



## KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR – 680 596

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No. 1/15310/2025/B1/Admn-Estt/KUHS

Date : 14-05-2025

### **E-TENDER NOTICE**

Competitive **e-tenders** are invited from experienced, reputed firms and organisations for providing the security services at the School of Fundamental Research in Ayurveda, Thripunithura, of the University.

#### **General Tender Terms & Conditions for e-Procurement**

This tender is an **e-Tender** and is being published online for providing the security services at the School of Fundamental Research in Ayurveda, Thripunithura, of the University. The tender is invited in two-cover system from the registered and eligible firms through e-procurement portal of the Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders, willing to participate in this tender, shall necessarily register themselves with the above-mentioned e-procurement portal.

The tender timeline is available at the critical date section of this tender published in [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).

All bid/tender documents should be submitted online and in the designated cover/envelope on the GP website.

#### **A. Online Bidder registration process:**

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on [www.cca.gov.in](http://www.cca.gov.in). Once the DSC is obtained, the bidders have to register on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) website for participating in this tender. Website registration is a one-time process without any registration fees. However, the bidders have to procure DSC at their own cost. Bidders may contact e-Procurement support desk of the Kerala State IT Mission over telephone at 0471-2577088/188/388 or through email: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) or [helpetender@gmail.com](mailto:helpetender@gmail.com) for assistance in this regard.

#### **B. Online Tender Process:**

The tender process shall consist of the following stages:

1. Downloading of tender document: The tender document will be available for free download on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.

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2. Pre-bid meeting: Not Applicable

3. Publishing of Corrigendum: All corrigendum shall be published on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and shall not be available elsewhere.

4. Bid submission: The bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.

5. In case the bidder encounters any technical issues pertaining to e-Procurement system while acting on the tender, computer screen shot of the error message with date & time stamp on the web-browser along with the query shall be e-mailed by the bidder to the help desk ([helpetender@gmail.com](mailto:helpetender@gmail.com)/[etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in)), for resolution of the problem. At the same time, matter must be intimated to the Tender Inviting Authority concerned, via email.

6. The time taken to ascertain, evaluate and suggest a solution for the problem reported by bidder may vary from case to case. Hence, the bidders are advised to submit the bid at least 2 working days before the due date and time of bid submission to avoid any last minute issues that may come up.

7. Opening of Technical Bid and Bidder short-listing: The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.

8. Opening of Financial Bids: Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

### C. Documents Comprising Bid:

(1) The First Stage Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload

i. Preliminary Agreement on Rs.200/- worth Kerala Govt. Stamp paper, duly signed and sealed.

ii. Copy of the PAN Card

iii. Copy of the GST Registration

iv. Copy of the Certificate of Incorporation.

v. Copy of the valid license obtained for running private security agency from the Home Department of the Government.

vi. Copy of experience

vii. A SELF DECLARATION that the firm is not black-listed in the past by any Govt/Dept/Company etc.

The original/attested copies of all these relevant documents shall be produced within 3 days, from the date of opening of the tender.

The department/university will not take any responsibility for any technical snag or failure that has taken place during document upload.

(2) The Second Stage : The Bidder shall complete the Price bid as per the format given for download along with this tender.





Note: The blank price bid should be downloaded and saved on the bidder's computer without changing the file-name, otherwise the price bid will not get uploaded. The bidder should fill in the details in the Here comes Security Informationsame file and upload the same back to the website. **Fixed price:** Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non-responsive and rejected.

#### **D. Tender Document Fee and Earnest Money Deposit (EMD)**

**The Bidder shall pay a tender document fee of Rs. 2,124/- (Rupees Two Thousand One Hundred and Twenty Four only) (ie; Rs.1,800+18% GST) and Earnest Money Deposit of Rs. 9,000/- (Rupees Nine Thousand only).**The cost of tender form once paid for this tender is not refundable even if the tender is cancelled at any stage or the tenderer fails to upload his tender. The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security. Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system. State Bank of India Multi Option Payment System (SBI MOPS Gateway): Bidders are required to avail Internet Banking Facility for making tender remittances in eProcurement System.

During the online bid submission process, bidder shall select SBI MOPS option and submit the page, to view the Terms and Conditions page. On further submitting the same, the eProcurement system will redirect the bidder to MOPS Gateway, where two options namely SBI and Other Banks\* will be shown. Here, Bidder may proceed as per below:

1. SBI Account Holders shall click SBI option to with its Net Banking Facility., where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
2. Other Bank Account holders may click Other Banks option to view the bank selection page. Here, bidders can select from any of the Banks to proceed with its Net Banking Facility, for remitting tender payments.

