

भारत सरकार  
भारत मौसम विज्ञान विभाग  
(पृथ्वी विज्ञान मंत्रालय)  
मौसम केन्द्र  
आल्टीनो, पणजी, गोवा - 403 001



GOVERNMENT OF INDIA  
INDIA METEOROLOGICAL DEPARTMENT  
(Ministry of Earth Sciences)  
METEOROLOGICAL CENTRE  
Panaji , Goa – 403001

संख्या /डी-/32021/1/111/

दिनांक 03-3-2017

**Sub :- Invitation of Quotation for outsourcing security at Meteorological Centre,  
India Meteorological Dept., Altinho, Panaji, Goa.**

This Office proposes to outsource the security services for its Office at Altinho, Panaji, Goa on round the clock basis. Interested government or private (govt. approved) security firms may send quotation for same.

Sealed quotation may be sent to the address “Director, Meteorological Centre, Altinho, Panaji, Goa 403001” mentioning “Quotation for security arrangement” on the envelop so as to reach this office on or before **20th March, 2017.**

**The quotation should mention rates for 8 hour shifts only.**

Security firms may also provide their profile & details of services provided in other Govt. Offices / Institutes.

**CONTRACT TERMS AND CONDITIONS**

Note : If quotation is approved by the competent authority,

1. The firm has to deposit one month payment of guards to this Office as security deposit which will be returned after the expiry of the tenure.
2. Follow the Rules of ‘Private Security Guards (Regulation of Employment & welfare) Scheme and other Notifications issued from time to time by the Appropriate Government.
3. **Police verification of guards who will be posted for performing duties, is compulsory and copy of same to be immediately submitted along with acceptance of assignment.**
4. The Director, Meteorological Centre, Panaji, Goa (hereinafter referred to as “IMD”) desires to engage contractor for providing security services / personnel / guards (hereinafter referred to as the “Security Agency”, private or govt.). The private Security Agency should be registered under the provisions of the Goa ‘Registration of Security Agencies and Security Personnel bill 2005’ (hereinafter referred to as the “Act”). The Security Agency will be required to strictly follow the Acts, Rules, Schemes and other Notifications issued from time to time by the appropriate Government



## **5. Tentative Positioning of Security Guards**

### **Duty Time**

First shift	0600 hours to 1400 hours
Second shift	1400 hours to 2200 hours
Third shift	2200 hours to 0600 hours

<b><u>Place</u></b>	<b><u>Number of Security Guards</u></b>
Meteorological Centre, Altinho Goa	3 persons (8 hours shift, 1 Guard in each shift)

## **6. Qualification for Security Guard:**

a) The Security Guards provided by the Security Agency must possess the following qualifications :

- \* He should have passed the VII<sup>th</sup> Standard exam from any recognized school and also should be able to read and write official and local languages.
- \* He must not be less than 18 years and more than 45 years and should be physically fit to perform the duties of a guard.
- \* He should have two years' experience as a security guard or should be ex-service man. He should be conversant with the duties of security guards.
- \* Should be well versed in fire fighting, disaster management.
- \* Should take rounds and be able to detect security loopholes, assess fire threats and be able to take preventive measures.

## **7. UNIFORM**

The Security Agency shall provide uniforms, shoes, stockings, belt, cap, photo identity card, lathi, whistle and torches, monsoon wear etc. to the security personnel. In case torch lights are not provided, cost of torch lights may be recovered from the payment.

## **8. CHARACTER VERIFICATION AND ANTECEDENTS**

The Security Agency should get the character / antecedents of each Security Guards verified before they are engaged and should be able to produce the verification report as and when required for any departmental enquiry by the Institute or police concerning each Security Guard who may be engaged by it.

## **9. IDENTITY:**

The Security Guard who may be engaged by Security Agency from time to time must carry the photo identity card which shall have to be issued to him for the said purpose. The identity card should be worn by each security guard on their uniform. It shall in turn give details regarding his full name, age, identity marks and signatures of the bearer and also of the issuing authority with seal. A copy of each identity card should be made available to the Admin Section of IMD, Meteorological Centre, Panaji, Goa, in advance. Present and permanent addresses of all security personnel should be made available to the Admin Officer before their deployment in IMD.

10. **SPECIAL ASSIGNMENT** :

The Security Guard should carry out any specific task as may be assigned to them by IMD from time to time in the interest of the security of the premises. Any unauthorized activity may be objected and should be brought to the notice of the higher authorities in writing.

For any matter requiring police complaint / assistance, prior permission should be taken from IMD, Meteorological Centre, Panaji, Goa. Liaison with police is to be maintained for detection of theft cases, law and order problems etc. of the centre.

11. **LIAISON** :

A responsible person of the Agency should liaise on its behalf with the Admin Officer of the Office, at least once a week or whenever called for.

12. **REMOVAL OF SECURITY GUARDS / SUPERVISOR** :

The Security Agency shall remove / change / replace any Security Guard, if at any time found unsuitable or undesirable in the opinion of the Director, IMD, Altinho, Panaji, Goa and shall make immediate alternative arrangement to provide substitution for carrying out his obligations undertaken under this contract. Notwithstanding the above, it will periodically change the guards and also rotate them on their duty posts.

