

# CENTRE FOR DEVELOPMENT STUDIES

Prasanth Nagar, Ulloor, Thiruvananthapuram  
PHONE- 0471 2774255, 2774200

## TENDER NOTICE FOR MANPOWER/SECURITY SERVICE

CENTRE FOR DEVELOPMENT STUDIES (CDS), Thiruvananthapuram, invites Tenders under Two bid system from interested, reputed and eligible firms for providing **Manpower/Security Service** for CDS, Thiruvananthapuram as per the terms and conditions mentioned in the Tender Document for a period of one year from **01.08.2026 to 31.07.2027**.

The requirements are as follows:

<b>Tender Inviting Authority</b>	:	CDS Thiruvananthapuram
<b>Tender Notification Reference</b>	:	CDS/03/2026-27
<b>Contact Person</b>	:	Director, CDS Tel: 0471-2774200/255
<b>Earnest Money Deposit (EMD) Payable</b>	:	EMD of ₹ 40000/- (Rupees Forty Thousand Only)
<b>Last date &amp; time for Submission of Bids (Technical and Financial)</b>	:	Up to 5PM on 21/07/2026
<b>Opening of Pre-Qualification cum Technical Bids</b>	:	22/07/2026 at 3.00PM
<b>Opening of Financial bid</b>	:	22/07/2026 at 3.30PM
<b>Place of Opening the Tenders</b>	:	Estate & Engineering Section CDS
<b>Validity of Tenders</b>	:	180 days from the date of opening of tenders.

**Note: The dates furnished above are subject to revision**

**Two bid processes (Technical and financial ) this two bid should be submitted in separate envelopes. Thereafter, both the bid envelope may be placed in a third sealed cover super scribed with “Tender for Manpower/Security Service addressed to Registrar, Centre for Development Studies, Prasanth Nagar, Ulloor Thiruvananthapuram 695011.**

Any addendum/corrigendum to this tender will be displayed only on CDS website. Tender documents can be downloaded from the CDS website [www.cds.edu](http://www.cds.edu)

**1. NAME OF WORK - MANPOWER**

- a) The Contractor shall deploy **one Electrical Expert** possessing a valid Electrician License issued by the competent authority. The Electrical Expert shall possess a 2-year National Trade Certificate (NTC) or State Trade Certificate (STC) in Electrician or Wireman Trade from a recognized ITI/ITC. The candidate shall not have attained the age of 40 years as on 01 July 2026.
- b) The Electrical Expert shall be responsible for the supervision and execution of HT substation operations, electrical maintenance works, pump operation and maintenance, troubleshooting of electrical systems, and any other duties assigned by the competent authority of the Centre.
- c) The working hours shall be from **8:30 AM to 5:00 PM.**, Monday to Saturday. The Electrical Expert shall be available to attend emergency electrical breakdowns and related works on holidays and beyond normal working hours, as and when required, to ensure the uninterrupted operation, maintenance, and functioning of the Centre's facilities.

**2. NAME OF WORK - Security Service for CDS Campus and its assets.**

**DESCRIPTION OF WORK**

1. Providing Services of security personnel for **round the clock (24 X 7 for 365 days)** in Main gate and residence gate and from 9.00 AM to 6.00 PM in library on all working days.
2. The security persons shall be preferably men.
3. They have to do other services/duties such as pumping from bore wells/sump etc to OH tank, opening and locking of class rooms, office rooms etc. as instructed by CDS Officials.
4. The persons deputed for duty shall wear the standard official uniform and shall be in the age group of 35-58.
5. The contractor shall be responsible for the property entrusted to them for safeguarding and it is the duty of the guard deployed by them to look after the safety of the belongings of CDS. Any negligence of duty of guard will be seriously dealt with and responsibility will be fixed to the Agency.
6. If any duty lapse is seen, the contractor should take immediate action against the concerned worker and the person responsible may be replaced with immediate effect. If the centre observes serious lapse in duty and the Agency is not taking proper corrective measures, the centre has the right to terminate the agreement within the contract period without notice.
  - (a) If the centre observes serious lapse in the work, the centre has the right to terminate the agreement within the contract period without notice.

(b) The contract will initially be for a period of one year and may be extended, subject to the same terms and conditions, for a maximum total duration of three years. Any such extension will be based on performance assessment, feedback and the quality of services provided during the previous year.

**Terms and Conditions.**

1. The interested bidder should have a minimum work experience of 5 years in Security Service in educational institutions and should submit relevant attested copies of documents to prove the experience issued by the organisation they have worked with.
2. The total contract amount will include all the statutory payments such as PF, ESI, IT and GST if any. The successful Bidder has to remit the monthly PF and ESI payments to the concerned social security accounts of all the workers from the monthly contract amount received from the Centre. TDS as per rules will be effected from the monthly payments.
3. Employees State Insurance, Employees Provident Fund and such other statutory/social security coverage of the workers deputed for the above work shall be the responsibility of the Agency.
4. The Bidders should have valid PF, ESI, Income Tax Registration, GST Registration etc.
5. The successful bidder should submit the police verification certificate of their staff deployed at CDS.
6. The successful Bidder should ensure surprise check of the duty performed by their staff deployed at CDS, and the report to be submitted to CDS.
7. The successful Bidder should ensure timely substitution of staff in case any of their staff deployed at the Centre is absent from duty.
8. The successful Bidder should have registered office in Thiruvananthapuram and GST registration in Kerala.
9. The successful Bidder should ensure that the wages to the employees should not be less than the Statutory Minimum Wages notified by the Government.
10. 2% increase /decrease in the requirement of staff as per this tender will be followed within the contract.
11. No revision of rate will be permitted within the contract period
12. The successful Bidder shall not engage any sub-contractor or sublet any part of the contract work or transfer the work to any other person. The successful Bidder shall be

fully responsible for the satisfactory execution of all the works assigned as per the terms and conditions of the contract awarded to them. If found otherwise, the contract shall be liable to be cancelled at the cost and expense of the successful Bidder.

