



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोच्ची - 682016

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तार/ Gram : COIR BOARD

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File No: A/1/2017-ADM(ESTABLISHMENT)

Date: 15.03.2017

QUOTATION NOTICE

Sub:- Engagement of Security Guards under Minimum wages Act- reg.

Sealed quotations in duplicate are invited from reputed agencies for providing Security Guards (Ex-serviceman only) for round the clock security services (two persons for 8 hours shift) for Head Office at Kochi on contract basis for a period of one year.

The quotation in sealed cover superscribing "Quotation for Security Guards" should reach to the Secretary, Coir Board, M.G.Road, Kochi-16 on or before **3.00 p.m. on 30th March, 2017**. The quotation will be opened on the same day at 3.30 pm in the presence of the tenderers, if any present.

Secretary, Coir Board reserves the right to accept or to reject any quotation without assigning any reason whatsoever.

Any extension of time, modifications, alterations, addendum etc. to this notice will not be published in news paper and instead notified only through the official website of the Coir Board. All concerned may therefore regularly visit the website for updated information.

For further details visit Coir Board website www.coirboard.gov.in

**SECRETARY
COIRBOARD**

Terms and Conditions for Security Services Contract

1. **Scope of Services**

1. Contractor shall be completely responsible for protecting the properties and assets of the Coir Board Head Quarters, Kochi, checking the incoming and outgoing vehicles, employees and visitors, reception and guiding of visitors, etc., and maintenance of security Registers as per the requirement.
2. The contractor shall ensure that the security guards provided by it manner cause any interference, annoyance, nuisance to the office or work or its officers/ employees/ visitors

2. **Requirement & Working Hours**

1. Requirement of persons would be 2 (two) guards round the clock on all week days.
2. Security Guards should be **Ex-service men** only below the age of 60 years.
3. Contractor shall provide security arrangements for all the 24 hours of the day with a batch of properly trained guards and they shall be sufficiently literate to handle the routine works and attending telephone calls during day time and after office hours uninterruptedly, in an utmost courteous manner as entrusted. The working schedules of security guards will be 8 hours a day per shift covering all the 7 days of the week.

3. **Uniforms**

The Uniforms, raincoats, umbrellas, torch with cells and other kit will be supplied by Contractor to their employees

1. **Monthly Charges**

1. Rates quoted should be exclusive of service tax as per Rules.
2. Rates quoted should be inclusive of all the statutory payments like Provident Fund, E.S.I. etc
3. Minimum wages as per the Minimum Wages Act 1948 as amended from time to time will have to be effected to the personnel engaged by the agency for Security duty. The latest Orders of Office of the Chief Labour Commissioner(C), Ministry of Labour and Employment, Govt. of India may be applied while calculating the minimum wages

2. **Salary, Wages and other Statutory obligations and amenities**

Contractor is responsible for meeting the following statutory obligations as required under the law.

1. Salary/Wages and allowance applicable
2. Provident Fund
3. E.S.I.
4. Any other statutory requirements like Minimum Wages Act, Payment of Bonus Act, etc.

The contractor shall remit all the statutory payments on a monthly basis, directly to the authorities concerned and furnish the proof of remittance on a monthly basis to Coir Board.

Contractor shall meet the liabilities of the employees under the E.S.I. Act, Provident Fund Act, Workmen's Compensation Act etc. Coir Board shall have no liability of whatsoever arising under any of these statutes and there shall be no employer – employee relationship between the Coir Board and the personnel engaged by Contractor in the premises of Coir Board Head Quarters. Provided however that a default of any such payments arising under the said statutes and if Coir Board is called upon to pay any amount due under the said Acts, then Contractor shall reimburse that amount so expended by Coir Board without demur or the same shall be adjusted against any amount due to Contractor

The contractor will obtain license, if any, required under the local or central laws for providing security services to the Coir Board.

The contractor should have PAN & Service Tax Registration. Originals of these documents along with copies shall be produced for verification at the time of tender opening.

