e-Tender

Providing Security Guards for Head office at Thiruvananthapuram, Ernakulam BO (Finance Tower), taken over security properties of KFC situated across Kerala

e-tender No. KFC/TDR/ADMIN/I/2498/2026 Dated 23/10/2026

Last date for submission of proposals: 11/11/2026 up to 1.00 PM

Contents

1. Notice Inviting Tender
2. Introduction
3. Scope of Work
4. Eligibility Criteria
5. Submission of Bids
   5.1 Technical Bid shall consist of the following
   5.2 Financial Bid consisting of the following
   5.3 Bid Submission
6. Evaluation of Bids
   6.1 Preliminary Examination
   6.2 Technical Evaluation
   6.3 Financial Bid Evaluation Methodology
      6.3.1 Price Comparison Method
      6.3.2 Determination of L1 Bidder
   6.4 Right to Accept or Reject
7. Terms & Conditions
8. Terms & Conditions for e-Procurement
9. Schedule of Events for Submission of Bids
10. Annexures
   Annexure I – Bidder Letter (On Letterhead)
   Annexure II – Financial Statements
   Annexure III – Certifications
   Annexure IV – Statement of Deviation
   Annexure V – Bidder's Major Clients
   Annexure VI – Non-Blacklisting Undertaking
   Annexure VII – Technical Checklist
   Annexure VIII – Affidavit of Statutory Compliance
   Annexure IX – Deployment / Quantity Schedule
   Annexure X – Duties of Unarmed Security Guards
   Annexure XI – Financial Bid (Price Schedule)

1. Notice Inviting Tender

Kerala Financial Corporation invites competitive e-tenders in prescribed format, for "Providing Security Guards for Head office at Thiruvananthapuram, Ernakulam BO (Finance Tower), taken over security properties of KFC situated across Kerala". Application for this e-tender supported by prescribed annexures shall be submitted online through the eProcurement portal, in prescribed format. The bid applications will be received till 1.00 PM on 11/11/2026. The bidder must submit their application complete in all respects as per instructions contained in the tender document on or before the closing date and time. The bidders are advised to keep visiting the website https://www.kfc.org from time to time (till the deadline for bid submission) for any updates in respect of the e-tender document notice, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the e-tender document complete in all respects including updates thereof, if any. An incomplete application is liable for rejection.

The Kerala Financial Corporation reserves the right to verify the particulars furnished by the bidder independently. If any information furnished by the bidder is found incorrect at a later stage, he shall be debarred from tendering and taking up any work in the KFC.

The Managing Director, KFC reserves the right to reject any or all prospective applications without assigning any reason and to restrict the list of empanelled/short-listed agencies to any number deemed suitable.

Thiruvananthapuram

23/10/2026

Managing Director
Kerala Financial Corporation

2. Introduction

Kerala Financial Corporation (hereinafter referred to as "KFC"), a State Financial Corporation established under Section 3 of the SFC Act 1951, invites this e-tender for engagement of a reputed Private Security Agency (PSA) for Deployment of Unarmed Security Guards at its Head Office premises, Thiruvananthapuram, Finance Tower, Ernakulam, and at the units/properties taken over/Taken over by KFC in exercise of its recovery powers, spread across various districts of Kerala.

KFC holds physical possession of certain assets/units taken over from defaulting borrowers under recovery proceedings ("Taken over Units"). These Taken over Units require continuous watch and ward to safeguard KFC's interest in the assets, prevent trespass, theft, vandalism, unauthorized re-entry by previous occupants, and to preserve the value of the secured assets pending disposal/settlement.

3. Scope of Work

The contractor (Private Security Agency, hereinafter "PSA") shall supply trained, uniformed, unarmed security guards for deployment at the following categories of premises of Kerala Financial Corporation:

1. Head Office, KFC, Vellayambalam, Thiruvananthapuram – during office hours and non-office hours as specified in Annexure X.
2. Finance Tower, Ernakulam – during office hours and non-office hours as specified in Annexure X.
3. 32 (thirty-two) Taken over Units of KFC spread across various districts of Kerala – requiring round-the-clock (24x7) watch and ward, as specified in Annexure X.

The PSA shall provide adequately trained, physically fit, and police-verified unarmed security guards, in proper uniform with photo identity cards, for the locations and shift patterns indicated in Annexure IX (Deployment/Quantity Schedule).

At the Head Office and Finance Tower, the duties of the deployed guards shall include, but not be limited to, access control, visitor management, protection of office property, fire and emergency watch, and general security of the premises during business and non-business hours, as detailed in Annexure X.

At the Taken over Units, the duties of the deployed guards shall include round-the-clock watch and ward of the premises, prevention of trespass/re-entry/encroachment, safeguarding of the structure, fittings and any movable assets left at site, and prompt reporting of any untoward incident, damage, or attempted intrusion to the designated KFC official and local police, as detailed in Annexure X.

The PSA shall depute a Security Supervisor to periodically inspect all locations, ensure guards are present and alert at their posts, maintain duty registers/muster rolls, and submit periodic inspection reports to KFC. The cost of such supervisory arrangement shall be borne by the PSA and built into its quoted rates; no separate payment shall be made for supervision unless specifically called for in the Price Schedule.

The PSA shall ensure that a reliever guard is provided at every location on the weekly off day of the regularly posted guard(s), so that there is no gap in security coverage at any time.

The number and location of Taken over Units may vary during the currency of the contract as units get released/added upon recovery or settlement of dues, and KFC reserves the right to add, withdraw, or relocate the deployment of guards at any location, without any change in the rates quoted by the PSA.

The PSA shall ensure that all work is performed safely, efficiently, and with minimal disruption to office operations and to the security of the Taken over assets. All uniforms, equipment (torches, raincoats, batons, whistles, etc.), and other accessories required for the guards shall be provided by the PSA at its own cost.

4. Eligibility Criteria

Bidders participating in this e-tender for Deployment of Security Personnel at Head Office Thiruvananthapuram, Finance Tower Ernakulam, and Taken over Units of Kerala Financial Corporation across Kerala, must meet the following eligibility criteria:

- The bidder must be a legally registered company, partnership firm, LLP, or proprietorship, reputed for providing security guard services, in existence for at least 5 (five) years as on the date of this e-tender.
- The bidder shall possess and maintain a valid licence under the Private Security Agencies (Regulation) Act, 2005 and the Kerala Private Security Agencies Rules, 2010, authorising it to carry on private security agency business in the areas covered by this tender. The license shall remain valid throughout the Contract. The PSA shall notify KFC within two working days of any suspension, cancellation, expiry, restriction, or material change in the license.
- The bidder must have registration with the Employees' State Insurance Corporation (ESIC) under the ESI Act, with a valid code number. In locations where the ESI scheme is not implemented, the PSA must provide a valid Workmen's Compensation Policy for the deployed guards.
  - While the PSA is required to maintain ESI compliance for all deployed personnel, in the event that any guard is deployed to a location (such as remote Taken over Units) where the Employees' State Insurance (ESI) scheme is not notified or operational, the PSA must obtain and maintain a valid Employee's Compensation Insurance Policy (formerly Workmen's Compensation Policy) under the Employees' Compensation Act, 1923.
  - The policy must provide adequate coverage to financially compensate any employee who suffers injury, temporary or permanent disability, or death arising out of and during the course of employment. The policy must also cover KFC's legal liability as the principal employer.
  - The PSA shall fully indemnify KFC against any claims, damages, lawsuits, or compensation demands under the Employees' Compensation Act, 1923, the Fatal Accidents Act, 1855, or any other relevant legislation resulting from workplace accidents.
  - Where applicable, the PSA must submit a copy of the valid Employee's Compensation Policy to KFC's Administration Department prior to deploying guards to the respective non-ESI locations. Failure to maintain this insurance will be treated as a fundamental breach of contract.
- The bidder must have registration with the Employees' Provident Fund Organisation (EPFO) under the EPF & Miscellaneous Provisions Act, 1952, with a valid registration number.
- The bidder must have a valid Income Tax PAN and must have filed Income Tax Returns for the last three financial years.
- The bidder must have valid GST registration.
- The bidder must have at least five years of experience in providing private security services as on the last date for bid submission.
- The bidder must have at least two years of experience providing security services to a Government department, PSU, bank, financial institution, statutory body, or established corporate entity.
- The bidder must have at least three completed or ongoing similar contracts in Kerala, each involving at least 10 guards, or a combined similar-contract deployment of at least 50 guards in Kerala.
- No record of abandonment or termination for fraud, corruption, or material non-performance that has not been satisfactorily explained to KFC.

