



**REGIONAL OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
(Ministry of Labour & Employment, Govt. of India)  
10-B (RADHA BHAWAN), SHASTRI NAGAR, JAMMU (J&K) -180004.  
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No. 19-D/35/11/2003- Common Office Services-Vol. II

Dated March 2012

M/s. \_\_\_\_\_

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Sir,

Regional Office, ESI Corporation, Jammu requires the services of DGR registered Security Agency for providing the services of Security Guards (necessarily Ex-Servicemen, below age of 55 years) on DGR rates on contract basis for one year.

Contract rates are invited for engagement of services for 15 (Five) Security Guards (09 (Nine) to be deployed at Jammu, 03 (three) to be deployed at Kathua and 03(three) to be deployed at Srinagar) and one Security Supervisor through agency. The requirement regarding number of Security Guards may be increased or decreased as per office requirement.

- Encl: 1. Terms & Conditions  
2. Annexure- 'A'  
3. Annexure- 'B'  
4. Annexure- 'C'

**RATTAN KUMAR**  
**REGIONAL DIRECTOR**

### **Terms and Conditions of contract with Security Agency:**

1. The Agency must have experience of handling the work in reputed organizations including Govt. & Public Sector for atleast 3 years and should have among lists of big clients at least three Govt./Semi Govt./PSUs. As Certificate of satisfactory performance form such clients is also to be submitted. The Agency should have during the last two years, executed work contracts for not less than Rs. 30.00 lakhs each per annum.

2. The total turnover of the agency must not be less than Rs. four crore p.a.

3. The Agency must be registered with the following statutory authorities and also to furnish attested copies of the documents:-

(i) ESI, EPF, Income Tax & Service Tax.

(ii) Contract Labour (R&A) Act, 1970.

(iii) The Agency must be registered and to submit valid registration under Private Security Agency Act of Jammu & Kashmir, if enacted.

(iv) Any other registration which is mandatory for running such Agencies prescribed by the concerned authority form time to time.

(v) Copies of all the Registration Certificates to be enclosed.

4. The following documents are also required:-

(i) Income Tax returns for the last 3 years along with Income Tax clearance Certificate.

(ii) ESI & EPF upto date (February 2012) payment details for the last 2 years.

(iii) Minimum Wages Payment certificate form L.E.O.

(iv) Balance Sheet for the last 3 years.

(v) EMD of Rs. 40000/- (Rs. Forty Thousand Only) and performance security amount of Rs. 100000/- (Rs. One lakh only) is to be deposited. EMD amount is adjustable towards the Performance Security incase of successful tenderer.

5. All the columns in financial bid are to be filled up in terms of Rupees and not in kind. The rates to be based on monthly rates and not on daily rates.

6. Tenders received and found deficient on account of registrations, documents or required information are liable to be rejected summarily.

7. Each and every page of tender documents should bear the stamp and signature of the authorized signatory. Annexures to be filled invariably.

8. Tender containing false, misleading information will be rejected and may also be liable for consequences for submitting false information.
9. ESI Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
10. The Agency on award of the contract should execute agreement on Rs. 100 Stamp Paper with ESIC incorporating the terms and conditions.
11. The contract will be valid initially for one year starting from the date of signing of written agreement and extendable by another year on evaluation of the services rendered.
12. The contract may be terminated by either party after giving written notice of not less than one month.
13. The envelope containing tender document shall be sealed and bear the name of work and the name and address of the tenderer.
14. Last date of Submission of tender 20.03.2012 **up to 14.00 Hrs.**
15. The tenders will be opened at 15.00 Hrs. on 20.03.2012, in the presence of tenderer/representatives who choose to be present.

16. **General Instructions:-**

- (i) The billing cycle is to be Calendar month. The bill by the Agency to be submitted upto 3<sup>rd</sup> and bill to be cleared before 7<sup>th</sup> of each month. However, the Agency has to make payment to the workers on or before 7<sup>th</sup> of every month and payment of wages is not linked to the clearance of the bill by respective ESI office.
- (ii) The wages of workers for last month credited to their Bank Account on \_\_\_\_\_ and the detail of payment along with Bank Account No. to be uploaded by the Agency on the website, if there is no website of the Agency, it is to be sent by Mail to the appropriate authority for uploading on the website. No cash payment is permissible & such payments are to be treated at par with non-payment of wages. There must be no deviation whatsoever in this regard.
- (iii) ESI/EPF/Service Tax other statutory dues amounting to Rs. \_\_\_\_\_ for the month of (previous month) deposited \_\_\_\_\_ (copy of challan to be enclosed).
- (iv) Employee-wise details of ESI, EPF contribution paid is to be submitted every quarter.
- (v) Undertaking that all statutory Labour Laws including Minimum Wages Act is being complied with.
- (vi) All Security Guards must be Ex-Servicemen and to be paid as per DGR rates. A copy of Identity Card & Discharge Certificate from the Defence Forces to be provided for each personnel engaged.

17. **Obligations of the Agencies:-**

- (i) To make compliance to all the provisions of labour Laws applicable.

- (ii) Workers to get wages on or before 7<sup>th</sup> of each month. This payment of wages is not linked to payment of the bill by ESIC. However, endeavor shall be made to make the payment to the agency in time.
- (iii) All the payment to the workers to be made by the Agency through Bank transaction only. Cash payment is strictly prohibited.
- (iv) Bill to be submitted upto 3<sup>rd</sup> of each month for the previous month, along with all the Certificates/documents.
- (v) All the Guards to be Ex-serviceman, and below 55 years of age with sound mind and good health.
- (vi) They should be conversant with the lay out of the building, fire safety system along with telephone Nos. of nearest Police Station, Fire Station Hospital, Estate Officer, etc.
- (vii) Uniforms, name plates, whistle, torch, lathee & other gear is to be provided by the Security Agency to the Guards.
- (viii) List of all the Security Guards, Supervisors along with name of the Agency to be displayed in the Security post/Hut.
- (ix) Security Supervisor to submit day to day report of the happenings in the building and give suggestions for strengthening the overall security.
- (x) To follow the instructions of the administrative authority of the office.
- (xi) Visitors to be properly attended to and may be guided after necessary security check.
- (xii) Office files/papers/equipment or machinery may be allowed to be taken out of the building only with proper Gate Pass under the signature of competent authority and the entry & exit of the visitors should also be through passes. The visitors to be properly guided if such help is required.
- (xiii) The Agency to ensure to minimize the wastage of electricity, water & other resources by taking round of the building.
- (xiv) The overall responsibility of the security agency is to safeguard the property, life and to help in maintaining peaceful office environment.
- (xv) The Agency also to ensure at all times must indemnify ESIC against all claims, damages or compensation under all the statutory laws & rules prevailing there under from time to time.
- (xvi) The security personnel must watch that there is no unidentified/unclaimed/suspicious objects/person in the building/premises.
- (xvii) The vehicles that enter into the premises must be identified, noted in Register and parked at designated places.

(xviii) The security personnel shall also ensure that all the electrical equipments/instruments/lights and fans must be switched off at the time of closure of the office or part of the office.

(xix) The security personnel must be in proper, neat and tidy uniform and have a whistle, a touch and lathee/Gun and the movement of the security guards must be arranged in such a way that no part of the building remain unnoticed/unattended. It is needless to emphasize that the security guards should be positioned at strategic place.

(xx) The agency must have the telephone number of the nearest Police Station, Fire Station and Ambulance, Estate Office of ESIC, etc.

(xxi) The names of the Security Guards should always be displayed on their uniform for identification purpose.

(xxii) Security Supervisor must organize surprise visits (during day and night) to check the alertness of the security guards.

(xxiii) The security guards must be rotated from their locations from time to time.

(xxiv) The Security Supervisor must submit a weekly report of Complianace and happenings in that building to the Estate Officer. If there is urgency to report some happening it is to be done immediately.

(xxv) A Penalty upto Rs. 1000/- (Rs. One thousand only) per instance will be imposed if the Security Guard while on duty:

- Found in drunken position
- Misbehaves with any person
- Found slept
- Left the post unguarded (except in circumstances beyond his control)
- Any other act which as per the decision of the authority constitute an offence.

(xxvi) Any loss caused to the life & property due to negligence or dereliction of duty of the engaged agency is to be indemnified by the Agency upto the entire satisfaction of the concerned office.

(xxvii) ESI Corporation reserves the right to direct the contractor to replace any Security Guard at any time during the contract period and the contractor will be bound to follow the directions in this regard.

