

Terms & Conditions for providing Security Guards

Ref : Tender Notice No.44-D-35/19/3/2010-Admn.II

I. TENDER FOR SECURITY GUARDS

Sealed Tenders are invited from reputed, registered and licensed agencies who fulfill the eligibility criteria and who can take on the work as mentioned below for a period of one year which can be extended on the basis of performance and mutual agreement for further periods.

II. Eligibility Criteria

1. The Agency should have experience of providing ex-servicemen security guards in reputed organizations preferably in Govt. and public sector for at least 3 years. Attach list of clients as above along with satisfactory performance certificate from such clients.
2. The security Agencies having not less than 150 security guards on their rolls only eligible to apply.
3. The Agency should furnish attested copies of following documents:-
 - (a) Registration Certificate under
 - (i) Contract Labour (R&A) Act, 1970
 - (ii) ESI/EPF/Income Tax/Service Tax
 - (iii) Orissa Shops and Commercial Establishments Act, 1956
 - (iv) DGR (in case of security services with ex-servicemen)
 - (b) Income Tax/Service Tax clearance Certificate for last 3 years.
 - (c) ESI/EPF Payment Challans for last 4 months, i.e., January, 2010 to April, 2010.
 - (d) Audited Balance Sheet for last 3 years.
 - (e) EMD of Rs.10,000/- (Rupees ten thousand) only in the form of Demand Draft from nationalized banks drawn in favour of ESI Fund A/c. No.1 payable at Bhubaneswar.

III. Scope of work

21 Ex-Servicemen Security Guards & one Supervisor are to be deployed at Regional Office, Staff Colony at Bhubaneswar, Dispensary/Branch Office at Rourkela, Hirakud, Barang and at other ESIC offices situated all over Orissa. The number of security guards may vary according to need and as may be decided by the ESIC.

IV. General Instructions

1. Tender forms along with detailed terms and conditions can be obtained from the Regional Office on payment of Rs.250/- (Rupees two hundred fifty) only in the form of Demand Draft from nationalized banks drawn in favour of ESI Fund A/c. No.1 payable at Bhubaneswar.
2. Tenders should be submitted complete in all respects along with documents at 3 (a) to (e) under eligibility criteria.
3. Last dates with time
 - (a) Sale of Tender Forms : from 07.06.2010 to 11.06.2010
(During office hours)
 - (b) Receipts of Tenders : up to 3.00 pm of 21.06.2010
4. Tenders will be opened on 21.06.2010 (Monday) at 3.30 pm in the presence of Tenderers/representatives who choose to attend.
5. Tender without all / any documents as above are liable to be rejected.
6. Tender with false / misleading documents / information will lead to disqualification of tenders.
7. ESI Corporation reserves the right to accept / reject any offer without any reason thereof.

V. Wages payable to the Security Guards

The agency should provide only Ex-servicemen as security guards and supervisor who will be paid wages at the rates approved by the Directorate General of Resettlement, Ministry of Defence, Govt. of India. The agency should provide services of security guards round the clock including holidays.

The agency should make arrangements to disburse wages to the security guards through ECS in the name of the security guards and evidence of such disbursement should be submitted with the bill for the following month along with photo copies of payment towards ESI & EPF. The agency should also submit copies of returns submitted to the ESIC / EPFO for the relevant contribution periods duly identifying the names of the security guards provided to ESIC.

VI. Selection Criteria

Tender will be finalized based on the suitability of the agency with reference to the prescribed criteria and other competitiveness. Preference shall be given to agencies approved / recognized by Directorate General, resettlement, Government of India, Ministry of Defence.

VII. Qualification of Security Guards

The guards provided should be Ex-servicemen with good character, conduct & behaviour, competent & qualified to perform the security duties for which they are deployed. They shall not be beyond the age of 55 years. This office shall have the right to ask the security agency to remove any person considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again without the consent of ESI Corporation.

