



## INDIAN INSTITUTE OF MILLETS RESEARCH

(Indian Council of Agricultural Research)

Rajendrnagar, Hyderabad-500 030

Phone – 04024599300, Fax – 04024599304

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### **INVITATION TO TENDER FOR SECURITY SERVICES AT IIMR**

F.No. 4(615)Admn/12

Dt. 08<sup>th</sup> May, 2015

Sealed Tenders are invited for providing Security Services at Indian Institute of Millets Research, Rajendranagar, Hyderabad – 500 030 for one year. The envelope containing the tender as well as subsequent communications should be addressed / delivered to: The Director, Indian Institute of Millets Research, Rajendranagar, Hyderabad – 500 030 in a sealed cover. All the communications must be addressed to the above officer by designation, and not by name.

2. On behalf of the Director, Indian Institute of Millets Research, Rajendranagar, Hyderabad, sealed tenders are invited for providing Security Services in the form attached. The Security Services will be governed by the terms and conditions mentioned herein and as per charter of duties detailed in the enclosed Annexure (I & II). Therefore, tenders may be submitted in the prescribed Tender Form attached as Schedule – I & II (**in two way bid system**) along with a Demand Draft of Rs. 50,000/- towards EMD and Rs. 200/- Towards tender form cost drawn on any Nationalized Bank in favour of “ICAR Unit, DSR, Hyderabad” payable at Hyderabad.

The tenders must be submitted in the following way.

#### **PROPOSAL SUBMISSION**

Interested bidders should submit the tenders in two parts namely.

A: Technical

B: Financial

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL”. Financial proposal to indicate a warning “DO NOT OPEN WITH THE TECHICAL PROPOSAL”. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment “*Tender for Security services at IIMR*”.

Technical Proposal should be prepared considering all the eligibility criteria detailed below and as per the Schedule – I. On the basis of detailed technical aspects a check list is attached as Schedule – I which is must be submitted only along with the Technical proposal duly signed and sealed. All the documents in support of technical eligibility must be submitted only alongwith the technical proposal. Break – up of wages to be paid to the labour alongwith the EPF, ESI, Bonus, Overtime allowance etc. may also be submitted alongwith the technical proposal.

## TECHNICAL PROPOSAL CONTENT

### ELIGIBILITY CONDITIONS:-

The following documents/vouchers are required to be enclosed with the Tender form which is the terms and conditions of the Tenders document.

1. A valid registration certificate of the firm under work contract of the Appropriate Authority
2. Experience of the firm in the field of providing such services in Central Govt. establishment/Autonomous bodies of Govt. of India/Corporates of Govt. of India/reputed public or private organizations (client lists).
3. Copy of the Income Tax Return for the last three years or certified balance sheet of the firm for the past three years of the service contract by the Chartered Accountant.
4. The certificate of registration under ESI & EPF and existing labour license (If applicable).
5. Income Tax Permanent Account Number allotted by the Income Tax department.
6. If Labour License is not available with the firm, the contractor shall obtain the labour license under the Labour Act within 30 days after assigning the job contract.
7. A certificate to the effect that the firm has not been black-listed by any Govt. Office/ Institute / ICAR for any reason. If nothing is submitted in support of this, it will be assumed that the firm is not black listed and if later, it is found any adverse report the contract will be terminated.
9. Only those firms who qualify in the Technical Bid will be considered for financial bid.

**NOTE:- All the pages of tender document must be numbered, signed and all the blanks in tender forms must be filled.**

## FINANCIAL PROPOSAL CONTENT

Financial proposal (In Indian Rupees) should be in the attached form (Schedule – II) only. No other documents will be considered in this regard.

The estimated cost/rate quoted by the contractor is to be worked out on the basis of minimum manpower requirement, provisions of Minimum Wages Act, EPF, ESI, Bonus and all statutory liabilities. **Hence, the rate quote below the minimum wages or ignoring statutory obligations may not be acceptable to us.** Rates should be quoted unit basis as per detail given in schedule - II. These rates must include Basic, VDA, EPF, ESI/WC, Bonus and service charges of agency as per central labour commission act. It is also to mention that the Contractor has to fulfill all the terms and conditions as applicable to the Labour Act, ESI / EPF / Service Tax / IT, etc., and IIMR will not have any responsibility on this account. The Contractor will be the employer for the labourers who are deployed for undertaking the works given in Schedule – II and IIMR will not have Employee – Employer relationship with the workers.

