytime, CAU may increase the Security Personnel, and the payment shall be made /will increase proportionately.</p>
2	<b>ADDRESS AT WHICH THE TENDERS ARE TO BE SUBMITTED</b>	<p><b>Technical Bid:</b> Online through GeM portal <a href="https://www.gem.gov.in">https://www.gem.gov.in</a> in BID section.</p> <p><b>Price Bid:</b> Online through GeM portal <a href="https://www.gem.gov.in">https://www.gem.gov.in</a> in BID section.</p> <p><b>Place of submission of EMD :</b> (Scanned copy of EMD to be uploaded in the GeM portal and original EMD in a sealed envelope be sent to the below address before due date): <b>The O/o the Comptroller CAU-HQ, Lamphelpat, Imphal, Manipur - 795004.</b></p>
3	<b>EMD</b>	As per NIT
4	<b>SECURITY DEPOSIT/ Bank Guarantee</b>	As per NIT
5	<b>Tender Start Date</b>	As per Bid specification uploaded on GeM portal
6	<b>LAST DATE &amp; TIME FOR SUBMISSION OFE- TENDERS</b>	As per Bid specification uploaded on GeM portal
7	<b>Opening of Technical Bids and preliminary scrutiny of Documents</b>	As per Bid specification uploaded on GeM portal

8	<b>BID VALIDITY</b>	90 Days	
9	<b>COMMENCEMENT OF WORK</b>	Tentatively, from 1st September, 2025 onwards.	
10	<b>PENALTY</b>	As per relevant clause of tender document.	
11	<b>PAYMENT OF BILL</b>	Within 15 days from the date of receipt of the bill.	
12	<b>WORKING SCHEDULE</b>	As per the Addl. Terms & Conditions, published in the GeM Portal.	
13	<b>REJECTION OF BID/s/TENDER/S, IN CASE,</b>	a) Incomplete document submission (technical bid and /or financial bid) and Delay in submission. b) Non-submission of prescribed EMD deposit (in prescribed mode). c) Non-adherence to the laid down norms/criteria stated in tender document. d) Service charges and Admin charges are necessary & has to be quoted more than @ 5 % quoting 5 % or below 5% would lead to the rejection of bid.	
14	<b>Contact details for any clarification</b>	The Registrar, CAU-HQs, Lamphelpat, Imphal, Manipur - 795004. Email: registrar.cau@gov.in (All correspondence relating to this NIT shall be sent at this Email Id)	

\*In case, the date of opening/closing of tender is declared as a holiday in the State of Manipur, the tenders will be opened on the next working day at the same time. The CAU reserves its rights to accept/reject any/all tender, without assigning any reason what so ever. The CAU also reserves its right to reject any bid which, in the opinion of the CAU, is too low or unrealistic for effectively carrying out the obligations required under the terms and conditions of the tender.

Place: Imphal

Sd/-  
Registrar  
Central Agricultural University,  
Imphal, Manipur.

## INSTRUCTIONS TO THE TENDERERS

### **1. BROAD SCOPE OF WORK**

The Central Agricultural University (CAU) was established under Department of Agricultural Research and Education (DARE) on 26th January, 1993 by the Central Agricultural University Act, 1992 (No. 40 of 1992) of parliament with its headquarters at Imphal, Manipur (hereinafter referred to as the "CAU") which expression unless repugnant to the context or meaning thereof shall mean and include its successors and assigns), invites bids, viz., **two bid system (Technical and Financial Bids)**, from reputed and qualified Private Security Agencies (hereafter called as 'Tenderers', 'Bidders' or Agencies), for providing outsourced security guarding personnel services at the Central Agricultural University in Imphal, Manipur for a period of **two years**. This Office reserves the rights to extend the contract further by **one year** subject to satisfactory performance of the contractor.

### **2. ELIGIBILITY CRITERIA:**

Bidders who are listed on GeM portal under Security Manpower Services including DGR sponsored agencies and meeting the minimum eligibility criteria mentioned below are eligible to apply and submit their technical bids along with concerned supporting documents. Bids uploaded without required supporting documents shall be rejected. The Bidder should be carrying on the business of providing security personnel like Security Guards, Security Supervisor, Visitor Management personnel, etc.

<b>Sl. No.</b>	<b>Technical Eligibility Criteria</b>	<b>Supporting Documents to be submitted/ uploaded online</b>
a.	Must have a Registered Office in the State of Manipur.	Service provider should submit satisfactory proof (like certificate of registration with local Government/ Panchayat/ Municipal authorities/ Corporation etc. which is mandatory for running a business in Manipur).
b.	Must have valid PSARA License issued to run the business of Private Security Agency in the State of Manipur by the appropriate authority or Govt. of Manipur.	Copy of Valid PSARA License issued in the State of Manipur by the Licensing Authorities.
c.	The bidder must be a Firm/ Proprietary/ Partnership/ Company registered under Companies Act with an experience of <b>minimum 03 years as on 31.03.2025</b> , in the field of Security Services to Public Sector/ Govt. Organisation or Private Institution of repute.	In case of Proprietorship concern, copy of Shop License/Registration and the GST Registration certificate. In case of firms, Copy of the firm registration Certificate and GST Registration. In case of company, copy of certificate of incorporation issued by Registrar of Companies (including AoA/ MoU) and full address of the registered office plus GST registration certificates.

d.	<p>The bidder should have a minimum average annual turnover of ₹ 50.00 lakhs, from the business of Security Services for the last three years.</p> <p><b>Note :</b> Audited / Certified Balance Sheet (by Chartered Accountant) for the years 2022-23, 2023-24, 2024-25 (audited) establishing the turnover criteria should be submitted.</p>	Certified copy from Chartered Accountant to be submitted.
e.	<p>Three Similar Completed works Each one having "Annual Contract Value" not less than ₹ 35 00 Lacs.</p> <p>Or</p> <p>Two Similar Completed works Each one having "Annual Contract Value" not less than ₹ 55 00 Lacs.</p> <p>Or</p> <p>One Similar Completed work having "Annual Contract Value" not less than ₹ 85.00 lacs.</p>	<p>Copy of the work order and work completion certificates issued by the principal Employers specifying following information relating to the works carried out during the period from 01/04/2020 to 31/03/2025:</p> <ol style="list-style-type: none"> <li>1. Total Value of the Contract (only for Security services).</li> <li>2. Contract Period.</li> </ol>
f.	Should have valid GST registration and Income Tax PAN	Proof to be uploaded
g.	Bidders should have applicable and <b>valid licences, approvals, certifications, registrations from/ with all</b> statutory authorities, viz. Income Tax(PAN), Goods & Service Tax, Labour License under section 12(1) of the Contract Labour Regulation and Abolition Act, 1970., Employees Provident Fund Organisation (EPF), Employees State Insurance (ESI) Corporation and other relevant authorities/ bodies.	- Certified copies of supporting documents to be attached.
h.	Bidder should not have been disqualified/ debarred/blacklisted from any Centre/State Government, Semi-government, PSUs, Banks, Private Institution of repute. etc., anywhere in India.	Suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Authorised Signatory only
i.	Bidder should not have any Legal Dispute with or against anywhere in India.	Attach No Legal Dispute Certificate as of now.

k.	Bidder should submit EMD amount of ₹ 2,50,000/- at the time of submission of technical bid if not exempted.	Bidders seeking EMD exemption must submit the valid document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and service providers for services are eligible for exemption from EMD.
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**Note:**

- i) **"Similar Completed Work"** under this clause shall mean successful completion of Outsourced Security Services work for Public-Sector Banks, Financial Institutions, Central & State Govt. departments/Organisations, Public Sector Undertaking, Private Institution of repute only.
- ii) All documents including application form, biodata, financial information etc. in the attached format must be signed/ stamped by the authorized signatory of the bidder and uploaded in GeM portal. Incomplete applications will be rejected without any notice. CAU may warrant the original documents to verify the authenticity of the documents uploaded by the bidders.

**3. Information relating to submission of Bid:**

Bidder needs to submit their bid proposals through online in GeM portal only. Bids submitted by any other means other than bid submission in GeM portal will not be accepted by the CAU. The bid responses as per the annexed formats duly filled in and signed by the authorized signatory of the bidder along with self-attested copies of relevant certificates/ testimonials are required to be uploaded in the portal before the last date of the Bid closure. Documents uploaded after the bid specific date / time, incomplete application forms and applications uploaded without clarity/unreadable shall be rejected.