- Similar work means deployment of unarmed security guards with supervision, relief arrangements, and statutory-compliance responsibility. Security work performed only as a manpower supply without responsibility for statutory compliance may be considered only if the bidder proves equivalent scope.
- The bidder must have an annual turnover of not less than rupees fifty lakhs from security services during each of the last three financial years (FY 2023-24, 2024-25, 2025-26), evidenced by audited financial statements.
- The bidder must have at least one office in Kerala with landline/telephone and e-mail facility, physically manned during working hours, along with adequate supervisory staff for the districts in which deployment is sought.
- The bidder must have its own training infrastructure for imparting basic security training to guards, or a documented tie-up arrangement with a PSARA-registered training establishment.
- The bidder must submit the required Earnest Money Deposit (EMD) of Rs. 25,000/- along with the Technical Bid.
- The PSA shall comply with the applicable provisions of the Code on Wages, 2019, the Code on Social Security, 2020, the Occupational Safety, Health and Working Conditions Code, 2020, the Industrial Relations Code, 2020, and the rules, notifications and orders made thereunder, as amended or replaced from time to time.
- The bidder shall hold a valid licence under the Occupational Safety, Health and Working Conditions Code, 2020 (OSHWC Code) and the rules made thereunder, wherever applicable, for engaging and deploying contract labour under the contract. Where the bidder does not hold such licence at the time of submission of the bid, it shall obtain the requisite licence before commencement of deployment and maintain the same in force throughout the contract period. The bidder shall comply with all applicable statutory requirements relating to contract labour in the districts/locations where the security personnel are deployed.
- The bidder must sign and stamp all pages of the tender document as acceptance of all terms and conditions.
- The bidder must provide valid contact details of at least three clients (preferably banks/financial institutions) for reference verification.
- The bidder shall submit an undertaking confirming that no part of the work shall be sub-contracted on a back-to-back basis. Sub-contracting of the work, either in full or in part, is strictly prohibited.
- The bidder shall not be currently debarred or blacklisted by any Government department, PSU, statutory body, regulator, or public institution for fraud, corruption, collusion, serious misconduct, or material non-performance. The bidder shall disclose any debarment, blacklisting, termination for default, fraud-related proceeding, or material litigation during the preceding five years.
- The bidder shall disclose any actual, potential, or perceived conflict of interest involving KFC personnel, consultants, directors, partners, employees, or relatives as defined by applicable law or KFC policy. A bidder shall not collude, coordinate prices, exchange bid information, or improperly influence the evaluation.
- A criminal case shall not automatically disqualify a bidder merely because it is pending. KFC may disqualify a bidder after considering the nature, seriousness, relevance, stage, and disclosure of the proceeding, subject to applicable law and procurement policy. Conviction for fraud, corruption, serious economic offence, or an offence materially affecting fitness to provide security services shall be disclosed and may be a ground for disqualification.

- The bidder should submit the tender through the e-tendering portal as per the guidelines provided by the Government of Kerala. The bidder must digitally sign all the required documents and tender pages as a token of acceptance of the terms and conditions. The digital signature certificate (DSC) used for signing the documents should be issued by a certified authority recognized by the Controller of Certifying Authorities (CCA), Government of India. Submission of the tender online shall be considered as the bidder's acceptance of all the terms and conditions mentioned in the tender document.

5. Submission of Bids

1. Bids should be submitted through the eTender portal (https://etenders.kerala.gov.in/) as per Clause 8 of this tender document.
2. Price of the Bid Document: Rs. 1000/- Plus 18% GST.
3. Availability of Bid Document: This Bid Document can be downloaded from the website https://etenders.kerala.gov.in/ and also from https://www.kfc.org
4. The bidders shall submit an Earnest Money Deposit of Rs. 25,000/-.
5. The EMD submitted by unsuccessful bidders will be refunded without interest after the finalization of the e-tender. The EMD of the successful bidder will be retained and adjusted against the Security Deposit or returned upon submission of the required Performance Security, as applicable.
6. Non-submission of EMD will result in rejection of the bid. Bids received without valid EMD shall not be considered for further evaluation. Bidders registered with NSIC/MSME and claiming exemption must submit valid documentary proof.
7. Bidders must submit their bids in the following manner:

5.1 Technical Bid shall consist of the following (only Online Submission)

1. Technical Bid Covering Letter on the bidder's letterhead (Annexure I).
2. EMD of Rs. 25,000/-
3. Profile of the Bidder, including company background, year of establishment, and service capability.
4. Copy of valid PSARA licence for the State of Kerala.
5. Documentary proof of having completed similar works (deployment of security guards) as per eligibility criteria, along with copies of work orders/client certificates.
6. Audited Financial Statements for the last three financial years (FY 2023-24, 2024-25, 2025-26) — Annexure II.
7. Self-declaration confirming that the bidder is not blacklisted or debarred by any Government/PSU/Regulatory authority (Annexure VI).
8. Details of supervisory staff, office(s) in Kerala, manpower strength, and training infrastructure available for executing the work.
9. A signed and sealed copy of this entire Tender Document, confirming acceptance of all terms and conditions.
10. Copy of GST Registration Certificate.
11. Copy of Permanent Account Number (PAN) Card.

12. Copy of ESIC registration certificate with code number and EPFO registration certificate with registration number.
13. Copy of Licence under the Contract Labour (Regulation & Abolition) Act, 1970, (OSHWC Code) if already held.
14. List of major clients for similar work, including at least three references (Annexure V).
15. Copies of any relevant quality certifications (e.g., ISO), if available (Annexure III).
16. Duly filled Technical Checklist (Annexure VII).
17. Statement of Deviation, if any (Annexure IV).
18. Affidavit of Statutory Compliance on non-judicial stamp paper (Annexure VIII).
19. Unconditional acceptance of the Deployment / Quantity Schedule (Annexure IX)
20. Unconditional acceptance of the Duties of Unarmed Security Guards (Annexure X)
21. Unconditional acceptance of the conditions of the financial bid. Annexure XI's blank format should be signed/sealed and uploaded under the Technical Bid (to confirm acceptance of the pricing structure), while a separately filled, priced copy of the same format is uploaded as the "BOQ" under the Financial Bid.
22. Any additional documents supporting capability, such as office address proof, uniform details, and manpower declaration.

The soft copies of all the above documents Duly signed by the bidder should be uploaded in e-tender website http://etenders.kerala.gov.in under the Technical Bid.

5.2 Financial Bid consisting of the following

The Financial Bid shall consist of Duly filled "BOQ" file should be uploaded in the e-tender website.

5.3 Bid Submission

1. No hard copies of BOQ file or Bid prices should be submitted to KFC offices.
2. The "Bidder" as used in the tender documents shall mean the one who has signed the bid form. All certificates and documents received hereby, shall, as far as possible, be furnished by the representative and the manufacturer. It is further clarified that the individual signing the bid or other documents in connection with the bid must certify that he/ she signs as 'Constituted Attorney of the Company'.
3. An Ernest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand Only) shall be furnished, by the bidder as part of its bid towards bid security. The EMD of the successful bidder shall be adjusted against the Security Deposit/Performance Security payable under the Contract. The successful bidder shall furnish the balance amount, if any, required to constitute the prescribed Security Deposit/Performance Security, within the stipulated time. The EMD shall be liable to forfeiture in accordance with the terms of the Tender in the event of failure of the successful bidder to execute the Contract or furnish the requisite Security Deposit/Performance Security within the prescribed time. No interest will be payable by KFC on the amount of the EMD.
4. The EMD may be forfeited:
    a. If a bidder increases his quoted prices during the period of bid validity or its extended period, if any; or

b. If the selected bidder fails to sign the Contract or to furnish Performance Bank Guarantee

5. On the basis of the Technical information given by the bidder for the Technical bid, bidders will be short-listed for commercial bid.

6. The commercial bids of bidders not qualified in the Technical bid will not be opened.

7. Commercial bids of short-listed bidders will be opened online by KFC.

6. Evaluation of Bids

6.1 Preliminary Examination

All bids will first be checked for:

- Submission of EMD
- Validity of PSARA licence for Kerala
- Completeness and signing of all documents
- Compliance with submission format

Bids not meeting the above requirements may be rejected at this stage. A bid determined as not substantially responsive will be rejected by KFC and may not subsequently be made responsive by the bidder by correction of the non-conformity.

6.2 Technical Evaluation

Technical Bids shall be evaluated with reference to the eligibility criteria and supporting documents. KFC reserves the right to carry out site visits/verification of the bidder's office, and reference sites, and to seek feedback from existing clients. Bidders found non-compliant on verification, or with unsatisfactory client feedback, shall not qualify for opening of the Financial Bid.

The bids of only technically qualified bidders would be considered for opening of the Financial Bid.

6.3 Financial Bid Evaluation Methodology

The Financial Bids of technically qualified bidders will be evaluated based on the overall monthly cost to KFC per unarmed guard for the total manpower requirement indicated in Annexure IX, considering:

- Basic wages and Variable Dearness Allowance (VDA), which shall not be less than the Minimum Wages notified by the Government of Kerala/Government of India for Watch & Ward staff, whichever is higher.
- Statutory contributions – EPF, EDLI, ESI, Bonus, Gratuity, and administrative charges thereon.
- Uniform, washing, and conveyance allowances.
- Weekly-off relief charges.
- PSA's service charge (as a percentage of the above).
- Applicable GST, to be quoted/indicated separately.

6.3.1 Price Comparison Method

For the purpose of financial evaluation, the Total Evaluated Cost (TEC) shall be calculated as follows:

TEC = (Grand Total Monthly Rate per Unarmed Guard) × (Total Number of Guards Required as per Annexure IX) × 12 months

The Gross Total Monthly Rate shall be as quoted by the bidder for the required deployment/quantity as specified in Annexure X (Deployment/Quantity Schedule).

The rates quoted shall not be lower than the applicable statutory minimum wages and mandatory statutory contributions payable for the deployed security personnel. Any bid quoting rates below the applicable statutory minimum wages and mandatory statutory contributions shall be liable to rejection.

6.3.2 Determination of L1 Bidder

- The bidder offering the lowest responsive Total Evaluated Cost (TEC) shall be declared the L1 bidder, subject to arithmetic verification, compliance with applicable statutory minimum wages and mandatory contributions, and fulfilment of all other requirements of the tender.
- The quoted price shall be in Indian Rupees (₹) and, except for applicable GST payable extra, shall be inclusive of all statutory dues, wages, allowances, uniforms, equipment, supervision, overheads, and all other costs necessary for the complete and satisfactory discharge of the scope of work.
- Any conditional bid, incomplete price schedule, or material discrepancy in the price components may render the bid liable for rejection.
- Price escalation during the bid validity period shall not be permitted, except where specifically required by a statutory revision in minimum wages or mandatory statutory contributions/taxes. Any such statutory revision shall be dealt with strictly in accordance with the applicable Government notification and the provisions of the tender.
- A bid quoting rates below the applicable statutory minimum wages or mandatory statutory contributions shall be considered materially non-responsive and shall be liable for rejection.
- Arithmetic corrections, if any, shall be made only in accordance with the provisions specified in the Portal BOQ and applicable procurement policy. No clarification shall be permitted to alter the substance of the bid or the quoted TEC.
- If two or more technically qualified and responsive bidders have the same TEC, the following tie-break criteria shall be applied successively:
  - Greater relevant security-service experience beyond the minimum eligibility requirement, measured in completed years;
  - Higher average annual turnover from security services during the preceding three financial years; and
  - If the bidders remain tied, a transparent draw of lots, duly recorded in the procurement file and conducted in the presence of the tied bidders or their authorised representatives.
- KFC shall not alter the evaluation methodology after bid submission. Any negotiation, if permitted under the applicable procurement policy, shall be conducted only with the L1 bidder, on recorded terms, and without altering the scope of work, essential terms, or basis of evaluation.

6.4 Right to Accept or Reject

Kerala Financial Corporation reserves the right to accept or reject any bid in full or part, cancel the tender at any stage. The decision of KFC shall be final and binding on all bidders.

7. Terms & Conditions

1. The bidder shall clearly quote the monthly rate per guard in Indian Rupees along with complete details of relevant experience in similar works.
2. The rates quoted must be inclusive of all statutory dues (EPF, ESI, Bonus, Gratuity, EDLI and administrative charges thereon), uniforms, equipment, supervision, and other charges necessary for the completion of the work, exclusive of GST which shall be paid extra as applicable.
3. The price shall be quoted strictly in Indian Rupees (₹).
4. This Tender Document can be downloaded from the eTender portal (https://etenders.kerala.gov.in/) and also from KFC website https://www.kfc.org.
5. Submission of the bid shall be deemed as acceptance of all terms and conditions stipulated in this tender document. Any conditional bid or deviation from the tender conditions may result in rejection of the bid.
6. The PSA shall strictly adhere to the scope of work specified in the tender, including deployment of unarmed security guards at Head Office, Finance Tower, and all Taken over Units, and provision of a Security Supervisor. No extra payment shall be made for any work not covered under the scope unless specifically approved by KFC in writing.
7. Deployment of guards at all identified locations is to be completed within 7 (Seven) days from the date of issue of the work order/letter of award, unless otherwise permitted by KFC. Delay beyond this period may attract liquidated damages/penalty as per the penalty matrix from the monthly bill, up to a maximum of 10% of the monthly contract value.
8. The PSA must ensure that the character and antecedents of every guard are fully verified prior to their deployment. A valid Police Clearance Certificate (PCC) or Non-Involvement in Offences (NIO) Certificate issued physically or digitally (e.g., via the Kerala Police THUNA portal / Pol App) shall be submitted to KFC as conclusive proof of verification before any guard takes charge of their post.
9. All guards deployed must undergo a physical fitness test and medical examination certified by a Registered Medical Practitioner. Security guards must be between 18 and 58 years of age and have a minimum height of 160 cm. They must be medically and physically fit, properly trained under PSARA guidelines (including first aid and firefighting), and capable of communicating fluently in Malayalam, with English or other regional languages as required at specific sites. Guards are required to wear a clean, proper uniform with a valid photo ID, remain completely sober on duty, and strictly follow instructions from KFC officials and PSA supervisors. KFC reserves the right to request the immediate replacement of any guard for serious issues such as intoxication, misconduct, or security risks. The PSA must provide a suitable replacement within 12 hours, or a shorter timeframe as specified in the SLA, after providing prior notice and the new guard's biodata.
10. The PSA shall ensure the guards are in proper uniform at all times, carry a valid photo identity card issued by the PSA, and are equipped with torch, raincoat, whistle, and baton (lathi) where required, especially at the Taken over Units.
11. Providing a weekly off is mandatory, and the PSA shall ensure a reliever guard is deployed at every location on the weekly off day of the regularly posted guard(s). To ensure statutory wage compliance across months, weekly-off relief charges shall be calculated precisely as (Total Monthly Wage Component under Part A, Sl. No. 1 to 5 ÷ Number of Normal Working Days in the Month) × Number of Weekly Off Days for the respective month, or standardized at 1/6th of Part A total. (See Annexure XI)

12. The PSA shall depute a Security Supervisor to inspect all locations periodically (at least once a week for each location) and shall maintain a duty register/muster roll for each guard, to be produced for verification whenever KFC so requires.

13. The PSA shall be solely responsible for payment of wages, statutory dues, and all other emoluments to its guards. KFC shall have no employer-employee relationship with the guards deployed, who shall at all times remain the employees of the PSA.

14. The PSA shall pay wages to its guards not less than the applicable Minimum Wages as notified by the Government of Kerala/Government of India for Watch & Ward Staff, and shall credit the net wages directly to the guards' bank accounts. The PSA shall submit copies of wage slips, ECR (EPF), and ESI contribution history along with its monthly bill.

15. Non-payment of wages, or non-remittance of statutory dues by the PSA to its guards/authorities, shall be treated as a fundamental breach of contract and may result in termination of the contract and forfeiture of the Performance Security, without prejudice to KFC's other rights.

16. The PSA shall comply with all applicable labour laws and codes regarding minimum wages, EPF, Payment of Bonus, Gratuity, Insurance etc.

17. The PSA shall be liable for any loss of, or damage to, KFC's property (including the Taken over Units and any assets therein) or injury to any person arising out of the negligence, dereliction of duty, or misconduct of its guards, and shall make good such loss/damage.

18. Prior to deploying guards at any Taken over Unit, a Joint Inventory Inspection shall be conducted by authorized officials of KFC and the PSA. A signed 'Asset Handover Register' listing all existing structures, electrical/plumbing fittings, machinery, and movable assets shall be executed. The PSA shall be strictly accountable for all items recorded in the inventory.

19. The PSA shall indemnify and keep KFC indemnified against any claim, loss, damage, or liability arising from any act or omission of its guards or supervisory staff, or from its failure to comply with statutory obligations.

20. The quantities and locations indicated in the tender (Head Office, Finance Tower, and 32 Taken over Units) are indicative as on the date of this tender. The number of Taken over Units, and consequently the manpower requirement, may increase or decrease during the contract period as units are added upon fresh recovery action or withdrawn upon release/settlement/disposal. The PSA shall execute additional/reduced deployment at the same rates quoted in the Financial Bid.

21. Payments shall be made monthly, based on actual attendance/deployment as certified by the designated KFC official, within 7 (seven) working days of receipt of a correct and complete bill along with supporting wage/statutory compliance documents. No advance payment shall be made.

22. All applicable taxes, duties, and levies shall be clearly indicated in the Financial Bid. Any statutory variation in taxes or minimum wages after the date of bid submission shall be governed as per applicable government notification and passed through accordingly.

23. The successful bidder shall furnish a Performance Security equivalent to 5% of the estimated annual contract value within 7 days of award of work order, in the form specified by KFC. Failure to submit the Performance Security may result in cancellation of the award and forfeiture of EMD.

24. The Performance Security shall be in a form approved by KFC, including a bank guarantee, fixed deposit, insurance surety bond, or another instrument permitted by procurement policy. It shall remain valid through the Contract period and for at least 90 days after expiry or termination, with a claim period sufficient for KFC to make a valid claim.

25. The PSA shall extend the Performance Security before expiry if the Contract is extended or a claim remains unresolved. KFC may invoke it for unpaid deductions, service-level defaults, property loss, statutory non-compliance, failure to mobilise, failure to renew insurance, or other contractual liabilities after applying the notice process in the Contract. KFC shall not recover the same amount twice.

26. KFC shall release the balance of the Performance Security within 90 days after expiry or termination, completion of handover, submission of final compliance records, and settlement of known claims.

27. KFC reserves the right to inspect the PSA's office, training facility, and the guards deployed at any location at any time during the contract period. Any deficiencies noticed shall be rectified immediately at no extra cost.

28. KFC may terminate the contract, in full or in part, if the PSA fails to perform its obligations satisfactorily, violates tender/agreement conditions, or is found to have furnished false information. In such cases, the Performance Security may be forfeited and the PSA may be blacklisted.

29. Sub-contracting of the work, either in full or part, is strictly prohibited.

30. Neither party shall be held responsible for failure to perform due to force majeure conditions such as natural calamities, government restrictions, or events beyond reasonable control.

31. The PSA shall maintain confidentiality of all information related to KFC's offices, Taken over Units, and operations, and shall not disclose any information to third parties without prior approval.

32. KFC reserves the right to accept or reject any or all bids, partially or fully, without assigning any reason and without incurring any liability to the bidders.

33. KFC may issue amendments or clarifications to the tender document during the tender period. Such amendments shall form part of the tender document and shall be binding on all bidders.

34. KFC reserves the right to cancel the tender process or the awarded work, in part or in full, at any time without assigning any reason.

35. This tender follows a two-part bid system: Technical Bid and Financial Bid.

36. Bidders must carefully examine all instructions, terms, and conditions in the Tender Document. Failure to comply or incomplete submission will result in rejection of the bid.

37. The Technical Bid (Annexures I to VIII) must be filled as per the format provided and shall not contain any price indication; otherwise the bid will be summarily rejected.

38. The Financial Bid (Annexure XI) must contain the price details for the complete scope of work as specified.

39. The bidder must ensure that all factors, including site conditions, remoteness of certain Taken over Units, and statutory requirements, are considered while submitting the bid. No claims on these grounds will be entertained later.

40. Only technically qualified bids will be considered for opening of the Financial Bid.

41. The PSA and its guards shall not use force or firearms of any kind, since deployment under this e-tender is strictly for unarmed security guards.

42. The PSA shall be liable for any damages to property or injury to personnel arising from the operations of its guards/supervisors during the execution of work.

43. The PSA shall make sure that an 'Emergency Response Board' is installed prominently at the entrance of every Taken over Unit, displaying the contact details of the Local Police Station (SHO/CI), Fire Station, KFC Nodal Officer, and PSA 24x7 Control Room. The PSA shall formally inform the concerned local police station in writing regarding their guard deployment at the Taken over property.

44. Service Level Agreement (SLA) / Penalty Matrix : The primary objective of this SLA is to ensure the continuous, high-quality deployment of unarmed security guards at the KFC Head Office, Finance Tower, and Taken over Units. The PSA is expected to strictly adhere to the duties outlined in Annexure X. Failure to meet these operational standards will result in the levy of financial penalties as detailed in the matrix below.

Penalty Matrix

Sl. No.	Charges	Service Deficiency / Operational Default	Corresponding Penalty
1	Unauthorized Absence	Absence of a guard from their post without the PSA providing a suitable reliever, leaving the location unguarded (especially critical at the 24x7 Taken over Units).	Deduction of that shift's pro-rata wage PLUS an additional penalty of ₹500 per missed shift.
2	Sleeping on Duty	Guard found sleeping or severely inattentive during duty hours, particularly during night shifts.	₹500 per instance, per guard.
3	Improper Turnout	Guard reporting to duty without proper uniform, valid PSA-issued photo ID card, or mandatory equipment (e.g., torch, baton, raincoat).	₹200 per instance, per guard.
4	Unprofessional Conduct	Guard found smoking, consuming alcohol or other intoxicants, or accepting eatables from strangers while on duty.	Immediate permanent removal of the guard from the KFC contract PLUS ₹1,000 penalty per instance.
5	Supervisory Failure	Failure of the Security Supervisor to conduct the mandatory weekly site inspection, verify alertness, or maintain the muster roll at any location.	₹500 per location, per missed week.
6	Failure to Report Incidents	Failure of the guard to prevent or immediately report trespass, theft, vandalism, or attempted re-entry at the Taken over Units to KFC officials and local police.	₹2,000 per instance PLUS full recovery of the assessed value of the damaged/stolen KFC property from the PSA.
7	Delay in Deployment	Failure to deploy the required number of guards at all identified locations within 7 (Seven) days from the date of the work order.	₹1,000 per day of delay, per location.

- Penalties will be levied based on physical inspections, surprise checks by KFC officials (or authorized representatives), or verifiable complaints from local authorities.
- All assessed penalties will be directly deducted from the PSA's subsequent monthly invoice. In the event that the invoice amount is insufficient to cover the penalty, the balance will be Taken over from the Performance Security.
- The total penalties levied in a single billing month shall not exceed 10% of the total monthly invoice value. If the service deficiencies are severe enough that penalties routinely breach this 10% threshold for two consecutive months, KFC reserves the right to declare a fundamental breach of contract, forfeit the Performance Security, and terminate the agreement without further notice.

- KFC reserves the right to demand the immediate replacement of any guard found unfit, undisciplined, or in repeated violation of this SLA. The PSA must provide a suitable replacement within 12 hours.

45. Insurance, indemnity, and liability

45.1 Employee compensation and public liability

The PSA shall maintain ESI coverage wherever applicable. For personnel not covered by ESI, the PSA shall maintain Employees' Compensation or equivalent legally compliant insurance. The PSA shall also maintain public-liability insurance appropriate to the risk of the services, with a minimum limit of ₹10,00,000 per occurrence unless KFC's approved risk assessment requires a higher amount. The policies shall be issued by an insurer legally authorised to conduct the relevant business in India. KFC shall receive copies of policies, endorsements, premium receipts, and renewals before deployment and whenever renewed.

45.2 Fidelity or employee-dishonesty insurance

The PSA shall maintain a fidelity guarantee, employee-dishonesty, crime, or equivalent policy acceptable to KFC for the full Contract period and any required discovery period. The policy shall cover direct financial loss arising from theft, burglary, pilferage, fraud, embezzlement, dishonesty, criminal breach of trust, or intentional damage committed by a guard, reliever, supervisor, or other personnel deployed under the Contract. The minimum limit shall be ₹25,00,000 for any one occurrence and ₹50,00,000 in aggregate per policy year, unless KFC approves a higher amount based on the final asset-risk assessment. The policy shall include at least a 90-day discovery period after expiry or termination for acts committed during the Contract. The policy shall identify KFC as an interested party or loss payee to the extent permitted by the insurer's policy form.

The AOO/AOY structure shall not be stated as 1:1 if that would allow a single claim to exhaust the annual aggregate, unless KFC expressly approves that risk in writing. The PSA shall submit the policy and premium receipt within 15 calendar days of the Letter of Award and before deployment.

45.3 Indemnity

The PSA shall indemnify and keep indemnified KFC against loss, damage, injury, death, claim, penalty, cost, or liability arising from:

- negligence, wilful misconduct, fraud, or dereliction of duty by the PSA's personnel;
- breach of statutory obligations;
- failure to pay wages or statutory dues;
- breach of confidentiality or information security;
- injury to PSA personnel or third parties, except to the extent caused by KFC's proven negligence; and
- loss or damage to KFC property caused by the PSA's negligence or misconduct.

KFC reserves the right to recover any proven loss or damages from pending invoices or the Performance Security, subject to prior written notice and due process.

46. Timeline and Compliance Requirements

- Submission Deadline: The PSA must submit a certified copy of the original Fidelity Guarantee Insurance Policy along with the premium payment receipt to the Deputy General Manager (Administration & HR), KFC, within 15 (fifteen) calendar days from the date of issuance of the Letter of Award (LoA) and prior to the commencement of guard deployment at any location.

- Policy Renewal: If the contract is extended beyond the initial 1-year period, the PSA shall ensure the policy is renewed seamlessly at least 15 days prior to its expiry, and the renewed policy endorsement must be deposited with KFC.
- Consequence of Non-Submission: Deployment of security guards shall not be permitted without valid proof of this insurance. Any delay in deployment caused by failure to furnish the policy will be treated as a breach of contract and will attract penalties as defined in the SLA.

47. Claim Settlement Procedure

- In the event of any loss, damage, theft, or dishonesty involving the deployed personnel, KFC will formally notify the PSA and the insurance provider in writing.
- The PSA shall actively facilitate and ensure prompt settlement of the claim with the insurance company.
- Should the insurance company fail to settle the full amount of the loss, or if the loss exceeds the insurance policy limit, KFC reserves the absolute right to recover the remaining balance directly from the PSA's pending monthly bills or by invoking the Performance Security Deposit.

48. Dispute Resolution and Arbitration

- Any dispute, controversy, or claim arising out of or relating to this e-tender, the subsequent contract, or the breach, termination, or invalidity thereof, shall first be attempted to be resolved amicably through mutual negotiations between the authorized representatives of KFC and the PSA.
- If the dispute cannot be resolved through mutual settlement within 30 (thirty) days of a written notice of dispute by either party, the same shall be referred to a Sole Arbitrator. The Sole Arbitrator shall be appointed by the Managing Director, Kerala Financial Corporation. The arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996, and any statutory modifications or re-enactments thereof.
- The seat and venue of the arbitration shall be Thiruvananthapuram, Kerala.
- All arbitration proceedings, including the exchange of documents, hearings, and the arbitral award, shall be conducted in the English language.
- The contract shall be governed by and construed in accordance with the laws of India. Subject to the arbitration clause above, the civil courts at Thiruvananthapuram shall have exclusive jurisdiction over any interim relief or legal proceedings arising out of this agreement.
- Notwithstanding the existence of any dispute or the initiation of arbitration proceedings, the PSA shall continue to discharge its obligations and provide uninterrupted security services as per the contract, unless otherwise specifically directed by KFC in writing.

8. Terms & Conditions for e-Procurement

The tender is invited from the registered and eligible firms through the e-procurement portal of Government of Kerala (https://www.etenders.kerala.gov.in). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal. The tender timeline is available in the 'Schedule of Events for Submission of Bids' of this RFP published in https://www.etenders.kerala.gov.in.

8.1 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. Once, the DSC is obtained, bidders have to register on https://www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost. Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-257 7088, 2577188, 257 7388 or 0484–2336006, 2332262 and through email: etendershelp@kerala.gov.in for any assistance in this regard.

8.2 Online Tender Process:

The tender process shall consist of the following stages:

i) Downloading of tender document: Tender document will be available for download on https://www.etenders.kerala.gov.in.

ii) Publishing of Corrigendum: Corrigendum (if any) shall be published on https://www.etenders.kerala.gov.in and shall not be available elsewhere.

iii) Bid submission: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on https://www.etenders.kerala.gov.in. All documents in support of bid (Pre-qualifications, Technical bid & Financial bid) shall be submitted online. All documents must bear the signature of the authorized signatory along with an official stamp on every page. Failure to submit the documents online will attract disqualification. No manual submission of bid is allowed and manual bids shall not be accepted.

A copy of the bid which forms an exact copy of the uploaded bid in the e tender site with Pre-Qualification, Technical and Financial proposal has to be submitted by the bidder through password protected soft copy of the same to email: hoadmin@kfc.org. The password will be kept under bidders' custody to be revealed only in case of a fall back where this alternate copy is to be opened.

iv) Opening of Technical Bid and Short-listing of Bidders: The technical bids of those bidders who qualify in the pre-qualification will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. Bids shortlisted through this process will be taken up for opening the financial bid.

v) Opening of Financial Bids: Bids of the technically qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in 'Schedule of Events for Submission of Bids'.

8.3 Documents Comprising Bid:

Pre-Qualification, Technical or/and financial proposal shall contain scanned copies of documents which is detailed in annexures (Ref. Table of Contents).

The Corporation doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name; otherwise, price bid will not get uploaded. The bidder should fill in details in the same file and upload it 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 shall be rejected. All the rates quoted in the financial bid should be excluding GST.

8.4 Tender Document Fees and Earnest Money Deposit (EMD):

The Bidder shall pay, tender document fee of Rs.1,000/- plus GST @ 18% and EMD of Rs.25,000/- (Rupees Twenty Five Thousand only). The tender document fee is non-refundable. The EMD is required to protect the Corporation against the risk of Bidder's conduct, which would warrant the forfeiture of security.

