

SPICES BOARD
(Ministry of Commerce & Industry)
NH By pass, PB No, 2277, Palarivattom,
Cochin – 682 025
Tel: 0484-233610-616
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File No.Admin-1/Estt/Security Service/HO/2017

Dated: 20th March 2018.

TENDER NOTICE

Tenders are invited from registered SECURITY AGENCIES having experience of at least five years in providing Security Services in Central Government/State Government Department (including Public Sector Companies/ Undertaking/ Autonomous bodies/MNCs) for providing security services at Spices Board Head Office, Sugandha Bhavan, Palarivattom, Kochi-682025 and at “Spice House”, Kaloor, Cochin-682 017 with effect from 01-05-2018.

Tenders complete in all respects along with EMD in a sealed envelope super-scribed “Tenders for Security Services” addressed to the Secretary, Spices Board, Cochin – 682 025 on or before the stipulated date mentioned .

1	Total requirements	3 Security Guards (Two guards at Head Office and One guard at “Spice House”)
2	Work duty details (shift)	3 shift (8 hrs)
3	Rate to be quoted(inclusive of all)	One guard per shift per day
4	Period of Contract	One year
5	Last date & time for receipt of application	10-04-2018; 5.00pm
6	Date and time of opening Tenders	12-04-2018; 3.00pm
7	Terms and Conditions	Attached as Annexure-1

The Tenders will be opened at Spices Board, Head Office, Sugandha Bhavan, Palarivattom, NH Bye Pass, Kochi-682025 on 12-04-2018 at 3.00 pm by the Committee constituted for the same in the presence of the Tenderers or their representatives, who wish to be present on the occasion.

The bid shall remain valid for 180 days from the date of opening of the Tenders.

Spices Board reserves the right to reject all or any Tender without assigning any reasons thereof.

Duties and responsibilities of Security guard deployed by the Agency:-

- 1.The Agency shall be responsible for all the security measures and arrangements to safeguard the movable and immovable property and take charge of the entire security of the building and premises round the clock on all days including Sundays, National holidays and Festival days.
2. The Agency shall provide additional guard on specific request from Spices Board as per the rate accepted by the Board.

SECRETARY

Terms and Conditions

1. Interested Agencies may give their proposal complete in all respects along with EMD of Rs.3000 (Rupees three thousand only) by means of Demand Draft drawn in favour of Secretary, Spices Board, Cochin – 682 025. There is no separate tender document.

2. The Agency should have experience in providing security service to the Central/State Govts. or any reputed organizations for at least five years. Contact details of such clients shall be given along with Tender.

3. The Agency need to give copies of the following documents along with Tender.

a) Registration certificate under

- i) Contract Labour (R & A) Act, 1970
- ii) ESI/EPF/Income Tax
- iii) Copy of GST Certificate
- iv) Copy of PAN card
- v) Copy of the Tax Return and
- vi) Copy of PSARA License (Private Security Agency Regulation Act)

Failure in submitting the above documents along with the Tender will disqualify the Agency, and in such cases, no further correspondence will be made and the EMD will be forfeited.

4. The Security Guard deployed by the agency should be below the age 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 behavior of persons deployed.

5. The agency shall pay monthly salary to the Guards charge by e-payment on or before 5th of every month and proof of such payment shall be submitted to the Board whenever the Board desire so.

6. The agency shall not engage any sub-contractor or transfer the contract to any other person. The ID proof of the guard shall be submitted to the Board before deployment of the personnel.

7. The term and conditions contained herein shall form part of and shall be taken as if they were included in contract agreement to be entered into by the agency.

8. 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 will be taken besides termination of the contract immediately.

9. The agency has to provide uniforms to the guards at their expense.

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 Spices 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 Spice Board as per Labour Laws in force from time to time. The agency shall ensure that their guards are covered under statutory requirements like ESI Act, Employees Provident Fund and Miscellaneous Act, comply with all labour legislation including social security, service-Tax wherever applicable and such other statutory orders by Government/municipality which may be in force from time to time.

12. The contract shall automatically expire after **one year**. It may likely to be extended for one more year based on the performance of the Security Service.

13. Spices Board reserves the right to terminate the contract with the agency if the performance is not satisfactory by giving a notice period of one month.

14. Spice Board will have no liability in accommodation, transportation, food, medical and any other requirements in respect of the personnel deployed to the Spices Board at any stage.

15. For all intents and purposes, the service providing agency shall be the “Employer” of the security guards personnel deployed.

16. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in the Spices Board. The Contractor should make it known to the personnel deployed.

17. In case of ill Health or accident to guards while on duty it is the responsibility of the agency to give proper medical attention to the guard concerned.

18. If the performance of any guard is not found satisfactory, the agency shall arrange to replace such guards immediately with intimation to the undersigned.

19. The successful agency will have to execute an agreement (MOU) in a stamp paper worth Rs.200/- at their own expense.

20. The agency should ensure that required number of guard is posted in all shifts. If any guards is found short in any of the shift, including night shifts, payment of the guard on absence will be recovered from the bill during the period.

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