**3.1 Technical Bid:**

Notice inviting tender (NIT), guidelines for bidders, terms and conditions, scope of work, annexures, each page of uploaded technical bid document, shall be signed and duly stamped by an authorized person. Scanned copy of the EMD be uploaded in the GeM portal if not exempted.

**3.2 Financial/Price Bid:**

Bidder needs to submit their price bid or financial bid proposal through online GeM portal only. No physical copy or Hard copy of the Price or financial bid will be accepted. In the Price Bid the contractor should quote the rate in Indian Rupees only both in figures and in words without any ambiguity, which shall have to be attested by the Contractor. The rates quoted should be inclusive of all statutory obligations such as Minimum Basic Wages (basic + VDA), EPF, ESI, etc. as applicable and service charges.



#### **4. EARNEST MONEY DEPOSIT (EMD):**

Bidders are required to submit an EMD (Earnest Money Deposit) of an amount of ₹ **2,50,000/- (Rupees Two Lakh Fifty Thousand)** only at the time of submission of the technical bid if not exempted. The EMD in the form of a DD/Banker's cheque issued by any Nationalized/Scheduled Commercial Bank drawn in favour of **O/o the Comptroller, CAU** payable at Imphal should be submitted to this Office **before Due Date** in a separate sealed envelope with proper encryption. **Scanned copy of the same is to be uploaded in GeM portal** and CAU is not liable to pay any interest on Earnest Money.

##### **4.1 RETENTION OF EMD:**

The EMD of bidders will be retained by the CAU during the Bid Validity Period as an interest free security deposit. Bids which are not accompanied by Earnest Money Deposit will stand automatically rejected if EMD exemption details not furnished.

##### **4.2 Return of EMD:**

The EMD furnished by all the unsuccessful bidders shall be returned without any interest, at the earliest within 30 days of declaration of result of first stage i.e. technical evaluation. The EMD of the successful bidder shall be returned after receipt of performance security as called for in the contract.

##### **4.3 Exemption from submission of EMD:**

Bidders who are Micro and Small Enterprises (MSE), have to submit necessary documents issued by NSIC and have to be recognized by Department of Industrial Policy & Promotion (DIPP) to avail the exemption. To qualify for EMD exemption, firms should necessarily enclose a valid copy of registration certificate issued by NSIC/DIPP which are valid on the last date of submission of the tender documents along with "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of Bid validity etc., they will be suspended for a period of two years from participating in any bidding invited by CAU, Imphal, Manipur. MSE firms which are in the process of obtaining NSIC certificate/ DIPP will not be considered for exemption of EMD.

#### **5. PERFORMANCE GUARANTEE:**

Bank Guarantee from a reputed bank for 5% (Five) of accepted Annual Contract Value of the contract as performance guarantee. In case of deficiency of service/ loss due to negligence, this guarantee will be invoked in addition to any action that may be initiated including termination of contract. The security deposit is to be paid by the contractor to the Bank within 30 (thirty) days of the acceptance of award of the Contract, failing which his tender will be rejected and EMD will be forfeited. The guarantee will be valid during contract period and also two months after the end of the contract period.

#### **6. TERMS AND CONDITIONS:**

6.1 Failure to submit the documents demanded in this bidding for the technical bid evaluation by the bidder, may lead to rejection of bid.

6.2) Submission of false information in this regard may lead to termination of the contract and/ or forfeiture of EMD/ Security deposit and any other remedial action as per the discretion of CAU. The decision of CAU as regards eligibility will be final and binding on the bidders.

6.3) Incomplete tenders and those which do not conform to the requirements of the NIT, are liable to be rejected.

6.4) Tenders submitted by a partnership firm shall be signed separately by all partners or by the duly authorised partner. In case of duly authorised partner signing the tender documents, the copy of authorisation along with copy of the partnership deed highlighting the relevant enabling provision for such authorisation or copy of Power of Attorney is also to be submitted. Tenders by a company shall be executed by persons / duly authorised in accordance with the terms of the Articles of Association of the Company as well as the resolution passed by the Board of Directors of the Company.

