

**TENDER DOCUMENTS**

**NAME OF WORK : Tender for Security Services**

**Last date of Submission : 26/02/2022 at 5.00 pm**

**Date of Opening : 28/02/2022 at 11.00 am**

**Cost of tender Rs. 200/-**

## TENDER FOR SECURITY SERVICES

**Tender No. 4485/2022/Admin I/KSACS.**

Sealed tenders are invited under two bid system from registered security agencies in providing security services in Kerala state AIDS control society, Red Cross Road, Thiruvananthapuram 695035 on a period of one year.

1	Name of work	Providing security guards for KSACS, Red Cross Road Thiruvananthapuram- 695035
2	Earnest money deposit	Rs.3,600/-shall be remitted by way of crossed DD from a nationalized/scheduled bank drawn in favor of Project Director ,KSACS, Thiruvananthapuram
3	Tender document form	Can be downloaded from <a href="http://www.ksacs.kerala.gov.in">www.ksacs.kerala.gov.in</a> free of cost
4	Tender processing fee(Non-refundable)	200/-
5	Last date for submission of tender document	26/02/2022 at 5.00 pm
6	Date of opening of tender	28/02/2022 at 11.00 am

The tenders in sealed covers super scribed "Tender for security services" should reach at Project Director, Kerala state aids control society Thiruvananthapuram on or before 26/02/2022 at 5.00 pm. Any tender received after the due date and time will be rejected.

**KERALA STATE AIDS CONTROL SOCIETY**

Tender No. : **4485/2022/Admin I/KSACS**

---

Tender documents for the works of : Providing security service
--

Issued to Sri./Ms.

---

To be returned on or before :

---

(To be filled by Tenderer)

Name of tenderer (In full) :

Address :

Phone No :

Details of EMD remitted :

Name of the Bank & Branch :

Demand Draft No. and date :

Amount

Tender submitted on :

Date:

Signature of Tenderer

Note: The tenderer should sign in all pages of the tender documents including List.

## INTRODUCTION

The **Kerala State AIDS Control Society (KSACS)**, plays a pivotal role in the state's strategy in combating the HIV/AIDS epidemic. It is an autonomous society registered under the Charitable Societies Act, with its members drawn from all key government departments to ensure greater flexibility and more effective programme management. Its work is supervised by a Governing body, chaired by the Chief Secretary of the state, and which includes Secretaries of various government departments like Health, Social Welfare, Finance, Education, and Project Director of KSACS, Director of Health Services, Director of Medical Education, State Drugs Controller and Inspector General of Police (Law & Order) as members.

KSACS was formed to implement the **National AIDS Control Programme (NACP)** in the state. It works under the National AIDS Control Organisation (NACO) which is a part of the Ministry of Health and Family Welfare of the Government of India. The National AIDS Control Programme is fully funded by the Government of India and by international donors such as the **World Bank, the Global Fund for AIDS, TB and Malaria, DFID (Department for International Development, UK) and USAID (the US Agency for International development)** and others.

## NOTICE INVITING TENDER FOR SECURITY SERVICES

1. Kerala State AIDS Control Society (herein after referred to as 'KSACS' ) invites sealed competitive tenders under "TWO BID SYSTEM" for the selection of an expert agency for the purpose of hiring security services at the office from competent agencies having 2 years experience in the similar field. The agency should have registration, licence, PAN number etc. and should not be black listed by any Government departments/organizations. The details of tender are enumerated in the accompanying schedule.
2. THIS TENDER DOCUMENT IS NON-TRANSFERABLE.
3. The tender submitted in sealed envelope super- scribed "Tender for Security Services" should be addressed to the Project Director, Kerala State AIDS Control society, Red cross road, Thiruvananthapuram- 695035 on or before 5.00 pm on 26/02/2022. The tenders will be opened at 11.00 am on 28/02/2022 in KSACS office.

4. The sealed tenders without mentioning "Tender for Security Services" on the envelope will be rejected.
5. Each tender shall be accompanied by Earnest Money Deposit of Rs.3,600/-. The earnest Money and Security deposit shall be in the form of crossed Demand Draft in favour of PROJECT DIRECTOR, KERALA STATE AIDS CONTROL SOCIETY payable at Trivandrum.
6. In consideration of the tenderer being allowed to quote for the work, he shall keep the tender form for a period of **three months** from the date of opening of the tender during which period he will not be free to withdraw the tender. Any such withdrawal will entail for forfeiture of the Earnest Money deposited for the work.
7. Within a week of the acceptance of the tender, the tenderer shall deposit a sum sufficient to make up the balance of 5% of the Probable Amount of Contract which together with the amount of Earnest Money deposited shall be treated as Security for the proper fulfilment of the same and shall execute an Agreement for the work. **If he fails to do so or in case he fails to maintain a specified rate of progress (to be specified in each case of the tender schedule), the Earnest Money and Security Deposit shall be forfeited to the KSACS, tenderer will be black listed from taking up any other work in the KSACS, fresh tenders shall be called for, or the matter otherwise disposed of.** If, as a result of such measures, any loss is caused to the KSACS, the same will be recovered from him, but, should it be a saving to the KSACS, the original tenderer shall have no claim, whatsoever, to the difference.
8. An agreement is to be signed by the tenderer in the prescribed form within 10 days of the receipt of the letter awarding contract. The tenderer will have to provide security services from the date as mentioned in the work order.
9. The payments shall be released on monthly basis after satisfactory completion of the service
- 10. The acceptance of the tender rests with the Project Director of the KSACS, who does not undertake to accept the lowest or any particular tender.**

