

**Life Insurance Corporation of India. Raichur Divisional Office,  
Jeevan Prakash, Station Road, Raichur – 584101.**

**Tender for providing Security Guards to our offices:**

Sealed Tenders are invited under Two Bid systems for Security Service under Divisional Office, RAICHUR for providing Security Guards at the various Offices/Premises (enclosed Annexure-D) of RAICHUR, GULBARGA, BELLARY, YADGIR, BIDAR AND KOPPAL Districts under RAICHUR Division jurisdiction. The procedure of submission of tender is as under:-

1. The tender forms can be downloaded from our website: [www.licindia.in/](http://www.licindia.in/) may be obtained from Manager(E&OS)DM, LIC of India, Divisional Office, Jeevan Prakash, Station Road, Raichur – 584101.
2. Tenders should be submitted in the form of Two Bid system viz., sealed cover super scribed as **"Technical Bid" in "Annexure-A"** along with enclosures as listed in para 3 below in and another sealed cover super scribed as **"Financial Bid" in "Annexure-B"**. Also another sealed cover super scribed as **"EMD Demand Draft"** shall contain the Demand Draft for EMD amount. These three individual sealed covers are to be kept in a single big sealed cover super scribed as **"Tender for Security Services at at the various Offices/Premises as above under RAICHUR Division jurisdiction"**. **The Firms/Agencies/Companies having registration under NSIC/MSME are eligible from exempted from Tender fee.**
3. The envelop containing the technical bid should have the following documents/papers:
  - a. Technical Bid in Annexure-A.
  - b. DD for Rs 50,000 (Rupees Fifty thousand only) as EMD and 250/- towards Tender fee. In favour of LIC of India, drawn on any nationalized Bank payable at Raichur should be enclosed along with the Technical Bid. For the tender forms downloaded from the website, a DD for Rs 250/- (non-refundable) is also to be enclosed along with the Technical Bid towards the cost of the tender application.
  - c. Self attested photo copy of Certificate of Registration of Firm / Company
  - d. Self attested photo copy of the trade license.
  - e. Self attested photo copy of the ESIC Registration.
  - f. Self attested photo copy of the EPFQ Registration.
  - g. Self attested photo copy of the GST Registration.
  - h. Self attested photo copy of the Registration under Shop and Establishment Act.
  - i. Self attested photo copy of the award of contracts which are presently in operation and completed contracts.
  - j. Audited financial statements (Income statement, Profit and Loss Account and Balance Sheet).

k. Self attested photo copy of the Income Tax assessment order / copy of IT return filed for last three previous years .i.e., 2018-19, 2017-18 & 2016-17.

l. Self attested photo copy of the PAN CARD.

m. An affidavit sworn by the Proprietor or Managing Partner or Director of the Company that they have no criminal antecedents, never black listed by any Govt., Semi Govt. or PSU and shall not place any security staff with criminal antecedents.

n. Tender form duly signed by the bidder in all pages in token of having accepted all the terms and conditions.

o. KYC documents as per rules. Sole proprietor has to submit KYC documents as per rules.

4. The terms and conditions governing the tender are given herewith. The tender for Security Service contains 18 pages (+) numbered serially. All pages of the Tender forms will have to be signed by the tenderer as proof of its acceptance.

5. The tenders received after the due date and time will not be considered.

**6. The Schedule for processing of tender is as under.**

Date and time of sale of Tender Documents	11.11.2019 to 25.11.2019 up to 3.00 PM
Last date for submission of Tenders	29.11.2019 up to 3.00 PM
Date and time of opening Tenders	29.11.2019 at 4.00 PM

**In case the last date for receipt/opening of tenders is declared holiday the same shall be extended to the next following full working day. The Tenders are to be submitted at OS Department, LIC of India, DO, Raichur.**

7. The technical Bid will be opened on the date and time specified above. The tenderer or his authorized representative duly authorized by a letter of authority is presented at the time of opening the tender.