6.5) The Tenders along with supporting documents submitted online in the GeM portal after due date will not be entertained. The incomplete online application is liable to be rejected summarily. The Office of the CAU shall not be held responsible for late receipt due to postal delay, strikes or any other reasons, in case of EMD.

6.6) All pages of the uploaded tender documents should be serially page numbered, duly certified/authenticated by the auditor/firm or its authorised signatory and endorsed with stamp/seal.

6.7) All the tenderers must upload the relevant and sufficient documentary evidences regarding their eligibility criteria, technical/professional qualification, work completion certificates, work order, etc. meeting the above mentioned eligibility criteria. **The eligibility criteria documents must be supported by self-attested copies of the relevant documents.**

6.8) Subject to satisfaction of all terms and conditions of this tender, the bidder quoting the lowest service charge shall be awarded the contract. If more than one bidder quotes the lowest rate, as per guidelines in GeM portal the buyer shall have two options for placement of Contract: (a) Placement of contract by selection of an agency from amongst the L-1 bidders through a Random Algorithm run by GeM system or (b) Placement of contract on any one of the L-1 bidders based on any criteria as deemed fit by the Buyers with appropriate internal approvals.

6.9) No Contractual obligation whatsoever shall arise from the tendering process until a formal contract is signed and executed by the Office of the CAU and the successful bidder, who is eligible for the award of contract.

6.10) The tenderers should have not been debarred / blacklisted or included in negative list or terminated of their services in the past by any scheduled Bank / PSU / Corporate body / Govt. body. No partner / proprietor of the applicant should have been a Director/ Partner / Proprietor in an entity that has been blacklisted or included in negative list in the past by any scheduled Bank/PSU/Corporate body/Govt. body. An Undertaking / Certificate to this effect should be submitted along with the application. If the Undertaking / Certificate provided by the applicant to be false/forged at any time, the tenderer (bidder) will immediately be disqualified and the EMD will be forfeited.

6.11) Decision of the CAU in respect to interpretation of the NIT offer, Terms & Conditions, Scope of Work, Agreement, Payment terms, etc. shall be final and binding on the Agency.

## **7. MINIMUM WAGES, ESI, EPF ETC. AS APPLICABLE:**

- 7.1 The Security Guard and Security Supervisor shall be paid minimum wages as per the notification of the Government of India or State Government, whichever is higher. Variable Dearness Allowance (VDA) that shall be increased by the Central Government time to time shall be applicable to them. If, there is delay in payment of the VDA, arrears to that effect shall be paid to them.

Minimum Wage will include Basic Wage plus Variable Dearness Allowance (VDA) only. For Security Supervisor, Minimum Wage Notification of DGR (Directorate General of Resettlement) based on the Notification of the Ministry of Labour & Employment, Govt. of India, office of the Chief Labour Commissioner, also be referred to.

For overseeing and monitoring the Security Operation of areas situated at different locations in Imphal, CAU Administration at the time of award of contract, will consider to grant fix amount on monthly basis for petrol for bike to the Security Supervisor. Contractor will arrange for the bike, themselves, at their own cost.

- 7.2 In addition to the minimum wages, EPF and ESI shall be applicable to them.

- 7.3 The Agency shall entirely be responsible for all statutory provisions applicable to them as per Minimum Wages Act, and any other provisions that are subsequently notified by the Central Government time to time.

## **8. LEGAL MATTER:**

- 8.1 The Agency shall be solely responsible for any Court cases that arise subsequent upon the award of the contract, and all the expenditure, there upon, shall be borne by the Agency/ Contractor. Central Agricultural University, Imphal shall not be responsible in any way, whatsoever.

- 8.2 Any court case that the Agency involves CAU, Imphal, shall be limited to the jurisdiction of the Court(s) of Imphal, Manipur only.

- 8.3 If Agency does not abide by the statutory provisions of the Central Government, and on any lapse, the contract may be terminated forthwith, along with forfeiture of security money. In addition, any other action may also be taken as per the Government of India rule, like, barring, blacklisting etc.