13. The successful Bidder/Agency shall submit the bill of each month complete in all respect before 5th of next month. The salary to all the employees engaged by the successful Bidder is to be disbursed through bank transactions only ie; ECS/NEFT/RTGS. The date of salary disbursement must be within the time period stipulated under contract labour laws. The Agency shall pay the salary to their contractual employees engaged at CDS on or before 7th of every month irrespective of the date of payment of the current bill by CDS. There must be no deviation whatsoever in this regard.
14. The previous month Employee- wise details of Salary, ESI, EPF etc. contribution is to be submitted to the office along with the next monthly bill.
15. Earnest Money of Rs. 40000/- (Rupees Forty Thousand Only) to be paid by the Bidders as **Demand Draft drawn in favour of "Director, Centre for Development Studies" Payable at Thiruvananthapuram** . The EMD in respect of the bidders who do not qualify the technical Bid/Financial Bid shall be returned to them without any interest within one month of issuing the contract to the successful bidder. The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security..
16. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD will be forfeited.
17. If the bidder fails to submit the Earnest Money Deposit (EMD) along with the Technical Bid, the bid shall be considered non-responsive and will be summarily rejected.
18. The EMD will be refunded to the unsuccessful bidders one month after the agreement is signed with the successful bidder
19. Those who have MSME certificate do not need to submit EMD. Copy of the MSME certificate should be attached along with the Technical Bid.
20. The successful bidder is required to furnish a Performance Bank Guarantee (PBG) as **Demand Draft drawn in favour of "Director, Centre for Development Studies" Payable at Thiruvananthapuram**. PBG will be 3% of the contract value. The Performance Guarantee

shall be interest-free and will be refunded without interest after the successful completion of the services, subject to deduction of any applicable penalties or fines imposed.

21. The competent authority reserves all right to reject any tender including of those bidders who fail to comply with the instructions without assigning any reason and whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the competent authority shall be final and binding. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.
22. All differences and disputes arising out of or in connection with this contract shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Director, Centre for Development Studies whose decision shall be final and binding on both the parties
23. The bids shall be valid for a period of 180 days from the date of opening of the tenders
24. The decision of the Centre in all matters connected with the tender process shall be final and binding.
25. The tender shall be awarded to the bidder who has quoted the lowest bid amount (L1), subject to meeting all eligibility and technical requirements.
26. The bidder must satisfy the eligibility requirements for both the Manpower and Security Service bids. Only bidders who meet the requirements for both categories will be considered. Bidders who qualify for only one category will not be considered.
27. The tender will be evaluated in 2 stages ie, Technical bid and financial bid.
28. Technical Bid: Copies of the following documents are mandatory for technical evaluation. All documents are to be stamped and signed by the authorized representative of the bidder. Bids received without the same will be rejected.

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ULLOOR, THIRUVANANTHAPURAM

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## TECHNICAL BID

### Bidder Information Sheet

Sl. No.	Particulars	Details to be filled by Bidder
1	Name of the Agency/Firm	
2	Registered Address	
3	Correspondence Address	
4	Contact Person Name	
5	Mobile Number	
6	Email ID	
7	PAN Number	
8	GST Registration Number (if applicable)	
9	Service Tax Registration No. (if applicable)	
10	Years of Experience in Similar Works	
11	Details of EMD Submitted	

### Checklist of Documents to be submitted (Technical Bid)

(Self-attested copies to be enclosed. Tick ✓ appropriately)

Sl. No.	Document Required	Enclosed (Yes/No)
1	Documentary evidence of work experience in similar works for the past five (5) years	
2	Copy of PAN	
3	Copy of Income Tax Return for the last (most recent) financial year	
4	Copy of Service Tax Registration Certificate (if applicable)	
5	Copy of GST Registration Certificate	
6	Copy of latest GST remittance receipt	
7	Non-Blacklisting Certificate in prescribed format	
8	Earnest Money Deposit (EMD)	
9	Copy of this Tender Document with each page duly signed and stamped by the authorized signatory of the agency in token of their acceptance	

We hereby declare that the information furnished in this Technical Bid is true and correct to the best of our knowledge and belief.

Authorized Signatory

Name:

Designation: Name of Agency:

Date:

Seal & Signature

**NO BLACKLISTING CERTIFICATE**

*(To be printed on the Letterhead of the Bidder)*

**Date:**

**TO**

**Registrar  
Centre for Development Studies  
Prasanth Nagar, Ulloor  
Thiruvananthapuram**

**Sub: Undertaking for Non-Blacklisting**

**Tender Reference No:**

**Name of Tender/Work:**

We .....having our registered office at  
..... hereby confirm and  
declare that our company/firm has not been blacklisted, deregistered, debarred, or banned by any  
Central/State Government Department, Public Sector Undertaking (PSU), Autonomous Body, or any  
other Government agency for any reason whatsoever, including corrupt, fraudulent, or unethical  
practices.

We further certify that no criminal case is registered or pending against our firm or its  
owner/partners/directors anywhere in India.

If this declaration is found to be incorrect or if any such information is concealed at a later stage, we  
understand that our tender/contract is liable for cancellation, and our firm may be blacklisted.

Sincerely yours,

**(Signature & Seal of the Authorized Signatory)**

**Name:**

**Designation:**

**Date:** [Date]

**Place:**

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**FINANCIAL BID**

**Monthly Contract Amount quoted): ..... (Including GST)**

**(In words): ..... (Including GST)**

Authorized Signatory

Name:

Designation: Name of Agency:

Date:

Seal & Signature