



**GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
PASSPORT OFFICE**

CGO COMPLEX, 'B' BLOCK, SEMINARY HILLS, NAGPUR (MS) 440 006. PH. 0712-2510643, FAX- 2511740.

Terms and Conditions for hiring of service Security Guards

In the coming paragraphs Security Agency will be called First party where as the Regional Passport Officer, Nagpur representing the President of India will be called second party main points are as given below.

Administrative control

The security personnel deployed by the first party under the local administrative control of the officer of second party to be duty and specifically designated for the purpose by the competent authority of the second party. It shall be the responsibility of such officer to get the standing orders for the duties performed in consultation with the first party and to get the prescribed duties performed according to the standing orders.

Binding:

It shall be binding on the first party that it does not directly or through its security personnel divulge any secret or sensitive information of the second party, which comes to their knowledge in the discharge of their duties. Duty hours will be id eight hours in a day.

Transfer of personnel:

It is the policy of the first party that no security personnel is posted at one place for a continuous period of more than three months. This is essential to prevent them from developing any vested interest or bias. Hence, the first party will transfer their personnel according to this policy.

Schedule of payment:

The Second party will make payments to the first party per month as per agreement contract during the period of their job contract. All payment indicated above would be paid to the first party by cheque.

Mode of payment:

The monthly bills would be submitted by the first party to the competent authority authorized by the management of the second party on the first day of the following month which will be paid by the second party by a cheque payable to the first party.

Compensation:

In case of any loss or damage caused to the property of second party where complicity of the security personnel is suspected a joint enquiry shall be held to determine the blame and quantum of compensation to be paid by the first party. No deduction shall be made from the bills submitted by first party unilaterally by the second party on such account without joint enquiry.

Enforcement of Labour laws:

The first party will ensure that the relevant labour laws are duly complied with. The wages quoted for the Security Guards by the agencies should be in accordance with minimum wages prescribed by the State Government and are liable to be increased proportionately if and minimum wages are increased by the State Government. The Agency should certify the Security Guards would be extended all the benefits such as PF, ESI etc as stipulated by central / State labour laws.

Period of contract:

The period of contract shall be for two year with effect from the date of signing of agreement.

EMD:

Tender documents complete in all respects should be submitted to the Passport officer, Nagpur in a sealed cover super scribing "Tender for Hiring the Security Guards" at Passport office, Nagpur. A Demand Draft in favour of the Passport Officer, Nagpur for Rs.20,000/- (Rs. Twenty Thousand Only) towards EMD by 13.00 hrs (1.00 PM) on or before 01.06.2016 EMD in any other form will not be accepted.

Security Deposit:

Successful tenders have to furnish a Bank Guarantee from a Nationalised Bank for Rs. 1,00,000/- (One Lakh) valid for a period of 30 months w.e.f. date of award of contract as security for non-compliance of any of the conditions of the assignment at the time of executing the agreement. Tenders received after due date and scheduled time, submitted in single bid or incomplete in any respect will be summarily rejected. Financial Bid of only those agencies will be opened which will be technically qualified and recommended by the committee headed by RPO Nagpur after physical verification of the existing sites of the tenders with regard to standard of their security services.

Regional Passport Officer Nagpur reserves the right to accept or reject partly or fully any or all the tenders without assigning any reason thereof.


सी. एल. गौतम / C. L. GAUTAM
उप पारपत्र अधिकारी / Dy. Passport Officer
पारपत्र कार्यालय, नगपुर
Passport Office, Nagpur