



॥ विद्या सर्वस्य भूषणम् ॥

SATERI PISANI EDUCATION SOCIETYS

# Shri. Gopal Gaonkar Memorial GOA MULTI-FACULTY COLLEGE

Recognised by Goa University, AICTE, DHE, Government of Goa &  
under Section 2(f) of the UGC Act, 1956 NH-4A, Ponda-Belgaum Road,  
Dayanand Nagar, Tal. Dharbandora, ~~Kusavati District~~ Goa. 403 406 (INDIA).  
Office Contact No.:7499918491 Email: gmfcgoa2013@gmail.com, Website: www.gmfc.ac.in

Ref.no: GMFC/AC-22/2026-27/E-Pro-SHG/2213

Date:21/05/2026

## **OPEN TENDER DOCUMENT FOR SECURITY, HOUSE KEEPING AND GARDENER SERVICES**

### **INSTRUCTIONS TO THE TENDERERS**

#### **SECTION 1:**

- Tender Reference:**
- The Principal, Sateri Pisani Education Society's Shri. Gopal Gaonkar Memorial Goa Multi -Faculty College, Dharbandora, invites online tenders from eligible bidders for Security, Housekeeping and Gardener services for SPES's Goa Multi -Faculty College, Dharbandora, Goa.

<b>Sr No</b>	<b>Item</b>	<b>Particulars</b>
1	Description of the work	Security, Housekeeping and Gardener Services
2	Mode of Tendering	E-Tendering

3	E-Tendering Website	<a href="https://eprocure.goa.gov.in">https://eprocure.goa.gov.in</a>
4	Tender Document Fee	Rs 500/- Rupees Five Hundred Only (Non-Refundable)
5	Tender Processing Fee	3000/-
6	Earnest Money Deposit (E.M.D)	10000/- (Rupees Ten Thousand only)
7	Mode of Tender Document, Processing Fees	To be paid online through e-payment mode via NEFT/RTGS facility Bank Name: PUNJAB NATIONAL BANK Account No: 15712191006717 Account Branch: PONDA GOA IFSC: PUNB0157110 MICR: 403024017 Name: SPES's Goa Multi-Faculty College Adress: NH-4A, Ponda-Belgaum Road, Dayanand Nagar, Tal. Dharbandora Kushavati District Goa 403406
8	Date and time for request of Tender Document	21/05/2026 to 10/06/2026 on or before 6:00 pm
9	Last date of submission of Pre- Bid Queries	25/05/2026 up to 4:00 pm
10	Date and time for Pre Bid Meeting	27/05/2026 at 11.30 am in the office of Principal, Goa Multi -Faculty College, Dharbandora
11	Date and Time for reply to Pre Bid Clarification	29/05/2026 by 6.00 pm through email
12	Last Date and Time for Online submission of bids	10/06/2026 pm up to 4:00 pm
13	Date and time for opening of eligibility cum technical bid	12/06/2026 at 11:30 pm in the office of Do IT
14	Date and time for Presentation	Will be intimated through E-Mail or phone call

15	Date and time for opening of Commercial bids	Shall be intimated to the shortlisted prime bidders
16	Contact details	<p>Shri. Praneet P. Shigaonkar (Accountant)</p> <p>Sateri Pisani Education Society's Shri. Gopal Gaonkar Memorial Goa Multi -Faculty College, Dharbandora, Goa 403406</p> <p><b>Off:</b> 7499918491/7499918492</p> <p><b>Email:</b> <a href="mailto:gmfcgoa2013@gmail.com">gmfcgoa2013@gmail.com</a></p> <p>Bidder shall use the electronic mode of tendering using the website <a href="https://eprocure.goa.gov.in">https://eprocure.goa.gov.in</a> to submit bids.</p>

- a. The bidder is expected to carefully examine the terms & conditions of the Tender. Failure to furnish all information required in the Tender or submission of a bid not substantially responsive to the Tender in every respect will be at the bidder's risk and may result in the rejection of the bid.
- b. The bidder shall use the electronic mode of tendering using the website <https://eprocure.goa.gov.in> to submit bids for the item given in the tender.
- c. Late submission of bids will not be permitted by the E-Tendering System.
- d. Last minute submission of bids should be avoided. As such, SPES's Goa Multi-Faculty College, will not be responsible for any failures in submission of bids on time.
- e. Incomplete or Conditional bids will be summarily rejected.

