



KERALA SHIPPING AND INLAND NAVIGATION CORPORATION LTD
(A Government of Kerala Undertaking)
61/1227, Udaya Nagar Road, Gandhi Nagar, Kochi - 682 020.
0484 2203614/2206232, Fax 2206848, www.ksinc.in, keralashipping@gmail.com

A-451/2017

Dated: 10.11.2017

TENDER FOR PROVIDING SECURITY SERVICES

Sealed tenders are invited in two bid system, from competent security service providers to provide security at various units of the company. Tender forms and more details are available at the web site of the company www.ksinc.in The bids shall accompany tender form cost of Rs.500.00 + GST 12% (non-refundable).

Completed tenders will be accepted till 03.00 PM on 27.11.2017. Part A of the received tenders will be opened at 03.30 PM same day in the presence of bidders, if any, present.

Kochi,
10.11.2017.

Sd/-
Chairman & Managing Director

IMPORTANT DATES

Last date of submission of bids	27.11.2017- 03.00 PM
Opening of technical bid	27.11.2017- 03.30 PM
Opening of price bid	will be informed later
EMD	Rs. 25,000.00 by Cash or DD

Signature of the Tenderer



KERALA SHIPPING AND INLAND NAVIGATION CORPORATION LTD
(A Government of Kerala Undertaking)
61/1227, Udaya Nagar Road, Gandhi Nagar, Kochi - 682 020.
0484 2203614/2206232, Fax 2206848, www.ksinc.in, keralashipping@gmail.com

A-451/2017

Dated: 10.11.2017

TENDER FOR PROVIDING SECURITY SERVICES

Sealed tenders are invited in two bid system, from competent security service providers to provide security at various units of the company. The work shall be for a period of two years. Eligibility criteria for the bidders is given in Part I. General conditions of the tender in Part II below and Scope of the work is enumerated in Part III below and other terms and conditions are in Part IV.

In case of any doubt, please contact the administrative section in the head office of the company.

Part I - Who can quote in the tender:

- 1) Parties satisfying following conditions can participate in the tender. The bids will be evaluated for pre-qualification for these criteria and the technical and price bids of parties satisfying these criteria only will be evaluated.
 - a) The bidder shall be of sound financial position.
 - b) The bidder shall have a minimum 3 years experience in providing security services
 - c) Now serving at least two reputed firms/organizations/premises and shall provide satisfaction report from the firm / organisation.
 - d) Shall have valid PF/ESI/GST registration.
 - e) The bidder shall have office at Kochi.
- 2) The bidders shall submit relevant documents and proof for these condition along with the tender itself. Any claim after opening the bids will not be entertained.

Signature of the Tenderer

Part II - General Conditions on Submission of bids:

- 3) This tender will be under two bid system:
 - i) Part – I – Pre – Qualification cum Technical Bid
 - ii) Part – II – Price Bid
- 4) The tenders shall be submitted in the prescribed form. Tender documents are available from the web site of the company, www.ksinc.in Interested parties shall download the documents and submit the bids accordingly. The bidder shall remit Rs.500.00 + GST, towards the cost of the tender documents while submitting the bids. Bids without remitting the tender form cost will be summarily rejected.
- 5) The bids shall be submitted in two parts. Part I – Technical bid and part II- Price bid.
- 6) **Technical Bid:** The Part - I Technical bid shall be in a separate sealed cover and shall contain all details asked for in bid document with supporting documents wherever required. The EMD shall be furnished along with the technical bid. The cover shall be superscribed with "**Tender for Security Services - Part A - Technical Bid**". This tender document shall be enclosed, duly signed in token of acceptance of the terms and conditions contained therein.
- 7) **EMD:** An amount of Rs.25,000/- (Rupees Twenty five thousand) shall be remitted as EMD along with the technical bid. The EMD may be remitted by way of a DD drawn in favour of Kerala Shipping and Inland Navigation Corporation Ltd., from any scheduled bank payable at Ernakulam.
- 8) **Price Bid:** The Price bid shall be submitted in the prescribed form specified in this document, in a separate sealed cover superscribing "**Tender for Security Services - Part B – Price Bid**". Apart from the price bid, no other enclosures are allowed in the price bid cover. There shall be no conditions in the price bid and all conditional bids will be summarily rejected.
- 9) Both bids shall be put in a third cover and it shall be addressed to:

**The Chairman & Managing Director,
Kerala Shipping and Inland Navigation Corporation Ltd.,
61/1227, Udaya Nagar Road,
Gandhi Nagar, Kochi – 682 020.**
- 10) Last date for submission of the tenders is **27.11.2017, 15.00 Hrs.** Tenders received after this time will not be accepted for any reason.

Signature of the Tenderer

- 11) Technical bid of the received tenders will be opened at 15.30 hrs. on the same day in the presence of the attending bidders, if any.
- 12) The Price Bids of those who qualify in Pre-Qualification Cum Technical stage will be opened at a later date, which will be informed to the parties separately.
- 13) The rates quoted shall remain valid for acceptance for a period of 6 months from the date of opening the technical bid. Also, after issue of the work order, no escalation will be entertained for whatsoever reasons.
- 14) The successful bidder will be selected on the basis of price quoted and result of the technical evaluation.
- 15) KSINC is not bound to accept the lowest bid. It also reserves the right to reject any or all the bids at their sole discretion without assigning any reasons whatsoever.
- 16) Earnest money of the successful bidder will be adjusted towards security deposit. EMD of the unsuccessful tenders will be refunded within 45 days of the opening of the tender.

Part III - Scope of the Work:

- 1) The work broadly involves protection of the assets, properties and people of the company, access control of the units, etc. The following is an indicative but not exhaustive list of the duties.
 - a) Protect the properties and assets of KSINC both movable and immovable.
 - b) Assessing the general security requirements at the various units of KSINC and to bring into the notice of the management of any deficiencies.
 - c) The work involves general security, day and night watch keeping, patrolling and round the clock vigilance at all units of the company to safeguard all the properties within the Company premises.
 - d) Prevention of thefts and pilferage of assets and materials of KSINC and apprehension of trespassers.
 - e) Reporting any theft, pilferage or loss of any asset or material to the company and police as soon as it is noticed.
 - f) Investigate thefts occurred, file complaints with the Police Authorities and follow up of such complaints.

Signature of the Tenderer

- g) Submit detailed report on thefts/attempted thefts/pilferage to the Chairman & Managing Director.
 - h) Checking of vehicles and people / visitors coming in and going out of KSINC premises and record details of the vehicles and people / visitors.
 - i) Operating fire fighting, street lighting / water pumps system in times of emergencies, especially during strike / lockout etc.
 - j) Collecting intelligence regarding any anti-company activities and report to the company.
 - k) Protection of employees, workers and guests of the company.
 - l) Any other duty entrusted by KSINC.
- 2) Before quoting, the bidders are requested to get familiarized with the locations.
- 3) It is the primary responsibility of the contractor to protect the assets of the company from pilferage/theft. If it was found that any material / goods / property of the company is found lost or damaged due to theft or pilferage the contractor has to make good the loss and the KSINC reserves the right to deduct cost of the material thus lost from the Security Deposit or any amount due or payable to the contractor.
- 4) The contractor shall provide security services at the following units of the Company.
- (i) Head Office at Gandhi Nagar (12 hrs Night / 24 hrs. on holidays).
 - (ii) Slipway at Thoppumpady (24 hrs).
 - (iii) Boat Yard at Thevara (24 hrs).
 - (iv) Boat Jetty near High Court (24 hrs.)
- 5) KSINC estimated that the total number of manpower required is 12 (twelve) persons at all units taken together. But the contractor must be capable of providing additional manpower as may be required by KSINC on the same terms and conditions.
- 6) If any of the employees of the contractor is found responsible for loss or damage of any materials / properties / vessels / machineries of the company, the contractor shall make good the loss suffered by the KSINC.

Signature of the Tenderer

Part IV - Other Terms and Conditions:

1. The rates quoted shall be firm over the period of contract. No request for any escalation, or revision will be entertained.
2. The contract will be for a period of two years from the date of awarding the work. The contractor shall commence the work within 7 days from awarding the work. It may be extended for a further period of 3 months on the same terms and conditions, at the discretion of the KSINC management.
3. **Security Deposit:** The successful bidder have to furnish a security deposit of an amount equal to one months bill amount or a sum of Rs.2,00,000/- (Rupees Two lakh only) whichever is higher. The EMD of the successful bidder will be adjusted towards the Security Deposit. Balance to be remitted before awarding the work. Security Deposit shall not carry interest.
4. The contractor shall be responsible for overall supervision/co-ordination of the work of the personnel posted at the units of the company. The contractor shall nominate a responsible person who is responsible for the character and conduct of the guards and shall receive instructions and communications from KSINC, for and on behalf of the contractor. Any communication delivered to this person shall be deemed to be communicated to the contractor.
5. It shall be the responsibility of the contractor to comply with all laws, rules and regulations applicable from time to time pertaining to the employment of persons in the execution of the contract.
6. The contractor shall undertake to start the work within 7 days from the date of issue contract.
7. KSINC prefers that the security personnel provided must be Ex-service men. In their absence capable and healthy persons can be posted as security with the approval of KSINC.
8. All personnel posted by the contractor shall be below the age of fifty-five. In case of ex-service man it can be 60 years.
9. ID Proof, Proof of age, ESI and PF registration number of the guards to be submitted before engagement of the guards.

