MUZIRIS PROJECTS LIMITED

Muziris International Research and Convention Centre, Pullut P O, Kodungallur, Thrissur 680663.

F. No.: MPL/141/2026-JE2 28.10.2026

EXPRESSION OF INTEREST (EOI) NOTICE

MUZIRIS PROJECTS LIMITED, Dept. of Tourism, Govt. of Kerala invites EOI from reputed Labour Supplying Agencies for providing manpower for housekeeping, security, office attendants, and other similar positions across various Muziris Projects locations, MPL/141/2026-JE2 Dated 28.10.2026.

Name of work	EOI invited from reputed Labour Supplying Agencies for providing manpower for housekeeping, security, office attendants, and other similar positions across various Muziris Projects locations, MPL/141/2026-JE2 Dated 28.10.2026.
EOI notification no.	MPL/141/2026-JE2 Dated 28.10.2026.
EOI Notification Date	28.10.2026
Earnest MoneyDeposit(EMD)	**Rs. 100,000/- (Rupees One Lakh only)** as EMD. EMD fees shall be in the form of **Demand Draft only** issued by a Nationalized/Scheduled Bank only in favor of the **Managing Director, Muziris Projects Limited.**
Contract period	The period of contract will be **01.12.2026 to 30.11 .2027**
Pre-Bid Meeting	07.11.2026, 11:00 hrs. at Muziris International Research and Convention Center, Pullut, Kodungallur
Last Date for submission of EOI	11.11.2026**, 13.00 hrs.**
EOI opening date & time	11.11.2026**, 14:00 hrs.** (Subject to the availability of the committee members)
Price of EOI document	**Rs.7,500/- (Excluding GST)**

EOIs are invited from the experienced & reputed service providers, meeting the qualifying requirement for providing Manpower Services. The Bidders shall submit their bids directly to the office of the Muziris Projects Limited.

Notes:

- The price shall be filled up both in figures and in words. No overwriting or use of correction fluid shall not be accepted. Any correction shall be legible and signed by the authorized signatory.
- The company reserves the right to modify any terms and conditions before submission of the bids.
- All EOI related documents should be submitted directly.

Sd/-

Note: This notice is a part of EOI Document.

Managing Director
Muziris Projects Limited

GENERAL CONDITIONS OF CONTRACT AND INSTRUCTIONS TO BIDDERS

DURATION OF CONTRACT:

The Contract will be valid for a period of one year from **01.12.2026 to 30.11.2027.** If the services are found to be satisfactory during the contract period, the contract may be renewed for a further period of 2 years, subject to approval by the Board of Directors' on the same terms and conditions.

CONTENTS AND ELIGIBILITY CRITERIA

1. **Only the financial bids of the agencies / contractors who had participated in the pre-bid discussion, will be opened and examined**.
2. **Copy of the last 2 years (2023-2024 & 2024-2025) audited reports shall be submitted along with the technical bid.**
3. The Bidder must note that they should have carried out and completed similar works in their own name as principal contractor and not in any other name as per MOU signed with other parties. **Copy of at least one work order other than MPL and the Agreement signed by the parties must be submitted along with the technical bid.**
4. The Agency/Contractor should also have successfully executed contracts of Housekeeping contract during the last five years. At least one Performance certificate/Experience certificate received from the clients showing the contract period and contract value shall be submitted.
5. The Agency shall not have been banned or black-listed by any Govt. Department, Central Govt. Unit, Public Sector Unit, Financial Institution or Court. **Self- declaration in this regard shall be submitted.**
6. The Bidder shall submit the **self-attested copies** of the following documents along with the tender documents.
   a) Details of works of similar nature carried out in Government or Public or Private sector in the last 2 years ending on 31 December 2025.
   b) Copies of balance sheet and Profit & Loss A/c of previous financial year ending 31st March 2025 duly certified by Auditor.
   c) Copies of certificates/allotment letter of PAN Number.
   d) Details of managerial, supervisory and other staff.
   e) Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment at Muziris Projects Limited.
   f) Copy of Last income tax return.