11. Tender documents can be downloaded from KSACS website and submitted along with the tender cost of Rs 200/-and an EMD of Rs. 3,600/- by **Demand Draft drawn in favor of "PROJECT DIRECTOR, KERALA STATE AIDS CONTROL SOCIETY" payable at Trivandrum**. It shall be understood that the KSACS does not accept any responsibility for the correctness or completeness of the schedule that the schedule is liable to alterations, omissions, deductions or additions at the discretion of the competent officer or as set forth in the conditions of contract.
12. The Tenderer shall not without the previous sanction in writing of the authority accepting the tender, execute any Power of Attorney in respect of any matter, pertaining to this contract and any such Power of Attorney executed without such sanction shall not be recognised by or be binding upon the KSACS or their Officers. It shall be entirely at the discretion of the authority accepting the tender either to grant such sanction or to refuse it or to revoke the sanction once given.
13. No part of the contract shall be sublet without any written permission of the Project Director, nor shall transfer be made by Power of Attorney authorising others to receive payments on the Tenderer's behalf
14. Tenders, which are not in conformity with this tender notice are liable for rejection. The Tender Notice with conditions stated therein along with agreement executed will form part of the contract documents.
15. Penal Clause(s) will be in conformity with the clause(s) as in force in the Government of India/Kerala.
16. Every letter/notice to be given to the tenderer may be given to him personally or left at his residence or last known place of abode or business or handed over to his agent, personally or may be addressed to the tenderer by post at his usual or last known place of abode or business and if so addressed and posted, shall be deemed to have been served on the tenderer on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place of abode or business.
17. The tenderers shall submit along with the tender, documentary evidence of their previous experience in carrying out similar work and of their eligibility in support of their claim for consideration in the matter of award of contract.

18. Tenders which are not in the prescribed form are liable to be rejected. The rates quoted should be only in Indian currency. Tenders in any other currency are liable to be rejected.
19. If at any time, any question, dispute or difference whatsoever shall arise between the two parties (KSACS on the one hand and tenderer on the other hand) in relation to the tendering works either of the parties may give to the other notice in writing the existence of such a question, dispute or difference and the same shall be referred to two arbitrators, one to be nominated by the firm. Either party shall serve such a notice of the existence of any question, dispute or difference in connection with this service within 30 days of the beginning of such dispute failing which all right or claims shall be deemed to have been forfeited and absolutely barred. Before proceeding with the reference the arbitrators shall appoint/nominate an umpire. In the event of the arbitrators not agreeing in their award the umpire appointed by them shall enter upon the reference and his award shall be binding on the parties. The venue of the arbitrator shall be at KSACS office at Trivandrum.
20. The courts at Trivandrum will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other than Trivandrum court shall have jurisdiction in the matter.
21. The tenderers are required to quote their rates on Schedule provided with the tender. The rates are inclusive of tax.
22. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited by him will be forfeited to Government or such action taken against him as Government think fit.
23. **Tenderer shall submit the tenders in a single cover containing two separate sealed covers. The first cover should contain the "Technical Bid" and the second cover should contain the "Financial Bid". Both covers should be superscribed as "Technical bid" and "Financial bid" respectively and should be kept in a bigger cover superscribed as "Tender for Security Services". All DDs should be included along with the technical bid. Only after the successful evaluation of the "Technical Bid" their respective "Financial Bid" would be considered. Thereafter total amount quoted for**

each tender will be read out, the tender and all corrections in the tender will be attested by the tender opening officer with dates and initials.

### **Terms and conditions**

1. The bidder should be a well established security agency in Kerala with minimum 2 years experience in this field.
2. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
3. Tenders received without prescribed tender fee of Rs. 200/- (non-refundable) shall be summarily rejected.
4. Offers in original tender document will only be considered. Offers submitted by fax and other electronic media shall not be considered.
5. The company or firm must be registered under "The Private Security Agency (Regulation) Act, 2005" and attach copy of certificate of the registration.
6. The company or firm will provide GSTIN along with the bid.
7. 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 Labour department Government of Kerala.
8. The services rendered shall be to the satisfaction of the KSACS authorities.
9. The agreement will be valid for a period of one year subject to review at the discretion of KSACS authorities at mutually agreed terms and conditions.
10. Round the clock security arrangements, including Sundays and other holidays, to be provided at KSACS on shift basis.
11. The payments shall be released on monthly basis after satisfactory completion of the service.
12. The security agency shall strictly follow the applicable labour laws with respect to the maximum hours for which a security guard can work.

13. The security agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in the KSACS and wages book may be maintained by the agency in respect of each security guard.
14. Only men are provided as security guards
15. The security agency shall furnish the bio-data of the security guards before the Project Director, KSACS with identification and with passport size photograph of each person.
16. Whenever there is change of personnel advance information to that effect shall be given to KSACS with the bio-data of the said personnel.
17. The security guard should have a good knowledge in regional language to read, write and speak.
18. The security guard would be trained in basic security, first aid, fire fighting and self defence.
19. All security personnel should attend duty only with identity card issued by the security agency in full uniform, badges etc.
20. The security agency shall ensure that no personnel engaged by them will engage in any type of activities prejudicial to the interest of the KSACS.
21. The security agency shall provide 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.
22. In case of any loss that might be caused to KSACS due to the lapse on the part of security personnel discharging security responsibilities will be borne by the Agency and in this connection KSACS shall have the right to deduct appropriate amount from the bill of contracting Agency to make good such loss to KSACS besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the agency KSACS shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
23. The security Agency shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of Kerala.

24. The security agency shall be fully responsible about the conduct of his employees and shall ensure that their behaviour with the officers in KSACS is always good and cordial.
25. The workmen employed by the security agency shall be directly supervised and controlled by the security agency and shall have no relation whatsoever with KSACS. KSACS shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against KSACS for service or regularization of services by virtue of being employed at KSACS against any temporary/permanent posts at KSACS.
26. 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 KSACS.
27. It shall be the responsibility of the security agency to maintain proper discipline among personnel engaged by them.
28. There will not be any employer-employee relationship between the security staff and KSACS and as such any misconduct by the security staff on information given by the KSACS 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 KSACS are to be replaced with suitable hand by the security agency immediately on making request in this behalf by the KSACS.
29. KSACS will have the right to terminate the contract by giving one month notice without assigning any reason.
30. KSACS will not be responsible to provide any residential accommodation to security personnel deployed by the security agency.
31. The security staff should not indulge in any loose or unwanted talk with the employees or the visitors. During Sundays/holidays or after office hours on working days the security shall be extra vigilant.
32. On termination of the agreement, the security agency will hand over all the equipments/articles as supplied by the KSACS in good working condition back to KSACS.

33. KSACS is not bound to provide any mode of transport in respect of security personnel or material required for the contract.
34. KSACS officers may carryout surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances KSACS reserves the right to cancel the security contract or impose a penalty of Rs. 2000/- per such occurrence
35. .It would be the responsibility of the Security Agency to maintain and ensure full proof security at the entrance by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet .
36. The decision of KSACS with regard to interpretation of the terms and conditions shall be final and binding on the Agency.

**For Kerala State AIDS Control Society**

**Dr. Ramesh R  
Project Director**

## **PERFORMA OF TECHNICAL BID**

The tenderers needs to submit the following documents with their tender documents:

- A. Copy of the license issued by the appropriate authority to run the Security Agency.
- B. Tender cost, in the form of DD of Rs. 200/- (non-refundable) in favour of Project Director, KSACS, Thiruvananthapuram payable at Thiruvananthapuram.
- C. EMD (Interest free) of Rs 3,600/- (Rupees Three thousand six hundred only) in the form DD in favour of Project Director, KSACS, Thiruvananthapuram payable at Thiruvananthapuram.
- D. Performance Certificate for the last 2 years from the clients to whom the security agency provided services.
- E. Client list – preferably professional educational institutes/Govt. offices.

## **PERFORMA OF FINANCIAL BID**

The Financial Bid should be submitted with undertaking & Acceptance Letter by the Security Agency.

Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at KSACS.

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 labour department, Government of Kerala.

**UNDERTAKING & ACCEPTANCE LETTER BY THE SECURITY  
AGENCY**

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for providing security services at KSACS.

I/We agree to all these conditions and offer to provide security services at KSACS.

I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (KSACS) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of Security Agency

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mob: \_\_\_\_\_

Email ID: \_\_\_\_\_

**For Kerala State AIDS Control Society**

**Dr.R.Ramesh**

**Project Director**