

QUOTATION NOTICE

No.TRP/182/2019-HouseKeepingService

Date: 10/02/2022

Trivandrum Engineering Science and Technology (TrEST) Research Park
(A Government of KERALA undertaking)

GEM bldg, (Opp) CET, Sreekariyam, Thiruvananthapuram-16
Phone : 0471 259 8555 trestpark@kerala.gov.in www.trestpark.org

DATE and TIME of bid submission	: on or before 09/03/2022 , 2.30 pm
Pre-qualification Bid opening	: same day 3.30 pm
Financial Bid opening	: 14/03/2022 3.30 pm

Sealed tenders are invited for providing round the clock Security and House keeping services (see general conditions below) to TrEST Research Park, Sreekariyam under two bid system from registered Security Agencies satisfying the prescribed criterion. TrEST Park office function in a building with 20,000 sq.ft built up area. Over 50 persons work in this campus. Selected agency is expected to render services in a professional manner.

1.1 Minimum Eligibility Criteria

The bidders should meet the following minimum eligibility criteria.

- The bidder should be a well-established Security agency either based in Kerala or having operations in Kerala with minimum 5 years' experience in this field. The agency should have an office in Trivandrum.
- Agency should have at least 50 security guards on their roll, put on duty on a daily basis and 5 years' experience in providing security services in central/state government Department, public sector companies/undertaking.
- The Security agency should have ESI and PF registrations in Kerala.
- The bidder should have a valid license issued by the Government of Kerala as per The Private Security Agencies (Regulation) Act, 2005 / Kerala Private Security Agencies Rules – 2010 under the Contract Labour (Regulation & Abolition) Act, 1970, Kerala Shops and Commercial Establishment Act.
- The bidder should have achieved an average annual turnover of Rs.200 Lakhs during the last three preceding financial years ending 31.3.2021.

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- f) The bidder may be a proprietary firm, partnership firm, Limited Company, Corporate body legally constituted, processing required license and registrations valid for at least 36 months from the date of opening of the tender.
- e) Security Agency must have service tax registration/ GST and PAN number.
- f) Security Agency must provide minimum wages as prescribed under the Minimum Wages Act/Rule and the notification issued by the Government from time to time by the Labor Department, Government of Kerala to all their personnel and proof of the same has to be submitted as and when required.
- g) Security Agency must provide Annual Bonus to their personnel employed as per Payment of Bonus Act.
- h) Agency must have ISO certification.
- i) The agency should not have been blacklisted / debarred by any authority for non-compliance of mandatory regulations of Government or faulty service provided by the agency.
- j) The company should not be currently facing any investigation by a Government authority for an offence or lapse in service.

How to Bid

Two part tender system is followed in this case. Bidders will have to submit Pre-qualification bid and Financial Bids.

Prequalification Bid

Bidders have to fill up the profile, checklist , Demand Drafts (Tender document fee and EMD) and supporting documents duly self-attested , in a sealed bigger cover (**Cover 1**) superscribing “ Prequalification and financial Bids “ and submit to TrEST office before the scheduled time for submission.

Financial Bid

Financial Bid shall also be submitted in a second sealed smaller cover (**cover 2**) superscribing “ Financial Bid “ and to be put in the sealed bigger cover (Cover 1) indicated above.

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[Avoid postal delivery to avoid late submission and rejection of the quotation. Bids received after the scheduled time will be rejected]

Opening of Tender

Evaluation of Prequalification

Bids received in compliance with the conditions in this documents will be evaluated and bids of those agencies qualified will be opened at the scheduled time , in the presence of the bidders. Any supporting documents missing will have to be furnished by the bidder as demanded by this office within a day.

Rejection of bids

Bidders (a) not satisfying the minimum eligibility criteria, (b) not enclosing the supporting documents (c) not furnishing the requisite fees will be summarily rejected.

Opening of Financial Bids

Financial Bids of the qualified bidders will be opened at scheduled time and the lowest bidder (L1) will be awarded the work

Award of Work and deployment of staff

L1 bidder will be formally intimated and the agency will have to accept the offer and furnish the agreement in the prescribed form to this office within 7 days. Security Deposit (5% of the bid amount) will have to be furnished along with the agreement. Security and House keeping staff will have to be deployed from the next day onwards.

Important dates and mandatory Fees

1.	Earnest Money Deposit #	Rs.5,000/- [Five Thousand only] by way of D/D from any scheduled Bank drawn in favour of TrEST Research Park payable at Thiruvananthapuram **
2.	Tender fee (nonrefundable)	Rs.1,250 + tax **

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3.	Date of sale of Tender Document	10/02/2022 To be downloaded from TrEST Park's website
4.	Last date for submission of Tender document	09/03/2022 , 2.30 pm
5.	Date of opening of Technical bid	09/03/2022 , 3.30 pm
6.	Date of opening of Financial Bid	14/03/2022 , 3.30 pm
7.	Security Deposit	5% of Bid value (to be furnished after Work order issued)
8.	Period of contract	One year from the date of agreement

EMD of unsuccessful bidders will be returned once the new agency deploy the personnel.
To be enclosed in Cover 1

** To be enclosed in Cover 1

- 1) Note: The tenders completed in all respect must be received in this office before due date and time indicated above. The tenders received after the scheduled date and time will be rejected outright. As this is a **two cover system** - technical bid and financial bid are to be submitted as per the instructions given in the Tender Documents.

General Terms and Conditions

- 2) The contract will be for a period of one year from the date of agreement of the personnel.
- 3) The tender document, may be downloaded from the website www.trestpark.org . Tender form fee (Nonrefundable) of Rs.1,250/- (plus tax) in the form of DD drawn from a scheduled bank in favour of TrEST Research Park payable at Trivandrum shall be enclosed in sealed cover 1 aforesaid.
- 4) Only those bidders having a valid and active registration, on the date of bid submission, only have to submit bids.
- 5) Agency selected will have to deploy 2 security guards to man TrEST Park building round the clock for security surveillance. Their age have to be below 60 years and should have served as Security guards in an office for more than one year. The agency has to ensure their propriety and credentials. They have to be in good health conditions.

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- 6) 1 House keeping staff (female) to keep the building clean and to prepare and serve Tea / soft drinks to office staff and guests. **Cleaning materials , utensils etc will be provided directly by TrEST Park .**

Both Security guards and HK staff have to do the duty in a pleasing and responsible manner.

- 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 Government as per Notification Number-28448/E1/2013/LBR dated 22/01/2016.
- 8) Agency cannot outsource the work if awarded to them to any other agency.
- 9) The Security Agency will be wholly responsible to safeguard all the Personnel and properties of TrEST Park including land, trees, building, glass doors and windows, furniture, machinery and equipment's, computers, library etc. and all other articles of TrEST Park and also the records, documents etc. of TrEST Park. They shall also have effective check of the entry of unauthorized persons and intruders / trespassers into TrEST Park's premises.
- 10) The Security Agency shall furnish the Bio-data of the Security Guards at the above said premises of TrEST Park with identification card with passport size photograph of each person. Whenever there is change of personnel, advance information to that effect shall be given to TrEST Park with the Bio-data of the said personnel.
- 11) The personnel of the Security force engaged by the Security Agency shall only be the employees or members of the Security Agency.
- 12) The Security Guard should have minimum knowledge of English.
- 13) The Security Guard should be trained in basic security, First Aid, Firefighting, and Self Defense.
- 14) The payment will be made on first or second working day of the succeeding month, for which the Security Agency should submit their bill on 26th day of

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the current month (or the next working day in case of holidays) . Leave etc will be calculated from 26th of a month to 25th of the next month).