*\*Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-*

*\* Bidders who are using Other Banks option under SBI MOPS Payment Gateway, are advised by SBI to make online payment 72 hours in advance before tender closing time.*

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

#### **E.Submission Process:**

For submission of bids, all interested bidders have to register online as detailed in the instructions provided in this document . After registration, bidders shall submit their Technical and Financial documents through online on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) along with online payment of tender document fees and EMD.

**To complete the bid submission process, it is essential to click on "Freeze bid" link/ icon. Failure to do so will result in the bid not being submitted online, and it will not be available for viewing or opening during the bid opening process.**

**Note: The quoted rate should be inclusive of all taxes, transportation and other applicable charges. A 2% GST will be deducted at source when the bill amount exceeds ₹2.5 lakhs, and this deduction will be applied at the time of bill payment.**



**For details regarding the scheduled dates for the submission of the tender documents, Please Contact: 0487-220 7785, OR log on to [www.kuhs.ac.in](http://www.kuhs.ac.in) OR [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) OR Email @ [genadmn@kuhs.ac.in](mailto:genadmn@kuhs.ac.in)**

**Registrar**

### **GENERAL CONDITIONS**

Competitive e-tenders are invited for providing the security services as specified in the schedule below/attached.

1. The Tender amount should be inclusive of all taxes, transportation and other charges. Including GST as applicable.
2. A SELF DECLARATION that the firm is not black listed in the past by any Govt/Dept/Company etc.
3. The Agency/Firm should have valid Registration Certificate including Registration with the Regional Labour commissioner, EPF, ESI, GST etc.
4. The contractor should have a minimum experience of three years in the field and have sufficient manpower.
5. The rate alone will not be the qualifying factor for selection. Experience of the agency, proficiency in the field, stability etc. will also be taken into consideration.
6. The final acceptance of the tenders rests entirely with the university, who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tender as may be allotted to them.
7. The successful tenderer should be prepared to guarantee the satisfactory performance for a definite period under a definite penalty.
8. The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of this tender, deposit a sum equivalent to **5 per cent of the value of the contract as security for the satisfactory fulfilment of the contract less the amount of money deposited by him along with his tender**. If the successful tenderer fails to deposit the security and execute the agreement as stated above, the earnest money deposited by him will be forfeited to the university, and the contract arranged elsewhere at the defaulter's risk and any loss incurred by the university on account of the service will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby. If the defaulting firm is a registered firm, their registration is liable to be cancelled.
9. The security deposit shall, subject to the conditions specified herein, be returned to the contractor within three months following the expiration of the contract. However, in the event of any dispute arising between the university and the contractor, the university reserves the right to deduct from the deposit or any remaining balance, any damages, costs, charges and expenses claimed until the dispute is resolved. These deductions may also be made from any other amount due from the University to the contractor at any time. In cases where a service guarantee is in effect, the security deposit will be released only after the guarantee period has expired.
10. All payments to the contractor will be made by the Registrar in due course.
11. The personnel supplied will be employees of the contractor and all statutory liabilities such as ESI, EPF, other allowances etc will be paid for by him.

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KUHS, Thrissur



12. **Payments will be made only after the verification of bills and the agency shall enclose proof of the payments like ESI, EPF etc. If any over payment is detected as a result of post-audit, in the monthly bills submitted by the agency, it shall be recovered by the KUHS from the agency.**

13. a) In case the contractor becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlements of his creditors for the settlement of his debts, or carries on his business or the contract under inspection on behalf of his creditors or in any case receiving order or orders, for the administration of his estate are made against him, or in case the contractor shall commit any act of insolvency or in case in which under any clause or clauses of his contract the contractor shall have rendered himself liable to damages amounting to the whole of his security deposits: the contract shall thereupon, after notice given by the Registrar to the contractor, be determined and the university may complete the contract in such time and manner and by such persons as the university shall think fit. But such determination of the contract shall be without any prejudice to any right or remedy of the university against the contractor or his sureties in respect of any breach of contract therefore committed by the contractor. All expenses and damages caused to the University by any breach of contract by the contractor shall be paid by the contractor to the University and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.

b) The persons/contractors submitting tenders should produce a solvency certificate, clearly indicating to what extent they are solvent from the Tahsildar of the Taluk where they reside, along with their tenders.

14. a) In case the contractor fails to render the services, the security deposit will be forfeited.

b) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Court within whose jurisdiction the Registrar voluntarily resides.

15. Any sum of money due and payable to the contractor (including security deposit returnable to him) under the contract may be appropriated by the Registrar or the University or any other person authorized by the University and set off against any claim of the Registrar or the University for the payment of a sum of money arising out of or under any other contract made by the contractor with the Registrar or the University or any other person authorized by the University. Any sum of money due and payable to the successful tenderer or contractor from the University shall be adjusted against any sum of money due to the University from him under any other contracts.

16. The agency will supply uniformed and trained personnel and will use its best endeavors to operate the services.

17. No representation for enhancement of rates once accepted will be considered.

18. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in supplies or failure to supply within the stipulated period.

19. The price quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.

20. The agency will have insurance cover for their staff for personnel accident and death while performing duty at Kerala University of Health Sciences.(KUHS). It is the responsibility of the agency to verify the character and antecedents of the workforce engaged for duty. The character and antecedents shall be got verified through record check by the contractor at their own cost from concerned police authorities and the original report shall be submitted to KUHS.

21. **The agency shall maintain the records as instructed by the KUHS. The contractor shall furnish the Bio-data of the personnel posted by them in the institute with identification cards with passport size photograph for each person. Whenever there is a change of personnel, advance information to**





that effect shall be given to KUHS.

22. Special conditions, if any, of the tenderers attached with the tender will not be applicable to the contract. KUHS shall have the right, without assigning any reason, to remove any personal engaged by the contractor, if considered to be undesirable.

23. The individuals engaged or deployed for work undertaken by the contractor shall, preferably, be members of the Contractor's workforce. For all statutory and other purposes, the Contractor shall be considered their employer and will be solely responsible and liable for all statutory benefits and obligations to which these individuals are entitled under various legislations, including the ESI Act, EPF Act, Minimum Wages Act, Employees Compensation Act, and other applicable allowances. The Contractor is required to ensure that statutory deductions are regularly made from the employees' salaries and remitted to the appropriate authorities. Additionally, the Contractor shall submit monthly returns for EPF and ESI contributions for personnel deployed to KUHS by the end of the succeeding month. In the case of any default, the agency will solely be responsible for such lapses and pay the penalty, if any imposed by such authorities. If such lapses are noticed, the KUHS will be at the liberty to recover such dues from any payment due to the agency, including security deposit

24. The tenderer should send along with his tender an agreement executed and signed on a Kerala Govt. stamp paper worth Rs.200/-. A specimen form of agreement is attached to this tender. Tenders without the agreement in stamped paper will be rejected outright.

25. The University reserves the right to award contract for the centre, School of Fundamental Research in Ayurveda (SFRA), Thripunithura.

26. The period of the agreement shall be of twelve months from the date of commencement and may be extended further as decided by KUHS on the same terms and conditions set forth in the agreement.

27. The Agency should provide Minimum Wages to the members of staffs as per the Minimum Wages Act.

**28. All the firms/organisations who participate in the tender should submit the monthly wage breakup of security staffs for School of Fundamental Research in Ayurveda (SFRA), Thripunithura in the format given below.**

**Wage break-up (monthly) for:**

School of Fundamental Research in Ayurveda (SFRA), Thripunithura.

(Strike out whichever is not applicable)

Sl. No.	Description	Security Guard
A	Monthly wages	
1	Basic	
2	DA	
3	Total of A	
B	Statutory deductions	





1	PF -12%	
2	ESIC – 0.75%	
3	Total of B	
C	Net monthly (A-B)	
D	Statutory payments	
1	PF – 13.00%	
2	ESIC- 3.25%	
3	Bonus	
4	Uniform	
5	Material Cost	
6	Other Expenses	
7	Administration charges	
8	Total of D	
	Total of A+D	
	Grand Total	

29. The rate to be quoted will be valid throughout the period of contract period, and no claims whatsoever on account of an increase in statutory payment shall be entertained. It will be the responsibility of the contractor to bear any such expenses.

**Note: If there is any discrepancy between words and figures, the amount in words shall prevail.**

**Annexure - 1**

**AGREEMENT**

This Contract Agreement made on the ..... between M/s. .... carrying on business of providing facility services and having its office ..... (hereinafter called the ‘Contractor’, which expression shall unless repugnant to the context or meaning thereof, deemed to mean and include its administrators, successors and permitted assigns) of the one part

AND

The Kerala University of Health Sciences having its office at Mulamkunnathukavu, Medical College P.O., Thrissur – 680 596 (hereinafter referred to as ‘KUHS’ or ‘Owner’, which expression shall unless  
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repugnant to the context or meaning thereof, deemed to mean and include its administrators, successors and permitted assigns) of the other part. KUHS and 'Contractor shall hereinafter referred to as 'Parties' and singly as 'Party'

WHEREAS

- a. The KUHS has placed the Work Order. No. dated and engaged M/s. .... for the work of Providing Security services at the School of Fundamental Research in Ayurveda, Thripunithura of the University for an amount of ₹ ..... including service tax for a period of one year on terms and conditions hereinafter contained.
- b. 'Contractor' accepted the said Work Order and remitted the Security deposit of ₹ ...../- (Rupees ..... only) by way of DD No....., bank ..... dated .....of ₹..... (..... Only).

