

GOVERNMENT OF KERALA
DEPARTMENT OF TOURISM

**BID DOCUMENT FOR SELECTION OF SECURITY
AGENCIES FOR PROVIDING SECURITY SERVICES
AT VELI TOURIST VILLAGE, THIRUVANANTHAPURAM
FOR ONE YEAR
(RE-TENDER)**

Last date of Receipt of Bid : 29-10- 2009

**DIRECTOR
DEPARTMENT OF TOURISM
PARK VIEW, THIRUVANANTHAPURAM – 695 033, KERALA
Tel : ++91 471 - 2326812 / 2326509
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Issued to :

GOVERNMENT OF KERALA
DEPARTMENT OF TOURISM
BID DOCUMENT FOR SELECTION OF SECURITY AGENCIES
FOR PROVIDING SECURITY SERVICES
AT VELI TOURIST VILLAGE, THIRUVANANTHAPURAM
FOR ONE YEAR
(RE-TENDER)

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BID NOTICE

Name of Job : Selection of Security Agencies for providing Security Services at Veli Tourist Village, Thiruvananthapuram for one year. (Re-tender)

Department of Tourism, Government of Kerala invites sealed competitive bids along with pre-qualification proforma from competent and experienced agencies for providing security services at the Veli Tourist Village, Thiruvananthapuram for a period of one year. The approximate requirement will be 14 Nos. of Security Guards and 2 Supervisors for one day to the engaged suitably in 3 shifts.

The bid document can be has from the office of the Director, Department of Tourism on payment of Rs. 300 plus VAT @ 12.5% in cash towards processing charges of bid documents up to 1.00 PM on 28-10-2009 on all working days. Bid document can also be downloaded from the website of the department <http://www.keralatourism.org> The bids duly filled up in the forms and enclosed in selected covers may be deposited in the office of the under signed on or before 3.00 PM on 29-10-2009. A demand draft towards earnest money deposit of Rs. 5,000/- may the drawn in favour of the Director, Department of Tourism payable at Thiruvananthapuram and enclosed with the pre-qualification bid in Cover – I. Those who download the bid document from website a D D for Rs. 338/- towards processing charges of bid document may also be enclosed in Cover - I

The pre-qualification bids will be opened at 3.30 PM on the same day. The financial bid (Cover-II) of the pre-qualified Agencies only will be opened on a convenient date and time to be notified individually.

The Director, Department of Tourism reserves the right to accept or reject any or all bids without assigning any reason.

Thiruvananthapuram
1-10-2009

DIRECTOR
DEPARTMENT OF TOURISM

GOVERNMENT OF KERALA
DEPARTMENT OF TOURISM
PARK VIEW, THIRUVANANTHAPURAM – 695 033

Name of Job : Selection of Security Agencies for providing Security Services at Veli Tourist Village, Thiruvananthapuram for one year (Re-tender)

PRE-QUALIFICATION PROFORMA

1. Name of the Agency :

2. Address :
.....
.....
.....

3. Telephone No. of Contact Person (O)
(R)

4. Fax if any

- 5. Name of Agency Registered Society or Organisation
- Private Company
- Private Partnership Firm
- Proprietary Firm
- Other – Specify

6. Details of Proprietors / Directors / Office bearers
.....
.....
.....
.....

Note : Attach separate sheets of required as a annexure No.

7. Date of Registration of Society /
Firm / Company / Organisation :
with Dept. of Registration
8. Central Excise Registration Number :
9. Labour Dept. Registration Number :
10. E S I Registration Number :
11. Provident Fund Registration Number :
12. Details of Previous Experience :

Sl. No.	Name of Client with Full Address	Job Site & Location	No. of Staff Engaged	Remarks

Note : ● Attach separate sheet of regard as annexure

● Attach copies of certificate from clients as evidence as annexure No. to No

- 9. Name Address of Bankers of the Agency :
.....
- 10. Net worth of the Agency :
(Attach Banker's Certificate)
- 11. a. Whether Income tax payable : YES / NO
b. PAN No. :
- 12. Annual turn over for the last 3 years
2008 – 09 Rs.
2007 – 08 Rs.
2006 – 07 Rs.

DECLARATION

I / we here by certify that the details given above are correct to the best of my / our knowledge.
I / we have no objection for the Department of Tourism, Government of Kerala in contacting my / our
Clients / Bankers for reference.