- 15) The Security Agency shall be solely responsible for the payment of salaries, other benefits, perks and other legal obligations, if any, in respect of personnel engaged by them, in the TrEST Park, and comply with all satisfactory requirements.
- 16) The security agency shall ensure that no personnel engaged by them will engage in any type of activities prejudicial to the interest of the TrEST Park.
- 17) The security agency shall provide the 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.
- 18) 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 TrEST Park.
- 19) It shall be the responsibility of the security agency to maintain proper discipline among personnel engaged by them.
- 20) It is specifically understood that the persons engaged or to be engaged for the work undertaken to be done by security agency, shall be preferably their members, that, for all statutory and other purposes, security agency shall be their employers and that security agency shall be responsible and liable for all statutory or other benefits and obligations which, the persons engaged by security agency are entitled to, including the benefits under ESI Act, PF Act, Minimum Wages Act and Workmen's Compensations Act.
- 21) It is specifically understood that TrEST Park shall not have any employer-employee relationship between them and the persons engaged by security agency for fulfilling the obligations under this agreement and that those persons

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are not the employees of the Corporation. The security personnel shall have no claim for employment in the service.

- 22) The security agency shall have no claim in damage or compensation or reimbursement of any expenses which is incurred by him either by compensating to the persons engaged for work in the Corporation or otherwise and that necessary insurance coverage will be taken by security agency to them, in respect of any injury in the course and out of their work / employment.
- 23) There will not be any employer-employee relationship between the security staff and TrEST Park and as such, any misconduct by the security staff on information given by the TrEST Park, 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 the TrEST Park, are to be replaced with suitable hand by the security agency, immediately on making request in this behalf by the TrEST Park.
- 24) In the event of theft or pilferage of the TrEST Park's property during the tenure of the agreement, the security agency will be responsible for the loss sustained by the TrEST Park. The security agency will submit its report after necessary investigation and pursue the case if the TrEST Park is desirous to report such incident to police, and follow up the same if it is referred to a Court of Law and for such services, no extra remuneration shall be payable by the TrEST Park. This shall be without prejudice to the rights of the TrEST Park to investigate or hold enquiry in the matter in their own manner.
- 25) The work of the security guards shall be supervised by the security agency / Supervisor assigned by the agency
- 26) TrEST Park will have right to terminate the contract by giving one months' notice without assigning any reason.
- 27) TrEST Park will have the right to reject any quotation without assigning any reason and award the contract to any other bidder if the Corporation is of the

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opinion that person who quoted the lowest rate is not having sufficient security personnel or does not satisfy the conditions stipulated in the tender document and there is suppression of facts in the application for pre-qualification and in the tender documents.

- 28) If any loss or damage is caused to the property of the TrEST Park due to negligence or want of care or dereliction of duty on the part of the security personnel, the said loss or damage shall be deducted from the security charges due to the contractor or any other amount found due to TrEST Park.
- 29) EMD of the successful bidders will be retained and the EMD of the other bidders will be refunded after 7 days from the date of execution of contract with the successful bidder. If the successful bidder does not come forward to execute the Agreement within 10 days of intimation the EMD will be forfeited, and the work will be awarded to any other Agency at the sole discretion of TrEST Park.
- 30) The selected security agency shall make a deposit of 5% of annual quoted value as security deposit which will not carry any interest and which will be refunded on termination of the contract after adjusting any amount due from the contractor.
- 31) The rate quoted shall be valid for two years.
- 32) The contract can be extended for one more year at the end of the contract on mutual consensus.

The security agency who has been awarded the contract, shall execute an Agreement with TrEST Park in a Stamp paper within 7 days, after furnishing the security deposit otherwise the EMD of Rs.5,000/- will be forfeited.

