

SPICES BOARD
(Ministry of Commerce & Industry)
NH By pass,
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Cochin – 682 025
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File No.Admin-1/Estt/Security Service/HO/2017

Dated:8th February 2017

QUOTATION NOTICE

Quotations are invited from registered SECURITY AGENCIES for providing security services at Spices Board Office premises and at “Spice House”, Kaloor, Cochin-682 017

Spices Board calls quotations from interest security agencies for doing the security service at our office with effect from 1st March 2017

Quotations in sealed envelope superscribed as “Quotation for Security Services” should be addressed to The Secretary, Spices Board, Cochin – 682 025 on or before the last date prescribed.

The duty schedule is given below;

No. of Security guards required and duty schedule of each guard	8 hour duty schedule – 2 guards in each schedule At Head Office 8 hour duty schedule – 1 guard in each schedule at “Spice House”
Work details	Day and night – 24 hours.

Format for quoting the rates.

Sl.No.	Description	Amount
1	Rate per one guard for 8 hour duty per day should be indicated	
	Statement of monthly payment to a guard	
2	Basic wage	
3	EPF	
4	ESI	
5	Service Tax	
6	Agency charges	
7	Others, if any	
	All inclusive total payment to the Agency in a month for the service of one guard.	

Period of contract – 1 year beginning from 1-3-2017.

Last date of receipt of Quotation – 20/2/2017 at 5 pm

Date and time of opening of quotation – at 3 pm on 21/2/2017 in presence of representatives of Agencies .

Duties and responsibilities of Security guard deployed by the Agency.

The Agency shall be responsible for all the security measures and arrangements to safeguard the movable and immovable property and take charge of the entire security of the building and premises round the clock on all days including Sundays ,National holidays and Festival days.

The Agency shall provide additional guard on specific request from Spices Board as per the rate accepted by the Board.

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

Yours faithfully,

SECRETARY

(Terms and conditions attached)

Terms and Conditions

1. Interested Agencies may give their proposal complete in all respects along with EMD of Rs.3000 (Rupees three thousand only) by means of Demand Draft drawn in favour of Secretary, Spices Board, Cochin – 682 025. There is no separate tender document.

2. The Agency should have experience in providing security service to the Central/State Govts or any reputed organizations for at least two years. Contact details of such clients shall be given along with quotation.

3. The Agency need to give copies of the following documents along with quotation.

a) Registration certificate under

- i) Contract Labour (R & A) Act, 1970
- ii) ESI/EPF/Income Tax/Service Tax Registration Certificates
- iii) Copy of the Tax Return

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.

2. The Security Guard and Housekeeper deployed by the agency should be below the age 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.
3. The agency shall pay monthly salary to the Guards and Housekeeping charge by e -payment on or before 5th of every month and proof of such payment shall be submitted to the Board whenever the Board desire so.
4. The agency shall not engage any sub-contractor or transfer the contract to any other person. The ID proof of the guard shall be submitted to the Board before deployment of the personnel.
5. The term 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.
6. 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.
7. The agency may replace the staff once in the three months with intimation to the office. The guards or housekeeper 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.

8. The agency has to provide uniforms to the guards at their expense.
9. 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.
10. 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 Spice 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, 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.
11. The contract shall automatically expire after one year from commencement of the contract unless extended further by the Spices Board.
12. Spices 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.
13. Spice Board will have no liability in accommodation, transportation, food, medical and any other requirements in respect of the personnel deployed to the Spices Board at any stage.
14. For all intents and purposes, the service providing agency shall be the “Employer” of the security guards personnel deployed.
15. 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.
16. 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.
17. If the performance of any guard is not found satisfactory, the agency shall arrange to replace such guards immediately with intimation to the undersigned.
18. The successful agency will have to execute an agreement (MOU) in a stamp paper worth Rs.200/- at their own expense.
19. The agency should ensure that required number of guard is posted in all shifts. If any guards 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.

