



International Centre for Free and Open Source Software

Swatantra,
South Pavilion, Sports Hub, Karyavattom,
Trivandrum - 695 581
Kerala, India.
Phone No: +91 471 2700013
Email: info@icfoss.in

NOTICE INVITING QUOTATION

For Providing of Security Manpower Service
Quotation No: **ICFOSS/146/2025 – HA** dated 15/12/2025

Name of the Work	Providing of Security Manpower Service in ICFOSS
Period of engagement	12 Months
Engagement of Contract	1st January 2026
Availability of quotation documents	Can be downloaded from the website http://icfoss.in up to 16/12/2025, 03:00 PM
Date of Publishing	16/12/2025
Last date & time of submission of quotations	23/12/2025at 04:00 PM
Date & time of opening of quotations	23/12/2025at 05:00 PM

All communications shall be addressed to the Secretary & Registrar, ICFOSS, Swatantra, South Pavilion, Sports Hub, Karyavattom, Trivandrum - 695 581 Kerala, India.



The quotation documents and other details may be downloaded from the website <http://icfoss.in/>. Only manual submission shall be entertained. Late submissions will not be considered

Secretary & Registrar

Swatantra,
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Karyavattom, Trivandrum - 695 581
Kerala, India.
Phone No: +91 471 2700013
Email : info@icfoss.in

Place: Trivandrum
Date: 15/12/2025

Procurement Officer
ICFOSS

Note: - If the date of opening of quotation happens to be a holiday; the actual date for the same will be the next working day. No separate intimation in this regard will be issued.



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QUOTATION DOCUMENT
ICFOSS/146/2025 – HA dated 15/12/2025

NATURE OF SERVICE CONTRACT : Providing of Security Manpower Service

I. NAME OF THE FIRM : _____

II. POSTAL ADDRESS : _____

III. TELEPHONE : _____

MOBILE : _____

E- MAIL : _____

IV. DETAILS OF THE FIRM: SOCIETY/PARTNERSHIP FIRM/ COMPANY
(Attach copy of relevant document such as certificate of registration etc.)

V. DETAILS OF PREVIOUS ASSIGNMENTS DURING THE LAST 1 YEARS

Sl. No.	Name and Address of the Client	From	To	Number of staff engaged	Remarks

N.B: Attach Sheets if necessary.

VII. NAME OF YOUR BANK WITH:

ADDRESS, Account Name.

Account No., IFSC

:

:

VIII. DETAILS OF STATUTORY REGISTRATION (Attach copies)

⌚ PF. No. (Should have registrations in Kerala) :

⌚ ESI Code No. (Should have registrations in Kerala) :

⌚ Contract Labour Registration No. :

⌚ Company /Society/Partnership /Registration No :

⌚ PAN No.



⌚ GST Registration No.

:

⌚ Others

IX. DETAILS OF LICENSES OBTAINED
(Copy of licenses to be attached)

:

X. QUALITY CERTIFICATIONS IF ANY:

I/We hereby certify that the details given above are correct to the best of my/our knowledge and belief. I/We also understand that in case any information has been concealed or information provided is not factual our request for pre-qualification will be rejected without assigning any reason therefore.

I/We have no objection to ICFOSS contacting our Clients and Bankers for reference.

Place:

Signature:

Date:

Name:

Seal:

Designation

➤ **Submission of Quotation**

The quotation should be submitted with the following documents. The documents shall include the following:

1. Company registration details
2. Detailed specification of the item quoted
3. Copy of Permanent Account Number (PAN)
4. Copy Of GST Registration Documents
5. Previous work orders supplied to any Government departments if any
6. Signed quotations document with quotations form.



- **The contract is for a period of one year.** However, ICFOSS reserves the right to cut short the contract period at any point of time by giving notice of one month.
- Inspection of location
- The number is as per the present requirement which will be enhanced according to the necessity.
- ICFOSS reserves the right to conduct price negotiation with the lowest quoted bidder. The acceptance of a quotations shall rest with the ICFOSS, who does not bind himself to accept the lowest quoted quotations and reserves to it the authority to reject any or all the quotations received without assigning any reason(s) whatsoever.
- On acceptance of the quotations, the CONTRACTOR shall intimate the name of his accredited representative who would be responsible for taking instructions for carrying out the work.
- ICFOSS's decision with regard to the quality of the services and workmanship will be final and binding.
- Payment Terms

The CONTRACTOR shall submit bills for every calendar month. ICFOSS shall have the sole authority to judge the performance of Services. Upon receipt of each bill, ICFOSS shall review it and if deemed to be in accordance with the agreement, ICFOSS shall approve said bill and payment shall be made to CONTRACTOR within fifteen (15) days from the receipt of correct bill by ICFOSS subject to bills being in complete shape with all necessary support documentation and in the accepted format. All the applicable taxes and duties will be deducted from the bills.

SPECIAL CONDITIONS OF CONTRACT

- **The scope of work for Providing of Security Manpower Service**

A) THE SCHEDULE OF WORK TO BE PERFORMED 'ROUND THE CLOCK' BY THE CONTRACTOR IS AS FOLLOWS:

1. To provide trained guards as per the directions of Director or authorized representative of ICFOSS
2. The guards of particular shift will be off from the duty only after the guards of the next shift report for duty. The shift/change will be after proper handing over/taking formalities in the register provided for this purpose.



3. Every aspect of security for protection of all the installations and other materials from theft and fire, pilferage, damage and encroachment etc., at ICFOSS and report to the management.
4. Regulation of entry of authorized persons and prevention of entry of unauthorized persons into the campus.
5. Detection/tracing of outsiders or employees in case of theft and report such incidents to the competent authority immediately.
6. Screening and recording of all incoming and outgoing persons/goods/materials and vehicles at the entrance/exit points of the Centre.
7. Maintenance of proper record of temporary/permanent pass-out details
8. Issue of Gate-pass to visitors and checking 'in' and 'out' passes for goods/materials.
9. Checking and immediate reporting of actual/attempted pilferages.
10. Liaison with local fire-brigade officials in emergency.
11. Carrying out any other related task as may be allotted by the Competent Authority.
12. The security supervisor will be responsible for overall security arrangement of the concerned Department covered in the contract.

B) RESPONSIBILITIES:

1. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinder and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
2. To keep and assist for first aid treatment always ready at premises in case of necessity.
3. To periodically check the performance of your security guards by the senior staff or as directed.
4. To streamline work in accordance with the instruction given to you by the management from time to time.
5. To maintain regular contact with the management with regard to security arrangements and improvement.
6. Entry of the street-dogs and stray cattle into the premises is to be prevented. It should be at once driven out.

7. The guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.

8. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.

9. The security guard on duty shall not leave the premises until his reliever reports for duty.

- Any other similar services specified by ICFOSS from time to time shall deem to be a part of this Agreement.
- **The Contractor shall ensure that statutory employee deduction (Washing Allowance, Uniform Allowance, EPF & ESI Contribution, Bonus, Gratuity) of gross salary be at the rate specified by law.**
- **The gross salary shall not be less than the minimum wages as specified by Govt of Kerala and does not include Employer's contribution to PF, ESI and LWF. However, the CONTRACTOR has the liberty to pay wages higher than the minimum wages to his personnel without incurring any additional cost to ICFOSS.**
- The Contractor shall comply all the provisions specified in Government of Kerala Notification G.O.(P) No.134/2015/LBR dated 16th September 2015.
- The CONTRACTOR shall at his own cost provide suitable uniforms for the staff and shall be responsible for their proper maintenance of the same.
- Hartal/Vehicle strike and any other holidays declared by Government shall not be applicable to the CONTRACTOR, which will not be considered as a reason for disruption in work. Holidays which are applicable to ICFOSS will not be applicable to the CONTRACTOR.
- The CONTRACTOR shall ensure that the work undertaken by him is commenced and concluded on all days as per the scheduled time of the work of ICFOSS. The CONTRACTOR shall ensure strict punctuality of the Security staff for duty. Any alteration in the shift timing shall be done only with the consent of the ICFOSS authorities.
- The CONTRACTOR shall be responsible for making his own arrangements for attendance of his employees at the said premises and performance of their duties. The attendance registers shall be daily verified by the representative of ICFOSS. CONTRACTOR shall intimate in advance any leave or absence of duties of the Security personnel. However, ICFOSS reserves the right to implement punching machines or alternate mechanism to monitor the attendance and duty hours of the staff deployed by the CONTRACTOR. The CONTRACTOR shall be held responsible if any employee of



