



**KTDC HOTELS AND RESORTS LIMITED  
(A Govt. of Kerala Undertaking)**

Corporate Office: Mascot Square, Thiruvananthapuram – 695 033.  
Phone + + 91 471 2 721243 Web site: [www.ktdc.com](http://www.ktdc.com)

**KTDC/PA(1)/Security/2012**

**20-01-2012**

**TENDER FOR PROVIDING SECURITY SERVICES TO VARIOUS UNITS OF  
KTDC H & R LTD.**

KTDC H & R Ltd. invites competitive tenders in two covers (Technical and Financial bid) from reputed and experienced agencies for providing security services on contract basis for its various units like **Tea County, Munnar, Hotel Samudra, Kovalam and Hotel Nandanam, Guruvayur.**

The agencies who are interested in the above assignment may submit their tenders in the prescribed forms (Two Cover) along with a **Demand Draft for Rs. 50,000/- (Rupees Fifty Thousand only)** drawn in favour of KTDC as Earnest Money Deposit on or before 15/02/2012. Further details/Tender forms can be had from the following offices:

- 1. The Personnel Officer, KTDC H & R Ltd.  
P. B. No. 5424, Mascot Square,  
Thiruvananthapuram – 33.  
Tel No.0471-2721243/45/48**
- 2. The Manager,  
Regional Office (Central), KTDC H & R Ltd.,  
KTDC Shopping Complex,  
Marine Drive, Ernakulam.**
- 3. The Manager,  
Regional Office (North), KTDC H & R Ltd.  
Malabar Mansion, SM Street,  
Kozhikode.**

For further details visit our website :- [www.ktdc.com](http://www.ktdc.com)

**MANAGING DIRECTOR**



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**Terms & Conditions of Tender for Security Services**

Competitive tenders are invited from well reputed firms having sufficient experience in providing security services by **Trained Security Personnel for following units on contract basis** in accordance with the terms and conditions given below: -

1. Tea County, Munnar
2. Hotel Samudra, Kovalam
3. Hotel Nandanam, Guruvayur

1. Should be a Registered firm under the Shops & Commercial Establishments Act. (Proof to be enclosed)
2. Should have a valid license under the Contract Labour (Regulation & Abolition )Act.
3. Copies of Income Tax Returns filed for the immediate past 3 years should be Produced.
4. Should have registration under the PF & ESI and have obtained Register Number in this regard. ( Proof to be enclosed )
5. Should produce experience certificate from at least three reputed PSU's or Government Organisations to show performance for the last three years.
6. The security personnel should be Ex-Servicemen / Para Military force or from Govt. Security services, having good physique and minimum height of 5 ft., 6 inches.
7. Copies of Audited Balance sheet of the firm for the past three years should be enclosed.
8. List of Security guards available with the firm should be furnished in the format attached.

9. The contract will be initially for **one year** with a provision to extend the period by one year each on the same terms and conditions, subject to satisfactory performance of the contractor.
10. The Tenderer shall be required to deposit a sum of **Rs.50,000/-** ( Rupees Fifty thousand only) as Earnest Money Deposit, by Demand Draft, to be drawn in favour of Kerala Tourism Development Corporation Hotels & Resorts Ltd., payable at Thiruvananthapuram. No tender will be accepted or considered without remittance of EMD.
11. The Successful bidder shall furnish a Security Deposit of Rs.50,000/- (Rupees Fifty thousand only). The EMD paid by the successful bidder will be converted into Security Deposit. If the contract is not performed as per the terms and conditions, the security deposit will be forfeited.

The tender shall be submitted in the prescribed form in two covers, enclosing the required documents mentioned above along with the EMD of Rs.50,000/- (Rupees Fifty thousand only) in sealed covers so as to reach the **Managing Director, KTDC H&R Ltd., Corporate Office, Mascot Square, Thiruvananthapuram-695 033** on or before **4 P.M. on 15/02/2012**. The financial bid in respect of those agencies qualifying in technical bid will be opened at **4 PM on 18/02/2012** in the presence of the agencies present at that time.

**Note: -**

1. The rate per guard / supervisor will be the primary criteria for evaluation of financial bid. The experience of the agency, proficiency in the field, responsibility, suitability etc. will also be the deciding factors for the technical bid.
2. Service tax, if any, paid by the contractor for this contract will be reimbursed upon production of proof of payment along with monthly bills, as per rules in force.
3. The bidder shall submit the residential address, police clearance certificate and identity certificate of the personnel proposed to be deployed in the units / offices within one week from the date of award of the contract.
4. No enhancement in rates will be allowed due to any reason during the contract period.
5. The contract agency has to furnish an undertaking in the form of

Idemnity Bond to pay minimum rates of wages payable to the security personnel fixed by government from time to time. The agency shall in no case pay its employees less than the minimum mandatory rates of wages per month in accordance with the minimum rates of wages fixed by Government of Kerala or approved by KTDC.

6. The Earnest Money is liable for forfeiture in the event of :-
  - (a) Withdrawal of offer during the validity period of the offer
  - (b) Non acceptance of orders when placed
  - (c) Non-confirmation of acceptance of orders with in the stipulated time after placement of order or
  - (d) Any unilateral revision made by the bidder during the validity period of the offer.
7. KTDC H&R Ltd. reserves the right to terminate the contract in between by giving one month's notice for reasons of unsatisfactory / non-performance or non-compliance to statutory requirement of minimum wages etc.
8. Advance information will be given in writing to the contractor about the required number of security in each unit /offices. The contractor shall deploy the required number of workmen everyday. Age of workmen should be between 21 years to 58 years with good physique.
9. This is a two part tender viz. **Technical Bid** and **Financial Bid**. Hence tenders should be submitted in separate sealed covers superscribing the covers as (1) "**Technical Bid for Security Services Contract**" and (2) **Financial Bid for Security Services Contract**".
10. The KTDC H&R will have the right to reject all or any of the tenders without assigning any reason for such action.
11. Tender forms will be available at Corporate Office of KTDC H&R Ltd., Mascot Square,TVM 695 033, KTDC H&R Regional Office (North), Malabar Mansion, Kozhikode, and at KTDC H& R Regional Office (Central), Shopping Complex, Shanmugham Road, Ernakulam.

**MANAGING DIRECTOR**

**FORMAT**

**LIST OF SECURITY PERSONNEL AVAILABLE WITH THE FIRM**

Sl. No.	Name & Address of Security Guard / Supervisor	Age	Firm in which worked	Year in which they are Registered with the firm	Experience in which service (Ex-Servicemen / Para Military force or from Govt. Security Firms )

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Place:  
Date:

Signature :

Name & Address:

(Seal)