## **9. GENERAL TERMS AND CONDITION FOR SECURITY PERSONNEL :**

9.1 The security guards shall perform their duties diligently and afford protection to the entire premises of the offices indicated above that includes the open areas, its movable and immovable properties, check all vehicles, maintain entry/ exit registers, give instructions to park private vehicles at proper place, watch the movements of public/visitors and alert the officer-in-charge concerned in alarming situations, apart from attending to such other duties as may be assigned by officers concerned from time to time. The guards should be skilled in traffic management and handling of firefighting equipment. The guards should be able to read or write English and speak in Manipuri (mandatory).

9.2 The security guards shall be vigilant so that no person shall carry away any articles belonging to the office, out of its premises without proper authorization from the officer nominated to authorize such movement or issued Gate Pass, and in such an event, he shall immediately inform the officer-in-charge concerned and act in accordance with the instructions given by him/her from time to time.

9.3 The Security Agency will be responsible for the discipline of the Security Personnel employed by them. A senior officer of the agency should visit and check the Security staff in different shifts periodically, monitor their performance and report to the officer concerned on a regular basis.

9.4 In case the security guards provided by the Agency to this office are found to indulge in any undesirable or unfair activities in the premises of the office, the Agency will be solely responsible for all the consequences and this Office shall be at liberty to lodge complaints before appropriate authorities and demand the service provider to remove such person from duty which shall be complied with forthwith.

9.5 In case of any theft/ pilferage of any property belonging to the Office the concerned officer-in-charge shall inform the Security Agency and register complaints with the Police. It will be the responsibility of the Security Agency to pursue the matter with the police with the assistance of the concerned officers of the University/ Unit.

9.6 Only physically fit, well-trained, disciplined and honest personnel shall be appointed for duty. Persons so deployed shall not be above 60 years. They shall perform their duties to the satisfaction of this Office.

9.7 The Security Agency shall provide proper uniform with required accessories such as whistle, torchlights, batons etc. to the security guards at the cost of the Agency and shall ensure that their turnout is smart in all respects. Rain boots and rain coats should be provided to them during rainy season. (No cost shall be charged/ recovered from the Security Personnel)

9.8 The working hours will be of round the clock with 8 hours shift basis daily with half- an-hour break for lunch/food in between. No food or beverages will be offered by this Office.

9.9 The workers must suitably adjust their working time to cater to any emergency work that may arise.

9.10 The Security Agency shall provide extra person(s) if desired by the Office, during the period of this agreement at the rates already agreed in this contract.

## **10. BREACH OF TERMS AND CONDITIONS:**

In case of breach of any of the terms and conditions specified in offer documents or letter of award by the Vendor, the office of the CAU shall have the right to cancel the contract, along with forfeiture of security money without assigning any reasons whatsoever.

For and behalf of the CAU

Registrar  
Central Agricultural University,  
Lamphelpat, Imphal, Manipur

### **List of Appendices /Annexures:**

- r) Documents to be enclosed – Appendix ‘A’
- b) Application for Tender (Undertaking) – Annexure ‘A’
- c) Application for Tender (Form) – Annexure ‘B’
- d) Details of security guarding contracts – “Annexure – ‘C’
- e) Declaration – Annexure ‘D’

### **Appendix ‘A’**

### **DOCUMENTS TO BE UPLOADED IN THE GeM PORTAL IN THE BELOW ORDER :**

- a. Constitutional documents of the bidder.
- b. KYC documents of the bidder.
- c. Registration Certificate of the Security Agency.
- d. Chartered Accountant Certificate
- f. PAN Card.
- g. Valid PSARA certificate (Manipur)  
EMD
- h. GST / Registration no.
- i. Partner / Associate Agreement.
- j. Details of works executed with supporting documents
- k. Performance Certificates.
- l. Valid Licenses / Approvals / Certificates from labour authorities (ESIC/EPF etc.)
- m. Documents in support of registration as per Contract Labour (Regulation and Abolition) Act, 1970.
- n. Work order for the last 3 year to indicate experience in the field as on 31.03.2025.
- o. Pay roll for the month of March 2025.

ANNEXURE-A  
(To be submitted with technical bid)

M/S .....  
Address: .....

To  
The Registrar  
Central Agricultural University,  
Lamphelpat, Imphal, Manipur.