(xxviii) These instructions shall form a part of the contract document/ agreement.

**Annexure- 'A'**

**APPLICATION FORM OF THE TENDER FOR SECURITY SERVICES**

| Sr. No. | Particulars  | Details              |
|---------|--|----------------------|
| 1.      | <b>Name of the Contractor :</b>  |                      |
| 2.      | <b>Status of the Contractor:</b>   |                      |
|         | (a) Proprietorship/Partnership/Joint stock Co. etc.                                      |                      |
| 3.      | <b>Address :</b>   |                      |
|         | (a) Office-  |                      |
|         | (b) Residence-   |                      |
| 4.      | <b>Telephone/Mobile No. :</b>  |                      |
| 5.      | <b>Registration Details:</b>   |                      |
|         | (a) Registration with authorities  | 1.<br>2.<br>3.<br>4. |
|         | (b) Registration Certificates enclosed   | 1.<br>2.<br>3.<br>4. |
| 6.      | <b>Required documents enclosed</b>   |                      |
|         | (a) Income Tax returns for the last 3 years along with Income Tax clearance Certificate. |                      |
|         | (b) ESI & EPF upto date (February 2012) payment details for the last 2 years.            |                      |
|         | (c) Minimum Wages Payment certificate form L.E.O.  |                      |
|         | (d) Balance Sheet for the last 3 years.  |                      |
|         | (e) Experience Certificates from Govt./Public Sector Organisations                       | 1.<br>2.             |

|    |     |                                       |    |
|----|-----|---------------------------------------|----|
|    |     |                                       | 3. |
|    |     |                                       | 4. |
| 7. |     | <b>Income Tax Pan No. :</b>           |    |
| 8. |     | <b>Earnest Money Deposit Details:</b> |    |
|    | (a) | Amount of Earnest Money               |    |
|    | (b) | Name of Drawer and Drawee Bank        |    |
|    | (c) | No. & Date of Bank Draft              |    |
| 9. |     | <b>Bank Details:</b>                  |    |
|    | (a) | Name of the Bank                      |    |
|    | (b) | Branch                                |    |
|    | (c) | Account No.                           |    |

**Signature & Seal of the applicant**

**Name of the applicant:**

**Designation:**

**Annexure- 'B'**

**Undertaking**

I have read and understood the all terms and conditions, instructions etc. contained in the tender document. I undertake to abide by these terms and conditions, instructions etc. and I will not have any objection, if any or all of these terms and conditions, instructions etc. are incorporated in the agreement to be executed upon selection for awarding the contract.

**Signature & Seal of the applicant**

**Name of the applicant:**

**Designation:**



**Annexure- 'C'**  
**PAY CLASSIFICATION FOR SECURITY GUARD**

| Sl. No. | DESCRIPTION  | SECURITY GUARD      |        |          | Supervisor | REMARKS |
|---------|--|---------------------|--------|----------|------------|---------|
|         |  | ( as per DGR Rates) |        |          |            |         |
|         |  | Jammu               | Kathua | Srinagar |            |         |
| (a)     | Basic Wages Plus Variable Dearness Allowance (VDA) |                     |        |          |            |         |
| (b)     | Employees State Insurance (ESI                     |                     |        |          |            |         |
| (c)     | Employees Provident Fund (EPF)                     |                     |        |          |            |         |
| (d)     | Employees Deposit linked insurance (EDLI)          |                     |        |          |            |         |
| (e)     | Administrative Charges                             |                     |        |          |            |         |
| (f)     | House Rent Allowance                               |                     |        |          |            |         |
| (g)     | ESI on HRA   |                     |        |          |            |         |
| (h)     | Bonus  |                     |        |          |            |         |
| (i)     | Uniform Outfit Allowance                           |                     |        |          |            |         |
| (j)     | Uniform Washing Allowance                          |                     |        |          |            |         |
| (k)     | Total  |                     |        |          |            |         |
| (l)     | Weekly Off/ National Holidays/Other Holidays       |                     |        |          |            |         |
| (m)     | Total Cost Per Head                                |                     |        |          |            |         |
| (n)     | Service Charge                                     |                     |        |          |            |         |
| (o)     | Sum Total  |                     |        |          |            |         |
| (p)     | Service Tax  |                     |        |          |            |         |