

**NATIONAL COIR RESEARCH & MANAGEMENT INSTITUTE (NCRMI)
KUDAPPANAKUNNU P.O, THIRUVANANTHAPURAM - 695043**

NCRMI/Admn./SS/2026

Limited Quotation Notice

National Coir Research & 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, Thiruvananthapuram.

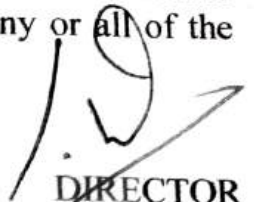
The Bidder shall submit the offer to the Director, National Coir Research & Management Institute (NCRMI), Kudappanakunnu, Trivandrum – 43 in the format (format of quotation enclosed) on or before 28.10.2026 at 3.00 pm. The tenders will be opened at 3.30 PM on the same day. For more details, contact NCRMI office (Ph. No. 0471-2730788).

Terms and Conditions

1. The security agency shall provide round the clock security for 24 hours with one security guard for each shift of 8 hours duty and 3 shifts for 24 hours.
2. The contractor shall ensure that the various jobs assigned to him 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 deduction on TDS and remittance of the same and any other of applicable Tax should be procured on demand.
6. In case of any loss, theft/sabotage caused by/attributable 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 agencies which has provided security guards for 5 years to NCRMI are not eligible for participation in the present tender.

Acceptance/Rejection of quotation

The right to acceptance of quotation with rest the Director, National Coir Research & Management Institute, Kudappanakunnu, Thiruvananthapuram, who does not blind himself to accept the lowest quotation and reserved to himself the authority to reject any or all of the quotations received without assigning any reason.


DIRECTOR
NCRMI



Format of Quotation for providing Security Services

To

The Director
NCRMI
Kudappanakkunnu
Trivandrum – 695 043.

Sir,

I/We wish to submit our Tenders for providing Security (Watch and Ward) at National Coir Research and Management Institute, Kudappanakkunnu, Thiruvananthapuram on the following rates.

Sl. No.	Particulars	Amount per month
1.	Rate of one Security guard for 8 hours duty	
2.	Total rate for 3 Security guards for 24 hours duty	
3.	Service Tax	
4.	Grand Total	₹ (Rupees Only)

Certified that the above quoted rate complies with all the statutory provisions/rules as applicable and is inclusive of Service Tax or any other Tax payable to Govt.

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

Signature & date

Name & Address of the firm
Telephone No., e-mail id.