



CENTRE FOR DEVELOPMENT STUDIES

ULLOOR, THIRUVANANTHAPURAM

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TENDER NUMBER - **01/2023-24**
NAME OF WORK - **Security Service for CDS Campus and its assets.**
TENDER DATE - **03/05/2023**
LAST DATE OF TENDER FORM ISSUE – **19/05/2023 UPTO 4.00 PM**
LAST DATE OF SUBMITTING TENDER – **22/05/2023 UPTO 12.00 AM**
OPENING OF TENDER - **22/05/2023 - 3.30 PM**

DESCRIPTION OF WORK AND OTHER CONDITIONS:

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. There shall be **1 security guard each in both the entrance gates.**
4. 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.
5. The persons deputed for duty shall wear the standard official uniform and shall be in the age group of 35-58.

6. The contactor 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 dereliction of duty of guard will be seriously dealt with and responsibility will be fixed to the contractor.
7. If any duty lapse is seen, the contractor should take immediate action against the concerned worker like issuing memo/ imposing of fine upto 1000/ suspension for a specific period/termination from the work etc. If the contractor is not willing to do the same, centre has the right to issue memo to the contractor to take disciplinary action against the employee. If the contractor has not taken any action on the centre's memo, the centre has the right to impose heavy fine and to terminate the contract without notice. If the centre observes serious lapse in duty, the centre has the right to terminate the agreement within the contract period without notice.

Experience:

- Only agencies approved by Government need to apply.
- The contractor should have a minimum work experience of 5 years in the specified field and should submit relevant attested copies of documents to prove the experience and Govt. recognition.

Financial Details:

1. 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 Contractor.
2. The contractor should have valid P.F, ESI, and Income Tax Registration etc.

3. The total contract amount will include all the statutory payments such as PF, ESI, I.T and G.S.T if any. The Contractor has to remit the monthly PF and ESI payments to the concerned social security accounts of all the worker from the monthly contract amount received from the Centre. TDS as per rules will be effected from the monthly payments.

- Other things remaining the same, Ex-service men will be given preference
- CDS reserves the right to reject defective tenders by sighting the reason.
- The decision of the Institute in all matters connected with the tender process shall be final and binding.

Monthly Amount Quoted:

Name and Address of Tenderer