8. After preliminary scrutiny of Technical Bid, verification of credentials, the Price Bids of only those bidders whose technical bids are found eligible be opened at a later date .

9. The Sr. Divisional Manager, LIC of India, D.O. Raichur reserves the right to reject / cancel the tender to any Agency at his sole discretion without assigning any reason thereof.

10. The Agencies / firm shall also be liable for legal Proceeding under Raichur jurisdiction at the cost of Agencies / firm.

11 . Agency will have to submit unconditional acceptance of terms and conditions enclosed with tender.

12. Agency should attach the details of other organization, if any, where at present providing security services.

13. A demand draft of Rs. 50,000/- (Rs. Fifty thousand only) as EMD drawn on any nationalized bank in favouring LIC of India payable at Raichur without which the Bid will not be considered. The EMD will not carry any interest and it will be refunded in case tender is not accepted or notice of withdrawal of tender is received before due date of opening. However this will be forfeited in case tender is accepted and agency is unable to provide services for reasons whatsoever. The EMD deposited by the successful bidder will be converted into Security Deposit and it will not carry any interest.

14. Terms & condition shall be the part of this tender.

Application of Tender complete in all respect along with DD should be submitted in closed envelope on the following address.

The Manager (E&OS) DM,  
Life Insurance Corporation of India  
Divisional Office, Jeevan Prakash,  
Station Road, Raichur – 584101.

Senior Divisional Manager.

Enclosed: as above

**Eligibility Criteria & Requirements for Deployment of Security Services:**

01. The Applicant must be a Registered / Licensed Organization / Partnership firm / Sole Proprietorship.
02. The Applicant must have a proven track record of minimum 3 years with reputed client in rendering Security Services.
03. The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India and must have annual turnover of "5.00 Crores" during last three Financial Years.
04. a. The applicant must produce relevant documentary evidence along with the tender application form.  
b. Non disclosure of relevant information or furnishing of incorrect information, documents will result in disqualification.
05. The applicant must not have been at any time declared as insolvent or convicted for any Offense.
06. The applicant shall comply with all the requirements of labour laws, obtain all licence, Approvals, Permissions to carry on the business of Security Service by ADG (Law & Order) of the State Applicable.
07. The applicant must not have been prosecuted or suffered any penalty for violation of any labour laws by any Authority.
08. The applicant should not have rescinded, abandoned any Security Services contract Awarded by any of his client before the expiry of prescribed period of contract.
09. The applicant should not be a sub-contractor to any other entity person.
10. The applicant has not suffered any disqualification to render the Security Services at any time in respect of matters not enumerated herein.
11. The contractors who have already rendered Services at LIC of India / PSU / Nationalized Banks will be allowed to participate if their work records are impeccable.
12. The contractors should not be a party to any cartel at any time for processing any contract including the present tender.
13. The tenderers are advised to inspect the premises where the services are required to be offered and assess for requirements themselves before submission of the tender. .

14. LIC of India is not responsible in any manner for the postal delay / loss / non receipt of the tender.

15. The rates to be quoted shall be inclusive of all i.e.. providing Security Services and inclusive of all statutory payments, taxes, charges, levies etc. if any, excluding Service Tax and Service Tax will be payable as per' prevailing rules applicable from time to time. Minimum wages act are to be applicable as on the date of publication of the tender the tender advertisement,taxes,charges,levies etc. must be taken into consideration when quoting.

16. No other increase in the amount quoted by the selected tenderer shall be entertained on any account during the period of the contract and renewal period, if any except for changes in minimum wages which would be reimbursable.

17. The contribution towards PF, ESI will be paid upon the production of proof of payment made to the relevant authority.

18. The monthly payment will be made through NEFT upon the production of proof of payment made to guards directly to their bank accounts within seven working days of the following month.

19. The Security Agency is required to provide its NEFT details with PAN No. along with the tender documents.

20 . The tender should be submitted so as to reach our Office on or before the due date and time specified in the covering letter.

21. Corrections, if any, in the quotation should be duly authenticated with the full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.

22. The quotation should be either typewritten or neatly and legibly hand written in dot-pen.

23. Technical Bid should be placed in separate sealed envelop along with necessary enclosures super scribed as "**TECHNICAL BID**" and financial bid should be placed in a separate sealed envelop' super scribed as "**FINANCIAL BID**". Also another sealed cover super scribed as "**EMD Demand Draft**" shall contain the Demand Draft for EMD amount. These THREE envelops should be placed in a separate envelops super scribed as "**TENDER FOR SECURITY SERVICES at Divisional Office, Raichur**".

24. Any tender not complying with eligibility criteria and requirements either wholly or partially shall be liable for rejection.

25. In case more than one bidder quoting the lowest identical price then decision will be taken on the basis of the agency having highest average turnover for the last three financial years.

26. Successful tenderer will be required to furnish a 'Security Deposit' of **10% of the tender value** within seven days of receipt of the 'Letter of Intent' by the way of a Crossed A/C payee demand draft favoring LIC of India, drawn upon any Nationalized Bank at Raichur or Bank Guarantees through Schedule Banks. This deposit will be refunded only on successful completion of the agreement period without any interest.

27. If the successful tenderer fails, in course of agreement period, to comply the Terms & Conditions of the agreement, the security deposit may be forfeited in full or in part as decided by the Competent Authority.

28. The Competent Authority reserve the right to change the relevant dates, to accept or reject all or any of the applications, to accept any higher bid, or to cancel all tenders without assigning any reasons whatsoever.

29. Any dispute arising out of or relating to this tender shall be deemed to have arisen in RAICHUR and shall be subject to adjudication of a Competent Court in RAICHUR.

**Terms and conditions for Security Agencies:-**

1. That each and every guard should be well dressed in proper uniform including baton, cap, whistle and his Name plate/Identity Card properly displayed on chest and should be deployed only after police verification a copy of which is to be submitted to the Divisional Office of Life Insurance Corporation of India. All these are to be provided at the cost of security Agency.
2. The agency shall provide civilian security guards preferably of local area, not over 50 years of age with Junior High School passed as a minimum educational qualification. They should be physically fit and free from any disease or ailment. A medical fitness certificate to this effect is to be submitted by the Agency. No guard suffering from any disease, ailment and handicap should be deployed.
3. Gunman should have weapon with valid license.
4. Security Guard should be physically sound to handle all the duties assigned to him.
5. That each and every security guard deployed or to be deployed should have proper training in security duties like gate control, material control, entry and exit control, parking control and should be well behaved and well mannered without compromising on security matter in any respect whatsoever. The authorized officer of the Corporation shall take interview of all security guards before deployment.
6. That Security Guard will have to provide duty on 8 hours basis as per need of the office of the Corporation at the assigned place of duty.
7. That the Security Agency has to provide security services within and out of RAICHUR as and when so directed.
8. That the Security Staff will maintain the visitors register regularly without any exceptions at all entry points to the buildings of the Corporation.
9. That the Security guard will maintain strict vigil on the premises ensuring safety of the premises and all its belongings and shall prevent/remove temporary/permanent encroachments on and boundary side of the premises and any where inside the Corporation buildings.
10. That the Security guard will patrol the entire premises including outside of the boundaries of the buildings of the Corporation.
11. That the Security guard will ensure that no unauthorized person will enter/trespass the premises at any time.
12. That all the guards should be well trained in fire fighting and must be alert in all respect in their duties.
13. That the agency will carry out all the instructions, directions etc given from time to time by the Corporation.

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14. That the agency will check the guards/ gunmen in respect of their attendance/ duties / vigilances regularly and will have a complete register in these regard which shall be available for inspection at all times in the respective buildings.
15. That the agency has to increase/ decrease number of guards, or remove them at once as per need and instructions of the Corporation.
16. That any losses sustained by the Corporation due to carelessness, negligence, or absence of the Guards/Gunmen in discharging their duties will be specific responsibility of the Agency and will be recovered solely and directly from the Agency.
17. Security Agency has to take Workman Compensation Policy from insurance Company to cover the risk of security guards on duty. Copy of above policy shall be submitted to the office.
18. The Contract can be terminated by either party by giving 90 days notice in writing.
19. Agency shall be fully responsible for all persons deployed by them.
20. Agency shall not appoint any sub agency to carry out obligation under contract.
21. Any person deployed by the agency proceeding on leave shall immediately be replaced by agency at no additional expense to Corporation.
22. The payment of monthly charges shall be made to the agency on the basis of the attendance/service verification of officer in charge, that duties performed by the person during the month were satisfactory. The payment is subject to deduction of Income Tax or such other Taxes, Levies which fall under TDS as per Rules.
23. The norms of Minimum Wages Act are to be followed. Monthly emolument to Security Guard shall be made as per minimum wages & labour act by Security Agency. Certificate of payment of wages to security guards shall be submitted to Corporation on monthly basis.
24. Double the remuneration will be deducted as penalty if any guard/gunman is found in sleeping condition and under the influence of drugs or alcohol during duty hours.
25. Agency will have to submit security deposit of 10% of annual charges of the guards provided. The amount will be kept with us as interest free deposit for the entire contract period.
26. Service/Working Hours are as per **ANNEXURE-D**.
27. LIC of India reserves the right to amend any terms and conditions as may be required from time to time.
28. The contract for Security Service shall be valid for Two year from the date of acceptance of offer letter. Which if found satisfactory, after further review and evaluation, can be renewed further for ONE more year (maximum two such occasions), on the same terms and conditions subject to three months advance consent. However, in case of non-performance or bad performance, the agreement may be terminated by the Competent Authority at any time before completion of above period by giving one month notice to the Security Agency.



29. In compliance of the "Contract Labour (Regulation & Abolition) Act, 1970 and the Contract Labour (Regulation & Abolition) Central Rules, 1971:- 8 & 9 Our Authorized Representative will be present at the time of the disbursement of the wages to Securities Persons paid by you.

30. The Competent Authority reserves the right to deduct appropriate amount as specified below, against the dereliction in any of these terms and conditions:-

SNo	Nature of Lapse	Penalty
1	In case of deployment of unapproved security guard in place of absentees / Not confirming to selection criteria.	One day salary as per the quotation for each day of such deployment
2	Security guards without proper Gun, Torch light, Lati Dress, Whistle & IDcard etc.,	Rs.100/- on each occasion
3	Not taking care of the keys under custody of guard and not handing over to the relieving guard or to any other authorized person.	RS.200/- on each occasion
4	In case of damage or theft of property	Actual value of the damage cost
5	Visitors entry not entered in the prescribed register	Rs.100/- on each occasion
6	Unauthorized entry of individuals or vehicles without proper checking	RS.100/- on each occasion
7	Any other dereliction noticed by the authorities	Rs.100/- on each occasion

31. The Agency shall obtain at his own expenses' all licences, Renewal of licences, permissions etc. as may be required by law and shall bear all taxes imposed by the Government / Municipal authority / Agency.

32. The Agency shall be personally responsible for implementing all the provisions of the Labour laws or any other Law as may be in force from time and as may be required in respect of the persons engaged by him on his behalf, L I C Of India, RAICHUR Division is not responsible for violation of any of the Laws, Rules & Regulations to be followed by the Agent/ & Service provider in this regard.

33. The agency shall ensure the compliance of all provisions of Contract labour Act (Regulation and abolition Act 1970), Minimum Wages Act 1948, Payment of wages Act 1935, ESI Act, Employees Provident Fund and Misc. Provisions Act, The Child Labour (Prohibition and Regulation) Act. 1986 and such other Statutory Enactments amended from time to time. Any Rules and Regulations promulgated by the Government and Local Bodies, coming into force that may apply to this Agreement shall be the Agent's/& Service provider's responsibility including any liability on account of non-compliance or violation thereof. The Agency shall also comply with all the requirements of Laws with regard to provision of Labour and ensure that an appropriate License from State Labour Commissioner is obtained.

34. The Service Provider/Contractor must ensure that the wages to the Workers are paid within the stipulated time period as provided under relevant Rules & Regulations/Law/Statute in force. The Service Provider/Contractor will not link the payment of wages to the workers with settlement of his bills by the LIC of India. The Service Provider/Contractor has to first pay the wages to the Workers and then put up his bill for payment. Payment of bills will be made on monthly basis through RTGS/ NEFT

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only, provided that the Security Services provided were/are satisfactory during the month and subject to deduction of Penalty imposed if any as per terms and conditions of tender/contract. The monthly bill payment will be made subject to following billing process. The Service Provider/Contractor submits the attested photocopies of the following documents:

(i) Muster Roll/Attendance sheet of the workers signed by the Service provider / Contractor for the month on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.

(ii) Penalty register in respect of Security Guards.

(iii) Salary sheet for the month showing receipt of the wages on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.

(iv) Deposit Challan showing the individual figure of deposit of contribution of provident fund of employees' and employers' share, with the appropriate authority.

(v) Deposit Challan showing the individual figure of deposit of contribution of ESI of employees' and employers' share, with the appropriate authority.

(vi) Deposit of contribution of provident fund and contribution of ESI of employees and employer should be with a Challan separately for LIC Of India. It should not contain the contribution of PF and ESI of employees of other organizations being serviced by the Contractor.

(vii) If payment to guard is made by cheque, then a copy of Bank account statement of previous month showing the wages/benefits in favour of workmen should be submitted every month with the bill by the Service Provider/Contractor.

35. In terms of provisions of Section 33(3) of the Insurance Act, 1938, as amended by the insurance laws (amendments) ordinance, 2014, the Insurance regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of services outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/ statements/information as may be required by the IRDAI within such time as may be specified by the IRDAI.

36. The service provider/Agency has to arrange for prompt and immediate resolution of any complaint/deficiency in service brought to his notice.

#### **Declaration.**

I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me.

Date:

Signature of Authorized  
Person of the Security Agency  
With stamp of the company

**GENERAL & TECHNICAL INFORMATION (Technical Bid) for Deployment of Security Services.**

SNo	Information required from the Tenderer	Information to be provided by the Tenderer
1	Name Of the Firm / Organization	
2	status: Proprietorship / Partnership / Private Ltd. Company / Public Ltd. Company (Attach document)	
3	Correspondence / Local Address (at ) and Telephone / Mobile No./E-Mail id	
4	If the Head Office is other than in (3) above, then give the Address and Telephone! Mobile No. for the same.	
5	Date of Establishment / Incorporation	
6	Name(s) of Representative (s) with Designation and Contact / Mobile No. who would be calling on us and attending to our jobs	~
7	Name of Proprietor / Partner / Director & Mobile No	
8	PAN CARD NO. (copy to be enclosed)	
9	GST Registration No.(copy to be enclosed)	
10	Particulars of Labour License (copy. of registration under State & Central Labour Law to be attached)	
11	ESI Registration No. (copy to be enclosed)	
12	EPF Registration No. (copy to be enclosed)	
13	Registration No. as per Private Security Agency Act'2005 (copy to be enclosed)	
14	Average turnover of the agency for the last three years. Submit copies of IT. Returns, Balance Sheets & P/L account for last three Years	
15	Permission from Police Authority for operation of Security Agency (copy to be enclosed)	

