

SPICES BOARD
(Ministry of Commerce & Industry)
NH BY Pass,
PB No.2277, Palarivattom,
Cochin – 682 025
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No: Admin-1/Estt/Security Service HO/2014

Dated:1st January 2016

QUOTATION NOTICE

Quotations are invited from registered SECURITY AGENCIES for providing security services at Spices Board office premises, and at “Spice House” at Kochi.

The quotations in sealed envelope super-scribed as “Quotation for Security Services” should be addressed to The Secretary, Spices Board, Kochi – 682 025 on or before the stipulated date mentioned.

1	Total requirements	6 Security Guards in a day for three shifts of 8 hours with 2 security in each shift at HO, Cochin-682025 “Spice House”, Cochin-682017 – 3 security guards at 8 hour shift – 1 security at each shift
2	Work duty details (shift)	Day and Night – (8 hr duty)
3	Format for quoting the Rate	(Rate per One guard for 8 hours duty per day should be indicated separately.) 1)Rate per security guard in a month 1a) Rate per armed security guard in a month 2)EPF 3)ESI 4)Service Tax 5)Agency charges

6) Other charges, if any

7) Total payment to the Agency for providing the service of security (6 + 3) guards, as described above, in a month

4	Period of Contract	One year
5	Last date for receipt of application	15-1-2016- 5 pm
6	Date and time of opening quotations	18-1-2016 - 3 pm
7	Terms and Conditions	Attached in Annexure 1

The agency shall be responsible for all security measures and arrangements to safeguard the movable and immovable property and take charge of the entire security of the Buildings and premises round the clock on all days including Sundays and other holidays.

The agency shall also provide additional Guard on specific request from Spices Board as per the rate accepted by the Board.

The Spices Board reserves its right to reject all or any quotation without assigning any reason.

Director (M & E)

Terms and Conditions:

1. Interested agencies may submit proposal complete in all respects along with Earnest Money Deposit (EMD) of Rs.5,000 (Rupees five thousand only) in favour of the Secretary, Spices Board, Kochi – 682 025. There is no separate tender document.
2. The agency should have experience in providing service of Security to organizations in Central Govt. for at least three years and in reputed private companies/ five star Hotels for at least two years. Contact details of such clients shall be submitted along with satisfactory performance certificate from at least three major clients. The Agency should furnish attested copies of the following documents
 - a) Registration Certificate under
 - i) Contract Labour (R&A) Act,1970
 - ii) ESI/EPF/Income tax/Service Tax Registration Certificates
 - b) Copy of Tax Returns

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

3. The security guards deployed by the agency should be smart with uniform, belt, cap, shoes etc and below the age group 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.
4. One of the security guards posted at Head Office should be an armed security guard.
5. The Agency shall pay monthly salary to the Guards by e-payment and proof of such payment shall be submitted to the Board whenever the Board desire so.
6. The agency should be registered under labour laws for providing man power and with the Registrar of Firms for at least 3 years.
7. The agency shall not engage any sub-contractor or transfer the contract to any other person. The I/D proof of the guard shall be submitted to the Board before deployment of the personnel.
8. The terms 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.
9. 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 against will be taken besides termination of the contract immediately.
10. The agency may replace the staff once in three months with intimation to the office. The guards will not be deployed for double duty. However, in case emergency/urgency, guards may be allowed to continue for such hours; to be specified and given in writing to the authority.
11. The Agency has to provide uniforms to the guards at their expense.
12. 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.

13. 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 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, Gratuity Act, Minimum Wages Act, Bonus Act etc; The agency will be responsible to 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.
14. The contract shall automatically expire after one year from commencement of the contract unless extended further by the Board.
15. The Board reserves the right to terminate the contract with the agency if the performance is not satisfactory by giving a notice period of 1 month.
16. The Board will have no liability in accommodation, transportation, food, medical and any other requirements in respect of the personnel deployed to the Board at any stage.
17. For all intents and purposes, the service providing agency shall be the “Employer” of the personnel deployed.
18. 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.
19. 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.
20. If the performance of any guard is not found satisfactory, the agency shall arrange to replace such guards immediately with intimation to the undersigned.
21. The successful Agency will have to execute an agreement (MOU) in a stamp paper worth Rs.100/- at their own expense. After executing the agreement, the contract shall be valid up to ONE year from the date of execution of the agreement.
22. The Agency should ensure that required number of guards are posted in all shifts. If any guard 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 as loss and damage to the Institute.

Director (M & E)

