

## Press Notice

Date of issue: \_\_\_\_\_

Indian Red Cross Society (NHQ) invites quotations in a sealed envelope from the reputed Security Agencies in Delhi or NCR for providing Security Supervisor and Guards for its National Headquarter premises and Officer Flats at Kaka Nagar, New Delhi. The quoted rates shall be inclusive of statutory payments like PF, ESI, Etc. The detailed documents can be download from the Indian Red Cross Society website [www.indianredcross.org](http://www.indianredcross.org). Quotation complete in all aspect must reach within 3 week from the date of publishing of this advertisement at the following address:

The Secretary General,  
Indian Red Cross Society,  
(NHQ), 1 Red Cross Road  
New Delhi – 110 001

No.D-11031/02/14/EC

Dated: 20.12.2016

**Sub: Quotations for providing Security Services at Indian Red Cross Society, National Headquarter and Officer Flat at Kaka Nagar, New Delhi for one year.**

The Indian Red Cross Society, National Headquarters, 1 – Red Cross Road, New Delhi – 110001 invites sealed quotations for providing security services for its National Headquarter premises and Officers Flats at Kaka Nagar, New Delhi.

You are requested to send your sealed quotation as per the enclosed Schedule on the above mentioned address alongwith company's Profile, Copy of Registration, Service Tax Registration Number and PAN Number within 3 weeks from the date of publishing of this advertisement.

(Manish Choudhary)  
Deputy Secretary

SCHEDULE

<u>Sl.No</u>	<u>Description</u>	<u>Nos.</u>	<u>Unit Rate</u> <u>(Inclusive of ESI,PF)</u>	<u>Total</u>
1.	Security Supervisor	01		
2.	Security Guards	19		
Grand Total (Rs)				<hr/> <hr/>

## **TERMS OF REFERENCE (TOR)**

### **STRENGTH**

Security Supervisor	01 (One)
Security Guard	19 (Nineteen)

### **WORKING SCHEDULE**

One Security Supervisor and Nineteen Guards would be responsible for the complete security coverage including relieving duty on off-days.

### **DUTIES & RESPONSIBILITIES**

1. The Agency will render complete round the clock security services on all days including Sundays and Holidays, in National Headquarter premises and Officer Flat at Kaka Nagar, New Delhi and shall be responsible for all security and allied problems including fire fighting etc.
2. The Agency will provide smart, literate and disciplined Ex-servicemen personal with excellent record of services who are trained in industrial security, fire fighting, first aid etc. They must be duty conscious, obedient, agile, and alert by nature with presence of mind.
3. The Security personnel employed by the agency for these services will have to come for duty in proper uniform, black boots, beret etc, which shall be provided by the Agency at their cost.
4. The Supervisor Engineer, Estate Cell at Indian Red Cross Society, National Headquarter shall have the right to ask the Agency to remove any one of the Security Supervisor or Guards at short notice, if his performance is not found satisfactory or for any other reason whatsoever.
5. The Agency will be responsible for all types of security such as:
  - I. Stopping theft and pilferage of any item and in case of any such happening, cost of such missing items will be deducted from the monthly bill of the firm;

- II. Guarding the entrance of the above premises, controlling the movement of stores, transport, officials and visitors, and escorting the visitors to the authority;
- III. The guard on duty is authorized to check identity of any staff member/ visitor;
- IV. Checking the incoming and outgoing goods / property against proper documents, gate passes recognized by the authority;
- V. Receiving urgent mail like telegrams etc handing them over to the authority and conveying messages whenever necessary;
- VI. Investigating accidents, cases of theft and activities which are prejudicial to Society's Interest;
- VII. Covering any other security requirements of premises as may be assigned from time to time;
- VIII. The agency will also be responsible for taking proper action in the matter of accidents on account of fire. The guards posted should have the knowledge about fire fighting. They will regularly check on the functional status of the firefighting equipment.

6. The agency will be directly responsible for all disputes arising between the agency and agency employees and keep the premises indemnified against all losses damages and claims arising thereof.

7. The agency will provide in advance to the authority, fortnightly round the clock duty roster for the complex indicating the correct names of persons deputed for various duties. If there is any change in the duty roster, the agency will communicate the same immediately to the authority. There should not be any gap in the posting of guards. Duty hours may be decided by the agency / supervisor without any gap.

The agency will ensure the replacement of guards in the event of absenteeism. Failure will invite deduction from monthly bill.

8. Any deviation in duty roster except with the prior concurrence of the authority shall attract compensating action including deduction of wages.

9. The agency shall maintain a beat book incorporating all conditions in the matter of proper discharge of duties by the Guards and all special occurrences will be noted in the beat book by the guard concerned. This will be submitted to the Supervisor Engineers daily for verification.

10. The Guards will note the handing over / taking over of the duties according to the duty roster.
11. The guards who are on duty will make a record about the incoming vehicles. Exit of materials from the premises will not be permitted except under the authority of the gate pass issued by the authority.
12. The Gate pass number description and quantity of material, vehicle number etc in respect of each movement will be recorded in the beat book by the guard concerned.
13. The beat book will be submitted daily at 10:00AM to the authority for his inspection and recording the remarks with regards to any deficiency / discrepancy in the performance of duties by the guards. The Security Supervisor will report daily to the Supervisor Engineer, Estate Cell.
14. The Security Supervisor should report immediately the inspection notes of the authority to the Agency for appropriate action by them and will also make proper arrangements to make surprise checks by its responsible officer as frequently as possible.
15. In the event of any theft or any such concurrences it will be the duty of the agency to take immediate action and also report the matter to the authority. They will report the matter to police and do all follow up action.
16. Not to allow any person, except agency staff to enter the premises and not to entertain outsiders or extend any services to or for them.
17. Contract should ensure to pay minimum wages as per Govt of NCT to Security Supervisor and guards.

### AMINITIES

The agency shall be responsible for providing uniform and kits to their personnel at their cost. Apart from the wages / salary they shall be responsible for providing all the amenities and benefits under different labour acts and rules such as leave, bonus, provident fund, family pension, ESI, Gratuity, insurance against death & disablement.

The agency shall submit monthly reports showing compliance of all the aforesaid labour laws with regards to the security guards posted at the above premises. It is made clear that the liability of payment of wages / salary or accomplishment of labour laws as aforesaid including the payment for leave, bonus, provident fund, gratuity, ESI etc. with regards to Security supervisor and guards posted at aforesaid premises of the society is that of the agency, who are employees of the said personnel and the society has nothing to do with this.

In the circumstances the agency would indemnify the society for any loss, damages and / or liability suffered by the Society on account of wrong termination of any of the employee and / or non-compliance of the aforesaid labour acts and rules. In case the society is made to pay any amount on this account, the society will also be at liberty to adjust the same against the charges to be paid to the agency under this agreement.

### REPLACEMENT

The agency may charge or replace security personnel as and when required by them without affecting in any way also be responsible on grounds of indiscipline and / or dereliction of duty.

### SECURITY

Agency will deposit 10% of the contract value as Earnest Money Deposit (EMD) at the time of awarding the contract. This security amount will be adjusted in the running bills.

### PAYMENT

The agency will submit the bill by the 10<sup>th</sup> of each calendar month alongwith attendance sheet. Payment will be made on receipt of bill and attendance and on being satisfied that the security services were available round the clock and the performance was satisfactory. Payment will be subject to deduction on account of TDS and Security Deposit @10% from each running bill. Deduction will also be made for short attendance.

\*\*\*\*\*End of Document\*\*\*\*\*

(Manish Choudhary)  
Deputy Secretary