Replacement

Any security guard of the Coir Board falling sick or proceeding on leave will be immediately replaced by Contractor at no additional expense to Coir Board. On occasions when due to paucity of men, it is not immediately possible to provide a suitable relief for an absentee/absentees, Contractor will see that no post is left unmanned.

Liability

The contractor will indemnify the Coir Board against any claim, loss, damage occurred, or caused to Coir Board Head Quarters due to willful acts or omissions or carelessness or negligence of the security guards employed by the contractor, while on duty.

Withdrawal of Personnel

Contractor agree to withdraw their men immediately on termination of the contract or otherwise on the instruction of the Coir Board. Whenever any misconduct is noticed of the personnel engaged by Contractor then the same on

report by the Coir Board shall be looked into and appropriate disciplinary action shall be taken by the Contractor and if necessary such person may be replaced by a suitable hand.

Deployment

The deployment of the guards will be done by Contractor as directed by Coir Board. Attested copies of bio-data with photos and necessary ID of the personnel proposed to be deployed shall be submitted by the agency before entering into agreement.

Mode of Payment

Monthly payment pertaining to the contract may be made by e- transfer on 10th of the succeeding month, on submission of the bills for services after effecting recoveries, if any.

Period of validity of the contract

This contract will be valid for a period of one year with effect from the date of signing the agreement. However, the same can be terminated by either side by giving one month's notice or payment in lieu thereof. This contract may be extended if mutually agreed.

Security Deposit

Contractor shall pay an amount equivalent to one months payment to Coir Board as security deposit, which shall be deposited before commencing his contractual obligation. The security money shall be refunded to the contractor after completion of the contract period after making necessary deductions, if any.

Execution of Agreement

Contractor is required to execute an agreement in Non-Judicial Stamp Paper worth Rs.100/-(Rupees One Hundred only) in the format provided from this office.

Earnest Money Deposit

The Earnest Money Deposit of Rs.5,000/- (Rupees Five thousand only) in the form of DD in favour of Secretary, Coir Board payable at Kochi should be attached along with the quotation. Quotations without the required EMD shall be summarily rejected.

Date & Time of Submission

The quotations indicating the item wise break up of rate quoted and other terms and conditions in a sealed cover superscribed as "**Quotation for Security Guards at Coir Board HQ**" should reach to "The Secretary, Coir Board, M.G.Road, Kochi-16" on or before **3.00 PM on 30th March, 2017**. The Quotations received before the last date and time will be opened at 3.30 pm on the same day in the presence of tenderers, if any, present. The quotations that are vague, incomplete or without information required will be rejected.

Acceptance & Award of Work

The Secretary, Coir Board reserves the right to accept or to reject any quotation without assigning any reason, whatsoever.

Quotation Format

In response to the quotation notice No:A/1/2017-ADM(ESTABLISHMENT) dated 15.03.2017 published by Coir Board, Kochi-16, we hereby offer the following rates for providing security personnel at Coir Board Head Quarters, Kochi-16 subject to the terms and conditions of contract specified by Coir Board.

I. Details of the Organisation

1.	Name of the Organization	
2.	Name(s) of the proprietor/Director	
3.	Registered address with telephone Nos. & email id	
4.	Service Tax Registration No.(self attested copies to be attached)	
5	Permanent Account No. of the firm (PAN)- self attested copies to be attached.	
6.	Provident Fund Number allotted by Regional Provident Fund Office(self attested copies to be attached)	
7.	ESI Registration No.(self attested copies to be attached)	
8.	Total staff/workers of the firm.	
9.	Name(s) of the organizations to whom similar services have been provided by the firm during last five years (Please attach the job order/service certificate from the firm)	1. 2. 3.
10.	EMD DD No. & date and bank name	
	Signature with Date	
	Seal	

(All Columns must be filled)

II. Rate quoted for security guards & lift operator at Coir Board Head Quarters

S.No.	Item	Amount (Rs.)
1.	Basic Wage	
2.	ESI	
3.	EPF	
	
	
	Total	
	Service Tax	
	Grand Total	

Name:

Address:

(Seal)

Place:

Date: