

**NATIONAL COIR RESEARCH & MANAGEMENT INSTITUTE (NCRMI)
KUDAPPANAKKUNNU PO., THIRUVANANTHAPURAM – 695 043**

NCRMI/Adm./SS/2017

22.06.2017

Re-Quotation Notice

National Coir Research and Management Institute (NCRMI) invites sealed Quotations from reputed security agencies/firms for providing security to the NCRMI buildings and all other assets in its premises comprising 7 acres of land at Kudappanakunnu, Trivandrum

The quotations should be submitted to the Director, National Coir Research and Management Institute (NCRMI), Kudappanakunnu, Tvm-43 in the format (format of quotation enclosed) on or before 03.07.2017 at 3.00 pm. The quotations will be opened at 3.30pm on the same day. For more details, contact NCRMI office (Ph no: 0471-2730788)

Terms and Conditions

1. The security agency shall provide round the clock security for 24 hours with a batch of 2 security guards for each shift of 8 hours duty and 3 shifts for 24 hours.
2. The contractor shall ensure that the various jobs assigned to the security guard under his contract shall be carried out under his proper direction, control and supervision.
3. The contractor should quote the total value of his offers inclusive of all elements of Tax and such other statutory payments.
4. The security agency will be responsible for meeting the following statutory obligations under the law.
 - a) Salary/wages of the security guards
 - b) Provident fund
 - c) ESI charges etc
5. Proof of payment of statutory obligations such as EPF, ESI service Tax and any other applicable Tax should be produced on demand.
6. In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, NCRMI reserves the right to claim and recover damages from contracting agencies.
7. The security agency will deploy trained security guards preferably Ex-servicemen, who are below the age of 50 years as well as physically fit and mentally alert.
8. The contracting agency shall provide impressive uniforms to the security personnel.

9. The successful contractor/Security agency will execute an agreement in the prescribed format.
10. The bidder shall produce the following documents along with quotation.
 - a) List of clientele during last 3 years along with cost of assignment.
 - b) PAN no. and current IT clearance certificate.
 - c) Attested copy of proof of EPF registration for individual employee.
 - d) Attested copy of proof of service Tax Registration.
11. Quotations without the above documents will not be considered.
12. The contractor will not be allowed price escalation and the contract will be on firm and fixed price.

Acceptance/Rejection of quotation

The right to acceptance of a quotation will rest with the Director, National Coir Research and Management Institute, Kudappanakunnu, Trivandrum, who does not bind himself to accept the lowest quotation and reserves to himself the authority to reject any or all quotations received without assigning any reason.

DIRECTOR
NCRMI