3. **Bid Type:** Two Bid System: (Technical and Financial bid)

4. **Mode of Submission:** online

5. **Online Submission:** All tenders must be submitted online through the designated e-tendering portal <https://eprocure.goa.gov.in> along with a duly signed covering letter.
6. **File Uploads:** Bidders are required to upload **two separate files:**
  - a. Technical Bid (non-price documents)
  - b. Financial / Commercial Bid (price documents)
7. **File Identification:** Each uploaded file must clearly mention the Tender Reference Number, Equipment Category, and Equipment Code.
8. **Consolidated Cover Document:** In addition to the two files, bidders must submit a consolidated cover document (form) on the portal, including: Tender Reference, Date, Equipment Category, and Equipment Code.
9. **Eligibility for Financial Bid:** Only bidders whose Technical Bids meet the required criteria and specifications will have their Financial Bids considered and opened.
10. **Financial Bid Requirements:** The Financial Bid must quote all prices in Indian Rupees (INR), inclusive of delivery to SPES's Shri. Gopal Gaonkar Memorial Goa Multi -Faculty College, Dharbandora All charges, taxes, and duties must be included.
11. **Communications:** All communications and notifications regarding the tender will be made through the portal and/or email. Bidders must ensure that their registered email address and mobile number are current and active.
12. **Submission Deadline:** The portal submission deadline is final. The College will not be responsible for delays or failures due to technical or connectivity issues. Any bid submitted after the deadline will be rejected without consideration or notification.
13. **Price Bid Submission:** Value bids must be submitted strictly in the format provided in Appendix 1. Any Value bid submitted in a different format will be rejected.
14. **Litigation Disclosure:** Bidders currently involved in any litigation with other organizations must disclose their status in writing.

15. **Tender Opening:** Tenders will be opened in the presence of the bidders or their authorized representatives, as per the schedule communicated to them, and according to the equipment category.
16. **Tender Validity:** Submitted tenders shall remain valid for 15 days from the date of opening and cannot be withdrawn during this period.
17. The agency must have an office within Goa, and should preferably deploy local staff.
18. Agency with experience of minimum 03 years executing Security contracts in higher educational institution may be given preference.
19. Agency should have minimum experience of 05 years in private and government department.
20. Agency should have minimum workforce of 100 persons.
21. Security agencies with valid PSARA 2005 License.
22. Appreciation letters from clients for Providing quality Services.
23. Certificate of Authorization: Security agencies with valid PSARA 2005 License
24. Taxes and Charges: Quoted rates must include GST. No additional charges, will be accepted.
25. Terms of Payment: Payment will be made monthly, subject to verification and submission of attendance records and statutory compliance documents.
26. Cancellation of Tender: to SPES,s Shri. Gopal Gaonkar Memorial Goa Multi-Faculty College Dharbandora reserves the right, at its sole discretion and without assigning any reason, to:
  - **Accept or reject any or all bids, including the lowest bid.**
  - **Accept bids in full or in part.**
  - **Reject bids not complying with the tender terms.**

- 27. Transfer and Subletting:** The bidder shall not sublet, transfer, assign, or part with the tender acceptance, in whole or in part, without prior written permission from, SPES's Shri. Gopal Gaonkar Memorial Goa Multi -Faculty College, Dharbandora, Goa.
28. Further, the contractor shall preferably deploy manpower from within Goa. Priority shall be given to engaging local workers, subject to availability and suitability, in order to ensure efficient service delivery and compliance with local requirements.

