



Tender No. IMIB/Tender/01/Security/2026

Dated: 25 March 2026

Tender Notice

Security Services: IMI Bhubaneswar

Tenders in sealed cover are invited under **two-bid** system from reputed and experienced Agencies on behalf of the Director, IMI Bhubaneswar, to provide Security Services at the following premises:

**IMI Bhubaneswar
IDCO, Plot- No 1, Gothapatna,
Post-Malipada, Bhubaneswar – 751003
Dist- Khordha, Odisha, India**

Interested agencies are required to submit the Technical & Financial bid separately. The bids in Sealed Cover –I, containing “**Technical Bid**” and Sealed Cover –II containing “**Financial Bid**”, should be placed in a third cover super-scribed “Security Services for IMI Bhubaneswar” and should reach at below office before **17:00 hours on or before 16th April 2026**.

**The Head Administration
IMI Bhubaneswar
IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar – 751003
Dist- Khordha, Odisha, India**

The Technical bids shall be opened on the after i.e. 16th April 2026 and shortlisted vendor will be intimated accordingly.

The tender document containing eligibility criterion, scope of work, terms & conditions can be downloaded from www.imibh.edu.in. Tenderer should enclose their tender bid in the Cover-I “**Technical Bid**”. The Tender Enquiry Documents are not transferable. Any future clarification and / or corrigendum(s) shall be communicated through Head Administration, IMI Bhubaneswar.

Notice Inviting Tender and Schedule of Events

Sealed Tenders are invited under two bid system (Technical Bid and Financial Bid) from reputed, experienced and financially sound parties for the following work:

Name of the Work	Security Services for IMI Bhubaneswar
Tender No.	IMIB/Tender/01/Security/2026, Dated: 24th March 2026
Tender Submission Cost (Non- refundable)	Not Applicable
EMD	Rs 50,000/- (Rupees Fifty Thousand Only)
Estimated Volume of Business	Rs.50,00,000/- (Rupees Fifty lakh Only) per annum.
Contract Period	The period of contract will be one year with a built-in scheme for review of the performance at the end of year. Upon satisfactory services, the contract may be extended by another one year.
Submission / Receipt of Tender	Up to 17:00 hours on 16 April 2026 in the office of Head Administration IMI Bhubaneswar IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar - 751003 Dist - Khordha, Odisha, India

Presentations/Discussions - Qualified Bidders	Only selected agencies in the presence of competent Authority by authorized representatives of Technically qualified bidders. The presentation is optional.
Contact Person (during the tendering process)	Head Administration IMI Bhubaneswar IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar - 751003 Dist - Khordha, Odisha, India Tel – 0674 3042102
Proposed Date to Commence the operations	01 June 2026

IMPORTANT INSTRUCTIONS

Read the tender documents carefully before filling.

Sign each page with seal.

PART 'A' should contain -

- Technical Bid with all relevant signed documents as mentioned in Terms and Conditions
- EMD
- Tender Submission Cost
- Sealed envelope with superscription "**TENDER FOR SECURITY SERVICES AT IMI BHUBANESWAR**" - **PART 'A'**

PART 'B' should contain only Financial Bid.

- Seal the envelope with superscription "**FINANCIAL BID FOR SECURITY SERVICES AT IMI BHUBANESWAR**". **PART 'B'** - Financial Bid should mention only prices in the standard format (with break up) without any condition. The prices shall be filled up both in figures and in words and the total amount shall be calculated and rounded off to the nearest rupee. No overwriting of use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.

Put PART 'A' and PART 'B' in separate sealed covers and put both the sealed covers in one cover addressed to **Head Administration, IMI Bhubaneswar, IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar - 751003 Dist - Khordha, Odisha, India** with superscription on the cover as "**TENDER FOR SECURITRY SERVICE AT IMI BHUBANESWAR**", **IMIB/Tender/01/Security/2026**
Dated: 24 March, 2026 and send it so that to reach **on or before 17:00 hours on 16th April 2026**.
Tender/Offer may be sent by post /courier/E-Mail.

