

SCHEDULE

Sl.No	Description	Nos	Unit Rate	Total (Inclusive of ESI, PF)
1.	Security guards	10		
	Grand Total (Rs)			

(N.K. Singh)
Deputy Secretary
IRCS, NHQ

TERMS OF REFERENCE (TOR)

STRENGTH

Security Guard 10 (Ten)

WORKING SCHEDULE

Ten Guards would be responsible for the complete security coverage including relieving duty on off-days and holidays.

DUTIES & RESPONSIBILITIES

1. The Agency will render complete round the clock security services on all days including Sundays and Holidays, in the warehouse of Indian Red Cross Society at Bahadurgarh and shall be responsible for all security and allied problems including fire fighting etc.
2. The Agency will provide smart, literate and disciplined personnel with excellent record of service 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 Section Officer/Office in charge at Indian Red Cross Society, Bahadurgarh warehouse shall have the right to ask the Agency to remove any of the 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 all entrance and exit points of the above premises, surveillance & 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 / warehouse property against proper documents, check 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. 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.

IX. 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 system and fire alarm system. They will regularly have a 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 should be strictly as per labour laws which may be taken in to consideration by the agency. 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 warehouse 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 Warehouse In charge 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 shall contain quantity/number of material, vehicle number etc in respect of each movement which will also 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 Warehouse In charge.
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 occurrences 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. Contractor should ensure to pay minimum wages as per State Govt. of Haryana to the guards. The wages shall be paid direct by Security Agency through bank or ECS or online fund transfer to his bank account. The contractor will have to give a certificate in this regards with bill.
17. The security agency will furnish a certificate along with the bill that security staffs have not got benefit of ESI/EPF from more than one place.

AMENITIES

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 etc.

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 compliance of labour laws as aforesaid, including the payment for leave, bonus, provident fund, gratuity, ESI etc. with regards to the guards posted at aforesaid premises of the society is that of the agency, who are employees of the agency and the society has no liabilities in this regard, what so ever.

REPLACEMENT

The agency may change or replace security personnel as and when required without affecting in any way the security system. This may be 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 award of the contract. This security amount will be adjusted in the running bills.

PAYMENT

The agency will submit the bill by the 10th of each calendar month along with attendance sheet duly verified by the supervisor. The Warehouse In charge would verify the bills and make corrections, if any, on the face of the bills and inform the agency about deductions, if any, made by him/her. Payment will be made on receipt of bills and verified attendance sheets and on being satisfied that the security services were available round the clock and the performance was satisfactory. Payment will be subject to deductions on account of TDS and Security Deposit @10% from each running bill. Deduction will also be made for short attendance.

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

(Neel Kamal Singh)
Deputy Secretary

Special Terms & Conditions

1. The payment of wages to security guards shall be made on the basis of prevailing minimum wages on the basis of bills raised by the firm as per norms prescribed by the State Govt..
2. The deployment of the security personnel in the premises of IRCS, Bahadurgarh warehouse will be as per IRCS requirement.
3. It will be the responsibility of the contractor to fulfill statutory payment obligations of the staff such as ESI and PF etc.
4. The ESI/EPF amount to service provider will be paid by the IRCS, NHQ as its share on the production of bill and proof of deposit in this regard by the agency. The agency shall also give an undertaking that all statutory dues are being paid by them to the staff.
5. GST or any other Govt. tax shall be the liability of both the party's as the case may be.
6. Any compensation payable under the Works Compensation Act shall be borne by the contractor.
7. The contractor shall be bound to bear the expenses of defence of every suite, action or other proceedings at law that may be brought by any person for injury sustained or damage to any property, whatsoever, which may arise out of or in consequence of the construction and maintenance of works owing to neglect of the proper precautions and to pay any damages and cost which may be awarded in any such suit.