KERALA KERAKARSHAKA SAHAKARANA FEDERATION LIMITED

KERA TOWER, WATER WORKS COMPOUND, VELLAYAMBALAM, THIRUVANANTHAPURAM-33.

*NON TRANSFERABLE*

**QUOTATION FORM FOR THE SUPPLY OF SUPPLY OF SECURITY SUPERVISORS AND SECURITY GUARDS**

(TO BE RETURNED DULY SIGNED ON ALL PAGES)

 Phones: 2321046,2326736

 2320504,2326209

 2321660

**Fax**: 0471-2326298

 TENDER FORM NO:

**Ref. No:** KFD/ADM-3/Security/2018 ISSUE DATE:

**Invitation to Quotation and instructions to Quotationers**

To

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Dear Sir (s),

 **Sub: - Supply of Security Supervisors and Security guards**

 We, Kerala Kerakarshaka Sahakarana Federation Ltd; (KERAFED) intend to invite competitive quotation from the registered agencies for sourcing of (Ex- Service men) Security Supervisors and Security guards contract basis for a period of one year at KERAFED Head Office and Kerafed Oil Complex, Karunagappally.

**GENERAL TERMS AND CONDITIONS**

1. **Due date and time**:- The quotation should be received at our office on or before 15/12/18 at 3 PM. The quotation will be opened on the same day at 3.30 PM. Late quotation will be summarily rejected.

2. **Earnest Money Deposit**:- Each quotation must be accompanied by an Earnest Money Deposit of Rs.5,000/- in the form of a Demand Draft issued by any Nationalised Bank / Scheduled Bank / Co-operative Bank in favour of the Managing Director, Kerala Kerakarshaka Sahakarana Federation Ltd, and should be payable at Thiruvananthapuram. Quotations not accompanied by the Earnest Money Deposit shall not be considered for evaluation. Quotation without the prescribed EMD will be summarily rejected.

The Earnest Money Deposit shall be liable for forfeiture, if the quotationer after submitting the quotation resiles from his offer or modifies the terms and conditions thereof in any manner. In the case of the successful quotation (s) the Earnest Money Deposit shall be converted as a part of the Security Deposit.

3. **Security Deposit:** - The successful quotationer should furnish a Security Deposit of Rs.10,000/- NO EXEMPTION FROM FURNISHING EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT WILL BE GIVEN TO ANY CATEGORY OF QUOTATIONER .

4. **Signing of Quotation**:- Person or persons signing the quotation shall state in what capacity he is or they are signing the quotation i.e.; whether (a) Proprietor of a Firm (b) Secretary / Manager / Director etc. of a limited company (c) Managing Partner / Partner of a Partnership firm (d) Others. I n the case of PROPRIETARY CONCERN a certificate from a "Notary Public" should be attached with the quotation to the effect that the signature is of the proprietor of the firm. In the case of the LIMITED COMPANY the names of the Directors shall be mentioned and it shall be certified that the person signing the quotation is empowered to do so on behalf of the company. A copy of the Memorandum and Articles of Association of the Company shall be attached to the quotation. In the case of a PARTNERSHIP firm, the name of all partners should be disclosed and the quotation shall be signed by all partners or their duly constituted attorney having authority to bin all the partners in all matters pertaining to the contract. The original deed with an attested copy of the Partnership Deed should be furnished along with the quotation. In the case of the HINDU UNDIVIDED FAMILY, the names of the family members should be disclosed and the Kartha who bind the firm should sign the form and indicate his status below his signature.

The person signing the quotation form or any documents forming part of the quotation on behalf of others or on behalf of a Firm should produce a POWER OF ATTORNEY duly executed in his favour stating that he has the authority to bind such other persons or the firm, as the case may be, in all matters pertaining to the contract. If the person signing the quotation fails to produce the said POWER OF ATTORNEY, his quotation shall be liable for summarily rejection without prejudice to the other rights of KERAFED under the law. The POWER OF ATTORNEY should be signed by all the partners in the case of Partnership firms, by the Proprietor in the case of the Proprietary concern and by the person who by his signature can bind the Company in the case of Limited concern. In the case of a Hindu Undivided family, the POWER OF ATTORNEY should be signed by the "Kartha" who by his Signature can bind the firm.

5. **Rate:** -The rates should be quoted for 8 hrs duty per day for one month and the

 GST.

 Rate quoted for Security Supervisor : ---------------------------

 Rate quoted for Security Guard : ---------------------------

6.  **Acceptance of Quotation**: - The successful quotationer (s) will be advised of the acceptance by a formal acceptance letter. By issue of a formal acceptance letter, a binding contract will come into force and the quotationer has to act immediately for execution of the contract. Acceptance of the quotation by the Managing Director or an Officer authorised by him shall constitute an agreement between the quotationer and the KERAFED. The supplier should execute and agreement on a Stamp Paper worth Rs.200/-

The Managing Director, KERAFED reserves the right to accept or reject any quotation in full or in part, without assigning any reason thereof. The rates once accepted will be valid for One year and the successful quotationer should provide sufficient Security Supervisor and Security guards as per the acceptance letter and the agreement.

7. **Disputes and Jurisdiction** :- Any dispute arise in this agreement will be governed by Kerala Co- Operative Service Act ( KCS Act -1969) The jurisdiction of court shall be at Thiruvananthapuram only.

8. **Delivery of Quotation :** - The quotation should be submitted in sealed cover Super-scribing “ Quotation for the supply of Security Supervisor/ Guards” and shall be addressed to the Managing Director, Kerala Kerakarshaka Sahakarana Federation Ltd No. 4370, Kera Tower, Water Works Compound, Vellayambalam, Thiruvananthapuram-695033

 **Managing Director**

**QUOTATIONERS DETAILS**

I / We enclose a Bank Draft No. . . . . . . . . . . . . . . ........... dated . . . . . . . . . . . . ..... for Rs..............................................for the Supply of Security Supervisor and Security Guards in favour of the Managing Director, Kerala Kerakarshaka Sahakarana Federation Limited, payable at Thiruvananthapuram as Earnest Money Deposit for this quotations.

My / Our particulars are as follows: -

I. Name (with the name of father in case of an individual)

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

II. Business Name . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

III. **Constitution of the firm**

 a) Name of seal under which it is registered. . . . . . . . . . . . . . . . . . . . . . . . . . .

 b) Place and date of registration. . . . . . . . . . . . . . . . . . . . . . . . . .

 c) Name and address of all partners and the extent of their share (s)

 1 .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 2. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 3. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 4. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

IV. In the case of Co-operative Society:

 a) Number and date of registration certificate.

 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 b) Attach copy of the resolution of the society authorising the transaction.

V. ADDRESS : . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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 TELEGRAPHIC : . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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 TELEPHONE Nos. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

TELEX NO., IF ANY . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 Email: IF ANY. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

I / We have send herewith our rates.

 Rate quoted for Security Supervisor : --------------------------- + GST

 (8 hrs duty per day per head for one month)

Rate quoted for Security Guard : --------------------------- + GST

(8 hrs duty per day per head for one month)

The name of the bank or banks and the branches with which I/We have dealing and who can certify my / our financial status is indicated below.

 1.

 2.

 Yours faithfully

Place: Signature (s) of Tenderer (s) :

Date : Name of Person submitting Tender :

List of documents enclosed

1)

2)

3)