Dear Sir,

**APPLICATION FOR ONLINE TENDERING (THROUGH GeM PORTAL) FOR PROVIDING  
OUTSOURCED SECURITY MANPOWER SERVICES AT CENTRAL AGRICULTURAL  
UNIVERSITY, IMPHAL, MANIPUR.**

1. With reference to your Notice Inviting Tender, dated....., on the captioned subject, we upload for your kind consideration the bid documents duly signed and sealed by the authorized signatory of our Security Agency along with the supporting documents in the GeM portal. We confirm that the details filled up are true and correct. We undertake to produce the original of all the papers/ documents uploded in the GeM portal.
2. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
3. We understand and undertake that mere submission of application does not guarantee us the offer /contract and the decision of CAU in this regard shall be final and binding on us.

Yours faithfully,

Authorized Signatory with seal

ANNEXURE-B  
(To be submitted with technical bid)

PROFILE OF THE BIDDER/ TENDERER

Sl. No.	Particulars	Details To be filled in by the Tenderer
1.	Name of the Agency	
2.	Date of establishment of the Agency	
3.	Detailed office address of the Agency with office telephone number, Fax number and Mobile Number and the name of the contact person(s) and email (attach details separately)	
4.	Details of Branch Office with address in Imphal, Manipur.	
5.	Constitution of the Business Establishment, whether Public or Private Company / Firm / Proprietary)	
6.	Year of establishment /Incorporation (Registration certificate copy to be enclosed)	
7.	Whether the bidder is in the line of business of providing security guarding / security services for more than three years to public sector/ Govt. Organisation of Private Institution of repute (At least one work order, which is 03 years old to be enclosed)	
8.	Value of current monthly billing in Security Guarding Services (Details with performance certificates/ work order copies pay roll and nominal roll for the month March/April/May-2025, to be enclosed)	
9.	Details of empanelment/Contract with different Organizations (Letter of empanelment to be enclosed)	
10.	Average Annual Turnover during last three years (Copies of certified & audited P& L Accts & Balance sheets for 2022-23, 2023-24, 2024-25, to be enclosed )	
11.	Annual profit during last three years (P&L as well as Balance sheet for 2022-23, 2023-24, 2024-25, to be enclosed )	
12.	Whether all Valid Licenses including PSARA/Approvals/Certificates from appropriate authorities to run the business of Private Security Agency in the State of Manipur held (Enclose Copies)	
13.	Whether registration as per Contract Labour	



	(Regulation and Abolition) Act is available? (Enclose supporting documents)	
14.	Whether training infrastructure available with the Private Security Agency? If yes give details,	
15.	Details of valid GST registration and Income Tax PAN (Copies of GST registration certificate and PAN to be enclosed)	
16.	Details of valid licenses, approvals, certificates, registration from all statutory authorities regarding Contract Labour (Regulation and Abolition) Act/ Labour/ P.F / ESI Dept/ Income Tax / GST/ any other relevant and mandatory requirement. (A declaration and self-attested copies of all relevant documents should be submitted by the bidder to this effect).	
17.	Whether the Agency had obtained approval of DGR or not? If yes, the details of approval	
18.	Whether the Firm has any Legal Dispute with or against anywhere in India, attach No Legal Dispute Certificate as of now.	
19.	Whether Agency profile is attached?	

We certify that particulars given above are true and correct.

Place:

Date:

AUTHORISED SIGNATORY WITH SEAL



Details of similar services (Security Guarding) completed in last 3 years

	Name and Address of the Organization, Name, Designation and Telephone/ Fax No. of the officer concerned.	In Government/ Private Sector	Details regarding the contract including manpower Deployed	Value of Contract (₹)	Duration of the contract	
					From	To
1.						
2.						
3.						
4.						
5.						

Place:

Date:

AUTHORISED SIGNATORY WITH SEAL

DECLARATION

I/ we hereby accept that if I/ we withdraw or modify the bids during the period of validity, or if I/ we are awarded the contract and I/ we fail to sign the contract and fail to submit a performance security before the deadline defined in the request for proposals (RFP) document. I/ we will be suspended for a period of six months from being eligible to submit Bids/ Proposals for contract with the Central Agricultural University, Imphal.

Place:

Date:

AUTHORISED SIGNATORY WITH SEAL