the CONTRACTOR is found not adhering to the instructions given by ICFOSS.

- The CONTRACTOR's staff should not undertake any other job on contract of her own. The CONTRACTOR shall ensure that the staff deployed for ICFOSS shall not be engaged for any other work outside ICFOSS or for any other companies inside ICFOSS.
- The CONTRACTOR shall indemnify ICFOSS from all claims arising out of accidental death, injury etc. to the CONTRACTOR's personnel at the premises. The necessary insurance for the purpose will be arranged by the CONTRACTOR.
- The CONTRACTOR shall ensure that the Security staff posted by him will not have any claim on ICFOSS by way of job, salary increase or any benefit and should acknowledge and communicate to the Security staff that they are employees of the contractor and not of the ICFOSS.
- The CONTRACTOR shall not use the name of ICFOSS in any manner either for credit arrangement or otherwise and it is agreed that ICFOSS shall not in any way be responsible for the debts, liabilities or obligations of the CONTRACTOR and/or his employees.
- The CONTRACTOR shall ensure that his employees, while on the premises of the ICFOSS or while carrying out their obligations under this agreement observe the standards of decorum, safety and general discipline laid down by ICFOSS or its authorized agents.
- The CONTRACTOR shall ensure the availability of Security staff posted by him at the premises and conduct surprise checks and shall take necessary action against the Security staff for any fault or failure in performing their duty.
- The CONTRACTOR shall have his representative available 24 hours either by person or by phone during or after office hours.
- Only personnel with sound mental and physical health and with pleasing personality/behaviour shall be employed for the work. The personnel employed by the Agency should have good physique and should be free from contagious/communicable diseases and should have normal vision. They should not have been involved in any Police/Criminal cases.
- ICFOSS shall have the right to impose penalty/fine on the CONTRACTOR for any lapses from the personnel engaged by the CONTRACTOR or demand removal of any of the staff deployed and such personnel shall be removed, and replacement provided within 24 hrs.
- The CONTRACTOR shall pay ICFOSS an amount equivalent to a maximum of 10% of the total monthly quoted rate as penalty for lapse of duty or breach of any of the conditions stipulated in the contract. The percentage of penalty will be fixed by ICFOSS



after considering the nature of the misconduct or lapse of duty or break in conditions as stipulated in the contract.

- ICFOSS reserves the right to terminate the contract by giving one month notice in writing if the CONTRACTOR is found habitually breaching the conditions or invites continuous penalties. Once terminated the CONTRACTOR will be blacklisted from participating ICFOSS quotations in future.
- The payment will be made every month for which the CONTRACTOR shall submit bills with necessary supporting documents. The authorized person of ICFOSS shall verify the muster roll and materials/consumable register and the payment will be made only after evaluating the monthly performance of the CONTRACTOR. In case the number of employees is less than what specified by ICFOSS the CONTRACTOR shall be subject to penalty as mentioned in above Clause in addition to the corresponding monthly deduction. Registers/Documents showing the quantity of usage of monthly consumables shall be got approved by the authorized personnel.
- The salary of the staffs deployed by the CONTRACTOR shall be disbursed only through any Nationalised/Scheduled bank. The CONTRACTOR shall ensure that proper salary/wage slips clearly showing the Gross salary and statutory deduction are given to all his employees at the time of monthly salary/wage disbursement.

C. **CONDITIONS OF PERFORMANCE**

CONTRACTOR confirms and assures that:

- 1) CONTRACTOR has the requisite skilled and qualified personnel to perform the services.
- 2) CONTRACTOR has inspected the premises and is familiar with the conditions related to performance of the services.
- 3) CONTRACTOR shall at all times ensure that the services are being carried out in the most expeditious efficient manner consistent with the best interests of ICFOSS, and in good and professional manner and in accordance with sound industry practice.
- 4) CONTRACTOR shall perform and provide the services in accordance with provisions of this Contract and shall exercise all reasonable skill, care, diligence and judgment in performance of the services.
- 5) If CONTRACTOR fails to perform any of the services then ICFOSS has the undisputable



right to claim damages and hire a third party to perform such services, and the incurred amount i.e. the additional amount payable to the third party by virtue of assigning services until expiry date of Contract shall be recovered from any payment due to CONTRACTOR under the Contract.

- 6) CONTRACTOR shall notify ICFOSS as soon as CONTRACTOR knows of any difficulty in performing the services. If, at any time during the performance of the services, CONTRACTOR's actual progress is inadequate to meet the requirements of the Contract, ICFOSS may so notify CONTRACTOR who shall thereupon take such steps as may be necessary to improve its performance. If CONTRACTOR does not improve the performance to meet the approved and accepted schedule, ICFOSS may require an increase in overtime working hours, an increase in the number of manpower etc. all without any additional payment by ICFOSS to CONTRACTOR.
- 7) In the event that CONTRACTOR fails to progress the services in accordance with the accepted Schedule of work and thereby incurs ICFOSS additional cost and/or expense through the re-organisation and / or re-scheduling of dependant third party claims in consequence thereof, then to the extent that CONTRACTOR is at fault, CONTRACTOR shall reimburse all such direct and verifiable costs and expenses to ICFOSS and ICFOSS may deduct such sums from the value of any invoice submitted by CONTRACTOR or from any sums due or owing or which may become due or owing to CONTRACTOR.



DECLARATION

1. I Son/ Daughter of Shri..... Proprietor/
Partner/ Director/ Authorised Signatory ofis / am competent to sign
this declaration and execute this quotations document.
2. I have carefully read and understood all the terms and conditions of the quotations and here by
convey my acceptance of the same.
3. The information / documents furnished along with the above quotations are true and authentic to
thee best of my knowledge and belief. I/ We/ am/are well aware of the fact that furnishing of any
false information/ fabricated document would lead to rejection of my quotations at any stage
besides liabilities towards prosecution under appropriate law

Date-
Place-

Signature of Authorised Person

Full Name:
Address:
Company's Seal

N.B.: The above declaration in letter head, duly signed and sealed by authorised signatory of
the company, should be enclosed with Technical bid.

ANNEXURE I (BOQ TEMPLATE)

Date : 15/12/2025

Quotation Inviting Authority: ICFOSS					
Name of Work: For Providing of Security Manpower Service					
Contract No: ICFOSS/146/2025 – HA dated 15/12/2025					
Name of agency :					
<u>PRICE SCHEDULE</u> <u>(This BOQ template must not be modified/replaced by the bidder and the same should be submitted after filling)</u>					
Sl. No.	Item Description (as specified in quotations documents)	Quantity	Units	RATE Per Month (inclusive of all Taxes)	TOTAL AMOUNT (inclusive of all Taxes)
1.	Security Staff (24 x7)	2	Nos		
2.	Security Staff (12 Hrs, Night only)	1	Nos		
Grand total Amount					
Quoted Rate in Words					

Authorized Signature
(With Signature and Seal)