

INDIAN CARDAMOM RESEARCH INSTITUTE
 SPICES BOARD
 Government of India
 Ministry of Commerce and Industry
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 KERALA
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No.MYL/2(E)/F/SECURITY/2015-16

Dated 16.09.2015

QUOTATION NOTICE

Quotations are invited from registered SECURITY AGENCIES in and around Eranakulam/ Idukki –districts for providing Security services for the Research Station at Myladumpara.

The quotations may be sent in sealed envelopes marked “Quotation for Security Services” and should be send to the Director (Res) at the above address. A representative of the agency is at liberty to be present at the time of the opening of quotations.

1	Requirement	24 Security guards
2	Work Shift	Day duty/ Night duty (3 shift of 8 Hours)
3	Quote	Rate per month (all inclusive)
4	Period of contract	One year
5	Last date of receipt of application	06-11-2015
6	Date and time of opening quotations	09-11-2015
7	Terms and conditions	Attached

EMD of **Rs. 10,000/-** in the form of DD favouring Spices Board, payable at Nedumkandam should be enclosed along with the quotation

1. Eligibility criteria

The agency should have experience for providing service of security to reputed organizations in Govt. for at least three years. Attach list of clients as above along with satisfactory performance certificate from 3 such clients.

2. The agency should furnish attested copies of the following documents

- a) Registration Certificate under
 - i. Contract Labour (R&A) Act, 1970
 - ii.ESI/EPF/income tax/service tax Registration certificates
- b) Income Tax/clearance certificate for last three years/ copy of Tax return
- c) Minimum wages payment certificate from Labour Enforcement Office.

3. Details of the work involved

The agency shall be responsible for all security measures and arrangements to safeguard the movable and immovable property and take charge of the entire security arrangements round the clock on all days including Sundays and other holidays of the office and complete premises of the farm attached to ICRI, Myladumpara.

Over and above the requirement, the agency shall provide additional guard on specific request from the Board. This arrangement shall be only need based and one duty shall be given based on the rate quoted above.

Requirement schedule

Place of duty	Persons for day duty	Persons for night duty
Office building & Campus	3	3
Main gate	3	3
Farm Cabin	3	3
Cardamom general farm & Guest House	12 (4x4x4)	12 (4x4x4)
Supervisor	3	3
Total	24	24

Guard deployment

Place of duty	1 st Shift	2 nd Shift	3 rd Shift
Office building & Campus	1	1	1
Main gate	1	1	1
Farm Cabin	1	1	1
Cardamom general farm & Guest House	4	4	4
Supervisor	1	1	1
Total	8	8	8

Terms and Conditions

1. The security guards deployed by the agency should be below the age group of 50 years and should be present on duty round the clock and they should be always alert and vigilant while on duty. The agency will be liable for any losses to the Board due to lapses in security and shall be responsible for the conduct and behaviour of persons deployed. The guards shall be the employees of the agency and not to be considered as employees of the Board for any purpose whatsoever.
2. The security guard shall be responsible for extinguishing any fire in the premises of the office/farm and the security guards should have adequate fire fighting ability.
3. The agency should be registered under labour laws for providing man power and with the Registrar of Firms for at least 3 years.
4. The agency shall not engage any sub-contractor or transfer the contract to any other person. The clearance of the local police will be obtained by the agency before deployment of the personnel and a copy of the same should be submitted to this office.
5. In any case the services of the agency are not found satisfactory, the contract can be terminated without giving any notice.
6. The terms and conditions contained herein shall form part of and shall be taken as if there were included in contract agreement to be entered into by the agency.
7. Any personnel engaged by the agency, if found indulging in illegal and intolerable activities will be handed over to the police or any other action deemed fit against will be taken besides termination of the contract immediately

8. The agency shall not replace the staff frequently without proper substitute & without proper permission. The guards will not be deployed for double duty. However, in case emergency/urgency, guards may be allowed to continue for such hours; to be specified and given in writing to the authority.
9. Security guards should have uniforms, photo identity card having details of Name, Residential address, phone number, ESI Card No. and EPF Number
10. The Agency shall be prompt in making replacement in any case any Guard is not available on duty or found unsuitable for duty. Agency shall promptly arrange additional staff whenever required by the Board.
11. The agency will be responsible for complying with payment of minimum wages and other benefits including prescribed number of duty hours/leave/holidays, etc; to its employees deployed in the Board, as per Labour Laws in force from time to time. The agency shall register the guards under various statutes like ESI Act, Employees Provident Fund and Miscellaneous Act, Gratuity Act, Minimum Wages Act, Bonus Act etc; The agency will be responsible to comply with all labour legislations including social security, Service-Tax wherever applicable and such other statutory orders by Government/Municipality which may be in force time to time.
12. The guards are liable to do the works assigned by the controlling officer as and when they require.

Secretary
