



Registered Office: III Floor, Carmel Tower, Vazhuthacaud,
Thiruvananthapuram- 695 014. **Website:** www.kase.in

No.KASE-29/2015

Dated: 21/12/2018

E-Tender Notice

E-Bids are invited from reputed agencies for providing services of Security and Gardener at Kerala State Institute of Design (KSID – a unit of KASE). For more details, please visit the website: <https://etenders.kerala.gov.in>

Sd/-
Managing Director



KERALA ACADEMY FOR SKILLS EXCELLENCE (KASE)

NOTICE INVITING TENDER

Eligibility Criteria for selecting the organizations providing services of Security & Gardener

Kerala Academy for Skills Excellence invites quotation for providing services of Security & Gardener at Kerala State Institute of Design (KSID – a unit of KASE), Chanthanathoppu, Kollam. The participating agency should be able to provide security and gardening services.

Eligibility Criteria

1. The agency should have experience in providing Security and Allied Services to reputed organizations in Government as well as Private Sector. List of clients should be attached.
2. The firm should be registered in Home Department, Government of Kerala, Under Private Security Agencies Regulation Act, 2005.
3. The firm should be registered under Shops and Commercial Establishment Act 1960.
4. The firm should ensure payment of minimum wages to the personnel deployed as per the Govt. Order published by Labour Department.
5. The agency should be an ISO Certified organisation.
6. The agency must provide 24 Hrs Security Guard.
7. The agency should have 24 Hrs effective control room.

The selection process consist of technical and financial evaluation

The financial quote shall be submitted in the following format

Sl No	Services	Rate / Hr	Remarks
1	Security (24 Hour)		
2	Gardener		

Note: The agency should be able to provide 2 Gardener and minimum 2 staff round the clock for security services.

The quote is invited in 2 cover system. Cover 1 shall include Technical documents and Cover 2 shall contain financial quote only. Cover 2 (financial quote) shall be opened for those who satisfy the eligibility criteria. The rate quoted below the minimum wages as per the Govt. Order shall be summarily rejected.

KASE may at its sole discretion and at any time during the evaluation of Technical Details disqualify any proposal if the proposers have failed to submit documentary evidence mentioned in the eligibility criteria.

Interested agencies may submit their bids on or before **05.01.2019**.

Managing Director,
Kerala Academy for Skills Excellence,
3rd Floor, Carmel Tower, Vazhuthacaud,
Thiruvananthapuram 695014
Ph: 0471 2735949

SCOPE OF WORK OF THE SECURITY AGENCY

The contractor shall have to provide round-the-clock security services in the KSID Campus, Chanthanathope, Kollam. The agency shall ensure protection of the personnel & property of the Institute, prevent trespass with/without arms, perform watch and ward functions including night patrol and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside the campus of the KSID, Chanthanathope, Kollam.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Security Agency will be responsible for overall security arrangements of the KSID covered in the contract.
2. Security Agency will ensure that all instructions of the Administration are strictly followed and there is no lapse of any kind.
3. Deployment of Guards/ Security will be as per the instructions of the authorities of the KSID/KASE from time to time and the security agency will be responsible for their optimum utilization.
4. Security personnel shall also ensure door keeping duties.
5. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the KSID.
6. Entry of the street-dogs and stray cattle into the premises is to be prevented. They should be at once driven out.
7. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, Sewage Treatment Plant etc. installed in the open at the Institute premises.
8. The Security Guards should be trained to extinguish fire with the help of fire extinguishers and other fire fighting material available on the spot.
9. The Security Supervisor/Guards are required to display mature behaviour, especially towards all staff, Officials and visitors, especially female staff, female visitors, and elderly.
10. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
11. The Security personnel must watch that there is no unidentified/unclaimed/suspicious objects/person in the Building/Premises.
12. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places.
13. Any other duties/responsibilities assigned by the KSID Administration may be incorporated in the agreement. The same shall also be binding on the contractor.

ANNEXURE-II

**(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY)
UNDERTAKING**

To
The Managing Director,
III Floor, Carmel Towers,
Kerala Academy for Skills Excellence (KASE),
Thiruvananthapuram.

Sir,

Subject: Tender for providing security services

1. I/We hereby agree to abide by all terms in the tender document.
2. This is to certify that I/ We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Central Minimum Wages Act, Private Security Agencies (Regulation) Act 2005 and Private Security Agencies (Regulation) Rules, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Act, Bonus, Gratuity, Leave, relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time.
4. I/We will pay the wages to the personnel deployed as per Central Labour Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
5. I/ We hereby undertake that complete security of the KSID shall be ensured by our Security Agency, as well as any other assignment considered by the KASE, Thiruvananthapuram.

Signature of the Bidder

(Name and Address of the Bidder)

CHECK LIST FOR PRE QUALIFICATION BID FOR SECURITY SERVICES

Sl No	Item	Enclosures (Yes/No)
1	Earnest Money deposit.	
2	One self-attested recent passport size photograph of the Authorized person of the firm/ agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm /-private or limited company, name, designation, address and office telephone numbers of all partners/ Directors also.	
3	Undertaking on a letter head (as per format prescribed in Annexure-I).	
4	Self-attested copy of the PAN card issued by the Income Tax Department.	
5	Self-attested copy of GST Registration No.	
6	Self-attested copy of ISO Certificate.	
7	Self-attested copy of valid Registration number of the Sole Proprietor/firm/agency/ company in regard to ownership.	
8	Self-attested copy of the License number under Contract Labour (R&A) Act 1970, valid as on 31.03.2018 for providing security services only.	
9	Self-attested copy of Provident Fund Registration number.	
10	Self-attested copy of ESI Registration Number.	
11	Proof of experiences of three years as on 31 .3.2017 in providing security and allied services along with satisfactory performance certificates from the concerned employers.	
12	Proof of Annual turnover duly certified by the Chartered Accountant during three financial years 2014-15, 2015-16 and 2016-17.	
13	Audited Balance sheet, P&L Account Income, Expenditure statement and Audit Reports of financial years 2014-15, 2015-16 and 2016-17 duly certified by the Statutory Auditors.	
14	Copy of a license under Private Security Agencies (Regulation) Act 2005, Private security Agencies (Regulation) Rules AND Shops and Commercial Establishment Act 1960.	
15	List of major clients.	
16	Any other documents, if required.	

Signature of the Bidder :

(Name and Address of the Bidder) :

Telephone No.: