



## **CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

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Ref. No. C-DIT/11/OIP-SECURITY/2025-26/T724

Date: 14.11.2025

### **TENDER NOTICE**

#### **PROVIDING SECURITY SERVICES**

Sealed tenders are invited from Competent Agencies for “**providing Security Services at OIP Division, C-DIT Main Campus, Thiruvallam, Thiruvananthapuram**”. The envelopes containing the tender should bear the superscription “*Tender for providing Security Services*” and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **25.11.2025, 3.00 PM**. late tenders will not be accepted. The tenders will be opened at **3.30 PM on 25.11.2025** in C- DIT office in the presence of the tenderers or their authorized representatives who may be present at that time.

Thiruvananthapuram

14.11.2025

Sd/-

REGISTRAR



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Date: 14.11.2025

## **TENDER FOR** **PROVIDING SECURITY SERVICES**

### **1) GENERAL TERMS AND CONDITIONS**

- A)** This Tender is invited from competent agencies for providing Security Services at OIP Division, C-DIT Office, Thiruvallam, Thiruvananthapuram” as per the tender specification.
- B)** C-DIT reserves the right to cancel any or all tenders without assigning any reason whatsoever.

### **2) PURPOSE OF TENDER**

C-DIT wishes to select one competent agency for providing Security Services at OIP Division, C-DIT Main Campus, Thiruvallam, Thiruvananthapuram for which proposals are invited from reputed and well established Security Agencies who meet the prescribed eligibility criteria.

### **3) ELIGIBILITY CRITERIA OF TENDERER**

The bidders should meet the following minimum eligibility criteria.

- 1) The bidder should be a well-established security agency having minimum 5 years' experience in providing exclusive security services. (Scanned copies of documentary evidence for this eligibility criteria shall be submitted)
- 2) The bidder should have minimum 2 years' experience in providing security services in Kerala with ESI and PF registrations in Kerala. (Scanned copies of documentary evidence for this eligibility criteria shall be submitted)
- 3) During the last 5 years, the bidder should have provided security services with minimum staff strength of 10 staff per day, to at least one Central/State/PSUs/reputed private Corporate for a continuous period of two years in Kerala. (Scanned copies of the original certificates shall be submitted as documentary evidence for this criteria)
- 4) The bidder should be holding valid license under the 'Private Security Agency Regulation's Act 2005/ Kerala Private security Agencies Rules-2010' issued from

Kerala State and should be currently valid in Thiruvananthapuram district. (Scanned copies of the original licenses issued from Kerala State valid in Thiruvananthapuram district shall be submitted as documentary evidence for this criteria)

- 5) The bidder should have achieved a minimum annual **turn-over of Rs. 25 lakhs** during the last two financial years ending 31-3-2025 for security services alone. (Scanned copies of the original turnover/balance sheet issued by the chartered accountant shall be submitted as documentary evidence for this criteria)
- 6) The bidder must have a currently valid GST registration certificate and PAN number.
- 7) An undertaking to the effect that the Agency has not been blacklisted by any of the department/organizations of the Govt. of India/State Govt /PSUs.

#### **4) OTHER TERMS AND CONDITIONS**

1. The AGENCY/CONTRACTOR shall provide **24 hrs (round the clock)** security services by posting qualified and trained security guards at C-DIT, in the OIP campus and also at the stations specified by C-DIT and ensure protection against loss, damage, theft, burglary, unauthorized entry/encroachment, sabotage etc. The AGENCY/CONTRACTOR shall deploy as many numbers of security guards including Supervisor/s as specified by C-DIT for the entire execution of the work contracted for.
2. The AGENCY/CONTRACTOR shall deploy one competent female security guard in Production entry of the division.
3. Security personnel deployed by the AGENCY/CONTRACTOR shall be present at the security points as directed by C-DIT **round-the-clock** and shall maintain all security documents, attendance register, visitors register, material movement register, incoming/outgoing register, personnel movement register, keys, tools register and such other records as consistent with the security function.
4. The security personnel deployed by the AGENCY/CONTRACTOR shall relieve on close of duty only after proper handing over/taking over the registers, keys or any other property and duties and responsibilities assigned to him by C-DIT to the security personnel for the next shift.
5. The Security guards shall ensure good housekeeping in and around the premises of the duty area. The Security guards must insist on **'No Smoking'** inside the C-DIT buildings and campus.
6. The security personnel deputed by the AGENCY/CONTRACTOR shall necessarily assist in First Aid, Firefighting, anti-drug/tobacco campaign and escort to convoy during Hartal/Strikes as and when required.
7. The AGENCY/CONTRACTOR shall ensure the availability of security personnel

posted by him at the security points and conduct surprise checks and shall take necessary action against the security personnel for any fault or failure in performing their duty.

