TENDER No. KIN/II/4(ii)/2016-17

KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION

TRIVANDRUM

PRE-QUALIFICATION TENDER DOCUMENT

For

PROVIDING SECURITY SERVICES ON CONTRACT BASIS

For

 Corporate Office at Thiruvananthapuram and various KINFRA PARKS AND SITE OFFICES

At

Wayanad, Kannur, Kozhikode, Palakkad, Thrissur, Ernakulam, Pathanamthitta, Kollam

and Thiruvananthapuram districts

Issued to:

1.1 TENDER No. KIN/II/4(ii)/2016-17

Sealed tenders are invited under two bid system from registered Security Agencies having at least 200 security guards on their roll and 5 years’ experience in providing security services in central/state government Department, public sector companies/undertaking, Autonomous Bodies etc. for providing securities in various offices/parks located all over Kerala under Kerala Industrial Infrastructure Development Corporation, Trivandrum on contract basis for a period of two year.

|  |  |  |
| --- | --- | --- |
| 1. | Name of Work | Providing of Security Guards/Supervisors for KINFRA Head Office, Annex Offices and various site offices/park offices all over Kerala |
| 2. | Earnest Money Deposit | Rs.50,000/- by way of D/D from a scheduled Bank drawn in favour of Managing Director, KINFRA payable at Thiruvananthapuram  |
| 3. | Tender fee (nonrefundable) | Rs.5, 000 + VAT (5%) |
| 4. | Date of sale of Tender document | From 5th October, 2016 |
| 5. | Last date for submission ofTender document | 19/10/2016 till 2 pm |
| 6. | Date of opening of Technical bid | 19/10/2016 at 2.30 pm |
| 7. | Security Deposit  | 5% of Annual quoted value |

The tenders in sealed covers superscribed “Tender for Security Services” should reach the, Managing Director, Kerala Industrial Infrastructure Development Corporation, T.C.31/2312, Sasthamangalam, Thiruvananthapuram-695 010 on or before 2 pm on 19.10.2016. Any tender received after the due date and time will be rejected.

The tender document(s), may be downloaded free of cost. Only those bidders having a valid and active registration, on the date of bid submission, shall submit bids. However, Tender Processing fee (Nonrefundable) of Rs. 5250/-(inclusive of 5% VAT) in the form of DD drawn from a scheduled bank in favour of MD, KINFRA payable at Trivandrum shall be submitted along with the bid in a separate cover superscribing “ Tender fee for Security Service”.

**The tender should be submitted in two separate covers**

1) Technical bid along with an EMD of Rs.50,000/- should be kept in a separate cover superscribing “Technical Bid for Security Services” by way of Demand Draft drawn in favour of MD, KINFRA payable at Trivandrum.

2) Financial bid

Financial bid shall be kept in a separate sealed envelope superscribing ”Financial Bid for Security Services” and both the covers to be put in a bigger sealed envelope superscribing “Tender for Security Services” with sender’s address properly affixed on each envelop and addressed to Managing Director, KINFRA at the address given above.

Note: The tenders completed in all respect must be received in this office before due date and time indicated above. The tenders received after the scheduled date and time will be rejected outright. As this is a two cover system-technical bid and financial bid are to be submitted as per the instructions given in the Tender Documents.

* 1. **Minimum Eligibility Criteria**

The bidders should meet the following minimum eligibility criteria.

1. The bidder should be a well-established Security agency either based in Kerala or having operations in Kerala with minimum 5 years’ experience in this field. The Security agency should have ESI and PF registrations in Kerala. ***(Attested Certificates establishing this criteria shall be submitted).***
2. The bidder should have a valid license issued by the Government of Kerala as per The Private Security Agencies (Regulation) Act, 2005 / Kerala Private Security Agencies Rules – 2010 under the Contract Labour (Regulation & Abolition) Act, 1970, Kerala Shops and Commercial Establishment Act.

c) During the last 5 years, the bidder should have provided Security services with a minimum staff strength of 200 staff per day, to at least one Central / State / PSUs/ reputed private Corporate for a continuous period of two years. ***(Attested/original Certificates establishing this criteria shall be submitted).***

d) The bidder should have achieved an average annual turnover of Rs.200 Lakhs during the last three preceding financial years ending 31.3.2016. ***(Attested/original Turnover / Balance Sheet & P&L issued by Chartered Accountant shall be submitted).***

1. The bidder may be a proprietary firm ,partnership firm, Limited Company, Corporate body legally constituted, processing required license and registrations valid for at least 12 months from the date of opening of the tender
2. Joint venture companies are not acceptable.
3. Security Agency must have service tax registration and PAN number.
4. Security Agency must provide minimum wages as prescribed under the Minimum Wages Act/Rule and the notification issued by the Government from time to time by the Labor Department, Government of Kerala to all their personnel and proof of the same has to be submitted to KINFRA as and when required.
5. Security Agency must provide Annual Bonus to their personnel employed in KINFRA as per Payment of Bonus Act.
6. Agency must have ISO certification from an approved agency