In case of unsuccessful bidder, the EMD shall be returned within a period of 30 days after the conclusion of the bid upon submitting the request for refund. No interest will be payable on EMD amount.

The EMD will be returned to the successful bidder upon submission of Performance Security Deposit (Performance Bank Guarantee) and no interest will be payable on EMD amount.

Online Payment modes: The tender document fee and EMD can be paid through the e-Payment facility provided by the e-Procurement system. Any transaction charges levied while using any of the modes of online payment have to be borne by the bidder. The bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

8.5 Submission Process:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Pre-qualification, Technical bid and financial bid online on https://www.etenders.kerala.gov.in along with online payment of tender document fee and EMD.

It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission, otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

General conditions of bid:

a) Not more than one bid shall be submitted by the bidder.

b) The bid submitted by the bidder is not transferable.

c) The tender document for the bid shall be prepared in English.

d) The tender document, its connected documents/ deliverables submitted by the bidder shall be the property of the Corporation.

e) The bidder shall raise no claim as to the ownership or possession of the same.

f) The Corporation is free to cancel the e-tender at any point prior to awarding of contract. In that case, the Corporation shall not be responsible for any damages to the bidder.

g) The Corporation is at liberty to withdraw the e-tender without any liability to the bidder at any point of time. In such case no reason for withdrawal shall be attributed by the Corporation.

9. Schedule of Events for Submission of Bids

Name of the Organization	Kerala Financial Corporation
Type of the Organization	State Financial Corporation
e-tender Ref. No.	KFC/TDR/ADMIN/I/2498/2026
Description of Work	Providing Security Guards for Head office at Thiruvananthapuram, Ernakulam BO (Finance Tower), taken over security properties of KFC situated across Kerala
Tender Document Fee (Non-Refundable)	Rs. 1,000/- +18% GST
Earnest Money Deposit (EMD)	Rs. 25,000/-
Performance Security Deposit	Successful Bidder has to produce 5% of the estimated annual contract value as Performance Security within 7 days of award of work order.
Period of Contract	1 year, extendable up to 2 further years on yearly basis based on satisfactory performance and mutual consent, subject to a total empanelment period of 3 years.
Tender Issuance Date	23/10/2026
Last Date of Submission of Queries / Clarifications	31/10/2026up to 05.00 PM
Date of Online Pre-bid Meeting	03/11/2026 from 04.00 PM to 05.00 PM through Video Conference. Bidders willing to participate need to submit their details at hoadmin@kfc.org on or before 02/11/2026. Details of the Video Conference would be communicated to interested bidders separately.
Last Date for Submission of Bids	11/11/2026up to 1.00 PM
Technical Bid Opening Date	13/11/2026at 03.00 PM
Financial Bid Opening Date	Will be informed after technical evaluation and site verification
Name & Details of the Contact Person	Adarsh R | Deputy General Manager (Administration & HR) | Administration Department | Kerala Financial Corporation | Head Office, Vellayambalam | Thiruvananthapuram, Kerala - 695033 | Ph: 0471 2737540 | Email id: adarshr@kfc.org
Website from which e-tender can be downloaded	https://etenders.kerala.gov.in/ https://www.kfc.org
Submission of tender and remittance of fee	Please see the Tender Terms & Conditions

Note: Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bid will be modified after submission of bids. No bidder shall be allowed to withdraw the bid.

10. Annexures

The following annexures (Annexure I to Annexure XI) form part of this tender document.

Annexure I

Bidder Letter (On Letterhead)

Bidder's Proposal Reference No. & Date:

Bidder's Name & Address, email id:

Person to be contacted:

Designation:

Mobile No.:

Telephone No.:

To,

The Managing Director

Kerala Financial Corporation,

Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

Subject: Providing Security Guards for Head office at Thiruvananthapuram, Ernakulam BO (Finance Tower), taken over security properties of KFC situated across Kerala

Reference: e-tender No. KFC/TDR/ADMIN/I/2498/2026 dated 23/10/2026

Dear Sir,

We, the undersigned Bidder, having read and examined in detail the e-tender specifications and all bidding documents in respect of the Deployment of Unarmed Security Guards at Head Office Thiruvananthapuram, Finance Tower Ernakulam, and Taken over Units of Kerala Financial Corporation across Kerala, do hereby submit our proposal for the same in full conformity with the tender terms.

All rates quoted by us are in strict accordance with the terms specified in the tender documents. Our rates and other terms shall remain valid for a period of 120 days from the date of opening of the bid.

We confirm that our quoted monthly rate per guard is inclusive of all statutory dues, uniforms, equipment, supervision, transportation, and any other incidental expenditure required to complete the scope of work, exclusive of applicable GST.

We hold a valid Private Security Agencies (Regulation) Act, 2005 licence for the State of Kerala and undertake to keep the same valid throughout the currency of the contract.

We understand and agree to comply with applicable statutory deductions such as TDS, GST TDS, and any revisions to minimum wages, taxes, or levies under prevailing laws, which shall be passed through as per applicable government notification.

We have submitted the required Earnest Money Deposit (EMD) as prescribed in the tender. We understand that the EMD is liable to be forfeited as per the terms and conditions of the tender document.

We declare that the proposed work shall be carried out strictly as per the specifications and conditions outlined in the tender documents, except for deviations, if any, listed separately in the Statement of

Deviation (Annexure IV). We further agree that any additional conditions or deviations not expressly stated in the specified format shall be considered void.

We have submitted all necessary qualifying documents and data as required in the tender. If any additional documentary evidence is required for evaluation, we agree to submit the same promptly to your satisfaction.

We hereby declare that in the event of being awarded the contract, we shall furnish the required Performance Security within the stipulated time frame.

We hereby declare that our proposal has been prepared in good faith, without collusion or fraudulent practices, and that the information provided is true and correct to the best of our knowledge and belief.

We fully understand that Kerala Financial Corporation is not bound to accept the lowest bid or any bid received and reserves the right to reject any or all bids without assigning any reason.

Thanking you,

Yours faithfully,

Signature of Bidder (with official seal)

Date

Name

Designation

Address

Telephone

Mobile No.:

E-mail address

Annexure II

Financial Statements

Format for Financial Statements

To,

The Managing Director

Kerala Financial Corporation,

Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

Subject: Providing Security Guards for Head office at Thiruvananthapuram, Ernakulam BO (Finance Tower), taken over security properties of KFC situated across Kerala

Reference: e-tender No. KFC/TDR/ADMIN/I/2498/2026 dated 23/10/2026

Sl. No.	Financial Year	2023-24	2024-25	2025-26
1	Turnover from Security Services			
2	Other Turnover			
3	Total Turnover			
4	Profit before Depreciation & Tax			
5	Tax			
6	Profit after Tax			

Place:

Date:

(Statutory Auditor)
Sign. & Stamp

Annexure III

Certifications

Attach an attested copy of the valid certificates.

To,

The Managing Director

Kerala Financial Corporation,

Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

Subject: Regarding Certifications

Reference: e-tender No. KFC/TDR/ADMIN/I/2498/2026 dated 23/10/2026

Dear Sir,

We declare that we possess the following certifications:

Sl. No.	Name of Certified Entity and Area of Certification	Certification	Certification Agency	Validity Period
1				
2				
3				
4				
5				

Place:

Date:

Signature

Name of Bidder

Annexure IV

Statement of Deviation

To,

The Managing Director

Kerala Financial Corporation,

Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

Subject: Statement of Deviation from Tender Terms and Conditions

Reference: e-tender No. KFC/TDR/ADMIN/I/2498/2026 dated 23/10/2026

Dear Sir,

There are no deviations (null deviations) from the terms and conditions of the tender. All the terms and conditions of the e-tender are acceptable to us.

OR (Strike out whatever is not applicable)

Following are the deviations from the terms and conditions of the e-tender. These deviations and variations are exhaustive. Except these deviations and variations, all other terms and conditions of the e-tender are acceptable to us.