1. Tender form can be downloaded from the Institute website [www.imibh.edu .in](http://www.imibh.edu.in). Please refer to the Tender section on the Home Page of the Website. Please keep visiting our website for any corrigendum/ amendments and submit the bid documents accordingly.
2. IMI Bhubaneswar accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete are liable for rejection.
3. Earnest Money Deposit of Rs 50,000/- as mentioned in the Tender document shall be paid separately by pay order/ demand draft in favour of IMI Bhubaneswar” payable at Bhubaneswar.
4. The technically qualified bidders may be invited for presentation or discussions on certain parameters. The presentation is optional.
5. The financial bids of only those Tenderers whose Technical Tenders are recommended by competent committee / authority will be opened at a later date. The date & time of opening the financial bid will be intimated to the qualified Tenderers in advance. During the opening of the two-bid Tender the name of Tenderers who have submitted their offers along with details of Earnest

6. Money Deposit will only be read out and no other information/details whatsoever will be shared at this stage.
7. The offer of the Service Provider shall be valid for 3 (Three) months from the last date of submission of Tender/revised offer (if any). In deciding upon the selection of contractors for the work, great emphasis will be put on the ability and competency of contractors to provide high quality services according to the time schedule and in close co-ordination with other agencies.
8. The Institute reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same. The Institute also reserves the right to accept/reject any Tender in part or full, without assigning any reason whatsoever.
9. If the last date of receiving/opening of the Tenders coincides with a holiday, then the next working day shall be the receiving/opening date.

Eligibility:

In order to become eligible to apply for Technical & Financial Bid, the bidder should have:-

- The Bidder must be rendering security services with the same name and style for last **Two Years** (from the date of submission of bid). Documents like ROC registration, MoA of Company, AoA of Company, PAN, TAN, Service Tax / GST registration, etc. relating to business entity should be furnished, **and**;
- The Bidder shall be an Income Tax Assesse for the last 2 (two) years, for which the bidder shall furnish IT Returns for F.Y. 2024-25 and 2025-26 (provisional)
- The firm should have an average turnover of **Rs. 2 Crore** (Rupees Two Crores) in the last three financial years and should have employed minimum manpower of 100 persons. Copies of the audited financial accounts of last two financial years should be furnished along with a certificate from Chartered Accountant certifying the turnover of the Bidder.
- Bidder should have managed minimum 3 sites independently.
- The Bidder should not have been blacklisted by any Central or State Government(s) / Public Sector Undertaking.
- The above criteria may be relaxed for MSME/Startup Odisha registered entities by the IMI Management

Selection Process

Technically qualified proposals will only be considered for opening of Financial Bid. **Selection will be on LCBS (Least Cost Based Selection) Method.**

The Technical quotation inter alia should include and/or enclose:

- Profile of firm/company
- Names & addresses of prestigious clients served during the past three years along with the telephone numbers of the contact persons in the client organization
- Manpower employed by firm/company for Security Services during the last three years

- Self-attested copies of Registration Certificate of PF/ GST/ ESIC & Other statutory bodies/authorities
- Self-attested copies of the Income Tax Returns for the past three years
- Annual Turnover of your company/firm for the past three years
- License from the appropriate authority, if required
- The financial quotation should be submitted as per standard format with detailed break up.
- The Institute reserves the right to reject any bid/tender without assigning any reason (s) thereof.



Quotation for Security Services

SCOPE OF WORK

1. IMI Bhubaneswar (the institute) is a fully residential 16 acres Campus at IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar- 751003, Dist-Khordha, Odisha. It is imparting education to Post graduate students since 2011. It also engaged in training participants representing Government, Public and Private Sector organizations.
2. Institute requires the services of professional Security Agency for safety and security at IMI Bhubaneswar Campus.
3. Intended bidders may undertake a survey of the Institute premises and satisfy themselves about the scope of work before submitting their rates. In general, intended bidders shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their quote. A quote once submitted shall be deemed to have been submitted with full knowledge of aforesaid factors.

