



CSIR-INDIAN INSTITUTE OF TOXICOLOGY RESEARCH
(Council of Scientific & Industrial Research)
Vishvigyan Bhawan, 31, Mahatma Gandhi Marg
Post Box No.80, Lucknow -226001



File No. IITR/Gen/Security Services/2026

Dated 28.09.2026

Name of the Work: Providing of Security Manpower Services at Main & CRK Campuses of CSIR-IITR, Lucknow.

ADDITIONAL TERMS & CONDITIONS (ATC)

E-tender through GeM Portal are invited for the job of Providing of Security Manpower Services at Main Campus at Mahatma Gandhi Marg & CRK Campus at Lucknow-Kanpur Highway around 20 km from the Main Campus of the CSIR-IITR. The Contract for initially for a period of ONE YEAR and estimated cost is about **Rs 17658310/- (Rs One Crore Seventy Six Lakh Fifty Eight Thousand Three Hundred Ten Only)** (GST & other statutory payments as per rules/GeM)

The job involves providing of security manpower services in an area of Approx. 5 acres at the Main Campus and Approx. area of 48.4 acres at CRK Campus of CSIR-IITR. The Security Agency shall be responsible for providing round the clock security and safety of the entire movable and immovable property of CSIR-IITR. It will also be responsible for security checking of persons, materials & vehicles entering into and/or leaving through the gates of both the campuses and maintaining of records. The macro and micro details of the job involved may be ascertained by the bidders during the office hours from the Security Officer of CSIR-IITR before submitting their Bids.

Only those Security agencies who possess valid license under the Private Security Agencies (Regulation) Act 2005, the Contract Labour (Regulation Abolition) Act, 1970 and relevant Registrations like GST, EPF, ESIC etc. and have successfully carried out security manpower service through minimum 35 ex-servicemen for a minimum aggregate value as on date of issuance of the experience certificates i.e. Proof of having successfully completed a minimum of one similar work of value of at least Rs 1,41,26,649/- (Rs One Crore Forty One Lakh Twenty Six Thousand Six Hundred Forty Nine)/- (i.e. 80% of the estimated value) two similar work of value of at least Rs 88,29,155/- (Rs Eighty Eight lakh Twenty Nine Thousand One Hundred Fifty Five only) (i.e. 50% of the estimated value) or three similar work of value of at least Rs. 70,63,324/- Rs. Seventy lakh Sixty Three Thousand Three Hundred Twenty Four only (i.e. 40 % of the estimated value) annually during the last any three financial years (2023-24, 2024-25, 2025-26) to Central/State Government Departments/Organizations/Public Sector Undertakings/Autonomous Bodies/CSIR with at least 35 ex-servicemen.

Canvassing in connection with the Bid is prohibited and the Bid submitted by the bidder who resort to canvassing are liable to be rejected. The Director, CSIR-IITR reserves the right to reject any or all the bids without assigning any reason or to accept them in part. The Director CSIR-IITR reserves to himself the right to award the contract in full or in part or to reject all the bids or to accept them in part without assigning any reason. Before submitting the bid, the Bidders may therefore specifically note all the aforesaid conditions.

Earnest Money Deposit (EMD) can be deposited by Electronic Fund Transfer to A/C No.00000030267685340 Account Name-Director, Indian Institute of Toxicology Research (IITR) IFSC code – SBIN0014626 in SBI IITR Branch, Lucknow. Scan copy of respective receipt of Electronic Fund Transfer should be uploaded on GeM portal. Exemption in EMD to the bidders registered MSME etc. for providing similar nature of services shall be applicable as per the guidelines of Govt. of India. The bidder should upload the relevant document for seeking exemption for EMD.

ELIGIBILITY/QUALIFICATION CRITERIA FOR THE BIDDERS & ADDITIONAL TERMS AND CONDITIONS (ATC) :-

If it is found, at any, stage that bidder has submitted any forged/tempered/manipulated document (s) then Bid/Award/Contract will be terminated immediately along with the forfeiture of EMD/Performance Guarantee and the matter will also be reported to the appropriate Authorities at GeM Portal and suitable legal action may also be taken against the Bidder/Contractor as per the law.

Agency/Firm/Bidder participating in bidding process shall require to upload the self attested or digitally signed copies of the following documents along with technical bid on GeM Portal. Without any of these documents, the bid will be technically rejected :-

1. Proof towards EMD deposit (2% of the Total Estimated Value). i.e. Rs 3,53,166/- (Rs Three lakh Fifty Three Thousand One Hundred Sixty Six only). Exemption in EMD to the bidders registered MSME etc. for providing similar nature of services shall be applicable as per the guidelines of Govt. of India. The bidder should upload the relevant document for seeking exemption for EMD.
2. Copy of the experience certificate along with satisfactory job completion certificates from the respective organizations that the bidder have successfully carried out security manpower service through minimum 35 ex-servicemen for a minimum aggregate value as on date of issuance of the experience certificates i.e. Proof of having successfully completed a minimum of one similar work of value of at least Rs 1,41,26,649/- (Rs One Crore Forty One Lakh Twenty Six Thousand Six Hundred Forty Nine)/-(i.e. 80% of the estimated value) two similar work of value of at least Rs 88,29,155/- (Rs Eighty Eight lakh Twenty Nine Thousand One Hundred Fifty Five only) (i.e. 50% of the estimated value) or three similar work of value of at least Rs. 70,63,324/- Rs. Seventy lakh Sixty Three Thousand Three Hundred Twenty Four only (i.e. 40 % of the estimated value) annually during the last any three financial years (2023-24, 2024-25, 2025-26) to Central/State Government Departments/Organizations/Public Sector Undertakings/Autonomous Bodies/CSIR with at least 35 ex-servicemen. Only amount of works experience for the work done with the ex-serviceman will be considered towards eligibility criteria and the crucial date of eligibility for experience will be the last date of submission of bid. Attested copies of experience certificates signed by the authorized signatory of the concerned organizations/undertakings that the contractor has undertaken similar works during the last three years must be attached. Name, designation, contact details & signatures of the certificate issuing authority must be legible and contact details to be provided in the certificate.
3. The bidder should have the minimum average annual turnover of Rs 88 lakh per annum for the last three financial years as per GeM Portal. The Copy of Annual Turn Over certified by the CHARTERED ACCOUNTANT (CA).
4. Copy of Income Tax Return (ITR) with a minimum income of 25 lakh the last any three financial years i.e. 2023-24, 2024-25, 2025-26. Copy of Balance sheet.
5. Solvency certificate of the Bidder from the bank, not older than six months, for value at least 40 percent of the estimated value the contract. i.e. Bidder should have minimum solvency of Rs. 70,63,324/- (Seventy lakh Sixty Three Thousand Three Hundred Twenty Four) only Annum.
6. Copy of Registration Certificate of the Agency/company/firm etc. under the relevant act of Govt of India/State Govt. with valid registration number. In case of partnership firm an attested copy of the partnership deed, Names and addresses of the partners.
7. Copy of valid license under Private Security Agencies (Regulation) Act, 2005 for providing security services in Uttar Pradesh.
8. Copy of valid PAN card, GST, EPF, ESIC and Labor License from Central Government/State Government.
9. Copy of the latest Character Certificate of the Bidder(s) (Not more than six month old or with validity till the last date of Bid) issued by the Office of District Magistrate/Superintendent of Police/any officer authorized by the Government to issue character certificate to contractors. Further, in case of Government Undertaking/agencies or company registered under the company act this provision is not applicable.
10. An Affidavit on the stamp paper that the agency has not been blacklisted in any Central/State Government Departments/Organizations/Public Sector Undertakings/Autonomous Bodies/CSIR in the last 03 years & there is no criminal case is pending or contemplated against the owner/chairman/secretary/manager or any partner of the contractor/firm/agency in any court of law.
11. The Bidders should have a local office at Lucknow with telephone facilities. If the bidder do not have local office at the time of bidding, then it should open local office and give the address and phone number before the taking up of the job.

