

KERALA KERAKARSHAKA SAHAKARANA FEDERATION LIMITED
NO.4370
KERA TOWER, WATER WORKS COMPOUND, VIKAS
BHAVAN.P.O, VELLAYAMBALAM, THIRUVANANTHAPURAM – 695 033

TENDER FORM FOR THE SUPPLY OF SECURITY SUPERVISORS AND
SECURITY GUARDS

(TO BE RETURNED DULY SIGNED ON ALL PAGES)

(This Tender document contains Eight pages)

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TENDER FORM NO:

Ref. No: KFD/166/2025/ADM-4

ISSUE DATE:

Invitation to Tender and instructions to Tenderers

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 Tender from the registered agencies for sourcing of (Ex- Service men) Security Supervisors and Security guards on contract basis for a period of one year at KERAFED Head Office, KERAFED Oil Complex, Karunagappally and KERAFED Coconut Complex, Naduvannur. We are in need of 3 Security Guard in Head Office, 15 Security Guard and one Supervisor in KERAFED Oil Complex, Karunagappally and 12 Security Guard and one Supervisor in KERAFED Coconut Complex, Naduvannur.

GENERAL TERMS AND CONDITIONS

1 . **Due date and time:** - The Tender should be received at our office on or before 19/02/2025 3.00 PM. The Tender will be opened on the same day at 3.30 PM. Late Tender will be summarily rejected.

2 . **Earnest Money Deposit:**- Tender 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. The intending bidders shall submit their tenders in the prescribed form downloaded from the KERAFED website. Tenders not accompanied by prescribed EMD will be summarily rejected.

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

The EMD will be refunded to the unsuccessful tenderer

- a. The tenderer will provide required number of male security guards in uniform in the KERAFED Head Office, and two Plants at Karunagappally and Naduvannur, Kozhikode as required by KERAFED. The security guards shall be provided in 3 shifts of 8 hours. One among the personnel engaged shall be nominated as the supervisor who shall supervise the work of the security guards engaged by the agency.
- b. **The security guards provided by the tenderer at KERAFED will be having good physical fitness with a qualification of pass in SSLC, basic literacy and below the age of 50 years.** Security Guards will belong to nearby areas of KERAFED Offices/Plants.

- c. The security agency shall remove and replace any Security Guards in case of any

complaint is raised by KERAFED. The Managing Director of KERAFED or the officer authorized by him reserve the right to direct any security personnel engaged by the security agency not to enter the premises of KERAFED Offices/Plants without assigning any reason what so ever.

- a. The security guards provided by the security agency will be the employees of the Security agency and will not have any right in KERAFED for any monetary and other benefits including continuation of employment. There will not be any employer-employee relationship between the security guards deployed by the agency and KERAFED.
- e. Before deploying the security guards the security agency would verify the character, behavior and track records of the security guards and ensure that only good personnel are deployed. Any of the security guards provided shall not have adverse entry in the police records. They should produce Conduct Certificate and Physical Fitness Certificate.
- f. In case of absence, sick leave, accident etc of the security guard's substitution would be provided in time by the security agency.
- g. In case of any accidents happened to the employees during the working time the contractor will take responsibility of the employees.
- h. All statutory payments including ESI, PF etc would be the responsibility of the contractor. He should provide documentary evidence every month to prove the statutory payments failing which the security amount will be withheld and legal action will be initiated against the agency. All Statutory payment like TDS, GST TDS if applicable will be deducted from the payment made to the Contractor.
- i. The successful tenderer should enter into an agreement with the KERAFED for the successful completion of the contract.
- j. The rates quoted should be inclusive of all pay eligible as per Minimum Wages Act and it should be firm without any escalation till the expiry of contract period.

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- k. The tenderer should quote rate as per Minimum Wages Act, that is, the rate quoted should include pay plus eligible allowances etc. The tenderer should submit a certificate that rate is quoted as per Minimum Wages Act and a declaration that rate as per Minimum Wages Act will be paid to the staff.
- l. Any illegal activity from the Security Personnel or any other activities of Personnel which adversely affects KERAFED will be removed immediately

without assigning any reason.