## **SECTION 2: EVALUATION OF OFFER**

1. **Evaluation of Offers:** SPES's Shri. Gopal Gaonkar Memorial Goa Multi -Faculty College, Dharbandora, Goa.evaluate technical and commercial offers on a landed net price basis.
2. **Rejection of Non-Compliant Offers:** Any offer that deviates from the essential conditions of this TENDER shall be rejected, including:
  - Incomplete submissions.
  - Offers received after the specified date and time, or via email/fax (unless explicitly allowed).
  - Offers submitted in open conditions.
3. **Silence on Clauses:** If a bidder does not comment on any clause in this TENDER, it will be assumed that the bidder accepts all terms and conditions as specified. No claims will be entertained later.
4. **No Revisions:** No changes or revisions to the terms and conditions of the submitted offer will be accepted after the last date and time specified for tender submission.
5. **Right of Acceptance:** The College reserves the right to accept or reject any tender, in whole or in part, without assigning any reason.

## **SECTION 2 – ELIGIBILITY CRITERIA**

### **BIDDER ELIGIBILITY AND REQUIRED DOCUMENTS:**

- **Firm Experience:** The bidder's firm must have been in existence for a minimum of three (3) years. Submit a copy of the Certificate of Incorporation or Registration Certificate.
  - **PAN Card:** Submit a copy of the firm's PAN card.
  - **GST Registration:** Submit a copy of the GST registration certificate.
29. Certificate of Authorization: Security agencies with valid PSARA 2005 License
30. Agency should have Existing deployment in School, High Secondary and College for bidding for the Contract. Provide contract documents. (At least 3)
31. Client References: Appreciation letters from clients for Providing quality Services. Provide proper documents. (At least 3)
32. Turnover of the Agency has to be More than 4crors. Provide proper documents.
33. **Blacklisting and Litigation:** The bidder must not be blacklisted, suspended, or involved in any service-related dispute with any organization, government entity, or bank in India or abroad, nor have any pending litigation. Refer Annexure
34. **Undertaking:** Submit the signed undertaking as per Annexure 5.

### **SECTION 3: MODEL CLAUSES FOR TENDERS:**

- I. Any bidder from India having a functional service center in Goa are eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority. Further, any bidder (including bidder from India) having specified Transfer of Technology (TOT)

arrangement with an entity from a country which shares a land border with India, shall also require to be registered with the same Competent Authority.

- II. “Bidder” (including the term ‘tenderer’ ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. ‘Bidder (or entity) from a country which shares a land border with India’ for the purpose of this Order means: -
- A) An entity incorporated, established, or registered in such a country; or
  - B) A subsidiary of an entity incorporated, established, or registered in such a country; or
  - C) An entity substantially controlled through entities incorporated, established, or registered in such a country, or
  - D) An entity whose beneficial owner is situated in such a country; or
  - E) An Indian (or other) agent of such an entity, or
  - F) A natural person who is a citizen of such a country; or
  - G) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- IV. The beneficial owner for the purpose of (iii) above will be as under:

In case of a company or Limited Liability Partnership, the beneficial owner is the natural persons(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

## **SECTION 4– TERMS AND CONDITIONS**

### **A. AWARD OF CONTRACT:**

1. A committee will select the bidders/suppliers for award of contract.
2. The empaneled suppliers will be abiding by all the **Terms & Conditions of the TENDER** document.
3. All the discounts quoted should be valid for at least two months.

### **B. TAXES & DUTIES:**

1. GST will be charged as applicable. Any statutory variation will be paid to documentary evidence. Kindly clearly indicate the percentage of GST applicable.

**C. LEGAL MATTER:** All disputes are subject to Goa jurisdiction only.

**ANNEXURE 1: BIDDER'S INFORMATION**

<b>Sr. No.</b>	<b>Vendor's Details</b>	
1.	NAME & ADDRESS OF THE FIRM/VENDOR (with Tel./Mobile/email address)	
2.	NAME & ADDRESS OF THE LOCAL AUTHORISED DEALER/DISTRIBUTERS, if applicable	
	Phone with STD code	
	Fax	
	Email	
	Contact Person	
	Mobile No.	
3.	GST NO. OF THE FIRM / DEALER (Copy to be attached)	
4.	PAN NO. OF THE DEALER (copy to be attached)	
5.	Type of Bidder –	
6.	Bank Details:	
	Account Number	
	Bank Name	
	Bank Address	
	IFSC Code	
7.	PSARA Details (If registered)	

Date:

Seal

Place:

**(On Company / firm's Letterhead)**

**ANNEXURE 2 – DECLARATION REGARDING CLEAN TRACK**

To,

Date:

The Principal  
SPES's Goa Multi -Faculty College,  
Dharbandora, Goa  
403406

Sir,

**Ref: Tender for Security, Housekeeping and Gardener Services.**

I/we carefully gone through the Terms & Conditions contained in the above referred Tender. I/we hereby declare that my company / firm is not currently debarred / black listed by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I am competent officer / person in my company /firm to make this declaration.

Yours faithfully,

(Signature of the Bidder) Printed Name Designation

Seal

(On Company / firm's Letterhead)

**ANNEXURE 3: CLIENT DETAILS**

To,

Date:

The Principal,  
SPES's Goa Multi -Faculty College,  
Dharbandora, Goa  
403406

Sir,

I/we hereby mention the following list of our clients for which we have successfully completed the work and also certificates of rate contracts or completed orders. (Copies of such rate contracts or purchase orders must be enclosed with the offer).

<b>Sr. No.</b>	<b>Name of Client</b>	<b>Contract order</b>	<b>Amount of Agreement</b>
1.			
2.			
3.			
4.			
5.			

Yours faithfully, (Signature of the Bidder) Printed Name Designation

Seal

**On Company / firm's Letterhead)**

**ANNEXURE 4: UNDERTAKING**

We hereby declare that all the information provided in this tender is true and complete to the best of our knowledge and belief. We agree to furnish any relevant documents promptly, as and when required by SPES's Goa Multi-Faculty College, Dharbandora, Goa

We understand that the information submitted will be used as prequalification criteria for consideration of the agreement. In the event that any information is found to be false, incorrect, or if ineligibility is detected at any stage, even after the approval of the Purchase Order, the order may be cancelled, and all related claims may be forfeited by SPES's Goa Multi -Faculty College, Dharbandora, Goa

We have carefully read and understood all the terms and conditions of the tender and fully agree to abide by them.

(Signature of the Bidder) Printed Name Designation

Seal Date:

Business Address:

## **SECTION 5 CHECKLIST**

### **Checklist Before Submitting the Tender Online:**

#### **1. Technical Bid**– Upload as a separate file:

- Responses to **Eligibility Criteria** (each page signed and sealed by the authorized signatory).
- Copy of the **TENDER document**, signed and sealed on every page.
- **Technical specifications and supporting documents.**
- **Annexures:**
  - **Annexure A1:** Bidder's Information
  - **Annexure A2:** Declaration Regarding Clean Track by Bidder
  - **Annexure A3:** Client Details
  - **Annexure A4:** Undertaking
  - **Annexure A5:** Declaration of Annual Turnover and Income Tax Return

#### **2. Financial / Commercial Bid**– Upload as a separate file:

- **Commercial / Price details** in the prescribed format

#### **Online Submission Instructions:**

- Submit the **Technical Bid** and **Financial Bid** as two separate files on the e-tendering portal.
- Each file must clearly mention the **TENDER reference number** and **due date**.
- Upload a **consolidated cover document** on the portal including the TENDER reference number and due date.
- The combination of the Technical Bid, Financial Bid, and Cover Document will constitute a complete submission.
- **Important:** Only complete online submissions of the above requirements will be considered. Late or incomplete submissions will be rejected.