

Tender Notice for Security Guards

Sealed Quotations are invited from reputed Security Agencies having experience of at least three years in this service for providing Five Security Guards (Unarmed) on contract basis in order to provide security for the Regional Passport Office, Madurai for a period of one year from 01/06/2013. It is mandatory for agencies to have the registration under Labour laws.

Tender along with terms and conditions of the tender can be obtained on request from the Administration Section with a fee of Rs.500 in the form of Demand Draft drawn in favor of the Passport Officer, payable at Madurai. Tender Forms and terms and conditions of the tender can also be downloaded from our website <http://www.passport.gov.in/madurai>.

Date to obtain tender form 01/05/2013 to 08/05/13 on any working days up to 1300 Hrs from Administration Section.

Last date for submission of Tender: 08/05/2013 (up to 1600 hrs).

Received Sealed quotations will be opened on **08/05/2013** at 1700hrs, in the presence of the Proprietor or authorized representative of the Agencies. Undersigned will have the absolute authority to reject the incomplete tenders.


**Regional Passport Officer,
Madurai.**

Tender 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, Madurai 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 and 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

Period of contract:

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

Tender Form for hiring of Security Guards
At Regional Passport Office
Bharathi Ula Veethi, Madurai.

S.No	Details	
1.	Name of the tender/concern	
2.	Telephone No:	
3.	Mobile No:	
4.	Nature of the concern(i.e., Sole proprietor or partnership firm or a company or a Government Department of a Public Sector Organisation)	
5.	Whether list of other major customers with their address, period of contract, No. of guards deployed etc., to be given on a separate sheet is furnished.	
6.	Important information if any other to be specified.	
7.	Whether copies of authenticated balance sheet for the past three years and attested copy of PAN No. are enclosed.	

Particulars of security Guards:

Sl.No	Description	Rate Quoted for One day	Monthly rate	Total
1.	Five Unarmed Security Guard With uniform*			
2.	ESP			
3.	ESI			
4.	Administrative or Supervisory Charge			
5.	Grand Total			

* Two Unarmed Security Guard with uniform (eight hours day-duty) for 22 days, three unarmed Security Guard with uniform (twelve hours night duty) for 31days are required.

Place:
Date :

Signature
(Name with seal)