Place : Thiruvananthapuram
Date : 10-02-2022

Sd/-
Dr.Koshy P Vaidyan
Chief Executive Officer

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FACING SHEET - CHECK LIST

(To be attached to Part 1 – Prequalification Bid)

Ref: TRP/182/2019-HouseKeepingService

Name of the Agency :

Sl.no	Particulars	Details / Number , if applicable else leave as blank	Option
1	Do you have an office in Trivandrum		Yes / No
2	Do you have more than 5 years experience in this field (attach proof)	*	Yes / No
3	Do you deploy more than 50 security guards , concurrently (attach proof)	*	Yes / No
4	Is your annual turn over more than 200 Lakhs (Attested Turnover / Balance Sheet & P&L issued by Chartered Accountant shall be submitted).		Yes / No
5	ESI Registration no. (attach copy)	*	Yes / No
6	EFP registration no. (attach copy)	*	Yes / No
7	GST registration no. (attach copy)	*	Yes / No
8	PAN no. (attach copy)	*	Yes / No
9	Registration No. under Kerala Shops and establishment Act (attach copy)	*	Yes / No
10	Contract Labour Registration No. (attach copy)	*	Yes / No

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11	Licence No. as per Rule 9 (1) of Kerala Private Security Agencies Rules 2010 (attach copy)	*	Yes / No
12	Have you been blacklisted or debarred by a Government authority		Yes / No
13	Tender fee DD @ Rs.1250/- attached	*	Yes / No
14	EMD @ Rs.5,000 Attached	*	Yes / No

*** Fill up details / attach documents / DD**

Signature

Place:

Date :

Name and seal

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PART – 1 (In sealed cover 1)

TENDER FORM FOR PRE-QUALIFICATION

Ref: TRP/182/2019-HouseKeepingService

A) Name of Contractor/ :
Firm/Company

B) Details of Contractor/
Firm/Company

1. Type (Tick whichever is Applicable) :

- Proprietor Firm
- Partnership Firm
- Private Ltd. Company
- Public Ltd. Company

2. Registered Office Address :

3. Telephone No: Off :
Mob :

4. Name of Key Officials with
Contact No.

5. Details of Branch office in :
(Trivandrum)

6. Details of Experience :
(furnish details of companies/offices to which
is service rendered by you during the last
3 years)

7. Present total strength of employees :
a. Security Officer :
b. Security Supervisor :
c. Security Guard :

13. Proof showing financial capability :
(Attach copies of Audited Turn over,

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Balance Sheet certified by Chartered :
Accountants for the last three years)

DECLARATION

I / We have certify that the details given above are true and correct to the best of my / our knowledge and belief. I / we have no objection for TrEST Park in contacting our client for reference.

We know that TrEST Park reserves the right to disqualify the bidder who do not meet the required experience as per the terms and conditions.

We hereby enclose all the documentary evidences to prove our experience / competency / performances in providing manpower and financial soundness.

We understand that TrEST Park reserves the right to disqualify the bidders who do not enclose all the documentary evidences as required in the tender.

We also certify that I/We have read and fully understand all the terms and conditions therein and undertake myself / ourselves to abide by them.

Place :

Signature of the Authorized signatory with seal

Date :

(Name)

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PART - II
(In sealed cover 2)

FINANCIAL BID

Ref: TRP/182/2019-HouseKeepingService

Name of the agency : -----

In case we are pre-qualified based on the Technical bid submitted by us, we agree to carry out the security services at TrEST Research Park as per the tender conditions at the following rates:

Sl.No.	Designation	Monthly rate (Rs) <u>excluding taxes</u>	No. of personnel to be engaged	Total amount / month (Rs.)) <u>excluding taxes</u>
1.	Security Guards	Rs.....	2 nos	Rs.....
2	House Keeping staff (cleaning)	Rs.....	1 no	Rs.....

Taxes applicable (in % or slab amount) 1. -----

2. -----

The price quoted is inclusive of all charges i.e. Minimum wages (Basic, VDA, CCA, etc.), Reliever charges, Uniform allowance, Holiday allowance, washing allowance, Supervision charges, transport charges, Overtime, Annual Bonus, gratuity, LWF, Service charges, PF, ESI ,any other statutory charges, etc. but **excluding** applicable taxes.

The rate quoted to be excluding applicable tax and valid for a period of two years and no enhancement will be made during the above period.

Place:
Date :

Signature

Name and address of the Bidder
(Seal)