Sl. No.	Section No.	Page No.	Statement of Deviations and Variations	Brief Reasons	Alternative Suggestion
1					
2					
3					

Place:

Date:

Signature

Name of Bidder

Annexure V

Bidder's Major Clients

Attach attested copies of necessary supporting documents.

To,

The Managing Director

Kerala Financial Corporation,

Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

Subject: Regarding Bidder's Major Clients

Reference: e-tender No. KFC/TDR/ADMIN/I/2498/2026 dated 23/10/2026

Dear Sir,

We declare that the following are the list of our major clients.

Sl. No.	Name, Designation, e-Mail, Postal Address & Mobile Number of Contact Person	Nature of Work Involved & Location	Work Order Ref. No. & Date, Contract Value	Period of Service
1				
2				
3				
4				

Place:

Date:

Signature

Name of Bidder

Annexure VI

Non-Blacklisting Undertaking

To,

The Managing Director

Kerala Financial Corporation,

Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

Subject: Non-Blacklisting Declaration

Reference: e-tender No. KFC/TDR/ADMIN/I/2498/2026 dated 23/10/2026

Dear Sir,

This is to notify you that our Firm/Company/Organisation _____ intends to submit a proposal in response to invitation for e-tender Ref. No. _____ for Deployment of Unarmed Security Guards at Head Office Thiruvananthapuram, Finance Tower Ernakulam, and Taken over Units of Kerala Financial Corporation across Kerala.

In accordance with the above, we declare that:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement.
2. We are not blacklisted by any Central/State Government/agency of Central/State Government of India or any other country in the world/Public Sector Undertaking/any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Place:

Date:

Signature

Name of Bidder

Annexure VII

Technical Checklist

Subject: Technical Checklist

Reference: e-tender No. KFC/TDR/ADMIN/I/2498/2026 dated 23/10/2026

Sl. No.	Particulars	Enclosed (Yes/No)
1	Certificate of Registration of company/firm (ROC/Partnership Deed)	
2	Valid PSARA licence (Section 4 & 7) for the State of Kerala	
3	Certificate of registration with Income Tax (PAN), GST, EPF, ESI	
4	Details & no. of company owned/registered offices in Kerala with no. of employees, address, Tel. no., etc.	
5	Audited balance sheet & profit/loss a/c statement for last three years	
6	Empanelled with Govt./Public Sector/Banks/Financial Institutions	
7	Work executed – work orders/relevant client certificates for similar work	
8	Details of work on-hand, performance certificate, etc. from banks/Govt./semi-Govt. bodies	
9	ISO/quality certificate, if any	
10	Customer reference (minimum 3)	
11	Details of uniform, equipment, and training/supervisory infrastructure	
12	Labour Licence under Contract Labour (Regulation & Abolition) Act, 1970 (if held)	
13	Notarized certificate that the firm has not been blacklisted	
14	Affidavit of Statutory Compliance (Annexure VIII)	
15	Document in support of any other information	
16	Provision of Electronic Guard Tour System / GPS Geotagged Photo Monitoring Infrastructure or any other provisions	

Place:

Date:

(Signature of the Authorized Representative)

(Seal of the Organization)

Annexure VIII

Affidavit of Statutory Compliance

(To be executed on Rs. 100/- Non-Judicial Stamp Paper, duly notarized, and signed by the Proprietor/all Partners/Director)

I, _____ (Name), S/o/D/o _____, residing at _____ (Permanent Address), am the Proprietor/Partner/Director of the Private Security Agency M/s. _____.

The Firm/Company is registered under the Private Security Agencies (Regulation) Act, 2005, for the State of Kerala, and the licence bearing No. _____ is valid till _____ (copy of PSARA licence attached).

On behalf of the said Private Security Agency, I undertake the following:

1. That wages will be paid to all guards deployed at KFC's premises as per the Minimum Wages Act, 1948, and as revised from time to time by the competent Labour Department.
2. That Employees' Provident Fund contributions (both employer's and employee's share) will be remitted to the concerned authorities under the EPF & Miscellaneous Provisions Act, 1952, in respect of guards deployed with KFC.
3. That ESI contributions will be remitted to the concerned authorities under the Employees' State Insurance Act, 1948, in respect of guards deployed with KFC.
4. That Bonus will be paid to all guards as per the Payment of Bonus Act, 1965.
5. That Gratuity will be paid to guards deployed with KFC as and when they become eligible under the Payment of Gratuity Act, 1972.
6. That all guidelines stipulated from time to time by the Ministry of Labour and Employment / Government of Kerala will be followed.
7. That the firm shall be solely responsible for any non-compliance with the Minimum Wages Act, 1948, and other applicable labour laws and rules.
8. That the firm shall be solely responsible for any dispute arising out of the appointment or termination of its guards deployed at KFC's premises.
9. That the PSARA licence of the firm shall remain valid for the entire period of the contract.
10. That I/We, the Proprietor/Partner(s)/Director(s), are not convicted of, or facing, any criminal proceedings before any Court/competent authority.

Signature of Proprietor/Partner(s)/Director with name and seal

Date:

Place:

Annexure IX

Deployment / Quantity Schedule

To,

The Managing Director

Kerala Financial Corporation,

Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

Subject: Deployment / Quantity Schedule

Reference: e-tender No. KFC/TDR/ADMIN/I/2498/2026 dated 23/10/2026

Head Office, Finance Tower and 32 Taken over Units (Round-the-Clock Coverage)

The following is an illustrative district-wise distribution of the 32 Taken over Units requiring round-the-clock (3 shifts of 8 hours each) unarmed guard coverage. Each unit requires a minimum of 3 (three) guards per day (one per shift) plus reliever(s) for weekly off, i.e., approximately 3.5 to 4 guard-equivalents per unit. The exact name, address, and guard requirement of each Taken over Unit shall be furnished separately by KFC's Administration Department at the time of / prior to award, and shall form part of the work order. Bidders shall quote a uniform monthly rate per guard applicable to all locations, as per Annexure IX.

District	Unit / Location	No. of Security* (Approx)	Coverage
Thiruvananthapuram	KFC, Head Office, Trivandrum	6	24 X 7
	MSK Wood Veli	3	24 X 7
	Golden Valley Resort, Perumkuzhy	3	24 X 7
	Palode, Papers Mill	3	24 X 7
	Ponmudi, ECO Resort	3	24 X 7
	PNM Hospital, Kattakkada	3	24 X 7
	Samson & Sons, Muttada	3	24 X 7
	Pothen's Wheel, Kuravankonam	3	24 X 7
Subtotal - Thiruvananthapuram		**27**	
Ernakulam	KFC Finance Tower, Kaloor	6	24 X 7
	Kalady Mundeth Polimer, Onampally	3	24 X 7
	Castle Plast Kurinjilakodu, Akanadu, Perumbhavoor	3	24 X 7
	E Cube Structural, Keezilam, Perumbhavoor	3	24 X 7
	Logestive, Vengoor, Amazon, Choorathode, Perumbhavoor	3	24 X 7
	Royal Granite, Kothamangalam	3	24 X 7

District	Unit / Location	No. of Security* (Approx)	Coverage
	Sonia Springspam, Moovattupuzha	3	24 X 7
	Impact Metals, Thrippunnithura	3	24 X 7
	Quality Pastners, Maneedu Panchayath	3	24 X 7
Subtotal - Ernakulam		**30**	
Alappuzha	Rajeswary Tours & Cruises	3	24 X 7
	Komala Hotel	3	24 X 7
	Srekrishna Crusher	3	24 X 7
Subtotal - Alappuzha		**9**	
Pathanamthitta	Maria Engineering, M Decker, Attukal Arcade	3	24 X 7
	Jacob Rocks Nellikunnam, Ranni	3	24 X 7
Subtotal - Pathanamthitta		**6**	
Kottayam	Merrycon Interiors Private Limited, Pala, Kottayam-686575	3	24 X 7
Subtotal - Kottayam		**3**	
Idukki	Miracle Mountain Valley Resort S, Spring Valley P.O. Kumily, Idukki	3	24 X 7
	J&T Crusher, Thodupuzha	3	24 X 7
	Thread Sense, Kuttappan Kavala, Thodupuzha	3	24 X 7
Subtotal - Idukki		**9**	
Palakkad	Agasthi Cine Magic, Mannarkad	3	24 X 7
	Sun Roofing	3	24 X 7
	E Cube Structural, Muthalamada	3	24 X 7
Subtotal - Palakkad		**9**	
Thrissur	Valiyaparambil Karuppan Sons, Poklayi, Kodungalloor	3	24 X 7
Subtotal - Thrissur		**3**	
Wayanad	A.S Traders, Kottathara	3	24 X 7
Subtotal - Wayanad		**3**	
Malappuram	T.P Saw Mill, Vaniyamgalam	3	24 X 7
Subtotal - Malappuram		**3**	
Kozhikkode	DCon Builders, Ramanattukara	3	24 X 7
Subtotal - Kozhikkode		**3**	