In case the above terms and conditions are acceptable, the Schedule – I & II may be downloaded and submitted to this office duly quoting the rates for each item in a sealed cover to the Director, IIMR, Hyderabad along with an EMD of Rs. 50,000=00 and Rs. 200=00 towards tender form cost in the form of DD drawn in favour of “ICAR Unit DSR, Hyderabad” for our consideration.

This contract is for a period of 1 year initially and liable to be extended for one more year subject to the satisfactory services and on the same terms and conditions. On the expiry of the contract or its termination, the Director IIMR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. The contractor is advised to have a complete survey of this Office campus before offering rates and also attend the pre bid meeting.

The tender documents which are to be submitted to the Director, IIMR must be numbered beginning with 1 to the last page and accordingly Technical proposal may be filled. In the technical Proposal all documents which are asked will have to be submitted by the tenderer and the page number at which these documents are attached will have to be written in the technical proposal / check list (Schedule – I).

The decision of the Director, IIMR will be the final and binding on the Contractor.

<b>Time and date of pre-bid meeting:</b>	<b>19.05.2015 at 11:50 AM</b>
<b>Time and date of Submission of tenders:</b>	<b>25.05.2015 up to 02:00 PM</b>
<b>Time and date of opening of technical proposal:</b>	<b>25.05.2015 at 02:30 PM</b>
<b>Time and date of opening of financial proposal:</b>	<b>29.05.2015 at 11:00 AM</b>

3. The total set of Tender Document consisting of pages from 1 to 14 in original should be returned intact after tendering the rates in attached form and also affixing tenderers signature on all pages of the tender document. Pages should not be detached but when items are not being tendered, the corresponding spaces should be defaced by words such as “Not quoting” in the event of space on the schedule form is insufficient for the required purpose, additional pages must be added. Each such additional page must be numbered consecutively, bearing the tender number and full signature of the tenderer. In such cases, reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent with the tender.

4. First, Tenderers should note that their offer should remain open / valid for acceptance for at least 90 days from the date of opening of the financial proposal. If the firms are unable to keep their offer open for the specified period, they should specifically state in the Tender Form the period up to which they want their tenders to remain open for acceptance. In the absence of such mention in the tender, it will be assumed that their offers will remain open for acceptance for the period of 90 days from the date of opening of financial proposal. Tenders received by such vague and indefinite expressions such as “subject to immediate acceptance” will not be considered.

7. This offer does not pledge to accept the lowest or a tender and reserves itself the right to accept the whole or any part of the tender or portion of the tender offered and the Tenderer should execute the same at the rate quoted. The Tenderer is at liberty to state in the tender that the rate quoted shall apply only if the entire contract is executed.

8. If Tenderer does not accept the offer after issue of letter of award by, IIMR (ICAR) within 15 days, the offer made shall be withdrawn and earnest money will be forfeited.

9. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tender form or any other document forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the

IIMR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. The Tenderer should sign each page of the Tender Document and the schedules to the Tenders and annexure, if any.

10. An amount of Rs. 2,00,000/- (Rupees Two lakhs only) as security deposit for the contract, in the form of DD in favour of "ICAR Unit DSR, Hyderabad" payable at Hyderabad is to be deposited by the Selected Agency / Successful Tenderer only after receiving a communication from the IIMR, ICAR, Hyderabad. In the event of non-deposition of the same, the earnest money will be forfeited.

11. Any other tax which is as per the rules shall be the liability of the agency to deposit in concerned department & TDS shall be deducted at source from bill of the successful Tenderer as per the rule.

12. The Tenderer is at liberty to be present or to authorize a representation to be present at the opening of the tender. The name and address of the representation who would be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.

13. Acceptance by the IIMR will be communicated by Speed Post / Fax / e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post / Fax / e-mail etc. should be acted upon immediately.

