

Ref. No. : FFDC/KNJ/Admn/2/129/Security/2012-13 / 1739-16 Date : 13.03.2012

To,  
As per list enclosed.

**Subject : Quotation for deployment of Security Personnel at FFDC, Kannauj - reg.**

Sir,

This centre is interested to engage Ex-servicemen Security Personnel for Watch & Ward Duties at FFDC, Kannauj & its Extn. Unit at Fazalganj, Kanpur.

Please quote your lowest rate inclusive of all levies/taxes/service charges, etc. for deployment of Security Personnel at FFDC, Kannauj and its Extn. Unit, Kanpur. Please send your sealed quotation addressed to Asstt. Director (Admn.), FFDC, Kannauj, so as to reach this office on or before 27.03.2012. Envelope containing quotation must be subscribed "Quotation for deployment of Security Personnel" on top.

Yours faithfully,

(Raghendra Singh)  
Asstt. Director (Admn.)

Enclosed : Detailed terms & conditions

13 Mar '12

## Terms & Conditions :

1. Initially, the Centre would be engaging 5 Gunmen at FFDC, Kannauj and one Gunman at FFDC Extn. Unit, Kanpur. The duty hours shall be as under :

Kannauj	06.00 hrs. to 14.00 hrs.	One Gunman
	14.00 hrs. to 22.00 hrs.	One Gunman
	22.00 hrs. to 06.00 hrs.	Two Gunman
	24.00 hrs. to 08.00 hrs.	One Gunman
Kanpur	22.00 hrs. to 06.00 hrs.	One Gunman

The Gunmen should take regular rounds around the campus during duty hours. The gate duty gunman shall also attend to incoming visitors and allow the entry after registering the name and addresses in the Visitors Register. He shall also attend to incoming telephone calls and transfer the call to respective officer. The duty gunman shall handover the charge to relieving gunman in a register. They shall also check all materials being taken out of the centre and allow after receiving the gate pass of the item duly signed by the concerned officer. They shall allow only Govt. vehicles and private vehicles for official visits entry into the office premises only after verify his entry from the concerned official. Any other duty assigned from time to time as per need & necessity.

2. The security personnel engaged by the agency for the said contract should be exclusively Ex-servicemen and should not be localities. While on duty they will be in Uniform with Cap, Belt & Shoe and in good turn-out provided by the contractor.
3. The health and hygiene of the security personnel must be well maintained and should not be suffering from any communicable disease.
4. The security personnel shall be neat and clean and possessing good manners while communicating with officers/staff/trainees/guests.
5. The security personnel engaged for the purpose shall be paid minimum wages as notified by the appropriate authority by the contractor.
6. The contractor shall also maintain all records/registers as ruled in the Minimum Wages Act/Labour Rules.
7. Whenever any security personnel goes on leave, suitable substitute arrangement is to be made by the contractor well in advance so that the work at centre does not get hampered/affected.
8. Any theft/loss/damage caused to the equipments/machineries of the centre due to negligence of security personnel shall be the sole responsibility of the contractor.



9. Payment shall be made within 10 days on completion of formalities on the bill preferred by the contractor by cheque/draft, However, the contractor shall disburse wages to the security personnel latest by 7<sup>th</sup> of every month.
10. The contract period shall be from 01.04.2012 to 31.3.2014 which shall be extended by one year by the competent authority on mutual consent basis.
11. No any term or condition put up by the contractor shall be acceptable to centre.
12. The liability for any mishappenings in the campus with the security staff shall rest with the contractor.
13. TDS will be deducted @ 2.04% or at any rate prescribed by Govt. and will be remitted to Income Tax Authorities.
14. The contract shall be a commercial contract and not the one of creating any employment. There shall be no employer – employee relationship between the FFDC and the contractor or any of the security personnel employed by the contractor.
15. The security guards should be ex-serviceman.
16. The Firm / Agency must be registered with EPF/ESI.

All terms & conditions as stipulated above  
Are accepted.

*Roman, Asst. Dir. (FFDC)*  
For Principal Director 12 Mar 12  
FFDC, Kannauj

Signature & Stamp of firm

Witnesses :-

- 1.
- 2.