

Cyclone Warning Centre, Visakhapatnam invites "Sealed Quotations" to provide security services for its campus located at Chinna Waltair and Kailasagiri

### QUALIFICATION CRITERIA

Details of security services to be provided.

Sl.No.	No. of guards	No. of shifts	Shift duration (hours)	Total guards required
1.	3	3	8	} 6
2.	3	3	8	

1. Location of service:
2. Experience as security provider:
3. No. of security personnel employed:
4. Establishments where service provided:
5. Average Annual Turnover:
6. Private Security Regulation Act-2005 Licence:
7. EPF Registration:
8. ESI Registration:
9. Service Tax Registration:
10. Income Tax PAN:
11. Gratuity Act Registration:
12. ISO Certification:
13. Group Insurance:
14. Age/Qualification of Security Guards:
15. Physical fitness:
16. Staff Salary:

Such agencies who fulfill the aforesaid qualification criteria may submit Sealed Quotation/supported by requisite documents. The quotation should be enclosed in a sealed cover addressed to the Director, Cyclone Warning Centre, Chinna Waltair Visakhapatnam - 530017.

Last date of submission of quotation : 10th June 2017

1	Name of the Security Agency
2	Name of the contact person (s)
3	Full office address
4	Contact numbers
5	Constitution of the Firm / Company Society / Partnership / Proprietorship at year and year of constitution.(**)
6	Expreience as Security Service Provide (in months)
7	No. of personnel in employment
8	Place of 24 X 7 Control Room
9	Locations where service provided
10	Address of Training centre

	Annual Turnover (**) (Acceptable proof a certificate from Chartered Accountant)
12	Names of the Government Departments Undertakings AND / OR other reputed organization with whom contract for more than 10 security personnel per day (all shifts taken together) (attach separate list if necessary along with copies of order placed on them)
13	Group Insurance
14	Service Tax Registration No. (**)
15	P.F.Code No.(**) 15 Gratuity, 16 ESI
16	PAN No.(**)
17	Contract Labour Licence No. (**)
18	Private Security Agency Registration Licence No.(**)
19	ISO Certificate
20	Conviction, if any, of the agency or its Sole Proprietor / Partner / Director in criminal cases?

## TERMS AND CONDITIONS

The agency shall be considered for award of contract only if it agrees to abide by the following terms and conditions.

1. Earnest Money Deposit: Earnest Money Deposit of Rs. 10,000/- per application in the form of DD/Pay order drawn in favour of Assistant Meteorologist(Cash & Accounts). RMC Chennai should accompany the quotation. Quotations received without Earnest Money Deposit will be rejected. EMC will be forfeited in case the eligible contractor withdraws during the selection process.
2. The agreement will be in force for a period of one year from the date of award of contract.
3. Conditional quotations, late quotation, quotations incomplete or not meeting all the terms and conditions herein after specified will be rejected. The office reserves the right to accept or reject any quotations in part or full, without assigning any reasons thereof.
4. The agency shall have a minimum experience of three years in providing round the clock security by deployment of security personnel.
5. The agency should have obtained a licence from the controlling authority under section 7(5) of "The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005]".
6. The security guards shall perform their duties diligently and afford protection to entire premises of Office that includes the open areas & the built up area, movable immovable properties, check all the vehicles, maintain entry/exit registers, give instructions to park private vehicles at proper place, watch the movements of public/visitors. The guards should be skilled in traffic management and handling of fire fighting equipments. The guards should be able to read and write English and speak in Telugu /Hindi.
7. **The Security agency will be responsible for the discipline of the Security personnel employed by them.**
8. In case the security guards provided by the agency are found to indulge in any undesirable or unfair activities in the premises of office, the agency will be solely responsible for all the consequences and the office shall be at liberty to lodge complaints before appropriate authorities.
9. In case of any theft/pilferage of any property belonging to the Office, the concerned officer-in-charge shall inform the Security Agency and register complaints with the police. It will be the responsibility of the Security Agency to pursue the matter with the police with the assistance of the office.

10. Only able bodied, physically fit, well-trained, disciplined and honest personnel shall be appointed for duty. Persons so deployed shall not be below 21 years and not above 50 years. They shall perform their duties to the satisfaction of this office.
11. The security agency shall provide proper uniform with required accessories such as whistle, torch lights, walky-talky, batons, etc to the security guards and shall ensure that their turnout is smart in all respects. Rain boots and rain coats should be provided to them during the rainy seasons.
12. The agency should be registered under the ESI and Provident Fund Acts and other relevant statutory enactments relating to the employment of labour.
13. The agency should also be licenced under the Private Security Agencies Rules, and the guards employed should fulfill the basic physical and training requirements stipulated.
14. The wages paid to them should strictly adhere to the Minimum Wages Act, 1940 and the Contract Labour (R & A) Act, 1970. Licence from Labour Dept. as per Section 12 of Contract Labour (R & A) Act, 1970 should be obtained for the contract work within 7 days of award of contract. The agency should ensure that there is no scope for any grievance from the personnel of delayed payment of wages. The employees engaged by the security agency will be in the employment of the Security Agency only and not of the Office.
15. Mode of payment will be monthly and through bank transfer to the agency.
16. The office reserves the right to terminate the services of the agency at anytime without giving any notice whatsoever.
17. All the existing statutory regulations of both State & Central Govts. Shall be adhered to & complied with the agency.
18. The Security Agency shall strictly comply with the terms and conditions of the agreement, failure which shall result in termination of the contract.
19. Any dispute arising out of the agreement or that, which may arise on future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to visakhapatnam jurisdiction only. The Office is entitled to withhold payments due to the Agency in case of any dispute, till it is resolved.

For Director

Place: Visakhapatnam

Date: 22.05.2017