Providing Security Services at IMI Bhubaneswar (IMI B) Campus

4. This comprises of the complete security control of the Campus of IMI Bhubaneswar, IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar- 751003, Dist - Khordha, Odisha, constructed on a plot of land measuring 16 acres with a boundary wall constructed all around.

The IMI Bhubaneswar Campus comprises of:

Academic Building (Lecture Halls, Library Block, Computer Center, Directors' Secretariat, Board Room, Faculty Block, Administration & Finance Department, Auditorium, Central Stores etc.), Student Hostels, MDP Hostel, Residential Quarters, Dining Hall, Electrical Sub-station and Pump House etc.

5. Agency will be required to provide day and night security services in IMI B Campus. The agency will issue standing orders with consent of IMI B to the security personnel who will abide by these orders (SOP).

These will generally relate to:

- > Procedure for handling visitors.
- > Control over movements of stores/equipment/vehicles.
- > Instructions regarding opening, closing of office and keeping of keys;
- > Raising emergency alarms.
- > Intimation of theft, or any other unpleasant incident taking place and irregularities observed at the Campus.
- > Use of fire-fighting equipment, orders for gunman etc. and
- > Use of lights & whistle by the security staff

6. Uniform, lathis, whistle, torches etc. will be provided by the Agency to their staff including torch cells, stationery, register, etc. as per the requirement.

7. Prior to deployment, the security agency shall forward a deployment letter addressed to Head Administration, stating in clear the details of personnel proposed to be deployed.

8. Agency will organize periodical drill for security staff including firefighting. Agency will have liaison with the local police and fire brigade to contact them at any time of emergency.

9. The **Security Supervisors** deployed by Agency at the IMI B Campus, will **as far as possible, be ex-servicemen who should also be trained to act as Fire Safety Supervisor**. The security staff will be periodically rotated so as to make the service more effective and vested interest free.

Security Equipment Operations

10. Must be able to use handheld and door frame metal detectors.

11. Must be able to operate electronic security gadgets like turnstiles, Access Control Systems, CCTV systems including NVRs, Fire detection and alarm systems including auto dialers and Burglar alarm systems.

Others

12. In case the security services are deployed for extra hours, their wages shall be proportionately calculated from basic rates quoted and accepted by the institute.

13. If, unfortunately, any theft takes place, Agency will have to make good the loss of the Institute, and the decision of the Institute shall be final and binding on agency.

14. No residential accommodation for the staff, engaged by Agency, will be provided by IMI. Security officer/ Supervisor will also support in the hostel operations at IMI.

15. The antecedents of the security will be verified by Agency before deploying them at IMI B Campus. The armed guard engaged by Agency shall have valid Arms License issued by the Competent Authority to carry and use the weapon.

16. The initial period of the contract shall be one (01) year. The contract may be extended for a further period of up to two (02) years, subject to satisfactory performance and mutual agreement of both parties.

17. In case any security staff misbehaves with any of the IMI B official, students or guests, the

said person has to be withdrawn by Agency within 24 hours. In this regard, the decision of the institute shall be final and binding on Agency.

- 18.** The above services shall be carried out to the entire satisfaction of Institute.
- 19.** All disputes arising out of this job work shall be subject to the jurisdiction of courts in Bhubaneswar only.
- 20.** IMI B shall be at liberty to deduct such sums as it might think fit for any service/services not properly or adequately rendered and the decision of the institute in this regard shall be final and binding on Agency.
- 21.** The Agency / Contractor will pay minimum wages to his employees along with P.F. subscription, ESI, etc. as per statutory requirements and will submit a list of the employees deployed at the Campus (to the Administration in a prescribed format). Agency will also submit a proof for the deposit of PF and ESI deducted from the pay of the employees and submitted to the Statutory Authority on monthly basis along with Bill.
- 22.** Successful bidder will be required to submit security deposit (5% of Contract Value) through Bank Guarantee/Demand Draft. This will be refunded free of interest after successful completion of assignment.
- 23.** It shall be the duty and responsibility of the contractor to ensure that the employees engaged for the work are physically fit and free from all communicable contagious, infectious and other diseases. If any employee(s) is/ are found to be suffering from any disease or if any employee(s) commit any misconduct or misbehavior, the contractor shall be required to remove such employee(s) immediately at the request of the Institute, without demur and without questioning the decision in this respect and restrain the entry of such individuals in the Campus premises.
- 24.** Since the work is on job basis the contractor shall submit to IMI Bhubaneswar security services bill on monthly basis. The Institute shall make payment within 15 clear days after proper verification / scrutiny of the claims of the contractor. Statutory Compliance will be sole responsibility of the agency engaged.
- 25.** The contractor shall indicate the name of representative / contact person for monitoring of the service on day-to-day basis.
- 26.** If there arises any dispute relating to MoU /contract, the same shall be referred to sole arbitration of the Director of the Institute whose decision shall be final and binding on both the parties i.e. Institute and the contractor.
- 27.** The rates quoted and accepted shall remain unchanged for a period of 03 years from the date of receipt of work order / taking over the operational charge. Financials should be calculated accordingly. Also, The Agency shall be required to provide more manpower at the same rate on pro-rata basis as and when advised to do so through written instructions.
- 28.** No upward revision in the rate on any ground whatsoever shall be allowed during the contract. The rate quoted should clearly mention all taxes and levies etc. Tax payable shall be paid as applicable from time to time but the contractor should hold a valid license/ registration number for the same.
- 29.** In case of IMI Bhubaneswar being called upon by any statutory authority for any purpose relating to the matters of Security, the contractor shall be solely responsible to bear all costs that IMI Bhubaneswar may have to incur on account of such infringement by the contractor or indemnify IMI Bhubaneswar for any such loss in total including the legal expenses incurred thereof.

Termination

30. If for any reason the contractor is not in a position to render the service as required under this MoU / Contract or to maintain the service standard(s) required of the contractor, the Institute shall be entitled to terminate the arrangement by serving **three months'** notice to the contractor and the contractor shall also have the right to terminate the arrangement by giving three months' notice in writing so as to enable the Institute to make alternative arrangement(s).

Notice And Address

31. Director, IMI Bhubaneswar will be the sole arbitrator in the event of any dispute.

32. The Institute has unfettered right hereunder to terminate the arrangement at any time without assigning any reason whatsoever. The jurisdiction for dispute(s) if any shall be Bhubaneswar.

33. The Institute reserves the right to reject any or all quotes without assigning any reason (s) thereof.

Deployment Pattern

34. Deployment Pattern will be as follows:

S. No.	Category	Duty Hours shift	Total No. of staff
1	Security Supervisor (Male)	08 Hours	03
2	Security Supervisor (Female)	08 Hours	01
3	Security Supervisor (ESM)	08 Hours	01
4	Armed Guard	08 Hours	01
5	Security Guard including lady guard	08 Hours	26

Uniform For Security Personnel

35. The service provider is bound to provide under-mentioned items of dress to all personnel deployed at IMI Bhubaneswar Campus, in addition, other items of dress as considered suitable may be provided for the guards.

