

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

NCRMI/Adm./SS/2017

20.05.2017

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 06.06.2017 at 3.00 pm. The tenders 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 tender.
 - 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. The contractor will not be allowed price escalation and the contract will be on firm and fixed price.

12. The security agency which has provided security guards to NCRMI for 5 years or more are not eligible for participation in the present tender.

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

Format of Quotation for providing security services

To

The Director
NCRMI
Kudappanakunnu
Trivandrum -695043

Sir,

I/We wish to submit our Quotations for providing security guards (watch and ward) to National coir Research and management institute, Kudappanakunnu, Trivandrum at the following rates.

| Sl. No. | Particulars | Amount/month |
|---------|---|--|
| 1. | Rate for one security guard for 8 hours duty | |
| 2. | Total rate for 6 security guards for 24 hrs. duty | |
| | Service Tax | |
| 3. | Grand Total | Rs..... (Rupees only) |

Note: Minimum Two security guards shall be on duty for one shift of 8 hours

Certified that the above quoted rate is inclusive of Service Tax or any other Tax payable to Govt.

We have carefully read the terms and conditions of the Quotation and agreed to abide by these in letter and spirit.

Signature & date:
Name & Address of the firm:

Telephone:
Mob No:
E-mail ID