Other Important Terms and conditions:

1. The present number of skilled/unskilled workers required for Muziris Projects Ltd is given in **Annexure-I**. If any variation in the quantity of employees, it will be intimated to the agency/contractor separately.
2. The Bidder shall submit details of organizations, where he has provided such similar services as per **Annexure-II.**
3. General Terms and Conditions of the Contract to be fulfilled by the Bidder are given in **Annexure-III** and **the bidder shall submit it with technical Bid duly signed on each page in lieu of agreeing to them. Technical bid and financial bid should submit in separate envelope super scribing "TECHNICAL BID" and "FINANCIAL BID".** Both envelopes shall be placed in a single big envelope. Address of the contractor/agency shall be mentioned on all envelopes.
4. Superscribe all envelopes **"EOI invited from reputed Labour Supplying Agencies for providing manpower for housekeeping, security, office attendance, and other similar positions across various Muziris Projects locations, MPL/141/2026-JE2 Dated 28.10.2026. The Postal Address will be "The Managing Director, Muziris Projects Ltd, Pullut P O, Kodungallur, Thrissur District, Pin – 660663. For more information, please contact in the following numbers: 9061304050/ 0480-2807717.**
5. The bidder shall submit details as per **Annexure-IV** along with Technical Bid.
6. The number of employees and their locations (to be deployed in Muziris Projects Ltd) are mentioned in **Annexure-V.**
7. The bidder may be an Agency, Firm, limited company, Contractor, Corporate body legally constituted, as per law with valid registration on the last date of submission of the bid.
8. The bidder should have an office in Kerala or shall be ready to maintain an office in Kerala.
9. There should be no case pending with the police against the proprietor/firm/partner or the company (Agency) and should also not have been black listed / Holiday listed by any Govt./Semi Govt./PSUs. **The firm should give such an undertaking with their bid.**
10. The bidder shall pay Bid Security (EMD) of Rs. 100,000/- (Rupees One Lakh only) along with the technical bid in the form of Demand Draft only from a Nationalized / Scheduled Bank only in favour of the Managing Director Muziris Projects Limited. **Bids received without Earnest Money deposit (EMD) shall stand rejected** and thus shall not be considered for evaluation at any stage. The bid security without interest shall be returned to the unsuccessful bidders after finalization of the contract.
11. An agreement shall be signed by MPL with the successful bidder. The copy of the Agreement is enclosed.
12. All entries in the EOI must be written in ink only. Over-writing should be avoided.Corrections if any should be attested with signature by the bidder.

13. Bidders are advised to study carefully the EOI documents and the conditions before quoting their bid. All pages of the EOI form should be signed by the bidder with official seal/stamp as a token of acceptance. **The EOI form without signature and office seal will be rejected.**
14. The rates should be indicated both in words and figures**. In case of discrepancy between the figure (number) and words, the lowest rates financially benefit to Muziris Projects Ltd. will be taken as authenticate and no further clarification will be sought from the bidder.**
15. The Earnest Money is liable for forfeiture in the event of: (a) withdrawal of offer by bidder during the validity period of the offer (b) Non-acceptance of orders by bidder when placed (c) Non-confirmation of acceptance of orders by bidder within the stipulated time after placement of offer (d) Any unilateral revision made by the bidder during the validity period of the offer.
16. **The successful bidder shall furnish a Security Deposit of Rs.10,00,000/- (Rupees Ten Lakh only) as FD from a Nationalized Bank pledged in favour of the Managing Director, Muziris Projects Ltd. which has operations at Kodungallur towards performance of the contract. If the contract is not performed as per the terms and conditions; Muziris Projects Limited has the power to forfeit the Security Deposit. The Security Deposit will be returned after one month from the expiry of the contract.**
17. Muziris Projects Ltd. reserves the right to terminate the contract and forfeit the Security Deposit by giving one month's notice for breach of any of the terms and conditions in the contract for any reasons of unsatisfactory/non-performance or non-compliance to statutory requirements, including that of minimum wages etc. or any other reasons.
18. The experience of the agency, proficiency in the field, responsibility, suitability etc. will also be the deciding factors for the technical bid. The service charges will be the primary criteria for evaluation of the financial bid.
19. The tendering process will be finalized subject to the approval of the Board of directors of the Muziris Projects Ltd.
20. **Contractor shall appoint a Supervisor to monitor all the deputed staff at various site and obey all the instructions by the MPL.**

ANNEXURE – I

Approximate number of Manpower required

Sl. No.	Description	Required No. of personnel	Qualification& Experience	Age Limit (as on 01.12.2026)
1.	Clerk*	05	Degree & 3 year experience in office management. Should have Computer knowledge.	56 years
2.	Tour Guide	06	Degree, Fluency in English & Knowledge in Hindi Language. 2 years' experience in similar field. Fluency in any foreign language will be an added advantage. **Mandatory:** Degree in Travel & Tourism/ Local Level Tour Guide License either from MPL, KITTS or Dept. of Tourism, Kerala	56 years
3.	Office Attendant	09	X Std Passed. & 1 year experience	56 years
4.	Information Assistant	01	Any Degree, Fluency in English, Hindi. Degree or Diploma in Computer with 3 year experience	56 years
5.	Watchman	33	VII Std. and above Good health condition and priority for ex-servicemen	56 years
6.	Gardner	03	Male Candidate with VII Std. above. Prior experience in Landscaping and garden designing, should have experience in grass cutting with machinery. Experience in Care taker of Miyawaki forest is preferable.	56 years
7.	Housekeeper	25	VII Std. above and prior experience in the same field. Should have basic knowledge in hospitality and catering	56 years
8.	Boat Syrank	04	VIII Std. above and License& 5 years prior experience in the motor vessel including passenger boat	56 years
9	Engine Driver (boat)	02	VIII Std. above and License& 5 years prior experience in the motor vessel including passenger boat	56 years

10.	Lascar	01	VIII Std Pass & Lascar Certificate. 2 years prior experience in the motor vessel including passenger boat.	56 years
11	Lifeguard**	04	VIII Std. above and License & 3 years prior experience same field. First aid and CPR certification is necessary	56 years
12	Multitasking Assistant	01	Experience in electrical and Plumping 3-year experience in the field	56 years
13	Accountant	01	M.Com or C.A. Inter passed , knowledge in Tally 5 years' experience as Accountant in any leading firm or Govt/Public sector	56 years
14	Junior Executive***	01	Any Degree + Computer Knowledge 3 years experience	56 years
15	Civil Engineer	01	B Tech Civil **with** minimum 5 Years Experience. Retired hands from PWD or PE from Tourism are preferred	65 years
16	Editor	01	1. M.A. Malayalam 2. P G Diploma in Journalism is desirable Experience: 5 years of experience in leading Malayalam publishing house, Experience in editing and publishing at least 3 books in Malayalam, working in an editorial team is desirable.	56 years
Total		**98**		

NOTE: The security is required in shift duty.

- ***** 2 person must be Graduates in Commerce with knowledge in Tally. Certificate/proof of the same shall be submitted.
- ** Only candidates who successfully qualifying in the swimming test shall be considered for deployment.
- *** For Alapuzha Heritage Project

ANNEXURE – II

Details of the organizations where similar contracts undertaken during last three years other than MPL (enclose supporting documents)

Sl. No.	Name & Address of the Organization, Contact No. etc.	No. of Personnel supplied	Period of Contract	Whether Govt./Public /Private/Autonomous bodies etc. (pl. specify nature of business)	Amount of Contract	Reason for termination (if currently not valid)
1.						
2.						
3.						
4.						

ANNEXURE – III

SCOPE OF WORK AND TERMS & CONDITIONS

A. SCOPE OF WORK:

SUPPLY OF MANPOWER ON CONTRACT BASIS at Muziris Projects Limited and its various museums and other centers by deploying required number of contract personnel for a period of one year.

B. TERMS & CONDITIONS:

1. The Managing Director, Muziris Projects Limited, reserves the right to postpone and/or extend the date of receipt / opening of bids or to withdraw the same without assigning any reason thereof.
2. The Financial bids of those bidders only would be opened who are found to be eligible based on the Pre bid discussion and Technical bids opened on the stipulated dates by the Tender Committee.
3. The said contract will be for a period of three year commencing from 1st December 2026 to 30th November 2027. However, in normal circumstances, the Agreement is terminable by giving one-month notice in writing by either party to the agreement.
4. Muziris Projects Limited reserves the right to reject any bid is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices, without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
5. Selection of the bidder would be made after taking all the relevant factors like past performance, credentials, responsible business practices, competency to execute such contracts, credentials of fulfillment of provisions of labour laws with past contracts and above conditions into account together.

C. OBSERVANCE OF LABOUR LAWS & CONTRACTOR'S LIABILITY:

1. The Contractor shall abide by the Contract Labour (Regulation and Abolition) Act 1970 and the Rules and any other Laws and Regulations affecting the services in any way as issued by the Govt. and amended from time to time.
2. **The Contractor shall not employ any person of age below 18 years and above of age 56 years as on 1st December 2026 and engaged persons shall be sound in health for carrying out the duty and should not have any infectious diseases.**
3. The Age proof certificates of all employees deputed by the successful contractor shall be submitted to MPL before deputing them to the sites of MPL.
4. The Contractor shall arrange a **Group Insurance Policy for all the labourers** supplied by him in the company premises from an IRDA approved insurance

company preferably a company in Public Sector for covering death, permanent total disablement, permanent partial disablement etc. for an **amount not less than 1,00,000/-** (Rupees One Lakh Only) for individual. Copy of this insurance policy certificate should be submitted by the contractor to the company within **30 days from the date of receipt of award of the contract to him/them**.

The Contracting Agency shall render the following services to the Muziris Projects Limited:

(i) To PROVIDE MANPOWER ON CONTRACT BASIS in Muziris Projects Limited. The supplied manpower should be competent enough to execute the work assigned to them.

(ii) The minimum rate of wages fixed by the Govt. of Kerala under Minimum Wages Act shall be given by the contractor/agency to his employees.

(iii) The contract employees, as specified in **Annexure-I** may vary/change as per the requirement for duty in the various sites of Muziris Projects Limited by the competent authority for the efficient functioning of the company.

(iv) The contractor/agency shall give priority to the local residents while hiring employees.

(v) The employees of the contractor shall attend all work assigned to them by the concerned site in charge / competent authority. **Denial of the work by the contract employee at site assigned to him/her would be considered as disqualification and should be removed from the duty immediately as per the instruction of the competent authority. The contractor shall immediately appoint another suitable employee in place of him/her within 2 days.**

(vi) Qualifications of the employees required by Muziris Projects Ltd. should be as prescribed in the **Annexure – I.** Education, age proof, experience and fitness certificates of the employees should be legible and satisfactory. Final decision in this matter will be taken by the competent authority.

(vii) The personnel deployed shall be smartly dressed in proper uniform (if required) and always with an identity Card. The agency shall provide fully trained and disciplined personnel who should be well behaved and well mannered.

(viii) The contractor shall bear all expenses regarding uniforms, caps, security belt, fiber baton, torch, whistle, Identity card, compensations and Bonus as applicable relating to personnels engaged by him and abide by the provisions of various labour legislations including weekly off and working hours**.** The employer's share of above mentioned expenses such as PF & ESI, will be met from the Contractor / Agency and the same should not be deducted from the salary of employees under any circumstances.

(ix) **The Contractor shall pay the wages to the personnel on or before the 7th working day of every succeeding month, irrespective of delay in payment of Bill by the Muziris Projects Limited for whatever reason.**

(x) The Contractor shall submit EPF number of the employees and proof of submission of EPF, ESI etc., as applicable every month for the previous month along with the monthly bill with respect to all employees deployed by him at Muziris Projects Limited. Monthly Service charge due to the agency will be released by **Muziris Projects Ltd only after acceptance of remittance of ESI, EPF etc. of the contract employees of previous month along with the bill.** The manpower agency shall specifically ensure compliance of various Labour Laws/Acts

(xi) **No enhancement in the salary of employees will be allowed due to any reason during the contract period except statutory increase. It will be applicable to the charges for man power supply service of the agency also.**

(xii) **The personnel deployed by the contractor is bound to work in all centers of MPL as per their requirement. if anyone reject to this, such persons should be removed from the duty at the request of Muziris Projects Ltd and another person should be employed in place of him/her.**

(xiii) **The selection procedure of the candidates selected for various posts by the society will be completed solely on the basis of selection process with the Managing Director and managers of the Muziris Heritage Project. Transfer of employees deputed by the contractor shall be done by Muziris Projects Ltd only. The agency/contractor shall not interfere with it for any reason whatsoever.**

(xiv) If the Contractor wishes to **replace** any of the personnel, the same shall be done after prior consultation with the Muziris Projects Limited. The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to the Muziris Projects Limited along with testimonials before they are actually deployed for the job.

(xv) The number of employees required for this contract is mentioned in the **Annexure-I**. If more no. of employees are required than mentioned in Annexure-I, the demand from time to time will be intimated to the contractor and the contractor should arrange the employees as per the demand. If the number of employees required , the agency shall withdraw the excess employees as per the requirements and directions of MPL .

(xvi) The documents proving the age and respective qualification of the employees deputed by the contractor must reach the MPL Administration office, as early as **five working days before** the commencement of contract and get the approval from MPL Administration office.

(xvii) Those who are coming under the scope of elected representatives of local bodies/statutory bodies **should not be appointed as employees** by the agency/contractor as it will badly affect the smooth functioning of the MPL.

(xviii) In case of any loss that might be caused to the Muziris Projects Limited due to

lapse on the part of the personnel deployed by the manpower agency during the discharge of their responsibilities, the such loss shall be compensated by the contracting Agency and in this connection, the Muziris Projects Limited shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the Muziris Projects Limited besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the contractor and the contractor is not willing to compensate to MPL, the Muziris Projects Limited shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

(xix) The Contractor will be liable for payment of all claims of damages, compensation or expenses payable as result of any accident or injury sustained by employees employed by him. The expenses, if any, incurred by the Muziris Projects Ltd. for medical expenses or other related expenses to the Contractor's employees will be released from him either by way of adjustment in his bills or deduction from the Security Deposit as the Company deems fit. In case of a death or mishap occurred during discharging the duty, the compensation/liability will solely rest with the Contractor only.

(xx) The Contractor's **authorized representative** (Owner/Director/Partner /Manager) **shall personally contact Head of the Muziris Projects Limited** or the office in charge of Administration at Muziris Projects Limited at least once in a month to get a feedback on the services rendered by the contractor viz- a-viz corrective action required to make the services more efficient.

(xxi) **In the event of contract personnel being on unauthorized leave/absent, the contractor shall ensure suitable alternative arrangement to make up for such absence**. MPL will inform the unauthorized absence of the employee to the agency/contractor. To meet such eventualities, the contractor shall make provision for leave reserve; **Failure on this account shall may charge penalty of Rs.100/- (Rupees one hundred only) per day per person who is found missing/absent from duty (entire days) payable by the Contractor from his service charges for such absence.**

(xxii) The contractor shall arrange to maintain the daily (shift-wise attendance record of Security Guards) attendance record of the contract personnel deployed by him. This attendance record is to be submitted every month to Muziris Projects Limited with an attested photo- copy of the attendance record of the personnel to which it pertains. The attendance record shall be produced for verification on demand by the Muziris Projects Limited at any other point of time.

(xxiii) The contractor shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evidence provided to the Muziris Projects Limited. In the event, Muziris Projects Limited makes any payment or incurs any liability, the contractor shall indemnify the Muziris Projects Limited completely;

(xxiv) In case of any dispute arising out of this agreement The Managing Director

Muziris Projects Limited shall nominate any officer of the Muziris Projects Limited a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Kodungallur Court will have the jurisdiction to settle and decide all the disputes.

(xxv) Income Tax/TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.

(xxvi) As and when the Muziris Projects Limited requires additional contract personnel on temporary or emergency basis, the contractor will depute such personnel in accordance with pro-rata rates. For the same, a notice of two days will be given by the Muziris Projects Limited.

(xxvii) Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

(xxviii) In case the Muziris Projects Limited suspects or finds any work is entrusted to any sub-contractor on piecemeal basis or on regular terms, the Muziris Projects Limited reserves the right to terminate the contract without assigning any reasons.

(xxix) The contractor will be held wholly responsible for any action taken by statutory bodies for violation/non-compilation of any such provision/rule.

(xxx) The contractor shall, at all times, maintain all the statutory records and documents, in proper format, as prescribed under the various Acts / Rules / Laws applicable to contract labours/personnel and shall ensure filing of all prescribed return in proper format to the concerned authorities well within the time limit specified under the respective Acts / Rules / Laws.

(xxxi) The contractor shall, on demand by Muziris Projects Limited, produce all such records / documents / returns for inspection as Muziris Projects Limited deems fit for ensuring proper compliance towards the provisions of applicable Acts / Rules / Laws is being done by the contractor.

(xxxii) **The contractor should ensure payment of wages to his workmen on or before 3rd working day of every succeeding month.** The contractor is solely responsible for payment of wages, bonus, other benefits and other legal obligations in respect of the employees engaged by him.

(xxxiii) The Contractor should ensure that his workmen are granted Holidays/Leave with wages as per applicable Act/Rules. Employees may be granted time off, subject to the approval of the MPL Board of Directors, based on the compensation provided by the government to those who report to work on holidays, as prescribed by MPL and the relevant government circular issued during the period.

(xxxiv) The duty time/working hours of the employees deputed by the agency/contractor will be different for different posts. **Duty time of the employees will be given to the contractor after award of the contract. Other important instructions to the employees are as follows.**

a) All employees should **report for duty on time**.

b) Employees should work with **responsibility** and **discipline during working hours.**

c) **The employees are required to wear the uniform, identification tags and shoes provided by the agency while on duty. Failure to comply with any of these requirements will charge penalty for person, which will be deducted from the contractor's service charges.** All staff are expected to follow the instructions of the supervising officers.

d) Defying higher officers/denying orders of higher officers shall be treated as **insubordination and disciplinary action** shall be taken against such employees.

e) **Arriving at work/duty half an hour later and leaving half an hour earlier is considered as half holiday.**

f) **Employees going outside for their personal purpose during office hours should do 'out punch' and do 'in punch' if return for duty.**

g) **The contractor shall not interfere with the employees deputed by him by calling them to his office or any such type of work during their working hours. MPL will not relieve any employees for any reason whatsoever during their working hours.**

However, during inevitable situations, the contractor can get the employees

after getting permission from the MD, MPL. In such cases, the time of the **employee outside the office is considered as absent**.

(xxxv) Employees of Muziris Projects Limited are not permitted to engage in any other employment. If an employee is found to be involved in outside employment, appropriate action will be taken, including immediate dismissal and replacement. **The Muziris Projects Limited reserves the rights to withhold the monthly service charge bills, of the contractor if the contractor fails to produce proof for remittance of ESI/PF dues and other documents required by MPL.**

(xxxvi) The contractor must get **police verification(PCC) of all security personnel employed** at Muziris Projects Limited and **submit the report to this office along with ID, and other valid proof of residence and qualifications.** The Contractor has to submit the attested photocopies of his voter ID, PAN, residential address, educational qualifications etc. This report has to be submitted by the agency to MPL within 30 days from the date of appoint of the employees in MPL.

(xxxvii) If any of the personnel of the contractor indulges in theft or any illegal/irregular, criminal activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.

(xxxviii) **The contractor shall appoint at least one Supervisor/Caretaker on his behalf to coordinate with Muziris Projects Limited and supervise directly the work done by the personnel deployed to the satisfaction of Muziris Projects Limited. The details of the Supervisor shall be provided separately to Muziris Projects Limited before commencement of the**

work and any change shall also be duly intimated.

(xxxix) As Muziris Projects Limited operates under the Department of Tourism, all agency employees are expected to treat tourists visiting MPL project sites with the utmost respect and courtesy.

(xl)If any kind of misbehavior/disobedience hardship is experienced by the Muziris Projects Ltd from the side of the employees of the agency, appropriate action as per the consent and satisfaction of the Muziris Projects Ltd has to be initiated by the agency.

(xli) The contractor shall ensure that there is no scope for any grievance from the personnel deployed by him on account of delayed payment of wages.

(xlii) Any issues/grudges/problems between the employees of the Contractor shall be settled by the contractor himself. Muziris Projects Ltd. will be silent in such types of issues. **However, whatever the action taken by the Contractor against the employees shall be intimated to the Managing Director of MPL before implementing the action.**

(xliii) Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the Muziris Projects Limited will be considered applicable at the time of any dispute/following any statutory rules.

(xliv) **The percentage of service charges (Excluding GST) expected per month on the total amount of the wages. Excluding GST should be quoted by the contractor / agency in the financial bid**. The present strength of workers to be supplied is 98 which may vary in the due course of operations. The agency is to provide the employees to MPL as and when required by them.

D. TERMS OF PAYMENT:

No advance payment will be made. Payment will be made on monthly basis after satisfactory completion of work. The following conditions shall also be incorporated by the agency for releasing the salary of employees and service charge of agency.

a) **Invoice shall be submitted by the agency for providing manpower for housekeeping, security, office attendance, and other similar positions across various Muziris Projects locations of the agency/contractor in every month**.

b) The contractor / agency / firm shall furnish the particulars Statutory deductions of EPF, ESI etc., of its employees to be deployed in Muziris Projects Ltd.

c) The below mentioned documents are to be submitted monthly by the contractor/ agency/ firm.

i. Attendance Register Copy
ii. Muster cum Wage Roll Copy
iii. ESIC Challan
iv. P F Challan

v. PT Challan
vi. GST Certificate
vii. LWF/ CWF Policy of previous Month
viii. Summary Statement of P F for previous month
ix. Summary Statement of ESI tor previous month
x. Summary Statement of PT for previous month
xi. Summary statement of LWF for previous month

d) The contractor shall submit the pre-receipted bill for every month by the first day of next month duly certified by the Caretaker/Supervisor. No interim bills will be entertained. The bills will be paid within 10 days from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective Supervisor/Caretaker. The payment is subject to TDS applicable as per Income Tax Act, 1961.
e) In case of any complaint of non-fulfillment of any obligation under the contract, the Muziris Projects Limited reserves the right to deduct the payments due from the contractor from monthly bill(s);
f) **Proof of challan/receipt/acquaintance for the payment made by the agency towards wages to each employee of previous month should be furnished to this office along with the monthly charges bill to be submitted for reimbursement**. In case this office receives any complaint regarding non-payment of wages to any personnel the amount payable to these personnel will be recovered from contractor's bill and paid to such personnel.
g) The contractor shall strictly comply with the provisions of the Employee Provident Fund Act, 1952 and the provisions of Employees' State Insurance Act, 1952. The contractor shall deposit Employees and Employer Contributions in the designated account with the designated authority every month**. The contractor shall furnish along with each running bill, the challan/receipt for the payment of Provident Fund and ESI made on account of the workers for the precedingmonth together with their ESIC Ins. No. / EPF subscriber No.**

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between Muziris Projects Limited and the agency/contractor and any non-compliance shall be deemed as breach of the Contract/Agreement.

