Engineering Projects (India) Ltd.
(A Govt. of India Enterprise)

Ref No NRO/CON/676/565               Date: 19.04.2011

Scope of Work, Terms & Conditions

Quotations in sealed envelopes are invited on behalf of Income Tax Department, New Delhi, for engagement of Security Guards at site at MCD Civic Centre, New Delhi. The description of work as well as terms and conditions, schedule of rates & PQ criteria are mentioned as follows:-

Description of Works:

1. To provide the Security Services at the work site at MCD Civic Centre, New Delhi.

2. The agency shall be responsible for all security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the premises.

3. Protection of persons in the premises.

4. Evacuation of persons in case of fire or natural calamities.

5. Prevention of unauthorized entry of personnel including all types of outside vendor in the premises of site.

6. Any other work of similar nature assigned to the agency by the Employer from time to time.

7. The agency staff shall work under the control of the Employer’s Site Incharge or any other officer authorized by him. The agency shall provide round the clock security on shift basis as specified and deployment done in consultation with the Employer’s officer shall be final. The supervisor shall submit the attendance of the personnel by 9:30 a.m. daily to the Employer’s officer for verification.

8. The agency will provide uniform to all security personnel and torch light for staff on night duty.

9. The agency will be fully responsible for the performance and fitness of their personnel (Guards & Supervisors).
TERMS AND CONDITIONS

1. The Agency shall arrange for round the clock watch and ward for the work site of Employer located at MCD Civic Centre, New Delhi. The Agency shall arrange for posting of well experienced and trained security guards (including reliever) round the clock throughout all the seven days a week.


3. The Agency shall deploy well experienced & trained one no. Security Supervisor in each shift. He will be responsible for allotment of duties of Security Guards, control their work and ensure effective security measures. The Supervisor should ensure that all moveable articles are intact. During this period he will oversee the work of all cleaning and conservancy staff from security angle, so that no pilferage or loss takes place. Further he will see on all working days, that the guards on duty are alert, smartly dressed and no article of significance is taken out without a written permission from Site Incharge or the official authorized by him. Every item received and taken out should be recorded in a register and the number of the Gate Pass, date, time etc. items.

4. The Agency shall be entirely responsible for the safety and security of office furniture, fixing, electrical/electronic equipment, fitting including vehicles of Employer and Staff etc. You shall be held responsible for any loss or theft or any of the above items or other misc. items.

5. The security personnel deployed by the Agency shall perform duty honestly and diligently. Your organization shall take action for removing from duty any of your staff if they are found to be lethargic, ineffective, and unsuitable or in the event of any complaint against them. 24 hrs notices will be sufficed for such replacement.

6. Security staff the Agency will act according to law to protect the right of private defense of persons and properties to the best of their abilities and before the arrival of police in case of necessity.

7. The Agency shall abide by and follow all statutory requirements, such as PF/ESI deduction, labour laws, Shops & Establishment Act, Bonus Act, ESI Act, Minimum Wages Act (Central Govt.) etc. in so far as they are applicable to your personnel deployed for our work. The successful bidder will maintain all registers related to Contract Labour Rules and Abolition Act as applicable at work site. The Agency will deduct PF/ESI from salary of the deployed staff and deposit the same with relevant authorities. Proof of the same will be submitted with bills of next month. Entire responsibility of the same will be with the Agency. Any penalty / legal action whatsoever will be to the Agency.

8. The Agency shall be responsible to provide full security uniform and other instruments like lathis, torches, whistle etc. required performing duty effectively by the security guards and the guards shall be on duty with neat and clean uniform.
9. The Agency shall ensure that security guards deployed, are having standard physical fitness and free from any contagious or infectious disease in terms of clause 6 of the Private Security Agencies Central Model Rules, 2006. If it is found by the Employer that any of the security personnel provided by you is unsuitable on good and reasonable grounds you shall take action for his replacement as early as possible.

10. Agency security staff shall ensure that no unauthorized person enters into premises or loiter at the entrance or make any nuisance. The doors and windows of all the floors of our office premises have to be closed and electric lights fittings and other electrical connections have to be switched off by the security guards deployed by you after closing of the work site. It shall also be the duty of your security staff to lock the main entrance doors of work sites.

11. The security guards deployed by the Agency shall be trained and well experienced in the use of fire fighting equipment and shall be able to handle such equipment in the event of occurrence of fire in the around our premises.

12. The Agency shall ensure that under no circumstances our work site premises be left unguarded wholly or partially due to the sudden absence from duty of any of your security staff.

13. Agency’s security staff shall immediately intimate Site Incharge in case of occurrence of any untoward incidents arousing suspicion or apprehension of theft or burglary or outbreak of fire or of movement of unauthorized persons in the around the work site premises.

14. The Agency shall arrange for daily checking of guards deployed on duty at night and frequently at day time and arrange for intelligence services at time of apprehending trouble and render free liaison services between Employer and police.