District	Unit / Location	No. of Security* (Approx)	Coverage
Kannur	City Centre, Kottiyoor	3	24 X 7
Subtotal - Kannur		**3**	
Kasaragod		0	24 X 7
Kollam		0	24 X 7
GRAND TOTAL (All Districts)		**108**	

**Number and location of units, and consequently guard requirement, is subject to change during the contract period and shall not affect the rates quoted by the PSA.*

Place:

Date:

NAME & SIGNATURE OF THE TENDERER

Annexure X

Duties of Unarmed Security Guards

A. At Head Office, Thiruvananthapuram and Finance Tower, Ernakulam

1. Report to duty 15 minutes prior to the commencement of shift, in proper uniform, and inform the outgoing guard/authorized official of any pending matter before taking over duty.
2. Man the main entrance/reception, control entry of visitors, and maintain a visitor register / issue visitor passes as directed by the Administration Department.
3. Keep watch over persons visiting the premises and guard against unauthorized removal of KFC's property.
4. Check and inform the Administration Department of any damage, fire, electrical fault, or other defect noticed in the premises.
5. Not permit any arms, ammunition, or prohibited items into the premises.
6. Be conversant with the use of fire extinguishers and the fire alarm system, and take necessary action in the event of a fire or activation of the fire alarm.
7. Ensure the entrance/gate is not obscured by improperly parked vehicles.
8. Not leave the place of duty unless properly relieved.
9. Not accept any eatables, tea, coffee, tobacco, etc., from strangers, and not consume alcohol, tobacco, or other intoxicants, or smoke, during duty hours.
10. Report any suspicious activity, unattended bag/parcel, or untoward incident immediately to the Administration Department and, if necessary, to the local police.

B. At Taken over Units (Round-the-Clock Watch & Ward)

1. Maintain continuous watch and ward of the premises on a round-the-clock basis across all shifts, with a reliever ensuring no gap in coverage.
2. Prevent trespass, unauthorized entry, or attempted re-occupation of the premises by the previous owner/occupant or any third party.
3. Prevent theft, pilferage, vandalism, or removal of any fittings, fixtures, or movable property found at the site.
4. Immediately report to the designated KFC official (and to the local police, where warranted) any attempt at forced entry, damage to the property, or any dispute/confrontation at the site.
5. Maintain a daily duty/occurrence register recording start and end of shift, any visitors to the site, and any incidents, to be produced for inspection by KFC's Security Supervisor or Administration Department official.
6. Ensure that the premises, compound, and any boundary wall/fencing are kept secure, and report any damage to KFC.
7. Not obstruct any person visiting the site with a written authorization from KFC (e.g., valuers, officials, prospective purchasers) but verify identity/authorization before granting entry.
8. Not leave the site unattended at any time; where relief is delayed, inform the Security Supervisor/PSA control room and KFC's designated official immediately.

9. Cooperate with local police and KFC officials in the event of any law-and-order situation, litigation-related visit, or inspection at the site.
10. Not accept any eatables, tea, coffee, tobacco, etc., from strangers, and not consume alcohol, tobacco, or other intoxicants, or smoke, during duty hours.

C. Duties of the Security Supervisor

1. Visit each location (Head Office, Finance Tower, and all Taken over Units) periodically, at a frequency of not less than once a week per location, to verify presence, alertness, and turnout of guards.
2. Maintain and produce, on demand, muster rolls, duty rosters, and site inspection reports for all locations.
3. Promptly arrange relief/replacement of any guard found unfit, absent, or in breach of duty.
4. Escalate to KFC's Administration Department any incident, complaint, or non-compliance noticed at any site

Place:

Date:

NAME & SIGNATURE OF THE TENDERER

Annexure XI

Financial Bid

(Financial bids must be submitted exclusively via the BOQ document on https://www.etenders.kerala.gov.in. Any bid disclosing pricing or rate details within the Technical Bid shall be summarily rejected.)

To,

The Managing Director

Kerala Financial Corporation,

Head Office, Vellayambalam,

Thiruvananthapuram, Kerala - 695033

Subject: Financial Bid

Reference: e-tender No. KFC/TDR/ADMIN/I/2498/2026 dated 23/10/2026

Dear Sir,

Financial proposal for the e-tender for providing Security Guards, per guard per month, exclusive of GST:

Sl. No.	Item Description (A)	Quantity (108 Persons X 12 Months) (B)	Units (C)	BASIC RATE In Figures (D)	TOTAL AMOUNT Without Taxes (E = B X D)
1	**Monthly Wage Component (per Unarmed Guard)**				
1.1	Basic Wages + Variable Dearness Allowance (VDA) as per Minimum Wages Notification for Watch & Ward staff	1296	Nos		
1.2	Employees' Provident Fund (EPF) – Employer's Contribution	1296	Nos		
1.3	Employees' Deposit Linked Insurance (EDLI)	1296	Nos		
1.4	Administrative Charges to PF & EDLI Authority	1296	Nos		
1.5	Employees' State Insurance (ESI) – Employer's Contribution	1296	Nos		
1.6	Bonus (pro-rata monthly provision)	1296	Nos		
1.7	Gratuity (pro-rata monthly provision)	1296	Nos		
2	**Allowances**				
2.1	Uniform, equipment, washing, communication, and consumables Allowance (Fixed, per month)	1296	Nos		
2.2	Conveyance Allowance (Fixed, per month)	1296	Nos		

2.3	Weekly-Off Relief Charges (Calculated at 1/6th of the total monthly wage component under Part A, Sl. No. 1.1 to 1.5, to statutorily cover all weekly off days in a given month)	1296	Nos		
3	**PSA Service Charge**				
3.1	Security Supervisory charges (Fixed, per month)	12	Nos		
3.2	PSA Service Charge*	12	Nos		
				Total Evaluated Cost (TEC)	

** Bids quoting a Service Charge of 0% or a rate lower than applicable TDS and administrative overheads will be treated as unresponsive and summarily rejected.*

Note:

- Provision of Electronic Guard Tour System / GPS Geotagged Photo Monitoring Infrastructure or any other provision may have 1% additional weightage on TEC.
- Rates quoted shall be exclusive of GST, which shall be paid extra as per applicable rates.
- Basic Wages + VDA shall not be less than the Minimum Wages fixed and revised from time to time by the Government of Kerala/Government of India for Watch & Ward staff, whichever is higher; quoting below the statutory minimum shall render the Financial Bid liable for rejection.
- EPF, ESI, Bonus and Gratuity shall be quoted/calculated strictly as per the applicable statutory percentage/provisions in force as on the date of bid submission.
- Providing a weekly off is mandatory, and the PSA shall provide a reliever guard at every location on the weekly off day; weekly-off relief charges must be quoted.
- Total Evaluated Cost (TEC) shall be used for determination of the L1 bidder, applied to the total guard-months required as per Annexure IX.
- The number of guards indicated in Annexure IX is indicative and may vary as per actual requirement; payment shall be made only for guards actually deployed and duly certified.

Place:

Date:

NAME & SIGNATURE OF THE TENDERER