SCOPE OF WORK

- I. The job involves providing of security manpower services in an area of Approx. 5 acres at the Main Campus and Approx. area of 48.4 acres at CRK Campus on Kanpur Road (Approx. 20 km from Main Campus) of the Institute ensuring the security and safety of all the property and assets movable and immovable of the Institute.
- II. The Security Agency shall be responsible for providing round the clock security and safety of the entire movable and immovable property of CSIR-IITR.
- III. It will also be responsible for security checking of persons, materials & vehicles entering into and/or leaving through the gates of both the campuses and maintaining of records in all shifts. The guards on duty at the gates will ensure that only the authorized persons/vehicle/material etc. enter the Campus after proper verification.
- IV. The keys of the Offices/Labs etc. are kept at the gate and it may be issued to authorized persons only with the records.
- V. The gunman deployed by the agency should possess valid arms license & he should have functional weapon.
- VI. The agency will ensure that all the Security personnel/security manpower deployed by him are trained in fire fighting, first-aid etc. and arranging for rescue operations, if any. The agency will also ensure that a few of the guards employed by him have workable knowledge in English, Hindi and Stores Identification so that it may be possible for them to check the outgoing/incoming materials against the relevant Gate pass.
- VII. Security personnel/security manpower employed and deployed by the Agency will work under the control and guidance of the Security Officer/Security In-charge CSIR-IITR. The agency will make duty charts of the Security staff with the approval of the Security Officer/Security In-charge CSIR-IITR and supervise the shifts duty on rotation. Persons so engaged by the Contractor shall be from amongst the retired/released ex-service men of high integrity and good conduct and preferably below the age of 65 years.
- VIII. The Agency shall provide daily an effective strength for security services at different points to perform the prescribed work in the Main & CRK Campuses as per security plan in consultation with the Security Officer, CSIR-IITR/Security in-charge CSIR-IITR. The macro and micro details of the job involved may be ascertained by the bidders during the office hours from the Security Officer of CSIR-IITR before submitting their bids.
- IX. Competent Authority at CSIR-IITR may extend the scope of work as per requirement at any time.

X. SECURITY DEPLOYMENT DETAILS

A. Security services for Main Campus at MG Marg :-

Work Details	Number of Guards	Shifts	Total No
One Supervisor and one lady guard, one armed security guard at main gate between 9:00 AM and 5:30 PM	3	1	3
Round the clock duty at the main gate	1	3	3
Round the clock patrolling of the Campus	1	3	3
Round the clock duty at Gate No. 2 1x3=3	1	3	3
Round the clock duty at TDIC/Old Chemistry block of CDRI Campus	1	3	3
One Guard round the clock at Guest Houses & Other offices, as per requirement	1	3	3
Total			18

B. Security Services for CRK Campus at Lucknow Kanpur Highway around 20 km from Main Campus :-

Work Details	Number of Guards	Shifts	Total No
One Supervisor and one armed security guard at main gate 9:00AM to 5:30 PM	2	1	2
Round the clock duty at Gate No.-1	1	3	3
Round the clock duty at Gate No.- 2- with New Animal House	1	3	3
Round the clock duty at Main building and New building area	1	3	3
Round the clock duty at Area patrolling of Kanpur road side of main gate to old canteen area	1	3	3
Round the clock duty at Area patrolling from main gate to old canteen area behind animal house side	1	3	3
Total			17

Total of Nos. of Security Guards(C+D) = 35 Nos.



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TERMS AND CONDITIONS

- If it is found, at any stage, that the bidder has submitted/uploaded any forged/tempered/manipulated document (s)/Certificate (s) then the Bid/award/Contract of that bidder/contractor will be terminated immediately along with the forfeiture of EMD/Performance Guarantee as the case may be and the matter will also be reported to the appropriate Authorities at GeM Portal and suitable legal action may also be taken against the Bidder/Contractor, as per the law.***
- The bidder should read all the terms & conditions in the bid documents very carefully, and submit the complete bid through the GeM Portal. Incomplete bid or failure to fulfill any of the conditions of the bid shall be liable to be rejected. It is presumed that the bidder while submitting his bid have considered and accepted all the terms and conditions of the bid. No verbal or written inquiries will be entertained in respect of accepting or rejection of the bid.
- Attested copies of experience certificates signed by the authorized signatory of the concerned organizations/undertakings that the contractor has undertaken security manpower service work through Ex-servicemen during last three years must be attached. Further, Name, Designation, contact details & Signatures of the certificate issuing authority must be legible and contact details must be provided in the certificate. (Format enclosed for reference)
- Any action on the part of the Bidder to influence any officer/staff of CSIR-IITR or canvassing in any form shall make his bid liable to rejection.
- Director, CSIR-IITR, Lucknow reserves the right to accept or reject any or all the Bids without assigning any reason thereof.
- All the documents submitted by the successful bidder online through GeM Portal may be verified from the original document(s)/Certificate (s) of the Bidder. Non production of the original document (s)/ Certificate (s) by the specified date may lead to termination of the award letter & forfeiture of EMD/Performance Guarantee submitted by the Bidder.
- The award of work order shall be liable to be cancelled at the discretion of Director; CSIR-IITR, if the successful bidder fails to give his acceptance within seven days from the date of issue of award of work order and the Earnest Money deposited by the Bidder with the bid shall be forfeited.
- On award of the contract, the contractor shall furnish a Security Deposit @ 3% of the Annual value of contract by Bank Deposit receipt/Banks guarantee/FDR of scheduled bank drawn in favour of the Director, IITR, Lucknow or Government Securities pledge in the name of the Director, IITR, Lucknow. The Security Deposit will be refunded to the Contractor after the expiry/termination of the contract. However, the Security money deposited will be liable to be forfeited or appropriated in the event of un-satisfactory performance of the contract and loss or negligence on part of any of employees of the Contractor. No interest will be payable by CSIR-IITR on the Security Deposit.
- The agency will comply with all the provisions of Central/State Act (s) /Rules/Regulations/Provisions/Wages Codes/Schemes/Guidelines etc. as applicable, on the subject as well as terms and conditions of this contract. In the event of breach of the contract, the same will be terminated and security deposit will be forfeited and further the work may be done from another agency at their risk and cost.
- The Contractor will have to execute an agreement on non-judicial stamp paper of Rs 100 after the award of the work within at least five working days before the commencement of the work.
- Contractor has to ensure that security services work commences simultaneously in both the campuses otherwise, it will entail cancellation of the contract.
- Duration of the Contract: - The contract will be for a period of ONE YEAR. If the services of the contractor are found to be satisfactory during his term of agreement the same can be extended for another period of ONE YEAR after expiry of the initial contract of ONE YEAR with the same terms & conditions. If at any time during the term of the contract the services of the contractor are found to be not satisfactory, his contract will be terminated even before expiry of the term after serving a notice of one month's time.
- The contractor shall produce a license/permission from the Central Labour Commissioner within 15 days of the start of work from Ministry of Labour, Govt. of India, for undertaking the work. If the license/permission is not received by the stipulated time, the award of work to him shall be liable to be cancelled and security money will be forfeited.
- That the persons deployed by the contractor for the security services shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue/arise implicitly or explicitly.

15. That the contractor will ensure that the security manpower deployed in the contract are physically & medically fit and in sound health condition; CSIR-IITR reserves the right to ask for health certificate of worker to be provided by contractor at his own cost/under ESI empanelled dispensary/hospital.
16. That the contractor should ensure that the security manpower deputed should bear good moral character, and submit Police verification, if required.
17. That in case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel/security manpower, a suitable penalty for each such incident shall be levied and the same shall be deducted from contractor's bill. Further, the concerned contractor's personnel/security manpower shall be removed from the premises of CSIR-IITR immediately.
18. That in case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract. The Director, CSIR-IITR, Lucknow shall reserve the right to impose the penalty as detailed below: -
 - (i) 1% of cost of awarded work for one week and maximum up to four weeks.
 - (ii) After four weeks delay the Department may cancel the agreement and get this job to be carried out preferably from other agency from the open market. The difference, if any, will be recovered from the defaulter contractor and also shall be black listed for a specified period as per rule from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
19. Contractor has to submit complete monthly bill (including GST) along with the proper proof that the money deducted towards EPF/ESI etc., as applicable by law, have been deposited for previous month; IITR will ensure to make payment to the contractor at the earliest, within 30 days of receipt of complete bill. If the wages are not paid by the Contractor on time, the office shall have the right to deduct the amount from the dues of the Contractor and pay the wages itself.
20. Income Tax/TDS or any other dues recoverable from the contractor under the law as per rules will be deducted from every bill of Agency. GST No./PAN No. is necessarily to be mentioned in each transaction/bill and if PAN no is not given higher rate of tax deducted will be applicable as per Govt rule without any exemption.
21. That the contractor shall disburse the wages to its staff deployed in the Department by 7th day of every month through ECS/NEFT/RTGS. The reimbursement of bills/invoice must be supported with proof of payment of wages, ESIC, EPF, and GST by contractor and must be submitted to CSIR-IITR in first week of every month.
22. That the contractor shall keep the CSIR-IITR fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
23. The payment of Agency last month Bill of the contract will be made only after receiving a No Dues certificate from the Administration and Accounts.
24. The contractor shall provide identity cards to all the security manpower employed by him bearing their photographs, name of the worker, father's name, date of birth and residential address etc. which shall be produced by the worker on demand of any officer or staff of CSIR-IITR authorized for this purpose. Further, all the above shall also be submitted to the office.
25. That the contractor has to maintain Real time electronic/Biometric attendance records. That contractor has to make suitable arrangement at his own cost (inclusive of installation, operation and maintenance) for biometric attendance for opening and closing hours of contract staff assigned for specific job. Only computer generated real time record of biometric attendance will be accepted as attendance and record of same must be accessible to controlling authorities of CSIR-IITR and installation of machines shall be made at specified location as per instruction issued to contractor by CSIR-IITR.
26. That the contractor has to maintain the attendance records and statutory records/Registers as per provisions of the Central/State Act (s) /Rules/Regulations/Provisions/Wages Codes/Schemes/Guidelines etc. as applicable, on the subject as well as terms and conditions of this contract.
27. The Contractor shall be responsible for any loss or damage caused by him or any of his workers by theft or otherwise to the property of the CSIR-IITR, Lucknow and shall pay to CSIR-IITR, Lucknow on demand at the current value of such properties.
28. Before taking up job in both the campuses simultaneously all the formalities such as submission of copy of discharge book production of personnel/security manpower before security officer, approval of uniform, execution of agreement, deposit of security money, submission of indemnity bond, must be completed at least five working days before commencement of security services in both campuses of CSIR-IITR simultaneously failing which it will be presumed that the contractor is not in a position to provide proper security services and the award letter issued for security contract will automatically stand cancelled.
29. The strength of ex-servicemen engaged by the Agency for rendering the job contracted will be the employees of the Agency and will be on his pay roll and shall receive instructions from the Agency for the duties to be carried out by them and for the effective discharge thereof to implement the aforesaid duties or discharge the said obligation on his part.
30. Before deployment the contractor should produce the persons to be deployed physically before Security Officer/Security In-charge of CSIR-IITR for verification along with the original discharge book for final selection. They should be produced in not more than two groups.
31. The agency will make his own arrangement for accommodation at Lucknow for all security personnel employed by him without any cost on part of CSIR-IITR, Lucknow.
32. The Institute will have right of changing and transferring any security personnel/security manpower as and when felt necessary with the permission of Security Officer, CSIR-IITR/Security In-charge CSIR-IITR.
33. The Contractor shall further keep the CSIR-IITR/CSIR indemnified against any loss to the CSIR-IITR/CSIR

