

Government of India

Ministry of Statistics and Programme Implementation

National Sample Survey Office

(Field Operations Division)

04 to 15

Regional Office, Mah. (E) Region  
CGO Complex, A-Block, 3<sup>rd</sup> Floor  
Seminary Hills, Nagpur-440006

Dated 31/12/2015

To

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Subject :- Quotation for providing Security Services on contract basis for NSSO BHAVAN Hostel at Seminary Hills, Nagpur.

Sir,

The National Sample Survey Office, Field Operations Division, under the Ministry of Statistics and Programme Implementation, Government of India, has a three storied hostel building for Zonal Training Centre of Western Zone, located at Seminary Hills, Nagpur. A total of 22 ordinary rooms in addition to that, there are 5 executive and semi -executive rooms, dining hall, kitchen etc. are in the hostel. In this regard, sealed quotations are invited from bonafide security agencies for providing 3(three) Security (armed) Guards to perform round the clock (8 hrs. each) security at NSSO BHAVAN, Nagpur.

You are therefore requested to submit sealed quotation with superscription "Quotation for Engagement of Security Services" and send latest by 15<sup>th</sup> January,2016.

The detailed terms and conditions for providing security services to NSSO Bhavan Hostel, Nagpur is enclosed. You are requested to read carefully the terms and conditions of the contract before sending the quotation. The quotation should be valid at least for 4-months from the date of submission.

The office reserves the right to reject any quotation without assigning any reason.

Encl : Terms & Conditions

जारी किया  
Issued On 01/01/16  
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Yours faithfully,

*Pinky Sawariya*

(Pinky Sawariya)

Assistant Director & H.O.

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## List of Security Services Agency

1	<b>M/s. Chaitanya Security Force</b> No. 98 , Sudam Niwas, Old Telghani Road, Sudom Niwas, Ganesh peth, Nagpur -440018	7	<b>M/s. Bombay Intelligency Security (India)Ltd.</b> S-56 , Bharat Nagar, Amravati road, Nagpur-440001
2	<b>M/s. New Bharat Security &amp; Detective Services</b> Rajat Sankat, Ganesh Peth, Nagpur. -440018	8	<b>M/s. SSD Securities.</b> Opposite Swastik School, Laskari bagh, Nagpur -440017.
3	<b>M/s. Deepak Care Well Security Services,</b> Plot no. 25, Acer Hanuman Mandir, Manakpur, Nagpur -440013	9	<b>M/s. Unity Security Force &amp; Training Institute.</b> Satydeo Bhavan, behind Jankibai Dharmshala, New Shukarawari, Nagpur-440002
4	<b>M/s. Aryan Security Enterprises.</b> Plot no. 11, Samata Layout, North Ambazari, Nagpur -440010	10	<b>M/s. Industrial Security Services,</b> Flat no. G-12, Ground Floor, Rozuly Apartment, Near little flower convent,173, Tent line, Mohan Nagar , Nagpur -440001
5	<b>M/s Abhijeet Intelligence Security</b> 55, "Parijat Apartment," LIC.Colony, Khamla road, Ajni Square, Nagpur-440015	11	<b>M/s. Vidarbha Industrial Security services,</b> Sai tech, E-9/1, MIDC, Industrial Area, Higna, Nagpur.-440028
6	<b>M/s. Kaloti Security Agency ,</b> House no.4, Lata Appartment, Near Gurunanak School, Kadbi chowk, Nagpur -440004	12	<b>M/s. Power Security Services,</b> Samarth Gajanan Society, Dattawadi, Amravati Road, Nagpur-440023.

## Terms and Conditions for Engagement/ Outsourcing of Security Services

### INTRODUCTION:

The Zonal Training Center, Western Zone of National Sample Survey Office (Field Operations Division) under the Ministry of Statistics and Programme Implementation, Government of India organizes various Training programmes throughout the year for its employeestaff. The office is having a three storeyed Hostel-cum-Guest House namely, 'NSSO Bhavan' located at Seminary Hills, Nagpur. The Hostel consists of 22 ordinary rooms, 5 executive and semi-executive rooms, 1 room for manager, dining hall, kitchen and lounge. Air conditioners have been provided in each of the room.

On an average, 11-15 five day training programmes for about 25 participants each are being organized in a year. The hostel serves as lodging and boarding facility for participating officers of Training Programmes of NSSO, various meetings, conferences, etc. Apart from this some official guests are also stay in the hostel occasionally. Therefore, efficient armguard services is required in the hostel. The scope, terms and conditions of required services are being given below.