15. The Agency shall be responsible for any loss or damage caused to our property by the negligence and/or misconduct of your personnel. Such loss or damage will be borne by the Agency. You will also take follow up action on our behalf with the Police, Insurance Company in case of theft or accident like fire and shall render necessary assistance.

16. The Agency shall arrange to take fidelity guarantee policy in respect of your personnel deployed in this premises for a sum of ₹ 2.00 Lakh each.

17. The Agency shall arrange police verification of your personnel deployed in this premises and certificate of police verification of each personnel deployed be submitted to Employer.

18. The Agency shall arrange for leave entitlement/sickness/weekly off of your guards without any extra cost of the Employer. You shall also arrange for effective and adequate supervision of your guards to ensure good service by your moving inspection on Saturdays and holidays. Your officer will visit our office periodically to check your duties/performance and co-ordinate with the management.
19. Deployment of guards shall be as per the instructions of the Employer. Agency will provide hand-picked personnel and as far as possible having military bearing and good/strong physique and experienced in establishment security.

20. The Agency shall replace the entire security guards including Security Supervisor after every three months. Redeployment of replaced security guard/supervisor may be made with the permission of the Employer after expiry of six months.

21. The payment of total charges for services tendered during a month taking into account any deductions as is necessary, shall be made by the Employer within 7 days of the receipt of bill. The bill shall be raised by you at the first working day of next month for which you have rendered the services alongwith deposit receipt of EPF, ESI and other statutory fee. To be deposited in respect of personnel deployed for the previous month.

22. The contact shall initially be for a period of one year and if found satisfactory can be extended for further period.

23. Employer shall have right to cancel the contract without assigning any reasons by giving one month’s notice to the Agency. However, if you desire to terminate the contract prematurely you shall give a notice of 3 months to the Agency.

24. In case of any violation of agreed terms and conditions or imposition or threat of imposition of any new terms and conditions not contained in this work order by one party and not agreed to in writing by other party the latter may and the work by giving on month’s notice or charge the other party and penalty of one month wages/fee if any due to lack of notice.

25. The Agency will deposit an amount of ₹1,00,000/- (Rupees one lakh only) towards Security Deposit with the Company.

26. The above terms & conditions must be known to your security guards when you/your organization shall provide the security guard at Employer’s work site premises for duty.

27. The Agency shall be responsible to lodge police/fire complaint to proper authority (any occurrence/incident/fire/theft etc.) at Employer’s work site premises and the same to be intimated to the Employer for further course of action.

28. Insurance shall be covered by your Agency in individual security guards and supervisor.

29. PQ criteria alongwith documents to be submitted duly signed a stamped enclosed at Annexure-II.

30. Each Guard / Supervisor will be provided with a mobile phone.

31. Employer may increase / decrease the number of Guards as per requirement site.
Annexure-II

PQ Criteria to be submitted by the tenderer with supporting documents

1. List of similar type of works executed during the last 5 years indicating name of the client, value, date of start and completion. (Certificate from the clients to be attached)
2. List of works under execution indicating name of the client, value, date of start and completion. (Copies of LOI and work order to be enclosed)
3. Details of similar works executed.
4. Audited balance sheet and profit and loss account for the last 3 years.
5. Copy of latest income –tax returns filed.
6. Details of manpower available with organizational setup.
7. Registration Certificate/Memorandum of Association/Partnership Deed (if any).
8. Copy of Provident Fund Number allotted by PF Authorities.
9. Copy of PAN Card.
10. Copy of letters of registration with various authorities like CPWD/State PWD/MES/Public Sector Undertakings etc.
11. Indicate the names of Key Personnel of the company with designation and qualification.
The prices quoted above should include all expenditure on account of PF, ESI, Agency Commission, Taxes and other incidental charges and shall remain firm during entire contract duration. The wages will have to be revised as and when minimum wages are revised.

## SCHEDULE OF QUANTITY AND RATES

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Work</th>
<th>Unit</th>
<th>Qty.</th>
<th>Rate (Rs.)</th>
<th>Per Month</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Providing of Security Guard in uniform with Torches and Lathies whistle etc. at our work site of EPI at MCD Civic Centre, New Delhi, of 12 (Twelve) hours in each shift as per requirement and as per direction of EPI.</td>
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<td></td>
<td>Day and night shift for two months period (19 each at day and 17 each at night at 3 locations).</td>
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<td>36</td>
<td></td>
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<tr>
<td></td>
<td>Day and night shift for 9 months period (6 each at day and 6 each at night at 3 locations).</td>
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<td>12</td>
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<tr>
<td>2.</td>
<td>Providing of Supervisory personnel to supervise day to day activities / deployments of guards on various location at site of Employer (3 each at day and 3 each at night) for 11 months.</td>
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<td>6</td>
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