16	Registration No. for Registration under Companies Act, 1956 (copy to be enclosed)	
17	MSMED Registration No & Date (copy to be enclosed)	
18	Name of the Chief Executive with his present Address, Mobile No. Telephone No.	
19	Name of the Bankers with address & Telephone No. and IFSC Code	
20	Labour License No. and validity under various provisions of Labour Laws (copy to be enclosed)	
21	Turnover for last 3 Financial Years	F.Y.2018-2019 F.Y.2017-2018 F.Y.2016-2017
22	Date of obtaining ISO 9001 :2008 certificate and its validity period (copy to be enclosed)	
23	Details of empanelment with any office of L1C and or PSUs / any other Corporate Offices. Please enclose list giving full details and name and telephone / Mobile No. of persons who may be contracted for confirmation)	
24	Total No. of security personnel employed on 01.04.2019.	~
25	Tin No	
26	Whether Police verification, Address verification & character verification of security personnel has been done by agency(it has to be provided at the time of deployment)	
27	Whether track records of security personnel has been maintained by agency:	
28	Whether license verification & validation of Arms has been done by agency:	
29	Profile of your Company is enclosed Yes / No	
30	Name & relation, if any, with the staff member of L1C:	
31	Mention any other specialties of your agency:	
32	Details of Bank Draft of EMD	

NOTE: Please type out this form or fill it up legible in ink. If space provided is insufficient, please attach separate sheet of paper by giving appropriate question numbers and answers thereto duly authenticating the same with signature and seal.

NOTE: The Corporation reserves the right to accept or cancel any of the Agencies tender at their absolute discretion without assigning any reason thereof.

Note: Documentary evidence wherever applicable should be enclosed.(Copies of credentials & certificates issued by any other institution may be enclosed)

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

Seal & Signature of Security Agency

Name of the contract / authorized person

Telephone No. / Mobile No.

### Financial Bid

#### Financial Bid for Deployment of Security Service Guard (without arms) for 8 hours duty.

Rates should be quoted keeping in view the prevailing Central Government Minimum wages Act and State government Minimum Wages Act, 1948 (**which ever is more**) as applicable for security guards on per month basis and other by laws applicable (inclusive of statutory liabilities, taxes levies etc.).

#### DETAILS OF MONTHLY REMUNERATION PER SECURITY GUARD - 8 Hours Duty

Name of the Security Agency:

SNo	Component	Rate/Security Guard for 8 Hours Duty	
		Area "B"	Area "C"
1	**Basic +VDA, remuneration per month (As per Minimum wage act at present applicable from 01-04-2019)		
2	**E.P.F. (13.%) per month		-
3	**E.S.I.(3.25 % Employer Share) per month		
4	<b>TOTAL</b>		
5	#Service Charges (including all charges) should be more than 2.25 % per month		
6	<b>TOTAL</b>		
7	**Service Tax/GST		
8	<b>GRAND TOTAL</b>		

\*\* The minimum wages, statutory liabilities and service tax indicate at SL. Nos. 1, 2, 3 and 7 of the above table are as per the list / rate minimum wages act are to be applicable as on the date of publication of the tender advertisement / respective Statutory Authorities. The rates will, however, be revised on account of the revision of rates of Minimum wages / statutory liabilities by the respective Statutory Authorities. However, the tenderer has to quote the amount as per the prevailing rates.

\* The rates quoted in the tender are for providing security services as per Annexure D. Agency has to give consent for deployment of Guard/Gunman in all the places mentioned above.

**# In respect of Service Charges (including all charges) the minimum consideration amount should be more than 2.25% of minimum wages.**

- EPF & ESI contribution to be paid for personnel employed shall be the responsibility of tenderer and will be paid on production of receipt having deposited with respective Govt. Authority.

**15**

- For every six days of duty of security personnel he has to be given one day off.
- The Service Charges shall be inclusive of all these including profits, overheads etc. and taxes whatsoever payable.
- No guard will be given more than one shift per day.
- Adherence to statutory requirements is the sole responsibility of the Service provider.
- Income Tax will be deducted at source at the time of payment, as per Rules.

Minimum wages as per Central Govt:      B class city – Rs. 645/-  
(As on 01.04.2019)                              C class city - Rs. 551/-

Minimum wages as per Karnataka Govt:      Zone III - Rs. 438/-  
(As on 01.04.2019)                              Zone IV - Rs. 419/-

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself ourselves to abide by them.

(..

Place:

Seal & Signature of the Security Agency

Date:

Name of the Contact / authorized person:

Tel/Mobile No . . . .

**DUTIES OF SECURITY GUARDS.**

01. Safeguarding Corporation's property against theft, misuse, and keeping a watch over the cars, scooters, cycles etc. parked inside the premises compound.
02. Preventing unauthorized persons, vehicles etc. or animals from entering the premises; prevent even employees from entering office premises during night without specific permission from the Competent Authority of the office.
03. Taking charge of the personal property found in the Corporation's premises and handing over the same to the authorized / designated officials.
04. Watching the entire premises and patrolling the same during the period of duties.
05. Observing carefully, while on patrol, pipelines, drainage, electrical fitting 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.
06. 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.
07. Performing duties like pumping of water by operating pumps, noting of water meter reading etc.
08. Locking the main door / gate at night and checking that other electrical gadgets are switched off, wherever necessary.
09. 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 registers 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 reliever i.e. signing in handing over / taking over register.
14. Observing strictly instructions / orders from time to time by the Authorized / Designated Officials.

**Signature of Agency with office seal**



15. Taking the following precautions against fire at the time of closing hours of the office:

- a) To switch off all electrical equipments and switches etc.
- b) To switch off gas cylinders, kerosene stoves or other such appliances used in the canteen.
- c) To check that no inflammable items such as petrol, kerosene etc. are lying in the premises.
- d) To see that no cigarette or Beedi ends are left shouldering.
- e) To see that all waste papers are removed from the Office and stored properly in the room meant for it.

16. Taking the following action in case of a fire:

- a) To arise alarm and muster assistance from neighboring buildings/passers-by.
- b) To contact immediately fire brigade and the police.
- c) To try to put out the fire by using the fire extinguishing appliances available.
- d) To inform immediately the Head of the Office or the Head of the Establishment and maintain liaison with Zonal Security Officer to have liaison with the police in case of exigencies.

17. All entry and exit gates will have to be closed as per the time schedule given by the Competent Authority.

18. All Security Guards must be in uniform wearing photo identity cards.

19. The Security Guards must ensure timely switching on /off all the lights, etc. in the premises, garden, and turning off water taps wherever water is flowing etc. every day.

20. Every day Security Guards will have to report at Administrative Office and sign the Attendance Register.

21. Gate pass (duly signed by the Competent Authority) must be insisted upon before allowing any office items to go outside the premises.

22. Security Agency will provide us with Armed Guard for carrying out duties at our Branch Offices (as per Annexure-D) under the direct control of respective Chief / Sr. / Branch Managers to whom they will report for all matters concerning cash security / security arrangements.

**PLACE:**

**Signature of Agency with office seal**

**Date:**

**ANNEXURE-D****Security Guards are to be deployed at places mentioned below:**

<b>Sl no</b>	<b>Name of Office</b>	<b>Security Requirements</b>	<b>Timings</b>
1	Divisional Office, Raichur.	6 ( per shift 2 gaurds)	2-6am-2pm 2-10am-6pm 2-2pm-10pm
2	RMF Centre, Raichur	3 (Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
3	Basava kalyan branchoffice.	3 ( Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
4	Branch Office – 1 Bellary	3 (Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
5	Gangavathi Branch office.	3 (Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
6	Harpanahalli Branch Office.	3 (Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
7	Koppal Branch Office.	3 (Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
8	Manvi Branch Office.	3(Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
9	Shapur Branch Office.	3(Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
10	Sindhanur Branch Office.	3(Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
11	Yadgiri Branch Office.	3 (Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
12	Bidar Branch Office.	3(Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
13	Gulbarga – 1 Branch Office.	3 (Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
14	Gulbarga – II Branch Office.	3(Three)	1-6am-2pm 1-2pm-10pm 1-10pm-6am
	<b>TOTAL Requirement</b>	<b>45 Security gaurds</b>	