**Documentary proof in support of meeting the minimum eligibility criteria should have duly attested.**

**Opening the Tender**

The Technical bid will be opened at 2.30 pm on 19th October 2016 and the financial bid of those tenders who are qualified will be opened at 4pm on the same day or any day declared during the opening of the Technical Bid. **Technical evaluation of bids shall be carried out only if tender processing Fee and EMD is submitted**. **Only the Financial Bid of those who are technically qualified will only be opened.**

**Terms and Conditions**

1. **The price quoted should not be below the minimum** wages payable to employees employed in private security sector in the state of Kerala prescribed by Government as per Notification Number-28448/E1/2013/LBR dated 22/01/2016.
2. The Security Agency will be wholly responsible to safeguard all the properties of KINFRA including land, trees, building, glass doors and windows, furniture, machinery and equipment’s, computers, library etc. and all other articles of KINFRA and also the records, documents etc. of KINFRA. They shall also have effective check of the entry of unauthorized persons and intruders / trespassers into KINFRA’s premises.
3. For the above purpose, the Agency shall provide round the clock security by posting required number of personnel in 8 hourly shifts at KINFRA’s premises and properties. The number of Security personnel / security supervisors required per shift shall be decided by KINFRA.
4. ***The age of Security Supervisors / Security Guard posted for duty should not exceed 60 (Sixty) years and they should possess good health and physique.***
5. The Security Agency shall furnish the Bio-data of the Security Supervisor / Security Guards at the above said premises of KINFRA with identification card with passport size photograph of each person. Whenever there is change of personnel, advance information to that effect shall be given to KINFRA with the Bio-data of the said personnel.
6. The personnel of the Security force engaged by the Security Agency shall only be the employees or members of the Security Agency.
7. The Security Guard should have a good working knowledge of English.
8. The Security Guard should be trained in basic security, First Aid, Firefighting, and Self Defense.
9. The payment will be made on or before the sixth working day of the succeeding month, for which the Security Agency should submit their bill on or before the 3rd working day of the month.
10. The Security Agency shall be solely responsible for the payment of salaries, other benefits, perks and other legal obligations, if any, in respect of personnel engaged by them, in the KINFRA, and comply with all satisfactory requirements.
11. The security agency shall ensure that no personnel engaged by them will engage in any type of activities prejudicial to the interest of the KINFRA.
12. The security agency shall provide the uniforms that are required for the Security staff and the Security staff will wear the uniform while on duty in all the shifts. The uniform should be neat and tidy.
13. The security agency shall be responsible for replacement of the security personnel who are falling ill or proceeding on leave or otherwise absent, under intimation to the KINFRA.
14. It shall be the responsibility of the security agency to maintain proper discipline among personnel engaged by them.
15. It is specifically understood that the persons engaged or to be engaged for the work undertaken to be done by security agency, shall be preferably their members, that, for all statutory and other purposes, security agency shall be their employers and that security agency shall be responsible and liable for all statutory or other benefits and obligations which, the persons engaged by security agency are entitled to, including the benefits under ESI Act, PF Act, Minimum Wages Act and Workmen’s Compensations Act.
16. It is specifically understood that KINFRA (i.e. Corporation) shall not have any employer-employee relationship between them and the persons engaged by security agency for fulfilling the obligations under this agreement and that those persons are not the employees of the Corporation. The security personnel shall have no claim for employment in the service of the Corporation.
17. The security agency shall have no claim in damage or compensation or reimbursement of any expenses which is incurred by him either by compensating to the persons engaged for work in the Corporation or otherwise and that necessary insurance coverage will be taken by security agency to them, in respect of any injury in the course and out of their work / employment.
18. There will not be any employer-employee relationship between the security staff and Corporation and as such, any misconduct by the security staff on information given by the Corporation, shall be dealt with by the security agency and action taken. Further, such personnel, as and when their conduct and work are found to be unsatisfactory by the Corporation, are to be replaced with suitable hand by the security agency, immediately on making request in this behalf by the Corporation.
19. In the event of theft or pilferage of the Corporation’s property during the tenure of the agreement, the security agency will be responsible for the loss sustained by the Corporation. The security agency will submit its report after necessary investigation and pursue the case if the Corporation is desirous to report such incident to police, and follow up the same if it is referred to a Court of Law and for such services, no extra remuneration shall be payable by the Corporation. This shall be without prejudice to the rights of the Corporation to investigate or hold enquiry in the matter in their own manner.
20. The security agency shall change the security staff on rotation basis and no guards shall remain on duty during a continuous period of more than 90 days.
21. For every 8 security personnel deployed by the agency in a particular shift, wherever required, the security agency shall provide one Supervisor for each shift with no additional cost.
22. ***The work of the security guards shall be supervised by the security agency / Supervisor and the supervisor must report to the park in charge or office in charge every week for performance evaluation of the guards deployed***
23. KINFRA will have right to terminate the contract by giving one months’ notice without assigning any reason.
24. KINFRA will have the right to reject any quotation without assigning any reason and award the contract to any other bidder if the Corporation is of the opinion that person who quoted the lowest rate is not having sufficient security personnel or does not satisfy the conditions stipulated in the tender document and there is suppression of facts in the application for pre-qualification and in the tender documents.
25. If any loss or damage is caused to the property of the Corporation due to negligence or want of care or dereliction of duty on the part of the security personnel, the said loss or damage shall be deducted from the security charges due to the contractor or any other amount found due from the Corporation.
26. EMD of the successful bidders will be retained and the EMD of the other bidders will be refunded after 7 days from the date of execution of contract with the successful bidder. If the successful bidder does not come forward to execute the Agreement within 10 days of intimation the EMD will be forfeited, and the work will be awarded to any other Agency at the sole discretion of KINFRA.
27. The selected security agency shall make a deposit of 5% of annual quoted value as security deposit which will not carry any interest and which will be refunded on termination of the contract after adjusting any amount due from the contractor.
28. The rate quoted shall be valid for two years.

The security agency who has been awarded the contract, shall execute an Agreement with the Corporation in a Stamp paper of appropriate value within 10 days, after furnishing the security deposit otherwise the EMD of Rs.50, 0000/- will be forfeited.

**Signature**

#  Name and Address of the Bidder

Witness:

1)

2)

**PART – 1**

**Technical Bid**

TENDER FORM FOR PRE-QUALIFICATION

**A) Name of Contractor/ :**

 **Firm/Company**

**B) Details of Contractor/**

 **Firm/Company :**

**1. Type (Tick whichever is Applicable) :**

* **Proprietor Firm**
* **Partnership Firm**
* **Private Ltd. Company**
* **Public Ltd. Company**

**2. Registered Office Address :**

**3. Telephone No: Off :**

 **Res :**

**4. Name of Key Officials with**

 **Contact No.**

**5. Details of Branches**

 **In Kerala :**

 **Outside Kerala :**

**6. Details of Experience in the relevant field with full details of the Organization / Clients where such services were provided along with copies of the satisfactory report (certificates from Organization / clients who were engaged a minimum of 10 numbers only will be considered) (please attach copies of work orders)**

**7. PAN (Income Tax) :**

**8. Registration No. under Kerala Shops and establishment Act (Attach copy of registration certificate) :**

**9. Contract Labour Registration No. :**

 **(Attach copy of registration)**

**10. PF & ESI Registration No. (Copy of**

**relevant documents should be enclosed)**

(Should have registrations in Kerala)

**11. Licence No. as per Rule 9 (1) of Kerala Private:**

**Security Agencies Rules 2010**

**(Attach copy of licence)**

**12. Present total strength of employees**

* 1. **Security Officer :**
	2. **Security Supervisor :**
	3. **Security Guard :**
	4. **Security staff possessing :**

**Fireman License :**

**13. Proof showing financial capability :**

**(Attach copies of Audited Turn over,**

**Balance Sheet certified by Chartered**

**Accountants for the last three years)**

**DECLARATION**

**I / We have certify that the details given above are true and correct to the best of my / our knowledge and belief. I / we have no objection for KINFRA in contacting our client for reference.**

**We know that KINFRA reserves the right to disqualify the bidder who do not meet the required experience as per the terms and conditions.**

**We hereby enclose all the documentary evidences to prove our experience / competency / performances in providing manpower and financial soundness.**

**We understand that KINFRA reserves the right to disqualify the bidders who do not enclose all the documentary evidences as required in the tender.**

**We also certify that I/We have read and fully understand all the terms and conditions therein and undertake myself / ourselves to abide by them.**

**Signature of the Authorized signatory with seal**

**Address :**

**Phone (O) :**

 **(R)**

**Mobile :**

**PART - II**

**FINANCAIL BID**

**Ref : Tender No. KIN/II/4(ii)/2016-17**

**In case we are pre-qualified based on the Technical bid submitted by us, we agree to carry out the security services at Kerala Industrial Infrastructure Development Corporation as per the tender conditions at the following rates:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Designation | Monthly rate / shift of 8 hours | No. of personnel to be engaged (present requirement) | Total amount / month Rs. |
| **1.****2.** | **Security Supervisor** **Security Guards**  | **Rs………….****Rs………….** | **8 approx.****120 approx.** | **Rs…………..****Rs……………** |

**The price quoted is inclusive of all charges i.e. Minimum wages \*(Basic, VDA, CCA, etc.), Reliever charges, Uniform allowance, Holiday allowance, washing allowance, Supervision charges, transport charges, Overtime, Annual Bonus, gratuity, LWF, Service charges, PF, ESI ,any other statutory charges, etc. and all applicable taxes but excluding service tax.**

**The rate quoted above shall be inclusive of all taxes and duties excluding service tax and valid for a period of 2 years and no enhancement will be made during the above period.**

Signature

**Place:**

**Date :**

 Name and address of the Bidder

**Witness:**

**1)**

 **(Seal)**

**2)**