

**THE KERALA AGRO INDUSTRIES CORPORATION LTD
(A Government Undertaking)**



**TENDER FOR PROVIDING SECURITY GUARDS IN THE KERALA AGRO
INDUSTRIES CORPORATION LTD, HEAD OFFICE AND 14 DISTRICT
OFFICES**

TENDER No. KAIC/HO/TECH/SECURITY GUARDS/1 DATED 19.01.2022

**THE KERALA AGRO INDUSTRIES CORPORATION LIMITED
REGISTERED OFFICE; 'KISSAN JYOTHI', FORT,
THIRUVANANTHAPURAM – 695 023
Phone: 0471 – 2471343, 44, 45.
Fax 0471 – 2463188
e-mail: kaicohotech@gmail.com
website: www.keralaagro.com**

THE KERALA AGRO INDUSTRIES CORPORATION LIMITED
(A Government Undertaking)
'KISSAN JYOTHI', FORT, THIRUVANANTHAPURAM-695 023
Phone: 0471-2471343, 44, 45. Fax: 0471-2463188
E-mail: kaicohotech@gmail.com
NOTICE INVITING TENDER

TENDER No. KAIC/HO/TECH/SECURITY GUARDS/1 DATED 19.01.2022

TENDER FOR PROVIDING SECURITY GUARDS IN THE KERALA AGRO INDUSTRIES CORPORATION LIMITED, HEAD OFFICE AND 14 DISTRICT OFFICES

Sealed tenders are invited under two bid system from registered Security Agencies providing security services in central/state government Department, public sector companies/undertaking, Autonomous Bodies etc for providing securities in The Kerala Agro Industries Corporation Ltd, Head Office and 14 District Offices on contract basis for a period of one year.

1	Name of Work	Providing of Security Guards for in The Kerala Agro Industries Corporation Ltd, Head Office and 14 District Offices
2	Earnest Money Deposit	Rs.20,000/- shall be remitted by way of DD from a nationalized/scheduled Bank drawn in favour of Managing Director, The Kerala Agro Industries Corporation Ltd payable at Thiruvananthapuram
3	Tender document fee	Can be downloaded from www.keralaagro.com free of cost
4	Tender processing fee (Non-refundable)	Rs.1,560/- (inclusive of GST)
5	Last date for submission of Tender document	02.02.2022 ; 02:30 pm
6	Date of opening of Technical bid	02.02.2022 ; 03:00 pm
7	Date of opening of Financial bid	Will be intimated after Technical bid Evaluation)

The tenders in sealed covers super scribed "Tender for Security Services" should reach Managing Director, The Kerala Agro Industries Corporation Ltd, Kissan Jyothi, Fort, Thiruvananthapuram-695023 on or before 2:30 pm on 02.02.2022. Any tender received after the due date and time will be rejected.

Thiruvananthapuram,
19.01.2022

MANAGING DIRECTOR

Signature of the Tenderer

The tender document(s), may be downloaded from our website www.keralaagro.com free of cost. Only those bidders having a valid and active registration, on the date of bid submission, shall submit bids. Tender Processing fee (Non refundable) of Rs.1,560/- (inclusive of GST) in the form of DD drawn from a nationalized/scheduled bank in favour of Managing Director, KAICO payable at Thiruvananthapuram shall be submitted along with the bid in a separate cover superscribing "**Tender Processing Fee for Security Service**".

Tender - Two bid system

1). Technical bid

Technical bid along with an EMD of Rs.20,000/- should be kept in a separate cover superscribing "**Technical Bid for Security Services**" by way of DD drawn from a Nationalized/scheduled bank in favour of Managing Director, The Kerala Agro Industries Corporation Ltd payable at Thiruvananthapuram.

2). Financial bid

Financial bid shall be kept in a separate sealed envelope superscribing "**Financial Bid for Security Services**".

The three covers which contain Tender processing fee, Technical bid & Financial bid 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, The Kerala Agro Industries Corporation Ltd, Kissan Jyothi, Fort, Thiruvananthapuram-695023.

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.

