

Annexure-B

Terms & Conditions and Scope of Security Agency

1. The engagement of the security guards are purely on temporary basis. The duty hours will be limited to 8 (eight) hours for each security guard. The security agency should provide services of security guards including on Sundays and holidays for our above premises mentioned in Annexure A1.
2. The security guards should be Ex-servicemen and also well mannered, disciplined, alert and medically fit. They should not be beyond 55 years for civilian guards and 60 years for ex-servicemen. They should be able to read and write Malayalam and also read names and addresses in English.
3. The Office has an initial requirement of approximately 50-55 security guards (for all shifts). The requirements of guards as well as the timing of shifts may change. The tenderer should also be able to provide additional security guards as and when required on the same terms and conditions.
4. The persons deployed by the security agency shall neither claim nor shall be entitled to pay, allowances, perks, certificate of experience / service and other facilities admissible to casual, adhoc, regular / confirmed employees of the Corporation during the currency or after the expiry of the contract or otherwise the persons deployed by the security agency shall not be entitled to and will have no claim for absorption nor for any relaxation for absorption in the regular / otherwise service of the Corporation.
5. The selected agency shall immediately provide a substitute in the event of any guard leaving the job due to his personal reasons or not attending the duty. The delay or failure of the agency in providing a substitute shall attract liquidated damages @ Rs.250/-per day (per such case) on the Security Agency, besides deduction in payment on pro-rata basis.
6. The Successful agency shall furnish the list of guards deployed in our office with certified bio data containing details like date of birth, marital status, address, identification marks, contact no etc. and police verification report.
7. The Security agency shall also ensure the norms prescribed by the Human Rights Commission, Govt of India; Industrial Dispute act; Workman's Compensation act or any such prevailing legislation. The agency has also to ensure that LIC of India is kept harmless and unindemnified of any litigation arising out of non-fulfilling of the above norms. If any such non-compliance or violation comes to the notice of LIC of India, it should be the sole responsibility of Security Agency to rectify it and Indemnify.
8. The Security agency is responsible for due compliance of laws relating to rendering security services, payment of statutory wages to the security guards employed by it including statutory obligations like PF/ESI. The agency is also liable for payment of statutory taxes and duties. The agency has to indemnify against any claim including statutory wages and payments to statutory authorities.
- 9.. All payments shall be made by Electronics Fund Transfer only after Tax Deducted at Source (T.D.S.) as per the provisions of Income Tax Department as amended from time to time and a certificate to this effect shall be provided to the agency.
10. The Security Agency shall submit the monthly consolidated bill along with documents as per guidelines stipulated within first week of next month which shall be cleared within 15th of the month but the agency will distribute the salary to Security guards by 10th of every month, even there is a delay from LIC for processing the bill.
11. Security agency will also certify that proper wages have been paid to the guards. Copy of pay slips duly acknowledged by each individual guard shall be submitted to us along with the next Monthly consolidated bill.
12. Quotation should be submitted in sealed envelop and superscribed as "Tender for Security services".
13. Conditional tender will not be accepted.

14. Successful tenderer has to furnish a 'Security Deposit' of Rs 50000.00(rupees fifty thousand only) within seven days of receipt of the 'Letter of Intent' in the form of Demand Draft/ Banker's Cheque payable at Kozhikode. The deposit shall not carry any Interest and shall be refunded after the contracted period is over. However In the event of breach of any condition in the contract or loss/damage caused to the Corporation due to the act of the agency or persons engaged by the agency the deposit shall be forfeited in addition to the Corporation seeking other reliefs which may be available as per law.

Sign of Authorised signatories

15. The Corporation reserves the right to accept/ reject any/all tenders without assigning any reason thereof and engaging separate agencies for different locations mentioned above depending upon the requirement.

16. The period of contract is for one year from the date of approval of the tender with a provision to renew the contract on the same terms and conditions with mutual consent for another one year (maximum two extension / renewal).

Corporation reserves the right to pre-maturely terminate the contract / agreement without assigning any reason thereof by giving one month's notice before the expiry of the contract period/extended period..

17.

a. Tender has to be submitted in TWO-BID system with information to be given in Annexures A, A1,B&C as Technical Bid and rates to be quoted in Annexure-D as Financial Bid.

b. Annexure-A ,annexure A1, Annexure-B, and Annexure-C alongwith EMD has to be submitted in a single envelope while Annexure-D(Financial Bid) has to be submitted in a separate envelope.

c. The first envelope containing Annexure A,A1,B & C alongwith EMD is to be superscribed "Technical Bid for Security Sevices " and the second envelope containing annexure- D is to be superscribed as " Financial Bid for Security Services " respectively.

d. The two envelopes have to be sealed in one single envelope superscribed " Tender for Security Services " and has to be submitted to The Sr Divisional Manager, LIC OF INDIA, Divisional office , Kozhikode 673001.

18. First the Technical Bid will be opened and Financial Bid of only those tender will be opened who are found suitable in the Technical Bid.

19. Any dispute arising out of or relating this tender shall deemed to have arisen in Kozhikode City and shall be under adjudication a Court in Kozhikode City.

20. The authorized signatory/signatories must sign on all pages of Tender document as a proof that the agency has gone through the entire Tender document and a Letter of Authority from the agency must be attched with the Tender documents.

21. The tenderer should furnish any further documents as required by Corporation and also Should arrange for verification of all documents furnished as well as site inspection by our officials if required.

22. The successful tenderer has to enter into an agreement with Corporation as a token of agreement to the terms and conditions mentioned

23. The last date of receipt of tender is 26.02.2016 upto 3.00 PM. Tenderer should ensure that their tender is received before the date and time specified above. Not more than one representative of the tenderer may be present at the time of opening of the tender which shall be at 4.00 PM on 26.02.2016

Sr Divisional manager

ANNEXURE-C

DUTIES OF SECURITY GUARD

1. Safeguarding Corporation's property against theft, misuse, and keeping a watch over the vehicles parked inside the premises compound.
2. Preventing unauthorized persons, vehicles etc. or animals from entering the Premises .
3. Taking charge of the personal property found in the Corporation's premises and handing over the same to the authorized / designated officials.
4. Watching the entire premises and patrolling the same during the period of duties.
5. Observing carefully, while on patrol, pipelines, drainage, electrical fittings and safety installations and taking action against damage, breakdown or wastage if any and bringing them to the notice of authorized / designated officials for further remedial actions.
6. Preventing unauthorized additions or alternations in the premises carried out by outsiders or tenants or employees and reporting the matter to the authorized / designated officials.
7. Performing duties like pumping of water by operating pumps, noting of water meter reading etc.
8. Locking the main door/gate at night and checking that other electrical gadgets are switched off , wherever necessary.
9. In case of theft or damage to the property or any untoward incidents or unusual occurrence, informing the same to Security Officer/ authorized / designated officials.
10. Wherever required, taking care of keys under his custody and handing over them to the relieving watchman or any other authorized person.
11. Preventing persons from writing, pasting posters etc on the wall and compound of the property or otherwise disfiguring the same.
12. The Security Guard shall maintain visitor register and other registers as directed by LIC and shall place the same before the Authorized Officials for verification.
13. The security guard should not leave the place of duty under any circumstances unless and until his reliever / substitute joins or properly relieved i.e. signing in handing over / taking over register.
14. Observing strictly instructions / orders given from time to time by the authorized / designated officials.
15. The guard should bear clean uniform.

Sign of Authorised Signatories