



KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
COLLEGE OF AVIAN SCIENCES AND MANAGEMENT
THIRUVAZHAMKUNNU, PALAKKAD - 678601
PH: 04924- 296362 EMAIL: pfso@kvasu.ac.in

No. CASM/C-239/2026

Dated: 02.02.2026

TENDER NOTICE

Sealed competitive tenders in the prescribed form are invited from leading security Agencies for the supply of Security service (Ex-Service Men) for the College of Avian Sciences and Management under Kerala Veterinary & Animal Sciences University situated at Thiruvazhamkunnu, Mannarkkad, Palakkad District, Kerala.

SCHEDULE

Sl.No	Description	Requirement
1	Security staff for the following security points at Thiruvazhamkunnu Campus of Kerala Veterinary and Animal Sciences University. 1. Main Gate - 3 shifts 2. College Office – 3 shifts 3. Boys Hostel– 3 shifts 4. Boys Hostel(Annexe) – 3 shifts 5. Ladies Hostel-3 shifts	(5 security points x 3 shifts) 15 persons (The number may vary according to requirement or when situation arises during special occasions)

Terms & Conditions

The tenders should be addressed to **the Special Officer, College of Avian Sciences and Management, Thiruvazhamkunnu- 678 601** in a sealed cover duly super scribed “**Tender for the supply of Security services for College of Avian Sciences and Management, Thiruvazhamkunnu for the year 2025.** The last date for the receipt of filled in tenders is **on 16.02.2026 at 1.00 P.M.** and the same will be opened at **2.00 P.M** on the same day in the presence of the tenderers or their authorized representatives who may be present at the time. If any bandh/strike/ unexpected holiday occur on the date fixed for the opening of tender, the tender will be opened at the same time on the next working day.

Tenders should be submitted in the prescribed form which can be downloaded from the KVASU official website www.kvasu.ac.in. Those who submit the tenders should enclose with the tender, the cost of tender and EMD by way of separate DD'S drawn in favour **The Special Officer, College of Avian Sciences and Management Thiruvazhamkunnu- 678 601 payable at State Bank of India, Alanallur branch**. Cost of tender will not be refunded under any circumstances. The details of cost of tender and EMD are given below.

Particulars	Cost of tender
Original cost	1500
GST @18%	270
TOTAL	1770/-
EMD	38232/-

Attested copies of the title deed/partnership agreement (as the case may be) registration number should also be submitted along with the tender.

CONDITIONS

- 1.The contract will be for a period of one year and an agreement in Kerala Stamp Paper worth Rs.200/- will be signed by both the parties within 15 days from the date of issue of work order. The contract can be terminated during the operative period by giving one month's notice in writing by either party.
- 2.The Agency shall be solely responsible for compliance to provisions of various labour/ industrial or any other laws applicable and all statutory obligation, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, etc. relating to security personnel deployed at the Thiruvazhamkunnu Campus in the units or institutions under the administrative control of the Special Officer, College of Avian Sciences and Management, Thiruvazhamkunnu, KVASU.
3. The Agency shall solely be responsible for any accident/medical/health related liability/compensation for the personnel deployed by the Agency at Thiruvazhamkunnu campus in the institutions under the administrative control of the Special Officer, College of Avian Sciences and Management, Thiruvazhamkunnu, KVASU. KVASU shall have no liability in this regard.
4. Any violation of instruction/ agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
5. In case of non-compliance with the contract, the KVASU reserves its right to
 - a) Cancel/ revoke the contract: and/or

b) Forfeit a portion or all of the security deposit the Agency has remitted

so as to compensate for the loss the University may have sustained.

7. The agency shall be fully responsible for timely monthly payment of wages and any other dues, to the security personal deployed. Minimum wages and all other emoluments and allowances as per prevailing rules of Kerala Government has to be ensured while making payment and has to submit the proof for the same with the proof for remittance of EPF and ESI contribution along with the bills / invoice for claiming the subsequent months. A particular months' salary will only be disbursed after producing previous month's bank transfer statement of salary paid to each security personnel.

8. The Security guards provided by the agency should be ex-service men ,

9. The security guards provided by the Agency will have no claim whatsoever to be considered for employment in the University

10. The agency should have minimum 7 years experience in providing security staff at KVASU.

11. The Agency should have valid licence to engage in the business of security agency

12. In case of any dispute between the Agency and KVASU, decision of the KVASU shall be final with regard to interpretation of terms and conditions and the agreement shall be binding on the Agency. However, all matters requiring legal intervention, the jurisdiction shall be of the court at Palakkad.

13. Once the agreement is executed and accepted by the University, any requests for enhancement of rates of wages shall not be considered under any circumstances.

14. The Agency shall have to provide the number of Security Guards as per the requisition of the University and the guards must be Ex-service men.

15. If the Agency defaults in the providing all or any of the services correctly and promptly as detailed above, the KVASU is at liberty to accept the same from elsewhere without cancelling the contract as a whole. If KVASU incur a higher cost than the approved rate of wages of the Agency, in accepting such service, such excess cost may be deducted or adjusted from the amount or wages due to the agency or otherwise realised from the agency's security deposit or recovered from the Agency by other means. The Agency fully agrees with KVASU that the Agency shall not be entitled to claim the excess, if any, of the tendered rate over such cost to KVASU.

16. All payments to the Agency for services affected satisfactorily will be made after scrutiny of the bills or invoices by way of Cheque/Online transfer/ NEFT.

17. The Agency shall not assign or make over in part or wholly the contract or the benefits or burdens thereof. The Agency shall not underlet or sublet the execution of the contract or any part thereof without the consent in writing of the KVASU. The KVASU shall have absolute power to refuse such consent or rescind such consent (if given) at any time. The Agency shall not be relieved from their obligation, duty or responsibility under this contract even if consent to let or sublet is given by the KVASU.

18 NOTWITHSTANDING the provisions contained in clause 12, the KVASU shall have the right to cancel the contract for any default on the part of the Agency in due performance thereof.

19. It shall be lawful for the KVASU from and out of any money for the time being payable or due to the Agency from the KVASU under this contract or otherwise to set off any loss or expense, cost or damages sustained or incurred by the University by reason of the cancellation of the contract.

20. The security deposit shall subject to the conditions specified herein be returned to the Agency within three months after the expiry of the contract.

21. The Agency agrees that any communication addressed to them may be handed over to them or their agent personally or left at his residence or place of business or may be sent by prepaid post or sent by electronic media to his address as mentioned in this deed.

22. The Agency agrees that all sums found due to the KVASU under or by virtue of these presents shall be recoverable from them and their properties, movable and immovable, under the provisions of the Revenue Recovery Act, for the time being in force as though they are arrears of land revenue or in any other manner and within such time as the university may deem fit. In deciding what sum of money is due to KVASU under or by virtue of this deed, the Agency agrees that the decision of the KVASU shall be final and conclusive and shall be binding on the Agency.

23. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Agency for the services mentioned above shall be the employees of the Agency for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Agency and in no case, shall a relationship of employer and employee between the said persons and the KVASU shall accrue/arise implicitly or explicitly.

24. That on taking over the responsibility of providing Security Guards, the Agency shall formulate the mechanism and duty assignment in the college or Units under the administrative control of the Special Officer, College of Avian Sciences & Management, Thiruvazhamkunnu in consultation with the Officer (i/c) Security, College of Avian Sciences & Management, Thiruvazhamkunnu or any other officer entrusted by Special Officer, College of Avian Sciences & Management, Thiruvazhamkunnu. Subsequently, the Agency shall review work arrangement from time to time and seek advice from the Officer (i/c) Security, College of Avian Sciences & Management, Thiruvazhamkunnu for further streamlining the system.

The Agency shall further be bound by and carry out the directions/instructions given to them by Special Officer College of Avian Sciences & Management, Thiruvazhamkunnu or the Officer i/c Security or any other officer entrusted by Special Officer, College of Avian Sciences & Management, Thiruvazhamkunnu in this respect from time to time. A senior security guard designated by agency shall act as supervisor of all security guards and he shall report day to day activities and shall

be in touch with the Officer (i/c) Security, College of Avian Sciences & Management, Thiruvazhamkunnu.

25. The Officer (i/c) Security or any other person authorised by Special Officer, College of Avian Sciences & Management, Thiruvazhamkunnu shall be at liberty to carry out surprise inspections check on the persons so deployed by the Agency in order to ensure that persons deployed by him are delivering their duties properly.

26. That in case of the persons so deployed by the Agency do not deliver their duties properly or indulges in any unlawful activities or riots or disorderly conduct, the Agency shall immediately withdraw and initiate suitable disciplinary action against such persons on the report of the Special Officer, College of Avian Sciences & Management, Thiruvazhamkunnu or Officer (i/c) Security, CASM. The Agency shall ensure that the Security Personnel so deployed are non-smokers and non-alcoholic in the Campus and no substances whatsoever impermissible by law shall not be brought in the Campus by the Security Guards. The Agency shall ensure that the behaviour and the conduct of the security guards shall be congenial to the peaceful atmosphere of the Campus. The agency shall ensure that the security personnel are maintaining proper decoram while discharging their duties.

27. That the KVASU shall be under no obligation to hire a particular number of Security Guards and the number required is subject to change.

28. That for performing the duties, the Agency shall deploy persons in eight hours shifts or as per the requirement of the job. The Agency shall ensure that the persons are punctual and disciplined in performance of their duty. It is further agreed, that the Agency shall engage medically and physically fit persons.

29. That the Agency shall submit such details like name, age, sex, parentage, residential address (present & permanent), etc., along with a copy of latest passport size photograph. For the purpose of proper identification of the personnel deployed at various locations the Agency shall issue identity cards bearing their photographs/identification, etc. and such employees shall display their identity cards at the time of duty. The Agency shall be responsible and has to ensure that all the contract labour rules are observed in engaging of security staff. It is the sole responsibility of the security agency to ensure that all the security guards should be ex-service man and between age group of 35 years and 55 years and had already done the annual medical check-ups. A document regarding the same may be maintained with the agency and should be produced to the university when asked for.