Minimum Eligibility Criteria

1. The bidders should meet the following minimum eligibility criteria.
2. The bidder should be a well-established Security Agency either based in Kerala or having operations in Kerala with minimum 10 years experience in this field. The Security agency should have ESI and PF registrations in Kerala. (Attested Certificates establishing this criteria shall be submitted).
3. 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.
4. During the last 2 years, the bidder should have provided Security services to at least one Central / State / PSUs/ reputed private Corporate for a period of two years. (Attested/original Certificates establishing this criteria shall be submitted).
5. The bidder should have achieved an average annual turnover of Rs.25 Lakhs during the last three preceding financial years ending 31-03-2021.

(Attested/original Turnover / Balance Sheet & P&L issued by Chartered Accountant shall be submitted).

6. The bidder shall 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.
7. Joint venture companies are not acceptable.
8. Security Agency must have Service tax registration, PAN number & GST registration.
9. Security Agency must provide minimum wages as prescribed under the Minimum Wages Act/Rule and the notification issued 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 Managing Director, The Kerala Agro Industries Corporation Ltd (KAIC) as and when required.
10. Security Agency must provide annual bonus to their personnel employed in The Kerala Agro Industries Corporation Ltd as per Payment of Bonus Act.

Note: Documentary proof in support of meeting the minimum eligibility criteria should be duly attested.

Opening the Tender

The Technical bid will be opened at 3.00 pm on 02-02-2022 and the financial bid of those tenderers who are qualified will be opened on a subsequent date after informing the bidders who have qualified the Technical bid evaluation. 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 Security Agency will be wholly responsible to safeguard all the properties of The Kerala Agro Industries Corporation Ltd including land, trees, building, vehicles, machineries, implements, doors and windows, furniture, computers etc and all other articles of The Kerala Agro Industries Corporation Ltd and also the records, documents etc of The Kerala Agro Industries Corporation Ltd. They shall also have effective check of the entry of unauthorized persons and intruders/ trespassers into Corporation premises.
2. For the above purpose, the Agency shall provide round the clock security by posting security personnel in 8 hourly shifts at The Kerala Agro Industries Corporation Ltd Head Office and district offices. The number of Security personnel required per security post per shift shall be only one at a time.
3. The Security Guard posted for duty should possess good health and physique.
4. Only men shall be provided as Security Guards.
5. The Security Agency shall furnish the Bio-data of the Security Guards before the Managing Director, The Kerala Agro Industries Corporation Ltd 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 The Kerala Agro Industries Corporation Ltd 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 knowledge in Regional language to read & write and speak.
8. The Security Guard should be trained in basic security, First Aid, Firefighting and Self Defense.
9. The Security personnel should be provided with baton/truncheon, whistle, torch and any other equipment required for duty.
10. All Security personnel should attend duty only with identity card issued by the Security Agency, in full uniform, Badges (like Name, Security Guard with Designation) and shoes etc.
11. The payment will be made on or before the 8th working day of the succeeding month, for which the Security Agency should submit their bill on or before the 5th working day of the month.
12. 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 Kerala Agro Industries Corporation Ltd.
13. The security agency shall ensure that no personnel engaged by them will engage in any type of activities prejudicial to the interest of the The Kerala Agro Industries Corporation Ltd.
14. 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.
15. 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 The Kerala Agro Industries Corporation Ltd.
16. It shall be the responsibility of the security agency to maintain proper discipline among personnel engaged by them.
17. 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 employees, 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.
18. It is specifically understood that The Kerala Agro Industries Corporation Ltd 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 The Kerala Agro Industries Corporation Ltd. The security personnel shall have no claim for employment in the service of the KAIC at present or in future.
19. The security agency shall have no claim in damage or compensation or reimbursement of any expenses which is incurred by them either by compensating to the persons engaged for work in The Kerala Agro Industries Corporation Ltd or otherwise and that necessary insurance coverage shall be taken by security agency in respect of any injury in the course and out of their work/ employment.
20. There will not be any employer-employee relationship between the security staff and The Kerala Agro Industries Corporation Ltd and as such, any misconduct by the security staff on information given by the The Kerala Agro Industries Corporation Ltd, 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 Kerala Agro Industries Corporation Ltd, are to be replaced

with suitable hand by the security agency, immediately on making request in this behalf by The Kerala Agro Industries Corporation Ltd.