Now THEREFORE, THE PARTIES HERETO HEREBY AGREE AND THIS CONTRACT WITNESSTH AS FOLLOWS:

1. The work shall be executed as per terms and conditions set forth in this agreement and the Work Order No. .... /Admn/KUHS dated ..... This contract agreements deemed to have become effective from ..... , the actual date of start of work.
  2. The contractor undertakes to provide Security services and deploy trained personnel of good integrity to guard the buildings at the School of Fundamental Research in Ayurveda, Thripunithura of the University and other premises at all times on a 24 hour basis per day. Contractor shall ensure all equipments and utilities are in working condition all the time except for major breakdowns of such equipments and utilities. In case of major breakdown KUHS shall take over the equipment/ utilities for the purpose of rectification/repair/replacement at their own expenditure.
  3. The Contractor shall be responsible for maintaining a safe and secure working environment as directed by KUHS authorities.
  4. **The guard shall be deployed on a three- shift basis day. Any violation of this requirement may result in penal actions.**
  5. It is further undertaken by the firm that they shall at all time maintain the strength of their staff at the level stipulated in the work order and that such deployed personnel shall be experienced and efficient for the work assigned to them.
  6. If the equipments/utilities installed by KUHS are damaged due to mal-operation by /carelessness of the staff employed by 'Contractor, then 'Contractor' shall compensate for such damages. KUHS reserves right to recover such compensations from any money due to 'Contractor'. Further KUHS may initiate such legal action deems appropriate for recovery of damages from 'Contractor 'if money due to 'Contractor, is inadequate.
  7. KUHS shall direct 'Contractor' to replace any or all staff employed by them for valid reasons and 'Contractor' shall immediately undertake such replacements.
  8. KUHS shall have the right to terminate this contract after serving 1 months' notice to 'Contractor' if
- a. The performance of 'Contractor' is not satisfactory and if 'Contractor' not undertaking the work with due diligence expected from them.

b. Abandons the work without proper notice or valid reason





c. 'Contractor' fails to comply with the provisions of this agreement.

9. In case of termination of contract due to the above reasons then the Security deposit shall be forfeited by KUHS and work shall be awarded to any other agency at the risk and cost of 'Contractor'.
10. 'Contractor' undertakes to pay minimum wages, bonus, taxes, duties, fees, levies etc. as applicable under the relevant rules, but not less than the amount indicated in the work order. Further the contractor shall deduct and remit PF contribution and ESI contribution and any other dues as may be payable by them as employer under any law. Contractor shall maintain such reports and registers and obtain such licenses or registrations as required by the law. Contractor shall also indemnify KUHS from any liabilities that may arise out of employment of any person/s by the contractor for the works assigned to him.
11. The contractor shall ensure that wages are paid to the personnel in the presence of a KUHS authorized employee and shall furnish a copy of documentary proof of such payments to KUHS.
12. The parties to this agreement agree that any action or legal proceeding arising out or pertaining to agreement shall be adopted or instituted only the Courts of Kerala.
13. This agreement, Work Order No. .... / B1 /Admn/ KUHS dated ....., Your Tender for contract of Security services at the School of Fundamental Research in Ayurveda, Thripunithura of the University for an amount of ₹. ..../- per annum dated ..... and such other documents issued for the work shall form part of this contract.
14. The contractor is bound to supply the required number of additional staff as per the price schedule above for the service of any additional buildings under Kerala University of Health Sciences (KUHS), Thrissur.

IN WITNESS WHERE OF the parties here to have set their hands on the day and year first above written.

For and on behalf of

For and on behalf of

M/s. ....  
Health Sciences

Kerala University of

By .....  
.....

By

(Authorized Representative)

(Authorized Representative)

In the presence of witness

In the presence of witness

1. Signature

1. Signature

Name

Name

2. Signature

2. Signature:

Name

Name

**SCOPE OF WORK**

**SECURITY SERVICES: SCHOOL OF FUNDAMENTAL RESEARCH IN AYURVEDA  
(SFRA), THIRIPUNITHURA, OF THE UNIVERSITY**

1. Guarding the different entry points to the SFRA
2. Patrolling the premises of the SFRA
3. Reporting unusual observations on security and safety.
4. Placing miscreants under citizen's arrest until he/she can be handed over to the law enforcement officials.
5. Evacuating the premises in case of fire/bomb threat.
6. Defuse vandalism/attack to the client's property.
7. Control the crowd/public at different entry points and give access to only valid users.
8. Monitor and Control the movements of vehicles at the entry points of SFRA

The above list is not exhaustive but only indicative and it shall be the responsibility of the Service provider/company to take all the necessary precautions and steps for protection of the premises.



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KUHS, Thrissur