Place :

Signature of the Bidder

Date :

Name :

Address :

.....
.....
.....
.....

GOVERNMENT OF KERALA
DEPARTMENT OF TOURISM
PARK VIEW, THIRUVANANTHAPURAM – 695 033

C3 – 89 / 2007

1-10-2009

NOTICE INVITING BIDS

Sub : Selection of Security Agencies for Providing Security Services at Veli Tourist Village –
Thiruvananthapuram for one year. (Re-tender)

Department of Tourism, Government of Kerala invites sealed competitive bids along with pre-qualification programme from competent and experienced agencies for providing security services at the Veli Tourist Village, Thiruvananthapuram for period of one year.

1. Minimum qualification for short listing.
 - a. The Agency shall have a minimum experience of 5 years in large Institutions / Corporates / Government bodies.
 - b. Should have a strong contingent of trained experienced and able bodied personnel below 50 years for Security and Supervisory staffs.
 - c. Registration with Department of Registration, Kerala state, Valid registration with Central excise Department, Labour Department, Employees State Insurance Scheme and Provident Fund Commissioner will be preferable. Agencies having registration with any two of the departments mentioned above will be given a price preference of 5% of their quoted amount during evaluation.

2. Brief Description of the job.

The Veli Tourist Village owned by the Department of Tourism is located at 8 Km from the Thiruvananthapuram city 4 Km from Airport and 10 Km from Kovalam. The complex consists of beach, lake and lagoons and well laid out gardens extending to about 2.30 Hectares in addition to the lake and lagoons. The Children's Park area extends to about 2.10 Hectares. The Swimming Pool and area around it are maintained by DTPC. The boating operations and running of the restaurant and the floating restaurant in the land are being attended by KTDC presently. In addition to the above an area of 16 acres of land has been acquired by Dept. of Tourism for establishing a major Joint Venture Project through TRKL in P P P mode.

The bid is for providing round the clock security services for the entire area of the village including areas occupied and facilities run by different agencies like DTPC, KTDC, Sulabh etc. for a period of one year. The approximate requirement will be 14 Security guards and 2 Supervisory staff in one day to be suitably arranged in 3 shifts.

2. Nature of works. Involves the following :
 - 2.1. To provide all reasonable and necessary arrangements to safeguard the Veli Tourist Village and adjoining lake and facilities provided thereon. Check the visitor entry and see that ticket holders and other authorized persons are only permitted inside.
 - 2.2. To provide sufficient and suitable supervisory staff for supervision and control of the guards on duty.
 - 2.3. To deploy full force and render all assistance as required in case of an emergency pertaining to the security of the premises.
 - 2.4. To attend to any other items connected with security and control as per instructions of the D D, Veli Tourist Village.
 - 2.5. Extension of Security Services to Shangumugham : The selected agency should be prepared to extend the services to Shangumugham beach also by appointing Security guards and part time Supervisor by Security Supervisors at Veli, if asked by the Department on the same terms and conditions.
3. Information and Instructions to bidders and conditions of Contract.
 - 3.1. The bidders are advised to go through the details of Notice inviting bids and conditions of contract carefully. They are also advised to inspect the site and acquaint themselves with the physical plants and environment before bidding.
 - 3.2. The bid documents can be had from the Directorate of Tourism on payment of Rs. 338/- by cash (All inclusive cost).
 - 3.3. The bid should be accompanied by EMD in the form of D D as described in the Bid Notice.
 - 3.4. The bid is in 2 cover system. Cover – I is for the pre-qualification document and earnest money deposit and documents corroborating the experience and financial status of the Agencies as required in the pre-qualification document.

Cover – II is for the priced bid with form of bid. Cover – I super scribing 'Pre-qualification Document' and Cover – II super scribing "Priced Bid", should be enclosed in a third cover and sealed. The sealed cover super scribing the name of job should be deposited in the office of the Directorate of Tourism before the time and date stipulated in the Bid Notice. Bids received after the stipulated time will not be entertained.
 - 3.5. Bid will be opened in the presence of the bidders or their authorized representatives who are present at 3.30 PM on the date of tender closing at the Directorate of Tourism, Park View, Thiruvananthapuram – 33. Cover – I viz. the pre-qualification bid only will be opened on that day. The pre-qualification bid will be evaluated by the Director and suitable Agencies short listed. The Cover No. II viz. the priced bid of the short listed Agencies above will be opened on a specified date and time on due intimation and bid finalized as given in terms and conditions.

- 3.6. Prior to the expiry of the period of validity (90 days) of the offer, the Director, Department of Tourism, will notify the successful bidder in writing by registered letter that his bid has been accepted. The letter of acceptance will constitute the formation and bid finalized as given in terms and conditions.
- 3.7. Bids not filled up properly, mutilated with incorrect entries or generally not complying with the conditions shall be rejected. Amount should be quoted in figures and words.
- 3.8. If the bid is made by an individual it shall be signed with his full name and his complete address shall be given. If it is made by partnership firm it shall be signed by the Managing Partner or other authorized partner and proof of authority produced. In case of companies incorporated under the companies act it shall be signed by the Managing Director or by one of the Directors duly authorized on his behalf and shall include a copy of power of attorney.
- 3.9. EMD / SECURITY
- a. Earnest Money Deposit
- Earnest money deposit of Rs. 5,000/- in the form of a crossed demand draft drawn from any nationalized / scheduled Bank in favour of the Director, Department of Tourism payable at Thiruvananthapuram may be enclosed along with the bid and placed inside Cover – I (along with pre-qualification document). EMD of the unsuccessful bidders will be refunded without any interest in due course.
- EMD may be forfeited
- (i) If the bidder withdraws his bid during the period of validity specified.
- (ii) If the successful bidder fails to sign the contract document or fails to furnish the required security deposit within the time limit.
- b. Security deposit
- The successful bidder shall deposit an amount of Rs. 10,000/- towards additional security deposit in the form of a D D drawn in similar manner as described in para – 3.9. a. above
- The EMD of the successful bidder shall be converted as part security deposit making the total to Rs. 15,000/-. Security deposit is towards fulfilling his contractual obligations and shall be released immediate be after completion of the contract period. But any liabilities outstanding against the Agency shall be adjusted in the security amount.
- 3.10. The bid shall remain valid for a period of 90 days from the date of submission of bids. If any bidder withdraws his offer before the said period or makes any modifications in terms and conditions of the tender, then the Director, Department of Tourism has the liberty to forfeit the said earnest money.
- 3.11. The amount quoted shall be inclusive of all taxes, contributions to statutory bodies etc. and the amount quoted will not be enhanced once it is approved.
- 3.12. The successful bidder has to execute an agreement in non judicial stamp paper worth Rs. 100/- in the format given as Articles of Agreement within a period of 20 days from the date of intimation of bid acceptance.
- 3.13. Terms of Payment
- The payment shall be regulated by calculating the number of security guards engaged in each shift as per the muster roll book kept in the office of the Dy. Director, Veli Tourist Village. The 1st shift

will be for a duty period of as 8 hours, starting from 6.00 AM to 2.00 PM, 2nd shift will be a duty period 2.00 PM to 10.00 PM. Night shift will be from 10 PM to 6 AM in turn. The number of security guards, to be engaged in each shift has to be decided in consultation with the Dy. Director, Veli. In the morning shift and the afternoon shift one Security Supervisor should be engaged. The wages per day (shift) of one Security guard and one Security Supervisor should be quoted in the priced bid. Service tax if any payable by the department should be specified specifically in the covering letter.

3.14. Minimum Qualifications for Security personnel

- Security Guard - 8th Standard Pass, should have at least 2 years experience as Senior NCC Cadet. Preferable Experience in Security Service Govt. Organisations, Military or Para Military Service, Corporates.
- Security Supervisor - SSLC Pass should have experience in Military or Para Military Service or Supervisor Corporates for at least 3 years **preferable** 10 years experience in Security Services.

3.15. The compliance of all labour rules, in respect of staff engaged shall be the responsibility of the bidder and the Department of Tourism is to be indemnified any claims or charges that may result due to above operations.

3.16. All the instructions given by the Deputy Director / Officer in charge of Veli Tourist Village are to be strictly complied with.

3.17. No part of this contract shall be sublet without the written permission of the Director, Department of Tourism not shall transfer be mad by a power of attorney authorizing others to carry out the job or receive payment on behalf of the bidder.