8. The AGENCY/CONTRACTOR shall deploy Security guards and Supervisors **only for 8-hour duty**. The AGENCY/CONTRACTOR shall provide uninterrupted round the clock security and shall ensure that the work undertaken by him is commenced and concluded on all days as per the shift duty timing prescribed by C-DIT. The AGENCY/CONTRACTOR shall ensure strict punctuality of the Security staff for duty.
9. Any other services specified by CDIT from time to time shall deem to be the part of the contract.
10. The AGENCY/CONTRACTOR shall ensure strict compliance of the provisions specified in the G.O (P) No 38/2017/LBR dated 09.05.2017 or any other relevant Government of Kerala notifications.
11. The AGENCY/CONTRACTOR shall provide **washing allowance** (should not be less than the current monthly amount) to the Security personnel.
12. The AGENCY/CONTRACTOR shall ensure that **statutory employee deduction** (ESI, EPF, KLWF and Professional Tax) of Gross wages be at the rate specified by law. This shall be borne by the AGENCY/CONTRACTOR.
13. The AGENCY/CONTRACTOR shall deploy Security guards and Supervisors **only for 8-hour** duty and shall not **exceed 10 hours** at a stretch. The duties exceeding 8 hours will be treated as Overtime and the extra cost (double wages) incurred must be borne by the AGENCY/CONTRACTOR as per the relevant labour law.
14. The Security guards and Supervisors deployed for duty on National & Festival Holidays will be entitled to compensation as per National and Festival Holidays Act, 1958.
15. The Security guards including the **Supervisor** deployed by the AGENCY/CONTRACTOR shall be given at least one day casual leave with wages per month in addition to the normal weekly off and no deduction from the monthly Gross wages shall be made for availing the weekly off and one day casual leave. The AGENCY/CONTRACTOR shall provide adequate relievers for substituting the absence without any additional cost to C-DIT
16. The AGENCY/CONTRACTOR shall provide annual leave with wages, as applicable, to the Security Guards including the Supervisor deployed by him as per relevant labour laws.
17. The AGENCY/CONTRACTOR shall provide the security personnel **proper uniforms** (minimum 2 sets every year) and kit (shoes with eyelet and laces, belt, cap, shoulder

or chest badge, etc) befitting the profession and ensure smart turnout at all times. The uniform shall bear the name plate preferably white letters on black background which shall only be given for security personnel deployed in C-DIT and not for any other organizations. The cost of uniform shall not be deducted from the wages of the staff.

18. The AGENCY/CONTRACTOR, if required, shall arrange necessary accommodation near the C-DIT premises at his own cost for the security guards and supervisors performing shift duty as and when required.
19. The AGENCY/CONTRACTOR must make provisions for including separate fund in lieu of **gratuity** in the quoted price which shall not be less than the amount specified as per **Payment of Gratuity Act**.
20. The AGENCY/CONTRACTOR shall ensure that the **yearly Bonus** shall be paid to his employees as per **Payment of Bonus Act, 1965**. However, during the initial year the Bonus period shall be calculated from the month of commencement of the contract till the month of issue of the Bonus amount.
- ~~21.~~ Hartal/Vehicle strike and any other holidays declared by Government shall not be applicable to the AGENCY/CONTRACTOR, which will not be considered as a reason for disruption in work. Holidays, National holidays, which are applicable to C-DIT will not be applicable to the AGENCY/CONTRACTOR.
- ~~22.~~ The rate quoted shall remain firm till the end of the contract and shall be deemed to include, PF / ESI and other statutory benefits as may be applicable, service weightage, overtime wages, leave wages, medical reimbursement, insurance, local transport and all allowances. **The rate quoted should be inclusive of all taxes and duties except GST** which will be payable by C-DIT. The agency should also provide the GST Registration number. However, if the Government revises the minimum wages the rate shall be revised accordingly.
23. The AGENCY/CONTRACTOR shall be responsible for making his own arrangements for attendance of their employees at the said premises and performance of their duties in terms of this agreement.
24. AGENCY/CONTRACTOR shall intimate in advance any leave or absence of duties of the Security personnel. The AGENCY/CONTRACTOR can **implement punching machines** or alternate mechanism to monitor the attendance and duty hours of the staff deployed by the AGENCY/CONTRACTOR. The AGENCY/CONTRACTOR shall be held responsible if any employee of the AGENCY/CONTRACTOR is found not adhering to the instructions given by C-DIT.
25. The AGENCY/CONTRACTOR shall ensure that the security personnel deployed for C-DIT shall not be deployed in any other organizations inside and outside C-DIT

campus.