- m. The tenderers can visit the work sites prior to the submission of the tender.
- n. Any clarification regarding the tender can be had from the office during working hours on all working days.
- o. If the tender is accepted, the agency shall supply the security guards within 15 days or as requested by the Managing Director, KERAFED. The successful tenderer should submit an agreement in Kerala Stamp Paper worth Rs.500/- of and a security deposit of 5% of the annual estimated cost for the service in the form of DD/Bank Guarantee/FD receipt from a commercial bank. The successful tenderer is required to deposit only the balance amount of security amount, adjusting the EMD amount. The EMD and security deposit will be forfeited and credited to KERAFED account in the event of a breach of contract by the agency, in terms of the relevant contract.
- p. Conditional tenders are liable to be rejected. Final acceptance of the tender rests entirely with the tendering authority acting on behalf of the KERAFED who is not bound to accept the lowest or any other tender. The Managing Director reserves the right to accept or reject the tender without assigning any reason whatsoever. The decision of the Managing Director will be final. Also, KERAFED is not liable to assign any reason whatsoever for not accepting the lowest or any tender and the KERAFED's decision will be final and binding to all bidders. The KERAFED will not be responsible for any expenses or losses that may be incurred by the tenderer in the preparation of the tender.
- q. In case, the successful tenderer discontinues the contract and fails to extend service as per the agreement within the contract period then at the discretion of the KERAFED service will be arranged through another tenderer or by negotiation or with the next higher tenderer, who had offered to supply the service on contract basis and the loss, if any, caused as may be fixed by KERAFED shall be recovered from the defaulting contract.

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3. **Signing of Tender**:- Person or persons signing the tender shall state in what capacity he is or they are signing the tender 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. In the case of PROPRIETARY CONCERN a certificate from a "Notary Public" should be attached with the tender 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 tender 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 tender. In the case of a PARTNERSHIP firm, the name of all partners should be disclosed and the tender shall be signed by all partners or their duly constituted attorney having authority to bind 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 tender. In the case of the HINDU UNDIVIDED FAMILY, the names of the family members should be disclosed and the Kartha who binds the firm should sign the form and indicate his status below his signature.

The person signing the Tender form or any documents forming part of the tender 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 tender fails to produce the said POWER OF ATTORNEY, his tender shall be liable for summary rejection without prejudice to the other rights of KERALED 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.

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

The rate quoted less than the minimum wages as per Kerala State Govt

will not be considered.

Rate quoted for Security Supervisor : ----- (Wages +
GST)

Rate quoted for Security Guard : -----(Wages +
GST)

(Wages and GST are quoted separately)

5. **Acceptance of Tender:** - The successful tenderer (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 tenderer has to act immediately for execution of the contract. Acceptance of the tender by

the Managing Director or an Officer authorised by him shall constitute an agreement between the tenderer and the KERAFED. The supplier should execute and agreement on a Stamp Paper worth Rs.500/-

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

6. **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.

7. **Delivery of Tender** : - The tender should be submitted in sealed cover Super-scribing “ Tender 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, Vikas Bhavan.P.O, Vellayambalam, Thiruvananthapuram-695033

MANAGING DIRECTOR

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TENDERERS 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 TENDERS.

My / Our particulars are as follows: -

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

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

V. ADDRESS :

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TELEPHONE Nos.

Fax No., If Any

Email: If Any.

I / We have send herewith our rates.

Rate quoted for Security Supervisor : -----
(8 hrs duty per day per head for one month)

Rate quoted for Security Guard : -----
(8 hrs duty per day per head for one month)

(Wages and GST are quoted separately)

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:

Date:

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List of documents enclosed

1)

2)

3)

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Signature (s) of Tenderer (s):

Name of Person submitting Tender: