

ENERGY MANAGEMENT CENTRE-KERALA  
SREEKRISHNA NAGAR, SREEKARIYAM P. O.  
THIRUVANANTHAPURAM-695017

No. EMC/76/2020-OA1

05.04.2023

**PROVIDING SECURITY SERVICE**

Sealed offers are invited from competent and experienced (more than five years) Security Agencies to provide security personnel to EMC's office at Sreekariyam. Tender forms are available at EMC's official site.

The last date for submission of offers is 05<sup>th</sup> May 2023 at 12 Noon and the offers will be opened at 4.00 P.M on 08th May 2023.

For further details visit our website [www.keralaenergy.gov.in](http://www.keralaenergy.gov.in)



Director

**Dr. R. HARIKUMAR**  
Director  
Energy Management Centre- Kerala  
Department of Power, Government of Kerala  
Thiruvananthapuram - 17

## TENDER DOCUMENT

### CONTRACT FOR SECURITY GUARD SERVICES AT ENERGY MANAGEMENT CENTRE KERALA FOR A PERIOD OF ONE YEAR

- A. Area of building: 2 Storied 45000 Square feet building and 4 Acre office Premises
- B. Manpower required: 4 Security Guards (Three shift)
- C. Scope of the work: For Security Guard
1. Overall security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the premises.
  2. Controlling the crowd.
  3. Protection of people and property.
  4. Evacuation of occupants in case of fire or natural calamities.
  5. Prevention of unauthorized entry of personnel including all types of outside vendors in the entire campus.
  6. Fire fighting.
  7. The security personnel shall watch all that there are no unidentified /unclaimed /suspicious objects/persons in the building/premises.
  8. The security personnel shall also ensure that all the electrical equipments/instruments/lights/fans must be switched off at the time of closure of the office or part of it.
  9. The security guards must be deployed in such a way that no part of the building / premises remain unnoticed /unattended.
  10. *The security personnel should not leave the point unless and until the reliever comes for the shift duty.*
  11. The security will maintain all the registers, which are kept at the main gate and other points.
  12. Thorough checking of incoming and outgoing material against proper Gate Pass must be duly signed by the authorized signatory.
  13. To ensure that no hawkers, marketing persons or vendors are allowed into the campus without permission.

14. The security guards must take round of the building at fixed intervals.
15. Collecting intelligence about Anti-social and other subversive elements in the crowd, and also be alert in tackling the mischief-mongers trying to gain entry in the premises.
16. The security personnel must maintain the telephone numbers of the nearest Police Station, Fire Station, Ambulance, etc...for the sake of emergency if any.
17. Checking the functions CCTV

#### D. Eligibility Criteria:

Only those Agencies/Proprietary Firms/Partnership Firms/Companies/NGOs/Co-operative Societies who fulfil the following minimum criteria need to submit their bids and failure to provide necessary documents will render the bidder disqualified on technical grounds:-

- a) Bidders should have their Registered /Head office at Kerala and should have been in existence for a period of not less than 5 years and having annual turnover of not less than Rs.5 Lakhs during the last 3 years.
- b) The bidding agency/firm/company should have been registered under relevant Act and a copy of each registrations shall be attached with the bid.
- c) It should have PAN,TIN numbers and GST registration (Proof in this regard should be attached with the bid).
- d) It should be registered under EPFO and ESI (Proof in this regard should be attached with the bid).
- e) It must not have been blacklisted by any Government Organization. An undertaking in the format prescribed at section 'G' is to be furnished.
- f) The bidders must have completed at least 3 contract jobs of providing security guard service under the respective contracts for Government organizations/institutions.
- G) An Earnest Money Deposit (EMD) of Rupees only (Rs. 15,000/-) and the non-refundable Tender document application fees of Rs. 500/- + GST (18%), a total of Rs **15,590/-** (Rupees Fifteen Thousand Five Hundred and Ninety

Only) including GST shall be remitted as one single transaction and not separate in the form of NEFT / Online Bank Transfer to the below account or Demand Draft drawn from any Nationalized Bank in favour of "Director Energy Management Centre Kerala" Payable at Trivandrum. In case of online transfer, a copy of transaction slip shall be enclosed as proof of payment. Separate or split remittance for tender document fee and EMD shall be treated as invalid transactions. Mode of payment other than Demand Draft on Behalf of "Director, Energy Management Centre- Kerala" Payable at Trivandrum will not be allowed.

Account Name	Energy Management Centre
Account No	67084840014
Bank and Branch	SBI Engineering College Branch
IFSC Code	SBIN0070268

### E. Instruction to Tenderer:

1. The Tender should be addressed to the Director, ENERGY MANAGEMENT CENTRE (EMC), Sreekrishna Nagar, Sreekaryam P.O.
2. The tenderers are required to submit one technical Bid as per prescribed proforma in Section 'I' and one financial Bid. The Financial Bid should be submitted in a separately sealed envelope Superscribed "FINANCIAL BID FOR SECURITY GUARD SERVICES IN ENERGY MANAGEMENT CENTRE, TRIVANDRUM. Financial Bid shall be opened to only those tenderers who are found technically qualified to carry out the work, for which prior intimation shall be given indicating the date and time of Financial bid opening.
3. All rates quoted should be inclusive of all taxes.
4. The various crucial dates relating to "TENDER FOR SECURITY GUARD SERVICES IN ENERGY MANAGEMENT CENTRE,". are cited as under:
  - (a) Date of Issue of Tender Document : 20.04.2023
  - (b) Last date & time for submission of Tender Document: 06.05.2023  
4.00 Pm
  - (c) Date and time for opening of Tender Document: 08.05.2023 4.00 pm
  - (d) Place of submission of tender: Energy Management Centre, Sreekaryam.
  - (e) Place of opening the Tender: Energy Management Centre, Sreekaryam, P.O., Thiruvananthapuram .695017
5. Willing tenderers may remain present at the place of opening of tender documents on the date and time mentioned above.

## F. Terms and Conditions:

### 1. Security Guard Works:

1. The Service Provider will have to employ adequate number of trained personnel who should have at least 1 year of experience in security guard works.

2. The Service Provider must ensure that:

(a) The staff engaged do not smoke/drinking in the office premises;

(b) Any specific security guard work assigned by the concerned Section or any Officer authorized by the EMCK, is carried out diligently and well on time;

(c) The salary/wages to the workers of the Service Provider shall be disbursed by the Service Provider in full as settled between the Service Provider and its workers duly keeping in view the contract signed with the Service Provider.

3. The working hour for the personnel engaged by the Service Provider would normally be of 8 Hrs. The Service Provider will provide security service round the clock all days in a month.

4. The Service Provider shall provide proper uniform, whistle and baton for the day shift workers and high beam Torch Light and 5 ft. long stick for the staff at night.

5. The Service Provider shall be fully responsible for the performance and fitness of their personnel during daytime. For this, the service provider will have to keep a close liaison with EMC, and office-in-charge.

6. The Service Provider shall have to maintain a round-the-clock Control room with Telephone no., Mobile no., Names of persons manning the control room in their office for any urgent communication regarding any extra-ordinary situation.

7. The Service Provider shall provide their own communication system to their staff for the coordination with officers/officials of the Authority.

9. The period of contract shall be for a period of 1 year.

10. All materials and equipments required for the security work shall be supplied by the Agency/Service Provider. The Service Provider should ensure that such articles are supplied regularly without fail.

11. In the Financial Bid the Tenderer shall quote the total monthly financial involvement for security work to be done per month . All rates quoted should be inclusive of GST and all other applicable taxes.

12. PAYMENT SHALL BE made on monthly basis on receipt of a bill from the Service Provider in triplicate and complete in all respect . No advance payment in any case would be made. The monthly payment would be subjected to satisfactory services being rendered.

13. EMC shall have the right to adopt any measures/set up system for ensuring proper performance of duty of the personnel deployed by the Service Provider, including them being in proper uniform ,punctuality, discipline, etc...

14. The personnel engaged by the Service Provider should not have any adverse Police records/criminal cases against them. The Service Provider would be responsible to make adequate enquiries about the character and antecedent of the person before proposing deployment. The service provider shall withdraw such employee who is not found suitable by the office for any reason immediately on receipt of such a request from the EMC.

15. If any of the staff members deployed by the Service Provider is found misbehaving with any officer/staff of EMC, the Service Provider shall replace such worker(s). The Service Provider shall issue necessary instructions to its employees to act upon the instructions given by the Officers of EMC.

16. Fulfilment of relevant statutory, legal and other requirements with regard to the employees deployed by the Service Provider shall be the sole responsibility of the SERVICE PROVIDER.

17. The employees deployed by the SERVICE PROVIDER shall have no claim for any absorption in service of the EMC at any stage.

18. EMC, reserves the right to accept or reject any or all tenders without assigning any reason.

19. TENDERS should remain valid for 90 days from the date of opening of tenders with a provision for suitable extension.

20. Unsatisfactory performance of work mentioned in the contract at any stage during contract period shall render the work award order to be terminated.

21. Evaluation Criteria: The Technical Bids shall be scrutinized on the basis of Eligibility Criteria mentioned in Section-D . Financial Bids will be opened only of the technically qualified bids. The L1 would be decided on the basis of monthly expenditure taken together. Weightage, at the time of awarding work order, shall be given on previous work experience as well.

Sd/-



G.UNDERTAKING

I/We hereby undertake and declare that the agency..... is not blacklisted by any Government Organization and nor has ever been.

Date:

Place:

.....

of the authorized person)

(Signature

Full name

.....

Agency's seal:

H. Undertaking:

I/We do hereby undertake to pay my/our employees' wages along with if any not less than the minimum wages notified and revised by the Government from time to time. If the minimum wages is revised by the Government, the incremental wages, if applicable, will be provided by me/us.

Date:

.....

Place:  
authorized person)

(Signature of the

Full name:

.....

Agency's seal: