

INDIAN RED CROSS SOCIETY  
NATIONAL HEADQUARTERS

NOTICE INVITING QUOTATION

Sealed quotations are invited on behalf of the Indian Red Cross Society (IRCS), National Headquarters (NHQ), 1-Red Cross Road, New Delhi for providing security services at IRCS, NHQ, 1-Red Cross Road, New Delhi and Officers flats premises at Kaka Nagar, New Delhi, as per enclosed schedule and Terms of Reference and Special Terms & Conditions.

The sealed quotation should be submitted along with Company's Profile, Copy of Registration, GST Registration Number and Pan Number by 3.00 pm on or before 01 May, 2021.

The Secretary General, Indian Red Cross Society reserves the right to accept or reject any or all quotations without assigning any reason.

Deputy Secretary  
Indian Red Cross Society,  
National Headquarters  
New Delhi.

Encl: As above.

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

### **STRENGTH**

Security Supervisor

01 (One)

Security Guards 17 (Seventeen) including 1 number Lady Guard

### **WORKING SCHEDULE**

One Security Supervisor (Ex-Servicemen) and Seventeen Guards including 1 number Lady Guard would be responsible for the complete security coverage round the clock 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 Indian Red Cross Society (IRCS), National Headquarters (NHQ) premises, 1-Red Cross Road, New Delhi and Officers Flats 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 personal with excellent record of services who are trained in disciplines such as 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 Supervisor shall be an Ex-Serviceman and necessary document in support of this will be produced by the agency while furnishing bills for making payment. 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 Officer-in-charge at Indian Red Cross Society, National Headquarters shall have the right to ask the Agency to remove any one of the Security Supervisor or Guards at short notice, if their performance is not found satisfactory or for any other reason whatsoever.
5. The Agency will be responsible for all types of security such as:
  1. 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 & exits of the above complex, controlling the movement of stores, transport, officials and visitors, and escorting the visitors to the authority. In case of doubt the guard on duty can check any staff member or an outsider;
  - III. Checking the incoming and outgoing goods / property against proper documents, gate passes recognized and/or issued by the authority;
  - IV. Receiving mails & parcels and handing them over to the authority and conveying messages whenever necessary;
  - V. Investigating accidents, cases of theft and activities which are prejudicial to Society's Interest;
  - VI. Covering any other security requirements of premises as may be assigned from time to time;
  - VII. 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.
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 duty roster for 24 hours duty of staff guarding 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.
  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 provide 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.
  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 carrying materials intended for the complex. 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/officer-in-charge for his inspection and recording the remarks with regards to any deficiency / discrepancy in the performance of duties by the guards.
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. 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.
16. 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.

### AMENITIES

The agency shall be responsible for providing uniform and kits, which may consist of lathi (sticks), umbrellas, torch etc. 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 assigned 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 keep indemnify the society for any loss, damages and / or liability suffered by the Society on account of wrongly 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 Earnest Money Deposit will be adjusted against the security amount in the monthly bills.

## PAYMENT

The agency will submit the bill by the 10<sup>th</sup> of each calendar month alongwith attendance sheet and other relevant documents, duly verified by the concerned staff. 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, accommodation / electric charges, Security Deposit @10% from each running bill. Deduction will also be made for short attendance.

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

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

## **Special Terms & Conditions**

1. The payment of the wages to security supervisor and security guards will be made on the basis of current minimum wages rates as per norms prescribed by the Govt. of NCT of Delhi. A certificate to this effect will be furnished to the IRCS, NHQ by the agency every month after release of the monthly salary.
2. The contractor should quote unit rates of Supervisor & Guards with applicable taxes.
3. The deployment of the security personnel in the premises of IRCS, NHQ Building will be as per IRCS requirement.
4. It will be the responsibility of the contractor to organize statutory obligations towards staff such as ESI and PF etc.
5. The ESI/EPF amount to service provider of the security personnel 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 give an undertaking that all statutory dues are being paid by them to the staff.
6. The agency will provide quarterly return to IRCS, NHQ in regard to payment of ESI/EPF to the concerned authority in respect of these security personnel provided by the agency.
7. The agency will indemnify the IRCS, NHQ in regards to claim of ESI/EPF, if any.
8. The payment will be made to the security agency as per the contract.
9. GST or any other tax in respect of the contract shall be payable by the contractor and society shall not entertain any claim, whatsoever, in this regard.
10. Any compensation payable under the works compensation Act shall be borne by the contractor.
11. 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, action or proceedings to any such person or which may with the consent of the contractor be paid to compromise any claim by such person

He shall also indemnify and keep indemnified the IRCS against all damages and costs consequent upon such claims arising from any such injuries or damages to person (s) or property.

12. The work will be carried out to the entire satisfaction of the officer-in-charge of IRCS, NHQ. In case, services provided by the contractor are not found satisfactory, the contract will be cancelled after evaluation by a committee set up by the competent authority for the purpose from time to time.
13. In case of any dispute, the matter will be referred to Dispute Redressal Committee as constituted by the Secretary General, IRCS, NHQ. The outcome of Redressal Committee will be binding on both the parties.
14. In case of any need for adjudications, the jurisdiction will be Delhi.

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

**SCHEDULE**

<u>Sl.No</u>	<u>Description</u>	<u>Nos.</u>	<u>Unit Rate</u> <u>with applicable taxes</u>	<u>Total</u>
01.	Security Supervisor	01		
02.	Security Guards Including 1 number Lady Guard	17		
				_____
			Grand Total (Rs.)	_____

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