### **SCOPE OF WORK:**

1. To provide one armed guard for round the clock security cover for NSSO Bhavan Hostel, Nagpur.
2. To guard, patrol and check during day and night and ensure that no theft, sabotage, pilferages, Trespassers, Accident, Nuisance, Disturbance of - Peace and Disorderliness etc, take place in and around the Client's premises.
3. To take all preventive measures to avoid any incidence of Fire, Flooding or Accident occurring in and around the premises of the client. However, in case of such an eventuality, suitable action shall be taken immediately for Fire fighting, floor control by informing the Fire Department and Designated Officer of Client with alacrity and without any delay.
4. To man Entry point, regulate and check the flow of Men & Material.
5. To apprehend immediately any, Trespasser or unauthorized person under suspicious circumstances, moving and deal with as per law, in consultation with the Designated Officer of the Client to prevent any unwarranted activity.
6. To provide protection in case of assault or apprehension of assault to any occupant in hostel.
7. To carryout search of personal items, holdings being taken out, frisking at the time of mustering out.
8. To seize goods or documents not found in order or suspected to be stolen and hand them over to the Designated Officer of Client.
9. Regulation, checking, reporting and recording the incoming and outgoing material to/from the premises as per challans and gate passes.
10. Regulation, checking, reporting and recording the incoming and outgoing personnel including Visitors, casual workers and employees.
11. Restricting the entry of the unauthorized persons into the premises.

12. The Agency shall be responsible for opening/closing of gates as necessitated/directed by Client on working and closed days.
13. The Agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.
14. Keeping the vigilance towards such information which is vital to the personnel of the premises.

**REQUIREMENT OF SECURITY PERSONNEL:**

15. The contractor shall provide one Security Guard (armed) for every shift of 08 hrs duration. A day shall consist of 03 shifts of 08 Hrs duty duration each.
16. The contractor shall maintain an Attendance Register for his Employees and shall rotate the Employees periodically.
17. In case of absence of armed guard from duty, substitute shall be made available for duty within one hour. If the contractor fail to provider substitute within one hour after being intimated by the Client, service fees will be proportionally deducted.
18. The contractor shall ensure that the assigned job is executed through their employees on their roll and under no circumstances casual employees shall be deployed to carry out the job nor shall they subcontract the job of providing security services to the Client.
19. The contractor shall be solely responsible tor good conduct of the Security Guards. In case of misconduct or misbehavior by any of the employees, the contractor shall take immediate steps to replace them.
20. The employees deployed by the contractor in the premises of the NSSO Bhavan Hostel, Nagpur shall be physically fit and able boded with good eye sight and hearing power.
21. The contractor shall issue proper uniform, shoe etc to all personnel for performance of the assigned job.
22. To provide effective supervision/ Monitoring of the Security Personnel deployed and services provided by them.
23. The contractor shall provide Identity Cards with Photographs to his Employees. The character and antecedents of all personnel should be got verified and got cleared by the Contractor from Local Police Authorities of their native place. The personnel should be without any criminal record or linkages.
24. The security personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment installed at NSSO Bhavan hostel.
25. The Contractor shall be liable for maintenance and upkeep of the Security Equipment, Accessories entrusted to them. The Equipment shall be operated and maintained by the Contractor with due care and diligence and he shall be responsible for the safe custody and its use.
26. The Baggage of the Contractor's Employees shall not be permitted inside the premises of the Client except those items or stores which are required for the performance of assigned duty.
27. In case of any injury or loss of life to Contractor's men inside and outside the premises, it shall be the sole responsibility of the Contractor in respect for payment towards any Treatment or Compensation or Legal matters arising thereon. The payments towards Group Insurance shall be made by the Contractor.

28. The Contractor's Employees should not involve themselves in any type of discussions, arguments, quarrels or fighting with any of the workers, staff NSSO or occupants staying at Hostel and shall always behave politely and firmly while attending to their duties. Any matter creating hindrance in performance of the duties shall be brought to the notice of the Designated Officer immediately.
29. The Contractor's Employees shall not be allowed to participate in any union activities or agitations. Undesirable individuals will be replaced forthwith by the Contractor as and when directed by the Client's Designated Officer.

**ELIGIBILITY CRITERIA:**

30. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, empanelled/ registered with DGR and must possess the valid license under the Private Security Agencies (Regulation) Act 2005.
31. The Bidder shall have at least 2 years experience of providing Security services in government offices/public sector undertakings/state government and having successfully completed work.
32. Proof of financial turnover for last three years, duly attested by CA
33. The bidder should have local office in Nagpur.
34. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency)/blacklisted by any other reputed departments.
35. The bidder shall have the following Registrations and details of the same be provided in the Bid:
  - i. Valid license issued under the Private Security Agencies (Regulation) Act, 2005.
  - ii. PF Registration
  - iii. ESI Registration
  - iv. Service Tax Registration.

**GENERAL CONDITIONS:**

36. Contractor will be responsible for all liabilities regarding minimum wages norms of local authority/ State Government
37. Income tax and other taxes will be deducted by the Client from the payment as per Government procedure.
38. Contract agreement can be terminated by either party on one month's notice without assigning any reason.
39. The Contract shall be awarded for a period of one year only. The office reserve the right to extend the validity of contract for further period on the same terms and conditions for the same base price beyond the contract period.
40. Any damage/loss/ pilferage to Govt. property due to mishandling, carelessness of the security guards on account of non- adherence of safety measures will be recoverable from the contractor's bill.