14. Director, IIMR reserves the right to accept or reject any or all tenders without assigning any reason.

**ADMINISTRATIVE OFFICER**

**[SIGNATURE OF THE TENDERER]**

**TERMS AND CONDITIONS OF CONTRACT FOR PROVIDING SECURITY SERVICE TO  
“IIMR, Hyderabad”**

1. Tender Form submitted without Tender Form Cost is liable for rejection
2. The Security Agency submitting tender should be registered under Central / State Government and documentary proof thereof should be furnished along with tender documents.
3. Services required as per charter of duties in Annexure – I & II.
4. The Security Agency should be a registered Firm as per Registration Act.
5. The Security Agency must possess Service Tax Registration.
6. The Security Agency must have ESI / EPF Registration.
7. The Security Agency must possess PAN number allotted by the income tax authorities.
8. The contract is for a period of one year, which may be extended further for one year on satisfactory performance and on the same terms and conditions.
9. The contractor shall make security deposit of Rs. 2,00,000/- (Rupees Two Lakh only) with IIMR through a Demand Draft from a Nationalized Bank in favour of “ICAR Unit DSR, Hyderabad” before taking charges of the security duty. Such security deposit will become refundable to the contractor only after the expiry of contract period or extended period and after IIMR certified that the terms of this agreement are full and properly carried out by the contractor and the dues if any, payable to IIMR are cleared by the contractor.
10. Necessary enlisting / police verification of the firm and its workers is also required.
11. The agency shall provide **Communication Facilities, Stationery, Stick, Torch, Whistle, Uniform** to the guards for smooth functioning of Security Services.
12. The Contractor shall not sub-let the contract under any circumstance.
13. No interest on Security deposit and Earnest Money Deposit shall be paid by IIMR to the Contractor.
14. The Security Agency shall carry out the security and watch & ward of the IIMR as per the requirements and instructions given to them by the IIMR authorities from time to time for a period of one year or as per instructions.
15. The Security Agency shall render the services on the job contract basis at the mutually agreed rates, which includes **EPF contribution, ESI contribution (not applicable to ex-serviceman)** and any other statutory provisions and liabilities to be discharged by the Security Agency.
16. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable, the IIMR shall have the right to ask for their replacement therefore and the agency shall, on receipt of a written communication will have the replace such persons immediately.
17. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost, statutory liabilities, contractor benefits etc.
18. The contractor will discharge all his legal obligations in respect of the workers / guards to be employed / deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the IIMR from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, IIMR shall be final and binding on the contractor.

**[SIGNATURE OF THE TENDERER]**

19. Security Guards should not leave their points unless and until the reliever comes for shift duties, Security supervisor will maintain all the registers, which are kept at main gate.
20. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
21. Proper entries are to be made while handing over key to any staff of IIMR and while taking over too.
22. Changing of Security Supervisor / Security guards should be intimated to the Security Officer.
23. The Security staff should follow the codal formalities of Security system while on duty.
24. The Security personnel should ensure for the items taken out of the campus have issued that proper gate pass. In case of any doubts, they should immediately contact officer in-charge Security.
25. It will be the duty of the Security Agency to keep entire IIMR campus and field farms at Rajendranagar, Hyderabad free of stray dogs.
26. The engagement and employment of personnel and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
27. All Wages allied benefits such as leave, ESI, EPF, Gratuity, **Bonus** etc., shall be paid by the contractor and client shall not incur any liability or additional expenditure whatsoever for the personnel deployed.
28. The contractor will be required to maintain all the records and documents under labour laws. The contractor shall make a copy of such records maintained by him available to IIMR.
29. In compliance to Rule 78 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall maintain the (a) Muster Roll (b) Wage Register (c) A register of deduction for damage or loss (d) Register of Fines (e) Register of advances (f) Register of Overtime, (g) Wage Slip.
30. In compliance to Rule 81 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall also display notices showing rates of wages, hours of work, wage period, dates of payment, names and addresses of the Inspector.
31. In compliance to Section 12 of the Contract Labour (Regulation and Abolition) Act and Rules 21 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall obtain a license for deployment of his personnel at the premises of the client.
32. In compliance to section 21 of the Contract Labour (Regulation and Abolition) Act and Rules 25 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall pay timely and shall ensure the disbursement of wages in the presence of Security Officer / Nominated Officer of IIMR. Rate of wages shall not be less than that of the minimum wages as declared by the Regional Labour Commission (Central), Hyderabad. As and when the wages are revised by the **Regional Labour Commission (Central), Hyderabad**, the revised wages shall be paid by the client, and the same can be claimed from the IIMR. The contractor should ensure payment of wages to his workmen on or before 7<sup>th</sup> of every succeeding month. The wages shall be paid to workmen without any deduction except those under the payment of wages Act and Minimum Wages Act.
33. In compliance to Rules 75, 76, 77 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall maintain a register of workers in Form XIII and issue Employment card to each worker in Form XIV and shall also issue service certificate to every workman on his termination in form XV.