DRAFT AGREEMENT

This Agreement is made on.....day of.....Two T housand Twenty Five between Muziris Projects Limited and M/s.....(Agency/Bidder) for **providing Manpower** on the other part.

Whereas, Muziris Projects Limited is desirous to engage the Agency for providing **Manpower** for the Muziris Projects Limited, for the Contract Period of 1st December 2026 to 30th October 2027 on the terms and conditions stated below:

1. The agency/bidder shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to the contract personnel deployed in Muziris Projects Limited. The Muziris Projects Limited shall have no liability in this regard.
2. The Agency/bidder shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by them at Muziris Projects Limited. The Muziris Projects Limited shall have no liability in this regard.
3. The contract can be terminated by giving one months' notice on either side.
4. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
5. In case of non-compliance with the contract, the Muziris Projects Limited reserves its right to:
   a) Cancel/revoke the contract, and /or
   b) Impose penalty up to 10% of the total annual value of the contract.
6. The Agency/bidder shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in Muziris Projects Limited.
7. The personnel provided by the Agency/bidder will not claim to become the employees of Muziris Projects Limited and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in Muziris Projects Limited.
8. There would be no increase in rates payable to the Agency/bidder during the contract period.
9. The agency/bidder also agrees to comply with **annexed Terms and Conditions** and amendments thereto from time to time.
10. Decision of Muziris Projects Limited in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency/bidder.
11. The tender conditions will be the part of this agreement.
12. In case of any dispute between the Agency/bidder and Muziris Projects Limited, the Muziris Projects Limited shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Kodungallur, Thrissur District.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in Kodungallur in the presence of the witness:

Muziris Projects Limited	**Agency/Bidder**
Witness 1:	Witness 1:
Witness 2:	Witness 2:

ANNEXURE – IV

TECHNICAL BID FOR PROVIDING MANPOWER FOR HOUSEKEEPING, SECURITY, OFFICE ATTENDANCE, AND OTHER SIMILAR POSITIONS ACROSS VARIOUS MUZIRIS PROJECTS LOCATIONS

CHECK-LIST

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No.	Description	Details provided by the agency/bidder
1	Name of the Agency/Bidder	
2	Address of the Agency	Telephone No. Email id:
3	Name & Address of the Chief Executive	Telephone No. Email id:
4	Registration Number under KS & CE Act. **Attach copy of recent certificate.**	Certificate enclosed: **Yes/No**
5	License Number under Contract Labour Act. **Attach copy of recent certificate.**	Certificate enclosed: **Yes/No**
6	Permanent Account Number Attach copy of certificate	Certificate enclosed: **Yes/No**
7	Name & Address of Institutions where service was provided for a minimum period of 3 years or above. **Performance certificates from the customers should be attached.**	Performance Certificates from customers enclosed: **Yes/No**
8	Credentials of the Proprietor/all the partners/ all the Directors of the agency. **Attach details**.	Details enclosed: **Yes/No**
9	Number of days required for taking over the arrangement.	Number of days required:
10	**Proof of Annual Turnover for the last 2 years. Attach copies of annual IT return filed with IT Department duly signed by a Chartered Accountant**	a) Proof of Annual Turnover last 2 years enclosed: **Yes/No.**

		b) Copies of Annual IT return submitted duly signed by Chartered Accountant enclosed: **Yes/No**
11	Enclose audited balance sheet & Profit and Loss a/c for past 2 years	Details enclosed: **Yes/No**
12	Proforma containing details of other organization where such contracts were/are undertaken. **Attach supportive documents.**	Supportive documents attached: **Yes/No**
13	**Acceptance of terms and conditions** attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Acceptance of terms and conditions (signed copies) attached: **Yes/No**
14	**Undertaking by the bidder** to the effect that there is no police case pending against the bidder/proprietor /firm/parties relating to previous service Contracts and that the bidder has not been black listed / Holiday listed by any Gov./Semi Govt./PSUs.	Undertaking attached: **Yes/No**
15	DD for Rs.1,00,000/- as EMD enclosed	DD enclosed: **Yes/No**
16	Financial/Price bid enclosed	Financial bid enclosed: **Yes/No**
17	Participated in the Pre bid discussion	Participated in Pre bid discussion: **Yes/No**

Signature of Tenderer:

Name:

Seal:

Office Address:

Date:

Phone No.