VIII. Duties of the Security Guards

1. The Personnel ought to be Polite, Courteous but Firm, Disciplined, Physically Fit, Alert and Smartly Dressed in Uniform.
2. To attend with compliments the distinguished visitors, VIPs and Officers.
3. Check, control and restrict entries to staff/workers/authorized personnel of organization/firm and others by valid passes or searching, if required, and movement of vehicles and Incoming/outgoing materials (with gate passes/challans) and time keeping.
4. Maintain strict security of men, material and premises and maintain Diary to note all important events/happenings/information received/ passed to the management. To be entirely responsible for thefts of easily movable items such as bathrooms fittings, fans, exhaust fans, telephone instruments, fire extinguishers, or fire fighting systems, etc.
5. Will stand by management during emergency like Gherao, Picketing, Strike, etc. and Security of ESI Staff from any assaults whatsoever.
6. Not to leave the place of duty under any circumstance until and unless properly relieved, i.e. signing in handing / taking over register, etc.
7. Prevent misuse of electricity and water.
8. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation and also inform the Regional Director. In case of Fire Accident before or after Office Hours, the Guards shall inform the nearest Fire Station and Regional Director.
9. The security guards must watch that there are no unidentified / unclaimed / suspicious objects / persons in the building / premises.
10. The security guards shall ensure that all the electrical equipments/ instruments/lights and fans are switched off at the time of closure of the office or part of the office.

11. The security guards should ensure that all the officers' chambers are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys.
12. The security personnel must be in proper neat and tidy uniform.
13. The names of the security guards should always be displayed by them on their uniforms for the purpose of identification.
14. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guards.
15. The security guards should check the bags / briefcases of the visitors, if considered necessary.
16. The security guards shall at all times comply with all directions and instructions of ESIC. Non-compliance of instructions can lead to termination of agreement.

IX. Duties and Responsibilities of the Agency

1. The agency should provide a whistle, torch and lathi to the security guard on duty.
2. The security guards must be rotated from their deployment at an interval of 6 months.
3. If it is found that any property of the ESIC is lost/damaged due to the negligence or connivance of the security guards, the same shall be made good on the depreciated value of the property damaged/lost from the security agency's bill.
4. The agency shall furnish the names, addresses and photographs of the security guards posted in the premises of ESIC and also when there is any change in security guards.
5. The Agency shall submit a monthly report of compliance and happenings in the premises, to the Regional Director, ESI Corporation, Orissa.
6. The security guards deployed will be deemed as such for all purposes and the agencies shall be fully responsible for payment of wages and other dues, and compliance of all labour laws applicable to them.
7. The Agency, on award of the contract, should execute an agreement in 50 rupees stamp paper with ESIC incorporating the above terms and conditions.

X. Performance Guarantee

The successful bidder shall be required to furnish a Performance Security in the form of Security Deposit within 15 days of receipt of "Letter of Award" for an amount of **Rs.1.50 lakhs** in the form of an Account Payee Demand Draft / Pay Order / Banker Cheque issued from any Nationalized / Commercial Bank, in favour of "ESIC Fund Account No.1". The successful bidder can also apportion the Earnest Money towards the security deposit subject to payment of the balance amount. The Performance Security / Security Deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall stand automatically extended.

XI. Other Conditions

1. The contract which is initially for a period of 1 year from 01.08.2010 to 31.07.2011 can be extended further, if the agency agrees to provide the services on the same terms & conditions and the services provided by them are satisfactory. ESIC reserves the right to pre-maturely terminate the agreement without assigning any reason therefor by giving one month's notice before the expiry of the contract period.

2. The agency should be willing to provide additional security guards on certain contingencies on payment of proportionate wages. ESIC may also increase the number of security guards required depending upon future requirement.

XII. JURISDICTION OF THE COURT.

The Courts at Bhubaneswar shall have the exclusive jurisdiction to try all the disputes, if any, arising out of this agreement between the parties.

(P. TRIPATHY)
DEPUTY DIRECTOR(ADMN.II)
for REGIONAL DIRECTOR

SIGNATURE OF TENDERER
(With Seal)