



*"Progress Through Education"*

Vidya Academy of Science and Technology Technical Campus

Malackal P.O. Kilimanoor- 695 602

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## **QUOTATION NOTICE**

15-06-2017

### **SECURITY SERVICES**

Sealed competitive quotations super scribing name of work are invited from registered & experienced Security service Agencies for providing security services preferably through ex-servicemen to Vidya Academy of Science and Technology, Technical Campus (VAST TC) Malakkal P.O. Kilimanoor

Last date of submission – **30th June 2017. Up to 1 PM.**

EMD to be furnished along with Tender- **Rs 2500.** (DD/BG)

The quotations shall be submitted by registered post/Courier/in person to  
The Asst Manager, VASTTC, Malakkal .P.O.Kilimanoor

For further details please visit our web site or contact office between 10.00  
hrs to 17.00 hrs in any working days.

Date, Time and venue of opening of Quotations- **30th June 2017. 2 PM** at

VASTTC Kilimanoor

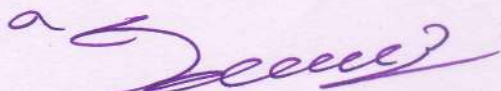
**EXECUTIVE DIRECTOR**





## Terms and conditions.

1. Agencies quoting for the work should possess valid license as stipulated under "private Security Agencies Regulation act 2005, Central Act, and Kerala Private Security Agencies Rules 2010. Copy of the license shall be attached with the quote.
2. Agencies quoting for the works should have the manpower, organizational infrastructure and other statutory licenses and registrations as per rules for such services.
3. Details of previous works executed shall be furnished along with certificates from concerned.
4. Lowest rate with conditions, if any, shall be quoted at the first instance itself to avoid delay in negotiations.
5. Executive Director reserves the right to accept or reject any or all offers without assigning any reason thereof. Any quotation received late is liable to be rejected.
6. The guards employed by the contractor shall conform to the following
  - (a) Qualifications : Minimum SSLC
  - (b) Age : Below 60 Years
  - (c) Physical condition : Good
7. The CONTRACTOR is responsible to ensure 100% attendance of his staff.  
Daily attendance register shall be maintained & presented to the Campus Supervisor of the college for verification. Absence of guards and supervisor without alternate arrangements will invite a non-conformity fine against the contractor as under:-
  - (1) Rs 250/- per day in case of the Supervisor.
  - (2) Rs 200/- per day in case of guards
8. Period of contract – Two years from the date of agreement but extendable for a further period of one year on mutually agreeable terms and conditions. Either party can terminate the contract by giving two months' notice in writing. VAST reserve the right to terminate the contract with 48 hours' notice if the contractor misuses the facilities / premises as viewed by VAST.



Executive Director



Contractor

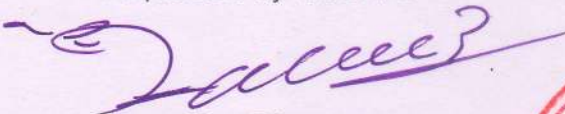


9. Nature of duty shall be providing 24 hours security coverage as per the requirements of the college, on a 12 hour duty per guard basis. The following will be the minimum requirement of guards

SI No	Details of Guards	Nos	Duty time	Remarks
(a)	Security Supervisor	01	0900AM to 0200PM & 0400PM to 0700PM & night surprise checking once a week	Ex-servicemen.
(b)	Security guards for day duty	04	0700AM to 0700PM	Ex-servicemen preferred.
(c)	Security guards for night duty (Ex-Servicemen preferred)	03	0700PM to 0700AM	At least one should be in possession of LMV license for emergency service at night.

#### 10. Statutory requirements

- (a) Contractor shall meet all the requirements of labour laws, EPF, etc. Abide by all the rules and regulations of the college governing the security services.
- (b) Antecedents of all guards to be verified by the contractor before being posted in the college.
- (c) Selected Contractor shall provide security deposit by means of FDR / bank guarantee for 5% of the contract amount including EMD covering the entire contract period.
- (d) Successful tenderer has to execute an agreement (as per attached format) in Non Judicial stamp paper worth Rs 200/- within seven days of issue of order/notice.
- (e) Copy of registration certificate is to be submitted along with quotation.
- (f) The quote shall be inclusive of all taxes and levies.
- (g) The contractor shall increase the no of guards as per quoted rate if requested by VASTTC

  
Executive Director




Contractor

11. Payment: Payments, for works carried out satisfactorily by the contractor, shall be by cheque /bank transfer in favour of the contractor in the first week of the succeeding calendar month after due verification of performance, attendance etc. and on production of proof of remittance of EPF & ESI subscription, service tax etc. to the concerned authority.

10. **Note:** - Quote should be per head basis, except EPF & Service tax. Employer's portion of EPF & service tax will be met by VAST.

SCHEDULE TO THE TENDER			
Name of Work:-Providing Security service to VASTTC, Kilimanoor.			
Vendor's Name			
Particulars	Ex-Serviceman Supervisor	Guards	
No of Employees	1 No	7 Nos	
Duration	8hrs	8hrs	4 hrs
Minimum Wages	Rs	Rs	Rs
2 shifts in a day having 12 hrs. duty for 365 days( For guards)			
Over Time			
DA			
<b>Total Wages</b>			
Labour Welfare Fund			
Uniform			
Washing allowance			
Accommodation & Conveyance allowance			
Vender's Service Charge			

  
Executive Director



Contractor