- property and assets. The CSIR-IITR/CSIR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
34. The Agency will make replacement without any extra cost on the part of CSIR-IITR, in cases where any member of the unit falls sick or proceeds on leave.
 35. During the validity of the contract, the agency shall not make any additional claims other than expressly quoted. The agency shall have to execute additional similar work/job if any when called for during the period of contract on the same terms and conditions of the contract.
 36. That the contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
 37. That all liabilities arising out of accident or death while on duty shall be borne by the contractor. Contractor shall indemnify and hold the Department harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
 38. That the contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Department and shall not knowingly lend to any person or company any of the effects of the Department under its control.
 39. That the contractor shall be responsible to ensure the safety of all the property, material, equipment etc. entrusted to it. Any damage or loss caused to the Institute in whatever shape would be recovered from the contractor.
 40. That in the event of any loss caused to the Institute, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Institute, the said loss can be claimed from the contractor up to the value of the loss. The decision of Director, CSIR-IITR, Lucknow will be final and binding on the contractor.
 41. That any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel/Staff/Security Manpower shall be directly borne by the contractor including all expenses/fines. The concerned contractor or his /her authorized representative personnel shall attend the court as and when required.
 42. That the Department shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Department does not recognize any employee-employer relationship with any of the workers of the contractor.
 43. That If as a result of post payment audit any overpayment/ underpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the contract, it shall be recovered by the Department from contractor.
 44. In the event of any doubt or dispute arising in this regard in respect of any matter contract the services during the continuance of this contract or thereafter the decision of the Director, CSIR-IITR shall be final and binding on both the parties. Legal dispute, if any, shall be subject local (Lucknow) jurisdiction.
 45. The Director, CSIR-IITR reserves the right to reject all the Bids or to accept them in part or award the contract in full or in part without assigning any reason and no representation on this account shall be entertained.
 46. ARBITRATION :-
 - i. In event of difference/dispute arising out of the agreement shall be referred to India International Arbitration Centre.
 - ii. The award of the arbitrator shall be binding on the parties.
 47. In addition to the above terms and conditions, all the terms and conditions as provided in the GeM portal will govern this Contract. Further, in case of any doubt, the decision of Director, CSIR-IITR shall be Final.

SPECIMEN EXPERIENCE CERTIFICATE FORMAT FOR BIDDERS

(Experience Certificate must contain following details preferably in letter heads of the organization)

1. Name of the organization where Security Services were rendered by the Bidder
2. Periods of the contract & Annual Cost of the contract
3. Number of ex-serviceman engaged in the contract :-
4. Performance/ satisfactory or Otherwise during the tenure of The contract

**To be issued by the
Authorized Signatory of the Organization**

With stamp

Name _____

Designation _____

Mob _____

Email _____