[SIGNATURE OF THE TENDERER]

34. In compliance to provisions of the Employees Provident Fund & Miscellaneous Provisions Act, 1952, and the Employees State Insurance Act, 1948, the contractor shall provide each workman the Identity Card as received from ESIC for enabling him and the members of his family to avail the medical services from ESIC dispensary. The contractor shall provide other details also. The contractor shall provide each workman the PF number allotted to him and the Contribution Card.
35. The Client reserves the rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI / PF dues. The payment for successive months will be released on receipt of the evidence of deposition of ESI / PF in the workers accounts for the previous month. If the contractor does not produce satisfactory evidence regarding deposition of EPF and ESI dues, the client shall withhold payment of the component of EPF and ESI.
36. The contractor shall submit his monthly bill with the following: (a) A detailed wages sheet showing list of workmen with their name, no. of days worked during the month, wages admissible, EPF / ESI deductions, Net amount payable to each employee, statement showing that the wages have been transferred to the bank account of the workmen, counter-signature of security officer or any other authorized representative of the client on this statement as a token of proof that the wages as shown in the wages sheet have been transferred to the bank account of workmen in his presence (b) copy challan of deposition of EPF / ESI in respect of previous month.
37. The amount as shown in the challan of EPF / ESI must tally with the total deductions, failing which the payment on this account is liable to be withheld for which the sole responsibility shall rest with the contractor.
38. The contractor shall be liable for any legal dispute / case / claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.
39. The contractor shall be responsible for compliance of all the laws rules / regulations and Govt. instructions that are / will be applicable to and aimed to protect the interest of the employees / worker engaged by the contractor and shall ensure payment of all the statutory dues / liabilities as may have arisen during the past 'or' may arise during the course of performance of contract.
40. The Director, IIMR (ICAR) reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of the Director, IIMR (ICAR) shall be final and binding on the contractor / agency in respect of any clause covered under the contract.
41. The watch and ward will be round the clock and seven days of the week and shall be changed as per requirement of IIMR from time to time. In case there is any change in employment of the security guard, such change shall be intimated to the security agency in writing well in advance.
42. The Security Agency shall discharge all their legal obligations of their employees as may be required for the purpose of execution of the work which shall be subject to the approval of the IIMR authorities.
43. The Security Agency shall discharge all their legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz., statutory obligations under Contract Labour (Regulation and abolition) Act, 1970, Minimum Wages Act, Workman's compensation Act, EPF and MP Act, Industrial Dispute Act, etc. The security agency shall indemnify and keep indemnified the IIMR authorities from any claims, loss or damages that may be caused to IIMR on account of the security agencies failure to comply with their obligations under the various laws towards their staff / employees employed by them or any loss or damage to IIMR due to acts / omissions of the security agency.