30. That the Agency should submit a Police verification certificate of all the personnel deployed by them to the Special Officer, College of Avian Sciences & Management, Thiruvazhamkunnu or Office (i/c) Security, College of Avian Sciences & Management, Thiruvazhamkunnu. The Agency shall ensure that the antecedents of all the Security guards deployed are good and they do not have no criminal background. The Agency should also ensure that they are not involved in any criminal cases.

31. That the Agency shall ensure that the persons so deployed do not allow any property of the University to be taken out of the premises without a valid gate pass signed by the designated officials of the KVASU.

32 The Agency shall report promptly to The Special Officer, College of Avian Sciences & Management, Thiruvazhamkunnu or The Officer (i/c) Security, College of Avian Sciences & Management, Thiruvazhamkunnu, any theft, pilferage, encroachments etc. that takes place or where any attempt is made to that effect, and loss, if any, It shall be the sole responsibility of the Agency to ensure security and safety of all the property and assets (moveable and immovable) of the KVASU and if there is any loss, on account of dishonesty, and/or due to any lapse on the part of the Agency or their workers, the loss will be realized from the monthly emoluments paid to the Agency as decided by the Special Officer, College of Avian Sciences & Management, Thiruvazhamkunnu or Officer(i/c) Security, College of Avian Sciences & Management, Thiruvazhamkunnu and the decision will be final.

33. That the Agency shall submit from second month onwards the proof of having deposited the amount of contribution claimed by them on account of ESI & EPF towards the persons deployed in their respective names before submitting bills for the subsequent month. In case the Agency fails to do so, the amount calculated towards ESI & EPF contribution shall be withheld till submission of required documents.

34. That the Agency shall be required to maintain permanent attendance register/roll wage disbursement register and other registers specified in the rules and regulation of labour law and other related laws set by the government of Kerala from time to time for Security Guards on contract and shall be made available for inspection and verification at any time by the authorized officers of University.

35. The Agency shall ensure that the Security guards/Personnel are observing all protocols/guidelines and security measures prescribed by the State Govt. time to time, while discharging their duty in the campus.

36. The Agency shall take all reasonable precautions to prevent any unlawful riotous or disorderly conduct or acts of their employees so deployed and ensure preservation of peace and protection of persons and property of KVASU.

37. Under this agreement the Agency shall deploy any of the identified Security Guards and ensure that they get weekly off and other benefits pertaining to Human Rights and Labour Rules.

35. In the event of any breach of the agreement, the contract may be terminated and the security deposit will be forfeited. Work of the remaining period may be got done from another agency at the risk and cost of the Agency and the agency will be blacklisted.

38. That if the Agency violates any of the terms and conditions of this agreement or commits any fault or the service is not to the entire satisfaction of the Special Officer or Officer I/C Security or the person authorized by The Special Officer, College of Avian Sciences & Management, Thiruvazhamkunnu a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.

39. The security money shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Agency and/or loss/damage, if any,

sustained by the KVASU, on account of failure or negligence of the Guards employed by the Agency or in the event of the breach of any of the stipulations in this agreement by the Agency.

40. That on condition of terminating the contract prematurely, the Agency shall keep on discharging the duties as before till the expiry of notice period.

RATES / QUOTATION

1. The bidder has to submit the tender in the prescribed Tender Form which can either be downloaded from the official web site of the university www.kvasu.ac.in. or obtained on payment of requisite fee from the Office of College of Avian Sciences & Management, Thiruvazhamkunnu during office hours.

2. The filled in Tender form accompanied by EMD in the form of DD drawn in the name of Special Officer, College of Avian Sciences & Management payable at SBI, Alanallur. The EMD will be refunded without any interest to the unsuccessful bidders. The EMD is liable to be forfeited if the successful Agency fails to undertake the work from the stipulated date.

3. **The rate of wages for one security guard for a day (8 hrs) should be clearly quoted in the Tender.** The successful bidders will have to deposit an amount equal to 5% of the work order cost for 12 months as performance security deposit having validity of 1 year.

4. The agency may submit bills by 1st day of every month for payment. All statutory deductions such as income tax TDS, GST on TDS or any other charges to be deducted at source as per the prevailing directions from State or Central Government will be made from such bills. It will be the responsibility of the agency to pay service tax or any other cess shown in the invoice. **A copy of the PAN card should be submitted along with the tender.**

5. The Special Officer, College of Avian Sciences and Management, Thiruvazhamkunnu, Palakkad, Kerala, reserves the right to reject any tender without assigning any reason thereof.

6. Late tenders and tenders without EMD and cost of tender form will be summarily rejected. All rules pertaining to Govt. Tenders will be applicable to this tender also.

Sd/-
Special Officer

Copy to: 1.KVASU Website, All Reputed Firms
2. Notice Board – College / LRS, Thiruvazhamkunnu / Main Gate
3. File / Spare



// Approved for Issue //

Administrative Officer Gr-II
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College of Avian Sciences and Management
Thiruvazhamkunnu P.O., Alanallur (Via)
Mannarkkad, Palakkad (Dist)