3.18. The selected Agency should be prepared to continue the assignment for one more month at the quoted rates after the expiry of the contract period if required by the Department.

The Notice inviting bid will form part of the tender document and the agreement executed by the successful bidder.

Thiruvananthapuram
1-10-2009

DIRECTOR
DEPARTMENT OF TOURISM

I / we have by declare that I / we have read and understood the above instructions and items and conditions of contract mentioned above and are binding on me / us.

Plance :
Date :

Signature of the Bidder
Name :
Address :
.....
.....
.....
.....

G O V E R N M E N T O F K E R A L A
D E P A R T M E N T O F T O U R I S M

PARK VIEW, THIRUVANANTHAPURAM – 695 033

TERMS & CONDITIONS OF CONTRACT

1. The Security Agency has to provide all reasonable and necessary arrangements to safe guard the Veli Tourist Village and adjoining lake and facilities provided there on.
2. The guards and supervisory staff provided should have the minimum qualifications prescribed in notice inviting bids. The guards so provided shall also be able bodied, and fully trained to carry out the assigned duties. They should be below the age of 50 years and medically fit in all respects.
3. The guards and supervisory staff shall be provided with proper uniforms, caps, boots and other items required for performing their duties. The names, addresses and other details of the guards to be employed should be made available to the department prior to engagement.
4. It shall be ensured by the Agency that all the staff report for duty punctually in neat and presentable uniform at all times and discharge their duties efficiently with sincerity and devotion. If in the opinion of the department that the guards are not discharging their duties effectively, the department will have the right to demand posting of alternative personnel for duty or to terminate the contract forth with.
5. The security guards provided by the Agency shall not be engaged for more than 8 hours continuously in a shift.
6. The guards shall conduct themselves in a pleasing and courteous manner and shall render necessary help to the visitors. The guards should carry their personnel identity cards with them at all time.
7. The guards shall not take food, change clothes or take rest in places other than those specifically designated for the purposes.
8. The guards shall report any disruption of power and water supply to the concerned officials in time and render necessary help to officials of department to restore the same if required.
9. The guards and supervisory staff will be the employees of the Agency and there will not be any employer – employee relationship with the department. This is a contract for service for providing security to the premises of the department entered into between the department and the Agency providing the security services.
10. The salary, E S I contribution, P F contribution and all payments under any labour legislation or social welfare organization for which the staff are entitled to do or may become entitled to will be promptly paid by the Security Agency and the department will not be liable for the same under any circumstance.

The agency should strictly follow all labour safety measures and fair wage act and rules.

11. In case of emergency, the Agency shall deploy their full force and render all assistance as required by the department.
12. The department shall pay the Agency per mensum the amount arrived at taking into account the number of person engaged and the accepted rate. The payment normally be made during the first week of the succeeding month. All the statutory deductions regarding taxes will be deducted at prevailing rates and remitted to the respective department and certificates to this effect issued to the Agency.
13. The department will not be responsible for any damages or loss that may be caused to third parties due to the act of omission of the guards provided by the Agency On the other hand the Agency providing security services will compensate the department for any loss or damages that may be caused to the department / visitors / public during the course of the agreement due to the act of omission or connivance of any one of the employees / guards / supervisors of the Agency.
14. The guards and the supervisory staff provided by the Agency will be changed every two months and fresh guards have to be posted to the premises so that no one shall be engaged in the premises for more than two months.

Thiruvananthapuram
1-10-2009

DIRECTOR
DEPARTMENT OF TOURISM

AGREEMENT

The agreement made at Thiruvananthapuram this the day of Two thousand and nine between the Governor of Kerala exercising the executive power of the Government of the State of Kerala represented by the Director, Department of Tourism, Park View, Thiruvananthapuram – 695 033 (hereinafter called the OWNER) which expression shall unless repugnant to the context be deemed to include his successors and permitted assigns of one part and M/s.
.....
..... the Agency (hereinafter called the Agency) which expression shall unless repugnant to the context, be deemed to include his successors and permitted assign of the other part.

WJEREAS the owner is in the absolute possession of the Veli Tourist Village at Kadakampally Village of Thiruvananthapuram Taluk, which has got extensive landscaped garden, boat club with jetties, Restaurant in the land and floating restaurant and connected installations.

Whereas the owner is desirous of having full time security arrangements in the premises and facilities provided there on.