Signature of the Tenderer

10. The personnel shall be given security / safety / fire fighting training wherever required.
11. The personnel shall be physically fit and not physically or mentally handicapped.
12. The contractor shall ensure compliance with the Contract Labour (R/A) Act, Workmen Compensation Act, ESI Act, PF Scheme, Minimum Wages Act, Industrial Dispute Act, Employees Liability Act including any modification there under from time to time and if on account of violation of any of these laws, by the contractor, if the Company incurs any expenditure, the contractor shall be liable to re-imburse the same.
13. The employees posted by the agency shall be covered by the PF and ESI Acts. The proof of their coverage and details of monthly remittance of the PF contribution along with wage register shall be submitted by the agency every month.
14. The contractor shall be responsible for any accident / mishap / injury of any kind that may be occurred to the security staff while on duty on the premises of the KSINC. The contractor is advised to cover the employees under a suitable insurance scheme as may be required.
15. The contractor shall be wholly responsible for the decent behaviour and proper performance of the security personnel posted by him. The security personnel shall be in neat and decent uniform. Any laxity disobedience, negligence, or indecency may attract strict action including termination of the contract without notice.
16. All safety and security regulations prescribed by KSINC or by any statute as applicable to the place, shall be strictly adhered to.
17. No accommodation for the personnel will be provided by the company.
18. In the event of the person to whom the work is awarded, is failed to take up the work after awarding the contract, the EMD shall stand forfeited.
19. Any failure in carrying out the jobs, strictly as per our direction may entail termination of the contract without notice.
20. Payment for the security service shall be made monthly within 7 days of receipt of bill with proper documents, vouchers and certificates.

Signature of the Tenderer

21. The contract may be terminated by either party at any time by giving one month notice.
22. In case of any dispute on the working of the contract or terms of the contract shall be subject to the arbitration of the Chairman & Managing Director of the KSINC, and his findings shall be binding on both the parties.
23. The tender proceedings, the work order and other related matters shall be subject to the jurisdiction of Court in Ernakulam only.

Signature of the Tenderer



KERALA SHIPPING AND INLAND NAVIGATION CORPORATION LTD
(A Government of Kerala Undertaking)
61/1227, Udaya Nagar Road, Gandhi Nagar, Kochi - 682 020.
0484 2203614/2206232, Fax 2206848, www.ksinc.in, keralashipping@gmail.com

A-451/2017

Dated: 10.11.2017

TENDER FOR PROVIDING SECURITY SERVICES

DETAILS OF THE BIDDER

(To be filled and attached with the Part A - technical bid)

1	Name of the firm	
2	Constitution	Individual / Partnership / Company
3	Address for communication	
4	Phone Numbers	
5	Contact person with mobile No.	
6	Registration No. of the firm	
7	PF Registration No.	
8	ESI Registration No.	
9	PAN No.	
10	GST No.	
11	Number of active contracts as on date (details to be attached separately)	

Signature of the Tenderer

12	Total number of employees on the roll	
13	Out of the above how many are covered under PF and ESI	
14	No. of Ex-service men on roll	
15	Whether you can deploy Ex-service men in KSINC, if yes percentage of such personnel	
16	Turn over in the last three years	2016 - 17 : 2015 - 16 : 2014 - 15 :
17	Details of EMD furnished	

(Add separate sheets wherever necessary).

I/We hereby agreed to undertake the work of providing Security Services at different units of KSINC as per the terms and conditions stated herein and at the rates specified in the price bid.

Place:

Date:

Signature

Name:

Signature of the Tenderer



KERALA SHIPPING AND INLAND NAVIGATION CORPORATION LTD
(A Government of Kerala Undertaking)
61/1227, Udaya Nagar Road, Gandhi Nagar, Kochi - 682 020.
0484 2203614/2206232, Fax 2206848, www.ksinc.in, keralashipping@gmail.com

A-451/2017

Dated: 10.11.2017

TENDER FOR PROVIDING SECURITY SERVICES

PRICE BID

(To be detached and submitted in a separate cover)

I/We hereby agreed to undertake the contract for providing Security Guards at different units of KSINC as per the terms and conditions notified in the Tender Notice No: A-451/2017 dated 10.11.2017. I am offering my rates per guard as below:

(Rates shall be inclusive of all taxes)

Sl.No.	Description	Rs.
1.	Rate per month for each guard for 8 hrs. per day	Rs. Rupees.....
2.	Rate per month for each guard for 12 hrs. per day	Rs. Rupees.....

Place:

Signature :

Date:

Name and Address:

Signature of the Tenderer