21. In the event of theft or pilferage of The Kerala Agro Industries Corporation Ltd's property during the tenure of the agreement, the security agency will be responsible for the loss sustained by the The Kerala Agro Industries Corporation Ltd. The security agency will submit its report after necessary investigation and pursue the case if The Kerala Agro Industries Corporation Ltd 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 The Kerala Agro Industries Corporation Ltd. This shall be without prejudice to the rights of the The Kerala Agro Industries Corporation Ltd to investigate or hold enquiry in the matter in their own manner.
22. The security agency shall change the security staff on rotation basis in each shift.
23. The Kerala Agro Industries Corporation Ltd will have right to terminate the contract by giving one month notice without assigning any reason.
24. The Kerala Agro Industries Corporation Ltd will have the right to reject any quotation without assigning any reason and award the contract to any other bidder if The Kerala Agro Industries Corporation Ltd 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 Kerala Agro Industries Corporation Ltd 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 Kerala Agro Industries Corporation Ltd.
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 5 days of intimation the EMD will be forfeited, and the work will be awarded to any other Agency at the sole discretion of The Kerala Agro Industries Corporation Ltd.
27. The rate quoted shall be valid for one year.
28. The Managing Director, The Kerala Agro Industries Corporation Ltd reserves the right to reject any or all the tenders without assigning any reason whatsoever and no representation is entertained on this account.
29. The tender document shall be signed on every page and returned to us along with Tender Agreement in Stamp paper worth Rs.200/- duly signed.
30. The security agency who has been awarded the contract, shall execute an Agreement with The Kerala Agro Industries Corporation Ltd in a Stamp paper worth Rs.200/- within 5 days.

For THE KERALA AGRO INDUSTRIES CORPORATION LTD.

MANAGING DIRECTOR

Name and Address of the Bidder

Signature

THE KERALA AGRO INDUSTRIES CORPORATION LIMITED

(A Government Undertaking)
REGISTERED OFFICE; 'KISSAN JYOTHI', FORT,
THIRUVANANTHAPURAM-695 023
TENDER No. KAIC/HO/TECH/SECURITY GUARDS/1 DATED 19.01.2022

**TENDER FOR PROVIDING SECURITY GUARDS IN THE KERALA AGRO
INDUSTRIES CORPORATION LIMITED, HEAD OFFICE AND 14 DISTRICT
OFFICES**

PRELIMINARY AGREEMENT FORMAT

Articles of agreement executed on this theday oftwo thousand BETWEEN the Kerala Agro Industries Corporation Ltd. (hereinafter referred to as “the Corporation”) of the one part and(H.E. name and address of the tenderer) (hereinafter referred to as “the bounden”) of the other part.

WHEREAS in response to the Notification No.....dated.....the bounden has submitted to the Corporation a tender for the specified therein subject to the terms and conditions contained in the said tender.

WHEREAS the bounden has also deposited with the Corporation a sum of Rs.....as earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the Corporation.

Now THESE PRESENTS WITNESS and is hereby mutually agreed as follows:

1. In case the tender submitted by the bounden is accepted by the Corporation and the contract foris awarded to the bounden, the bounden shall within seven days of acceptance of his tender execute an agreement with the Corporation incorporating all the terms and conditions under which the Corporation accepts his tender.
2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the Corporation shall have power and authority to recover from the bounden any loss or damage caused to the Corporation by such breach as may be determined by the Corporation by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.

Signature of the Tenderer

3. All sums found to the Corporation under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under time provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the Corporation may deem fit.

In witness whereof Shri.....(H.E. name and designation) for and on behalf of the Corporation and Shri.....the bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri.....(date).....

In the presence of witnesses:

1.

2.

Signed by Shri.....(date).....

In the presence of witnesses:

1.

2.

THE KERALA AGRO INDUSTRIES CORPORATION LIMITED
(A Government Undertaking)
REGISTERED OFFICE; 'KISSAN JYOTHI', FORT,
THIRUVANANTHAPURAM-695 023

TENDER No. KAIC/HO/TECH/SECURITY GUARDS/1 DATED 19.01.2022

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INDUSTRIES CORPORATION LIMITED, HEAD OFFICE AND 14 DISTRICT
OFFICES**

DECLARATION

1. I/We hereby tender to supply for the Kerala Agro Industries Corporation Ltd. the above mentioned description of item in accordance with the specifications and instructions contained in tender notification No..... as or as may be given by the Managing Director of the Kerala Agro Industries Corporation or his representatives in consideration of payment being made the quantity of the items supplied at the rate specified in the schedule enclosed therewith.

2. Should this tender be accepted, I/We agree to abide by and fulfill all the terms and conditions as outlined in the tender notice and to enter in formal agreement with the company in due course. Till such time, acceptance of this shall be deemed to be the contract.

3. The earnest money deposit given in the Notice Inviting Tender remitted by me, as the full value of which will be absolutely forfeited to the said Kerala Agro Industries Corporation Ltd or his successors in office without prejudice to any other rights or remedies of the said Kerala Agro Industries Corporation Ltd. or his successors in office should I/We withdraw this tender before final acceptance of successful tenders or in the event of its acceptance fails to execute the agreement within the due date. I/We will not claim interests on this sum while it is in the custody of the Managing Director, The Kerala Agro Industries Corporation Ltd., "Kissan Jyothi", Fort, Thiruvananthapuram-695 023.

Signature of the Tenderer

4. I/We also agree that the decision of the Managing Director, The Kerala Agro Industries Corporation Ltd., "Kissan Jyothi", Fort, Thiruvananthapuram-695 023 regarding meanings and effects of this tender shall be final and legally binding.

5. I/We also certify that I/We have read and understood all the terms and conditions set in the Tender No.and I/We will be abide by all the terms and conditions set therein.

(Seal)

Signature of Tenderer with date

Name & Address

Signature of witness:

Name & Address :

PART - I

TECHNICAL BID FOR SECURITY SERVICES

Ref: Tender No. KAIC/HO/TECH/SECURITY GUARDS/1 DATED 19.01.2022

1	Name of Contractor/Agency/Firm	
2	Details of Contractor/Agency/Firm (Please put a tick mark)	a. Proprietor Firm b. Partnership Firm c. Private Ltd d. Public Ltd
3	Office address of Contractor/Agency/Firm a. Registered Office with Telephone No. E-mail: b. Local Office with Telephone No. & E-mail:	
4	EPF Registration No. (Copy of relevant documents should be closed)	
5	ESI Registration No. (Copy of relevant documents should be closed)	
6	PAN No.	
7	GST Reg. No.	
8	Contract Labour Registration No. (Attach copy of document)	
9	Licence No. as per Kerala Private Security Agencies Rules (Attach copy of licence)	
10	Annual turn-over during last 3 financial years ending 31.03.2021 (Attach copy of document)	2018-2019: 2019-2020: 2020-2021:
11	Present total strength of employees a. Office Staff: b. Supervisory Staff: c. Cleaning/Sweeping Staff:	
12	Details of Experience in the relevant field (minimum 2 years) with details of the Organization / Clients (Attach copies of work orders)	
13	Details of Tender processing fee remitted	DD No. & date: Amount:

14	Details of EMD remitted	DD No. & date: Amount:
15	Any other information	

UNDERTAKING

I/we here by agree the terms and conditions of the tender and will abide by the same as well as the statutory obligation as required by law. Read and accepted all instructions contained in the detailed Tender Document.

Place:

Date:

(Office seal)

Signature

Name & address of the bidder

PART - II
FINANCIAL BID FOR SECURITY SERVICES

Ref: Tender No. KAIC/HO/TECH/SECURITY GUARDS/1 DATED 19.01.2022

Sl No.	Description	Requirement
1	Security Services (without arms)	1 man/office

In case we are pre-qualified based on the Technical bid submitted by us, we agree to carry out the Security services at The Kerala Agro Industries Corporation Ltd, Head Office and 14 District Offices as per the tender conditions at the following rates:

Sl.No.	Description	Amount in Rs.
A	Minimum wage (inclusive of special allowance/ VDA)	
B	EPF Employer portion (.....%)	
C	ESI Employer portion (.....%)	
D	Other mandatory/statutory payments	
E	Rate quoted for 8 hrs of duty per day for one month per Security Staff (A+B+C+D)	
F	Total amount (E) in words :	
G	Administrative/Service charge for one month per Security Staff	

The price quoted shall be inclusive of all charges excluding GST and valid for a period of one year and no enhancement will be made during the period and the quote contain all the mandatory/statutory payments which shall not fall below the minimum rate fixed by the Central/State Government.

UNDERTAKING

I/we here by agree the terms and condition of the tender and will abide by the same as well as the statutory obligation as required by the law. Read and accepted all instructions contained in the Tender Document.

Place:

Date:

(Office seal)

Signature

Name & address of the bidder