Declaration by the Bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls: 1. DD No……dtd……for Rs……

2. Terms & conditions (each page must be signed and sealed)

3. Financial Bid.

(Signature of Tenderer/Bidder with seal)

Name:

Seal:

Office Address:

Phone No.

Date:

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected.

Letter of Authorization for attending bid opening Meeting

EOI No. ----------

Subject: Authorization for attending bid opening on ---------- - ----------

(date) in the tender of ----------

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ----------(bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
1.		
2.		

Alternate Representative:

Signatures of bidder:

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representatives will be permitted when regular representative is not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received

ANNEXURE – V

LOCATION OF EMPLOYEES

Description	Clerk	Museum Guide	Information Assistant	Office Attendant	Watchman	Gardener	House Keepers	Boat Syrank	Engine Driver	Lascar	Life Guard	Multi Tasking Assistant	Accountant	Junior Executive	Civil Engineer	Editor	Total
MIRCC, Pullut	5	1	1	1	3	3	3					1	1		1	1	**21**
Visitors Centre, Kodungallur.					2												**2**
P. A. Sayed Mohammed Memorial, Santhipuram.					2		2										**4**
Munakkal Beach				2	3		3				4						**12**
Abdul Rahman Museum, Eriyad.					2		1										**3**
Paliam Palace		3		1	2		2										**8**
Paliam Nalukettu		1			2		2										**5**
Paravoor Synagogue		1		1	2		1										**5**
Kesari Museum, Paravur							1										**1**
Sahodaran Ayyappan Museum, Cherai					2		1										**3**
Gothuruth Performance Centre																	**0**
Kottapuram Water Front				2	3		3	4	2	1							**14**
Kottapuram Fort				1	2		2										**5**
Paravur Water Front				1	2		1										**4**
Mala Synagogue					2		1										**3**
Cheraman parambu Activity Centre					2		1										**3**
Alappuzha Heritage Project					2		1							1			**4**
Total	**5**	**6**	**1**	**9**	**33**	**3**	**25**	**4**	**2**	**1**	**4**	**1**	**1**	**1**	**1**	**1**	**98**

FINANCIAL BID FOR PROVIDING MANPOWER FOR HOUSEKEEPING, SECURITY, OFFICE ATTENDANCE, AND OTHER SIMILAR POSITIONS ACROSS VARIOUS MUZIRIS PROJECTS LOCATIONS

Date:

The Managing Director,
Muziris Projects Limited,
Pullut. P.O,Kodungallur,
Thrissur Dist.,
KERALA – 680663.

Sir,

Sub: ANNUAL CONTRACT FOR PROVIDING MANPOWER ON CONTRACT BASIS at Muziris Projects Limited, Pullut.P.O, Kodungallur.

Ref: **1.**EOI Notice Number MPL/141/2026-JE2 Dated **28.10.2026.**
2.ന.ഉ.(തൊടി)നം.24/2026/ധന dated 18.02.2026

We are submitting herewith our lowest quotation as per the following for the supply of Manpower to Muziris Projects Limited as per the referred Tender Notice.

Sl. No. (1)	Post (2)	No. of Person Required (3)	Total wage per person per monthly (4)
1	Clerk	5	22,360/-
2	Tour Guide	6	20,280/-
3	Office Attendant	9	20,280/-
4	Watchman	33	20,280/-
5	Gardner	3	20,280/-
6	Housekeeper	25	20,280/-
7	Boat Syrank	4	22,130/-
8	Engine Driver - Boat	2	22,130/-
9	Lascar	1	20,280/-
10	Lifeguard	4	22,130/-
11	Information Assistant	1	22,360/-
12	Multitasking Assistant	1	20,280/-
13	Accountant	1	35,000/-
14	Junior Executive	1	24,000/-
15	Civil Engineer	1	40,0000/-
16	Editor	1	4000/- per day (Maximum 12 days)
	TOTAL	**98**	

The total for each employee is calculated as per the instructions issued vide reference second above.

CHARGES FOR MANPOWER SUPPLY SERVICE OF THE AGENCY /BIDDER……. % OF THE TOTAL MONTHLY CHARGES OF THE EMPLOYEES

As per the above mentioned subject and reference, **charges for Man Power Supply Service will be ……..% (**in words - **percentage) of the total billing of the employees towards supply of manpower on monthly basis** to Muziris Projects Ltd. as per the details mentioned in Annexure-1 of the EOI.

Thanking You,

Yours Faithfully,

Signature of Tenderer/Bidder:

Name:

Seal:

Office Address:

Phone No (O):
Date: