



SARDAR PATEL INSTITUTE OF TECHNOLOGY  
BHAVANS CAMPUS, MUNSHI NAGAR, ANDHERI (W)  
MUMBAI 400058

Tel.No. 022-69846900

web site: www.spit.ac.in

S.P.I.T./SECURITY/2026-27

Date: 14-05-2026

M/S-----  
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**Subject: - Inviting Quotation for Providing Security Services at S.P.I.T.**

Dear Sir/Madam,

Sealed quotations are invited for the following category of security personnel.

S. No	Category	Number
1	Security Guard (Male)	10

Signature of Bidder with Office Seal

Submit your quotations on email : [aruna.nair@spit.ac.in](mailto:aruna.nair@spit.ac.in) cc to [dean.administration@spit.ac.in](mailto:dean.administration@spit.ac.in) and also a sealed quotation hand delivered to Principal's office, on or before 10<sup>th</sup> June, 2026, up to 4 pm.

EMD in form of Demand Draft amounting to Rs.5 lacs. In favour of " Principal, Sardar Patel Institute of Technology" payable at Mumbai should be submitted on or before 10th June, along with the filled tender to:-  
Ms. Aruna Nair, Principal Office

**Terms & Conditions**

1. Services should be provided on all days in week i.e. 24x7 basis.
2. Regular supervision of the work and reporting to GM (Admin) authorities is a must.
3. The rate quoted should be inclusive of all taxes. The details to be attached separately (Following parameters to be taken into account)

Agency charges in % of the salary paid to person be indicated separately.

- a) Basic Salary
- b) HRA
- c) Ex-Serviceman Allowance (only for Supervisor)
- d) PF
- e) ESI
- f) Sub-Total

Agency Charges

#### Total

4. A Quarterly bill should be submitted and payment will be made accordingly.
5. The contract will be for one year and may be extended in case of satisfactory services.
6. Your employees must follow the rules and regulations of S.P.I.T.
7. Poor performance of service will be liable to appropriate reduction in payment/termination of contract without notice.
8. Complaints, if any received against the security guards will be looked into and promptly and suitable corrective action will be taken against them.
9. No advance payment will be done.
10. Our institute is not responsible for staff employed by you. You will be responsible for the staff working on our campus. You should complete and observe all the legal and Government rules and regulations at your end regarding wages workman's compensation, EPF, ESI, etc.
11. Each security guard should be in uniform, having a torch, whistle, danda, etc.
12. Frequent rotation of security guard duties is required.
13. The service provider should have experience of providing such services to reputed industry, corporate sector, banks, educational institutes etc, and average annual turnover for the last three financial years should not be less than **Rs.0.5crore(Rs. Fifty Lakhonly), duly audited with balance sheets and statement of Profit and Loss.**
13. Service provider should have at least **three such live working orders**with reference.
14. The service provider should have all appropriate registration or license of Govt/Semi Govt/ Municipal Corporation. For example GST No. TIN No. CST No. Pan No. Tan No. etc.
15. The service provider shall be solely responsible for health and safety of the manpower deployed on the campus to carry out the required work.
16. The institute reserve rights to reject one or all quotations at any stage without assigning any reasons there for.

#### **Documents to be attached.**

- Shop Act Registration including Registration with Commissioner of Police
- PSARA License under Private Security Regulation Act-2005
- Certificate from DG Home Guard for training of guards (mandatory under PASARA Act -2005)
- Pan Card
- PTRC Registration From I-A and Form II-A.
- ESI Registration.
- Employees' PF Registration.
- IT Returns for the last three financial years with gross income state duly audited and certified by the CA.
- Copy of work orders of similar nature being executed.
- List of Clients and Letters of appreciation if any.
- Solvency Certificate not older than one year for an amount not less than 3 crores, issued by a nationalized bank.
- Registration Certificate with Maharashtra Labour Welfare Board.
- Fidelity Insurance cover should be available.
- Service Tax Certificate.

**Undertaking by Bidder**

We M/S. \_\_\_\_\_, hereby solemnly state that all terms and conditions as stipulated by S.P.I.T. are acceptable to us both in letter and spirit, and we will not legally of otherwise challenge the decision of S.P.I.T. in any forum/court, even if the subject contract is not awarded to us, despite being one of the selected contenders.

**Signature of Contractor with Official Seal**

**Bidder is expected to submit the Latest Rate as per Minimum Wages Act, 1948**

Sr. No.	Monthly Particulars	Housekeeping Sweepers
1.	Basic Wages	
2.	Special Allowance/ VDA	
3.	Total (A)	
4.	H.R.A. @ 5% of (A)	
5.	EPF @ 13.00% of (A)	
6.	ESI @ 3.25% of (A) & S. No.4	
7.	Total (B)	
8.	Total (C)	
9.	Agency Service Charges @5 % to 12% of (C)	
10.	Total per person month	

G.S.T. as applicable will be charged extra

**Note: At all times, Institute will honor Min. wages as notified by the State Government from time to time.**