· Trousers -02 for each season	· Cap in summers, balaclava (woolen) for winters same color.
· Shirt Half sleeves - Two (summers)	· Torch (for night duty)
· Shirt Full sleeves (warm) - Two winters	· Whistle
· Ceremonial Uniform	· Baton with holster
· Boot ankle - One pair (per year)	· Belt
· Gum Boots for rainy season	· Identity Card
· Umbrella for rainy season	

Letter of Technical Proposal

To

The Head Administration
IMI Bhubaneswar
IDCO Plot No 1, Gothapatna, Malipada
Bhubaneswar – 751 003

Sub: Proposal for Security Services at IMI Bhubaneswar

Regarding Technical Proposal

Dear Sir,

1. With reference to the tender document dated _____ for the above captioned project, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for providing services for security at IMI Bhubaneswar. The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to IMI Bhubaneswar any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the IMI Bhubaneswar to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I declare that:
 - a. I have examined and have no reservations for the tender Documents, including any Addendum issued by the IMI Bhubaneswar.
 - b. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered with the IMI Bhubaneswar or any other public sector enterprise or any government, Central or State; and
 - c. I hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

9. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
10. If our Firm is qualified, we shall make a presentation on Approach & Methodology to IMI Bhubaneswar on the date specified upon intimation received from IMI Bhubaneswar.
11. The undersigned is authorized to sign the documents being submitted through this Tender Document. (A copy of Power of Attorney/Resolution may be enclosed)
12. In the event our firm is selected as the Agency for this project we shall enter into an agreement with IMI Bhubaneswar.
13. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
14. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

Particulars of the Bidder

General Information about the Firm:

1. Name of Company or Firm:
2. Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
3. Country of incorporation:
4. Registered address:
5. Year of Incorporation:
6. Year of commencement of business:
7. Principal place of business:
8. Brief description of the Company including details of its main line of business

9. Name, designation, address and phone numbers of authorized signatory of the Bidder:

- i) Name:
- ii) Designation:
- iii) Company:
- iv) Address:
- v) Phone No.:
- vi) Fax No.:
- vii) E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of

Financial Capacity of the Bidder

Sl. No.	Financial Year	Annual Turnover (In Rs)
1.	2022-23	
2.	2023-24	
3.	2024-25	
4.	2025-26 (Provisional)	

Certificate from the Statutory Auditor

This is to certify that.....
 (Name of the Applicant) has received the payments shown above against the respective years on account of event management services. And the Average Turnover of the Firm in the last three years is Rs. _____.
 (In words)

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

Eligible projects undertaken by the Bidder

The following information should be provided in the format below for each Eligible Project for which the Bidder, as a single entity, was legally contracted by the Client stated.

1. Assignment Name
2. Name, fax, email of the Client Representative
3. Time when the assignment was carried out
4. Start Date
5. End Date
6. Location of the Event
7. Contract Value
8. Narrative Description of the Scope of work of the assignment
9. Description of Actual Services provided
10. Status of the assignment

IMPORTANT:

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc. The submitted testimonial MUST contain detailed description of work carried out by the Bidder.

FINANCIAL PROPOSAL**Covering Letter on the Agency's letterhead**

To
 The Head Administration
 IMI Bhubaneswar
 IDCO Plot No 1, Gothapatna, Malipada
 Bhubaneswar – 751 003

Sub: Proposal for Security Services at IMI Bhubaneswar

Regarding Financial Proposal

Dear Sir,

I, _____,
 enclose herewith our Financial Proposal for selection of our firm as Agency to carry out
 "Security Services at IMI Bhubaneswar".

S. No.	Category	Category	Per Person Amount (in Rs)
1	Security Supervisor (Male)	Skilled/Semi-Skilled	
2	Security Supervisor (Female)	Skilled/Semi-Skilled	
3	Security Supervisor (ESM)	Skilled/Semi-Skilled	
4	Armed Guard	Skilled/Semi-Skilled	
5.	Security Guards including lady guards	Skilled/Semi-Skilled	

Note- Break-up amount for each category attached.

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that the Total Amount quoted by our firm shall be considered for financial evaluation.

I agree that this offer shall remain valid for 90 (Ninety) days from the bid due date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature _____

Full Name _____

Designation _____