And whereas the Agency is presently engaged in providing various types of security services to individuals / corporates / departments on contract basis.

Now it is here by agrees as follows :

1. In consideration of the said contract amount to be paid at the time and in the manner set forth in the said conditions, the Agency shall upon and subject to the said conditions render the services of providing security services to the Veli Tourist Village as described in Notice Inviting Bids and terms and conditions of contract.
2. The Department shall pay the Agency the said contract amount at the terms and in the manner herein after specified in the said conditions.
3. The Bid Notice, Notice Inviting Bids, Terms and Conditions of the Agreement shall be read and construed as forming part of this agreement and the parties here to shall respectively abide by, submit themselves to the conditions and perform the agreement in their part respectively in such conditions contained.
4. It is specifically understood that the contractor shall not be eligible for or entitled to claim any amount except to the extent allowed or due under the terms of this contract.
5. Any dispute arriving out of this contract shall be referred to the Director, Department of Tourism whose decision shall be final. If such decisions are to be further referred for settlement it shall be referred to Civil Courts only.

- 6. All disputes arising out or in any way connected with the agreement shall be deemed to have arisen in Kerala and only courts in Thiruvananthapuram shall have the jurisdiction to determine the same.
- 7. The several parts of the contract have been read by us and fully understood by us.
- 8. The bid document will form part of the agreement.

As witness, our hand this day of 2009.

Signed by the said Agency

Signed by the said

Director, Dept. of Tourism

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In the presence of witnesses

In the presence of witnesses

1.
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1.
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.....

2.
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2.
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.....

PRICED BID (IN COVER- II)

PRICED BID (IN COVER- II)**FORM OF BID**

To

The Director

Department of Tourism

Park View, Thiruvananthapuram – 33

Sir,

Sub : Bid for Selection of Security Agencies for providing security services at Veli Tourist Village, Thiruvananthapuram for one year. (Re-tender)

With reference to the bid invited on you for the above mentioned job, I / we write this after having

- a) Examined the details, notice inviting tenders, terms and conditions of the contract and all papers connected with the job enclosed in the document.
- b) Visited and examined the Veli Tourist Village and facilities provided there on and acquired the requisite information as affecting the bid.
- c) Prepared a scheme for providing round the clock security to lives and properties of the said area by deploying sufficient number of security guards and supervisory staff.
- d) Have worked out the man hours, wages and other inherent expenses for taking up the job to top standards.
- e) Have added required lumpsum amount for unforeseen items required for carrying out the job for one year and arrived at the prices quoted in the bid.

I / we hereby offer to carry out the above job in strict accordance with the contract documents for an all inclusive rate of Rs. (Rupees) per security guard per shift and a rate of Rs. (Rupees) per security supervisor per shift for a period of one year to the entire satisfaction of the department.

I / we further agree to extend the Security Services to Shangumugham Beach also at the same rates if called upon to do so by the department. The charges for Supervisors by part time Supervisor will be decided on mutual agreement.

I / we further agree to undertake the job for a further period of 1 (one) month or till alternative arrangements are made which ever is earlier at the above rates as applicable.

I / we further agree to deposit an additional security amount of Rs. 10,000/- (Rupees Ten thousand only) in the form of D D payable at Thiruvananthapuram to the Director, Department of Tourism and permit the E M D to be converted as part security (Total Security Deposit Rs. 15,000/-) and execute the agreement within the time limit specified in the notice inviting bids.

I / we further agree to all statutory deductions such as Income tax, labour welfare fund, P F etc. as applicable. I / we also agree to accept the terms of payment as mentioned in the bid documents.

Place :

Date :

Signature of the Bidder

Name :

Address :
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.....

PRICED SCHEDULE

Name of Job : Bid for Selection of Security Agencies for providing Security Services at Veli Tourist Village, Thiruvananthapuram for one year. (Re-tender)

Providing security services by engaging necessary Security Guards and Supervisory Staff round the clock, in the Veli Tourist Village including the facilities provided thereon.

Monthly rate

- a. Security Guard per shift of 8hours duty Rs. (Rupees)
- b. Security Supervisor per shift of 8 hours duty Rs. (Rupees)

All inclusive price as per specification above and valid for a period of one year.

Place :

Signature of the Bidder

Date :

Name :

Address :

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.....