

To

The Regional Director,
Employees' State Insurance Corporation,
Sector 19-A, Madhya Marg,
Chandigarh.

Subject: Quotations for providing of Security & House keeping services.

Sir,

With reference to your tender notice appearing in Newspaper -----
-dated-----, I am quoting my service charges for providing
services of Security Guards and Supervisors as under :-

S.No.	Designation	Service charges per Person
1.	Security Guards	
2.	Supervisors	
3.	Sweepers/frash	

I am enclosing copies of my experience and ESIC, EPF and Service Tax Registration No &
PAN No. and signed copy of the terms and conditions of the contract.

Yours faithfully,

M/s-----

Encl: As above.

Dated:

The Regional Director, Employees' State Insurance Corporation, Sector 19-A, Madhya Marg, Chandigarh (hereinafter referred as first party) wishes to engage a security and house keeping service provider (hereinafter referred as second party/contractor) for obtaining services at Regional Office, ESI Corporation, Madhya Marg, Sector 19-A, Chandigarh on the following terms and conditions :-

TERMS AND CONDITIONS:-

1. The Principal Employer reserves the right to cancel the contract agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work contract. In such eventuality Principal Employer further reserves the right to get the work done from open market or through some other agencies at the cost of contractor. Contractor will be black listed in the Department for a period of 5 years from participating in such type of tender and his earnest money/security deposit may also be forfeited if so warranted.

2. The first party engages services of five security guards one security Supervisor and four sweeper/frash. The shift of the Security Guards/sweeper/frash are as under :-

Shift-1	6.00 AM to 2.00 PM
Shift-II	2.00 PM to 10.00 PM
Shift-III	10.00 PM to 6.00 AM
Sweeper	07.30AM to 4.00PM
Frash	08.30 AM to 5.00 PM

3. The Security Guards and Supervisor should be well behaved, well built and with minimum height of 5' 8" and chest 32".

4. The security supervisor preferably be a retired J.C.O. from Indian Army/Indian Air Force/Indian Navy.

5. The first party shall pay the following charges to guard, supervisor, sweeper, frash.

	“A”	“B”
	Wages	Agency Charges
Guard (Ex-serviceman)	Minimum wages as per Directorate General of Resettlement, Ministry of Defence, Govt of India.	Service Charges as approved
Supervisor (Ex-serviceman)	Minimum wages as per Directorate General of Resettlement, Ministry of Defence, Govt of India.	Service Charges as approved
Sweeper/Frasher	Minimum Wages applicable for unskilled worker in U.T. Chandigarh.	Service Charges as approved

6. Contractor should have minimum 5 years experience in providing Security and house keeping Services, should have minimum turn over of **Rs. 50 Lakhs** per annum during past 5 years for providing such services.
7. Contractor shall comply with all statutory applicable laws. No additional claim shall however be entertained for complying such laws.
8. Any upward/ downward revision in minimum wages as per Directorate General of Resettlement, Ministry of Defence and minimum wages applicable for unskilled worker in U.T. Chandigarh. shall be paid/recoverable from the effective date during the period of contract.
9. Contractor shall indemnify the first party against any theft/loss to the ESI Corporation at the premises due to lapse of Security Guards, Supervisor, house keeping staff.
10. The decision of the first party on the liability and extent of loss mentioned in Clause - 9 to be recovered from 2nd party shall be final and binding on 2nd party.
11. The Contract is awarded for a period from.....to.....and after the expiry of the said period, the contract may be extended on , mutual consent on the existing rates and terms and conditions at the discretion of the first party. The contract can be extended for a maximum of two terms of one year each.
12. The first party reserves the right to terminate the contract without assigning any reason by giving one month notice of its intention to do so. The contract shall come to an end on the expiry of said notice period.
13. In case the Contractor fails to commence/execute the contract as stipulated in the agreement above, the first party can assign the contract to a third firm at the cost of the contractor.

14. In case of deficiency of services the following penalty can be imposed by the first party :-
- | | | |
|-----|------------------------------------|----------|
| (a) | Not alert on duty | Rs.50/- |
| (b) | Improper uniform | Rs.50/- |
| (c) | Sleeping on duty | Rs.400/- |
| (d) | Misbehaviour/misconduct/negligency | Rs,500/- |
| (e) | Post left unmanned | Rs.500/- |
| (f) | State of inebriation/found drunk | Rs.500/- |
15. If any information furnished by contractor is found to be incorrect/false at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the Principal Employer.
16. The first party may demand removal of any security guard/supervisor/sweeper/frash which shall be removed by the end of that shift. Such a person shall never be deployed on duty again without express written approval of 1st party.
17. The contractor shall be paid charges of previous month in the first week of following month on submission of bill alongwith proof of depositing of ESI, EPF, Service Tax and returns after depositing the same with the concerned department. The Contractor shall pay that amount due to the security guards, supervisor, sweeper, frash directly in the bank accounts and shall raise bill towards reimbursement of their deposit along with proof of deposit of wages in the bank account.
18. The contractor shall submit yearly, half yearly and monthly returns in respect of EPF, ESI and Service Tax as and where applicable to facilitate first party to ensure that these amounts paid to the 2nd party are being deposited in the proper account of concerned Organization/Govt.
19. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the contract, agreement, or otherwise the matter shall be referred to the arbitrator as appointed by the Regional Director at Chandigarh which shall have jurisdiction in connection with any dispute/litigation arising out of this contract.

20. The Security Guards shall keep a record of visitors/vehicles (Cars) coming and going out of the Regional Office premises. They will allow goods/articles to be taken out of office premises only after a authorization/gate pass issued by Deputy Director (General).
21. The sweepers/frash employed in the Regional Office will be of good character, conduct, and behavior, competent and qualified to perform the work.
22. The sweepers/frash shall not be beyond the age of 45 years and fit to discharge duty.
23. The sweepers/frash should clean the office premises, dusting of Regional Office branches, cleaning of toilets and obey the orders of Caretaker.
24. The Security guards, supervisor, sweeper/frash must be in proper neat and tidy uniform. The names of the guards, sweeper, frash should always be displayed by them on their uniform for identification purpose.
25. Day to day check on the services of the security agency staff shall be affected by Deputy / Asstt Director (General) through caretaker.

REGIONAL DIRECTOR

DECLARATION

I,.....Proprietor/Managing Partner of
M/s.....have gone through the terms and
conditions mentioned above and these are acceptable to me.

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PROPRIETOR/MANAGING PARTNER