**[SIGNATURE OF THE TENDERER]**

44. The stationary items like registers, scales, writing pads, pencils, staplers etc., will not be provided by IIMR and uniforms will not be allowed to be washed in the premises. The uniform of the security personnel and other related items as mentioned above will be provided by the security agency. IIMR has to pay only the amount which has been agreed to.
45. The security agency shall submit their bills after the completion of each month during the first week of the following month of the services rendered in previous month to the Director, IIMR. In case, the services provided are not up to the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of the Director, IIMR whose decision shall be final and binding on the security agency.
46. The security agency shall get all the security staff members insured against any liability arising under the Workman's Compensation Act or under the common law. The security agency shall indemnify against any claim that IIMR may have to meet in respect of their staff members and / or workmen / employees on account of any accident or for any other reason.
47. Under no circumstances, the staff members and / or the workmen / employees of the security agency shall be treated, regarded or considered or deemed to be the employees of IIMR and the security agency alone shall be responsible for their remuneration, wages and to their benefits and service conditions of all their employees deployed by the agency and shall indemnify and keep indemnified IIMR against any claim that may have to meet towards the employees deployed by the agency.
48. The security agency will ensure that no theft or damages to IIMR property should take place during the tenancy of the service contract of the security agency. In case any theft or damage to IIMR property occurs during the service contract period with the security agency due to the negligence of the security staff / employees of the security agency, the security agency shall be held responsible for such losses and damages, if after a properly constituted enquiry (consisting of two members of IIMR and one member of the security agency) come to the conclusion that the loss is attributable to the negligence on the part of security personnel of the security agency and such losses will be recovered from the security agency. **The security agency shall attend to all the police cases from time to time during the contract period, if required.**
49. The security agency will provide the security services at the accepted rates round the clock in three shifts running from 06.00 AM. The security supervisor of the security agency should be present to supervise the security work invariable between the shifts.
50. The security agency will ensure the payment to the security staff / employees are made through **bank transfer only.**
51. IIMRR at its sole discretion will terminate the agreement in case of following contingencies.
  - a.If the security agency fails to execute the work entrusted to the satisfaction of IIMR of which IIMR shall be the sole judge.
  - b. If the security agency fails to discharge their legal obligations towards the employees security personnel employed at IIMR premises.
  - c.If for any reason whatsoever, the security agency is not able to perform their part under the agreement for continuous period of 10 days or more.
52. The contract is liable for termination by one month's notice in writing by either side.
53. The Director, IIMR reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.
54. All disputes arising out of the contract are subject to the jurisdiction of Courts at Hyderabad only.

[SIGNATURE OF THE TENDERER]



55. PENALTY CLAUSE:

- i) The security supervisors and security guards on duty must possess caps, proper uniform, lathi, whistle, torchlight, name batch, shoes and identity cards, etc.
- ii) No Security Supervisor / Security guard shall perform double duty. In case they are found performing double duty or remain absent from the duty, a penalty of double the wages shall be recovered from the security bill of the agency.
- iii) A daily list of security supervisor and security guards on duty should be provided to the Security Officer, IIMR.
- iv) A detailed list of security supervisor and security guards along with their photographs attested by the agency including their permanent addresses should be provided to the IIMR office for record before taking over the charge of security.

In case of any of the above contingencies, IIMR will have the right to terminate the agreement forthwith without notice and will not be liable to any damages and / or loss which may be suffered by the security agency on account of termination of the agreement.

**[SIGNATURE OF THE TENDERER]**

**INDIAN INSTITUTE OF MILLETS RESEARCH**  
(Indian Council of Agricultural Research)  
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**Technical Proposal / Check List**

**Schedule – I**

**Technical Bid for Security services at IIMR**

Following documents must be submitted for the technical qualification. Tenderers are advised to put page numbers in the all the pages of the documents submitted to the IIMR for consideration and the page numbers of the concerned documents may be filled in the below column (Page No. Column).

S. No.	Description	Proof Attached (YES / NO)	Page No.
1	Name of the Firm/Agency		
2	Full address with Contact No. and Email id, if any.		
3	For partnership firm, whether registered or not registered under the Indian partnership act, 1932 please state further whether by the partnership agreement, authority to refer disputes, concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. I. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer disputes concerning business of the partnership arbitration. II. If the answer to above is in point one and two the affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.		
4	Registration No. of the Firm (copy to be attached)		
5	Copy of Licence		
6	ESIC No. of firm		
7	EPF No. of firm		

8	PAN Number		
9	Service Tax Registration No.		
10	Experience in no of years (Clients list to be attached)		
11	Turnover of last three year (IT return of the previous three years to be attached)		
14	Earnest Money Deposit (Yes or No) Details of the EMD:-Draft No. _____ Date _____ Drawn on Bank _____ _____		
15	Tender Form Costs (Yes or No) Details of the Tender form cost:-Draft No. _____ Date _____ Drawn on Bank _____ _____		
16	Statement showing the breakup of the wages (the break-up of wages to be paid to the labourers i.e. Basic rate, VDA, EPF / ESI Contribution, Bonus, Service Charges etc. ) to be attached with the technical proposal.		

Date : -  
Place : -

Signature of the Firm with Seal  
Phone No. -  
Email id –



**INDIAN INSTITUTE OF MILLETS RESEARCH**

(Indian Council of Agricultural Research)

Rajendranagar, Hyderabad-500 030

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Schedule – II

**Financial Bid for Security Services at IIMR, Hyderabad.**

S. No.	Services	Civilian	
		Supervisor	Guard
1	Services of Security Supervisor / Guard per month for one shift of services consisting of 8 hours		
	<b>Details of job</b>	<b>Rate quoted per month</b>	<b>Remarks</b>
	To provide round the clock watch and ward to 110 acres of office premises and agricultural farm / land at 5 locations in Rajendranagar, Hyderabad and protect the crops and properties lying in the farm / office premises. There shall be 6 security points to be guarded for 24 hours in three shifts with one Security Supervisor for day shift only.		
	Additional man power, if required has to be provided by the Agency and charged as per minimum wage act for the skill level deployed without any additional service charges to the agency		

Certified that the Rates quoted are as per minimum wages act and inclusive of all statutory obligations, Bonus & service charges (contractor's benefit).

**[SIGNATURE OF THE TENDERER]**

**ANNEXURE – I**

**CHARTER OF DUTIES FOR SECURITY SERVICES AT  
INDIAN INSTITUTE OF MILLETS RESEARCH  
RAJENDRANAGAR, HYDERABAD – 500 030**

**DETAILS (Part – I)**

- a) Ensure proper locking / unlocking of all doors and windows and report to the officer concerned immediately.
- b) Ensure that no unauthorized persons or vehicle get entry into the guarded premises in an irregular manner.
- c) Ensure safe custody of keys.
- d) For regular traffic, ensure proper parking of vehicles.
- e) Conduct regular patrol along the specified beats.
- f) No stray cattle / dogs get access to the guarded areas.
- g) To check pilferage and implement anti theft measures.
- h) Check and keep the record of all out going material through gate pass signed by the authorized officials of IIMR.
- i) Check / control/search staff engaged by any other contractor or person having access to the building.
- j) Be conversant with the location of fire alarm switches and hydrant and fire extinguisher and operate them in case of needs and assist the fire brigade in their operation.
- k) Allow no unauthorized persons except the staff members with due permission of the competent authority in the guarded area.
- l) To maintain complete record of visitors.
- m) To maintain record of incoming and outgoing vehicles wherever applicable.
- n) To report unusual events in suspicious circumstances occurring in the area of premises.
- o) To keep record of staff members who are required to sit beyond office hours or attend office on Saturdays / Sundays and Closed Holidays in a register and obtain their signatures.
- p) To hoist and lower the National Flags at the buildings as per the flag code, as and when necessary.
- q) Any other work assigned with the approval of competent authority

**[SIGNATURE OF THE TENDERER]**

**ANNEXURE – II**

**THE TERMS AND CONDITIONS FOR THE SECURITY GUARDS / SUPERVISOR  
[Part – II]**

1. The guards should be healthy, desirable physique and proper experience may be shuffled from time to time.
2. The guard should be able to communicate in Hindi and also in English if possible.
3. The guard should perform one shift per day, double duties are not allowed.
4. The guards should not develop social relationship with IIMR staff.
5. The guard should be provided with uniforms, Whistle, torch, lathi, etc.
6. The guards should wear neat uniform while on duty along with identity cards.
7. They should not leave the point unless and until the reliever comes for shift duties.
8. The security supervisor will maintain all the registers which are kept at the main gate and other points.
9. They have to verify after 5.30 pm that all rooms / buildings are locked properly.
10. From 09.00 pm to 06.00 am one security guard must be on patrolling duty in the campus areas by rotation and while patrolling he should check all the locks of buildings including pump houses.
11. They should not give lenience or casual impression in the duties and they should be alert and attentive.
12. They should not allow anybody with vehicles to office or inside the campus without proper entry in the visitors registers.
13. They should observe movement of all the staff, labourer and visitors etc.
14. All the vehicles are to be parked in the parking place only. The vehicle has to be checked by the Security Guard on duty while coming inside and while going out also.
15. Proper entries are to be made while handing over key to any staff of IIMR and while taking over too.
16. The Security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any security supervisor / security guard going on leave under intimation to this office.
17. Changing of security supervisor / security guards should be intimated to the Security Officer / Administrative Officer or any other authorized officer of IIMR.
18. Patrolling to the identified points to be carried out every hour in the night.
19. The security staff should follow the codal formalities of security system while on duty.
20. The security personnel should ensure that pass has been issued by the competent officers for the items taken out of the campus. In case of any doubts, they should immediately contact Security Officer / Administrative Officer.

**[SIGNATURE OF THE TENDERER]**