26. The Security personnel deployed for C-DIT **should not undertake any other job** of his/her own anywhere inside the campus. The AGENCY/CONTRACTOR shall also ensure that the staff deployed by him shall not leave the security post during the tenure of their duty.
27. The AGENCY/CONTRACTOR shall abide and strictly follow the statutes and rules specified in **The Private Security Agencies (Regulation) Act, 2005 and Kerala Private Security Agencies Rules, 2010.**
28. The AGENCY/CONTRACTOR shall ensure that the Security personnel before deployment shall fulfill all the **physical standards** as mentioned in Rule 6 of Kerala Private Security Agencies Rules, 2010. Apart from the above the Security personnel deployed by the AGENCY/CONTRACTOR for C-DIT shall be trustworthy, able bodied and properly educated to read and write. They shall be mentally and physically sound with pleasing personality in the age group of **22-60 years**. The security personnel deployed by the AGENCY/CONTRACTOR should be free from **contagious/communicable diseases** and should have **normal vision. They should not have been involved in any Police/Criminal cases.** C-DIT shall be entitled to carry out such verification as it may deem necessary in this behalf.
29. The AGENCY/CONTRACTOR shall ensure that the security guards recruited should have minimum **one year experience** as security guard.
30. The AGENCY/CONTRACTOR shall ensure that the security supervisors recruited are only retired Armed/para military/Police personnel not less than the rank of Naib Subedar/SI or equivalent.
31. The AGENCY/CONTRACTOR shall ensure that the **verification of character and the antecedents of the Security guard and Security Supervisor to be deployed in C-DIT** shall be according to Rule 4 of Kerala Private Security Agencies Rules, 2010. A copy of the Bio-data with photograph and age proof of all the security personnel after proper scrutiny shall be made available to C-DIT for verification and its approval shall be obtained from C-DIT before the personnel are actually posted. **The details of police verification and medical certificate shall be submitted along with the Bio-data for scrutiny.** The officials of C-DIT shall interview the Security supervisor identified by the AGENCY/CONTRACTOR and their deployment shall be subject to C-DIT's acceptance of the personnel. The original documents showing age and educational qualifications shall be shown to the C-DIT officials at the time of interview. C-DIT's decision regarding deployment shall be final and binding upon the AGENCY/CONTRACTOR.

32. The Security guards/supervisors deployed by the AGENCY/CONTRACTOR should be able to **communicate both in Malayalam and English.**
33. The AGENCY/CONTRACTOR will be held responsible for any damages caused to the equipment/tools provided to the security guards/supervisors by C-DIT.
34. The AGENCY/CONTRACTOR shall conduct training specified in Rule 5 of Kerala Private Security Agencies Rules, 2010. Apart from that the AGENCY/CONTRACTOR shall conduct training programs to all the security personnel deployed in C-DIT. The AGENCY/CONTRACTORS shall depute expert trainers for conducting the training program. The training program shall be done at least once in every quarter of a year. The training shall be conducted in the premises of C-DIT and all the expenses related to the training including trainer's fee and refreshment to trainees shall be borne by the AGENCY/CONTRACTOR. The training shall be done as per the training schedule prepared by C-DIT and it shall be the responsibility of the AGENCY/CONTRACTOR to intimate all the security personnel deployed under him for attending the training. This training is apart from the normal training program conducted by the AGENCY/CONTRACTOR for the security personnel deployed by him. The AGENCY/CONTRACTOR shall also conduct refresher training classes in each calendar month to ensure total compliance with C-DIT's periodically defined needs, with particular reference to quality and efficiency.
35. The AGENCY/CONTRACTOR shall indemnify C-DIT from all claims arising out of accidental death, injury etc. to the AGENCY/CONTRACTOR's personnel at the premises. The **necessary insurance** for the purpose shall be arranged by the AGENCY/CONTRACTOR if they are not covered under ESI.
36. The AGENCY/CONTRACTOR shall ensure that **the Security staff posted by him will not have any claim on C-DIT by way of job, wage increase or any benefit** and should acknowledge and communicate to the Security staff that they are employees of the AGENCY/CONTRACTOR and not of C-DIT.
37. C-DIT shall have the full authority to ask for immediate replacement of any or all of security personnel deployed by the AGENCY/CONTRACTOR to the premises of C-DIT without assigning any reason whatsoever. In such case the AGENCY/CONTRACTOR shall arrange replacements immediately. Any security personnel found to have indulged in or apprehended that he/she may indulge in any activity prejudicial to the interest of C-DIT; C-DIT shall have the right to request the AGENCY/CONTRACTOR to remove him/her or to replace him/her by any other suitable security personnel. As and when such request is made it shall be carried out by the AGENCY/CONTRACTOR immediately.

38. The AGENCY/CONTRACTOR shall not use the name of C-DIT in any manner either for credit arrangement or otherwise and it is agreed that C-DIT shall not in any way be responsible for the debts, liabilities, or obligations of the AGENCY/CONTRACTOR and/or his employees.
39. The AGENCY/CONTRACTOR shall ensure that his employees, while on the premises of the C-DIT or while carrying out their obligations under this agreement observe the standards of cleanliness, decorum, safety and general discipline laid down by C-DIT or its authorized agents.
40. The AGENCY/CONTRACTOR shall have his representative **available 24 hours either by person or by phone** during or after normal office hours.
41. C-DIT shall have the right to **impose penalty/fine** on the AGENCY/CONTRACTOR for any lapses from the personnel engaged by the AGENCY/CONTRACTOR or demand removal of any of the staff deployed and such personnel shall be removed, and replacement provided within 24 hrs.
42. The AGENCY/CONTRACTOR shall pay C-DIT an amount equivalent to a maximum of 10% of the total monthly quoted rate or to a **maximum of Rs.50,000/-** whichever is less as **penalty for any lapse of duty or breach of any of the conditions stipulated in the contract**. The AGENCY/CONTRACTOR must convince C-DIT by providing proper justification/reason to avoid penalties and C-DIT'S decision regarding this will be final. The amount of penalty will be fixed by C-DIT after considering the nature of the misconduct or lapse of duty or break in conditions as stipulated in the contract.
43. The AGENCY/CONTRACTOR shall pay to **C-DIT fine for any lapses** on the part of security personnel. The minimum fine for lapses like guards being not in proper uniform including failure to wear cap, shoes, name plate etc. will be **Rs.200/-** (Rupees Two Hundred only) for every such instance. Penalty for sleeping while on duty shall be Rs.500/- (Rupees Five Hundred only) for every such instance. Penalty for the security person found missing from the place of duty shall be Rs.500/- (Rupees Five Hundred only) for every such instances.
44. If the AGENCY/CONTRACTOR fails to conduct induction training or engage his employees for such training, the AGENCY/CONTRACTOR shall be bound to pay upto Rs.10,000/- to C-DIT as penalty for each such instance. The amount of penalty shall be fixed at the discretion of C-DIT.
45. C-DIT **reserves the right to terminate the contract by giving minimum one month notice** in writing if the AGENCY/CONTRACTOR is found habitually breaching the conditions or invites continuous penalties. Once terminated the

AGENCY/CONTRACTOR will be blacklisted from participating C-DIT's Tender in future.

46. The Security personnel deployed by the AGENCY/CONTRACTOR **shall not use any intoxicating liquor, drugs or smoke inside the campus.** The AGENCY/CONTRACTOR shall remove the security guards from duty immediately when such instances are reported. The AGENCY/CONTRACTOR shall ensure that the employees terminated by him due to fraud, indiscipline, etc shall not enter or loiter in the C-DIT campus.
47. The wages of the Security staff deployed by the AGENCY/CONTRACTOR shall be disbursed only through any Nationalized/Scheduled bank. The AGENCY/CONTRACTOR shall ensure that proper wage slips (as insisted by Labour department) clearly showing the Gross wages, Net wages, overtime, compensation for holidays, statutory deduction, PF/ESI number are given to all his employees at the time of monthly wage disbursement.
48. CDIT reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of purchaser action.
49. CDIT is not bound to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.

50. **EMD/BID SECURITY**

The AGENCY/CONTRACTOR shall submit **EMD of Rs.10,000/-** (Rupees Ten Thousand Only) along with the tender in the form of Demand draft drawn in favour of **The Registrar, C-DIT, payable at Thiruvananthapuram.**

**E.M.D. will be forfeited,**

- a) If a bidder withdraws his bid during the period of validity specified or refuses to accept the order.
- b) If the successful bidder fails within the time limit to sign the contract document or fails to furnish the required bank guarantee.

51. **Industrial Dispute**

It is laid down that in case any industrial dispute has arisen or is apprehended between the AGENCY/CONTRACTOR and the employee/workmen, the AGENCY/CONTRACTOR is liable to see that the dispute is settled or to submit

himself to legal proceedings arising out of such industrial dispute and C-DIT shall not be liable or responsible, in any manner whatsoever, in this regard.

52. **Insurance**

The AGENCY/CONTRACTOR shall take necessary insurance to cover the entire provisions of Workmen's Compensation Act and public liability and also in respect of any other person on account of accident at site.

53. **Tender Submission:** The tender shall be submitted in a closed envelop with superscription “**Tender for providing Security Services**” which contain all the supportive documents along with the price bid. The tender shall be address to “The Registrar, C-DIT, Thiruvallam, Thiruvananthapuram- 695027.

54. **Performance Bank Guarantee (PBG)/Security Deposit:** The Bidder, in the event of an order, should furnish a bank Guarantee from an Indian Scheduled/Nationalized Bank at no extra cost in a Performa prescribed by C-DIT for an amount equivalent to 5% (Five percent) of the value of the contract. The PBG shall be valid for a period of 12 months from the date of commissioning of the service at C-DIT.

55. **PAYMENT TERMS**

- a. The payment will be made every month for which the CONTRACTOR/AGENCY shall submit bills with necessary supporting documents. The authorized person of C-DIT shall verify the muster roll and the payment will be made only after evaluating the monthly performance of the CONTRACTOR/AGENCY. The amount corresponding to the number of absent duties shall be deducted in the monthly bill before submission. In case the number of security personnel deployed are less than what specified by C-DIT the CONTRACTOR/AGENCY shall be subject to penalty as mentioned in Clause 42 above. In such cases payment of the monthly bill shall be made only after the AGENCY/CONTRACTOR remits the said penalty amount.
  - b. Income tax will be deducted at source. The agency shall provide PAN along with the first Bill.
  - c. The AGENCY/CONTRACTOR shall submit copies of wage register, attendance sheet, remittance slip of PF, ESI and other statutory payments at the time of submission of monthly bills. Also, the CONTRACTOR must submit copies of half yearly returns of ESI, annual returns of PF, professional tax details and details of Bonus payment. The AGENCY/CONTRACTOR must provide C-DIT proof of submitted PF annual slip of security personnel. Monthly payment to the AGENCY/CONTRACTOR will be made only after satisfactory verification of the above said documents from time to time.
56. **Agreement:** The Successful AGENCY/CONTRACTOR within 7 days of getting confirmed work order has to enter an agreement with C-DIT in Rs.200 worth non judicial stamp

paper, to ensure warranty and after sales support during the warranty period.

57. Authority: The authority for the acceptance of the tenders rests exclusively with the C-DIT.

58. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum(s) to it. Corrigendum to this tender shall be published in the site [www.cdit.org](http://www.cdit.org). Prospective bidders are advised to regularly visit the website: [www.cdit.org](http://www.cdit.org) to keep track of corrigendum, if any.

**59. In case of doubt:**

If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, **please contact Sri SajanAmbadiyil, HoD(OIP), Mob No: 9895788233**

- **Last date for submission of bids** : **03.00 PM on 25.11.2025**
- **Bid-opening** : **03.30 PM on 25.11.2025**

**Sd/**

**REGISTRAR, C-DIT**

**Dated 14.11.2025**

# CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27

Phone: 0471-2380910, 912

Ref. No. C-DIT/11/OIP-SECURITY/2025-26/T724

Date: 14.11.2025

## Annexure-I

### Commercial Bid

Sl.No	Requirements	Rate per Hour	Amount Including GST
1	Security Supervisor		
2	Security Guard		

- Rate will be including all Statutory benefits and taxes as per GO.

Name of the Bidder:

Address :

Email id:

Signature

Mobile No:

*Annexure-II*

**DECLARATION**

1. I ..... Son/ Daughter of Shri.....Proprietor/ Partner/  
Director/ Authorised Signatory of..... is / am competent to sign this  
declaration and execute this tender document.
  
2. I have carefully read and understood all the terms and conditions of the tender and here  
by convey my acceptance of the same.
  
3. The information / documents furnished along with the above tender are true and  
authentic to the best of my knowledge and belief. I/ We/ am/are aware of the fact that  
furnishing of any false information/ fabricated document would lead to rejection of my  
tender 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  
thecompany, should be enclosed with Technical bid.*