13. **DUTY CHECKING** :

The Security Agency's Guard would be liable to be checked by the Admin Officer and/or any other Officer of this Office and for this purpose it should maintain a Guards Attendance / Schedule Register. Security guards are also to be checked by its supervisors, or any of its officials for their upkeep, alertness and non-alcoholism. As a special assignment, they have to carry out intelligence work by taking round in civil dress.

14. **LIABILITY** :

Loss or damage to any material / property either through theft or otherwise due to negligence of its Security Guard shall be compensated by the Security Agency at its own cost. The right of decision as to whether the loss or damage through the theft is attributable to negligence of its Security Staff shall solely rest with the Director, IMD, Panaji, Goa, who shall have the right to require the Security Agency to pay the costs of such missing / damaged material / property and the agency shall make good without any demur or objection on receipt of a written demand from IMD, Panji, Goa, as and when circumstances arise.

15. **ASSIGNMENT** :

The Security Agency shall not assign or transfer this contract or part thereof to any one.

16. **COMPLIANCE OF LABOUR REGULATIONS** :

a) The Security Agency is required to comply with the provisions of the entire Contract Labour (Regulation and Abolition) Act 1970 which includes maintenance of Attendance Register, maintenance of Payment Register etc. The Security Agency has to deposit the wages of its employees in any nationalized bank in the accounts of the employees as per the Act and comply with the provisions of ESI / PF etc. It is required to produce copies of all challans / documents of having deposited the amount, every month along with its monthly bill.

b) The Security Agency shall be responsible for the payments to Security Guards employed for the performance or carrying out the said work and that IMD, Meteorological

Centre, Panaji, Goa shall have no liability and he shall keep IMD, Meteorological Centre, Panaji, Goa indemnified against the same and from all proceedings in respect thereof.

c) The Security Agency shall be responsible and shall pay all compensation to its employees, payable under the provisions of the Workmen's Compensation Act and amendments thereto. He shall be responsible and shall pay the expenses for providing medical treatment to its employees who may suffer any bodily injury during the course of their services as a result of any accident or otherwise while in the premises. The employees (Security Guards) shall be deemed to be his employees for the purpose of the Shops & Establishments Act, Payment of Wages Act, Minimum Wages Act and all other labour laws, Rules and Regulations there under. IMD, Meteorological Centre, Panaji Goa, reserves the right to check the actual payment of wages register maintained by him and also the connected documents in respect of the above.

d) The Security Agency shall duly introduce the Contributory Insurance Scheme for its employees under him if so required by law as envisaged by the provisions of the Employees' State Insurance Act, 1948.

e) The Security Agency shall duly introduce the provident fund scheme for its employees if so required by law as envisaged under the provisions of Employees' Provident Fund. The Security Agency should see that the recoveries of Provident Fund in respect of his employees are made regularly from their wages as per the terms of the Provident Fund Act / Scheme and the same is deposited regularly with the concerned authority.

f) The Security Agency shall observe and implement all the laws of the land and the rules framed there under such as workmen's compensation Act, Industrial Disputes Act, Minimum Wages Act, Factories Act and Central Labour Act. IMD, Meteorological Centre, Panaji, Goa shall in no event be liable or responsible for any default that will arise out of non-observance of such laws/rules on his part and that he shall indemnify and keep indemnified, IMD, Meteorological Centre, Panaji, Goa against any damage and/or injury caused to the premises, or its property.

g) Any acquiescence or waiver by IMD, Meteorological Centre, Panaji of any delay, breach or default committed by the agency shall not be deemed to be or considered as estoppels against IMD, Meteorological Centre, Panaji Goa, or prevent IMD, Panaji Goa from exercising any of its rights under any of the provisions mentioned in this documents

17. The Contract is initially for a period of Two years or as decided by the competent authority and will be extended for a further period of two year depending upon the performance and other related factors. During the validity period of the Contract, there shall be no revision of the compensation payable to the Security Agency except wage revision of the Workers as may be notified by any appropriate authority. The Security Agency shall ensure that he pays the minimum wages in force and as prescribed by the competent authorities. The Security Agency is required to maintain all documents and records as required under the statutory laws and rules in force from time to time.
18. Bills raised by the Security Agency will be paid to the Security Agency within 30 days from the date of submitting the same with all relevant documents to the Admin Section of IMD. Security Agency will maintain a Muster Roll to record the presence on duty of Security Guards for each shift of the duty. Payment of the bills will be as per the Muster Roll, which should be countersigned every day by an officer of IMD. The bills will be processed only for those workers (Security persons) for whom police verification reports are duly submitted.
19. The Security Agency shall be responsible for providing the requisite man-hours as detailed above on round the clock basis on all days. If the persons fall sick, avail leave or remains absent, arrangement for the substitute should be made immediately. If at any time, additional man-hours are required, the same will be provided by the Security Agency for which payment will be made on pro-rata basis.

20. Interest-free Security Deposit of one month salary of the three employees should be submitted by DD from any nationalised bank in favour of '**Assistant Meteorologist (Admin), IMD, Mumbai**', payable at **Mumbai**.
21. The Security Agency and its persons employed by him at IMD have no camping right whatsoever in the Office premises.
22. The members of the Security staff provide by the Security Agency should be employees of the Security Agency and all disputes between the Security Agency and the security staff shall be resolved by the Security Agency and shall have no bearing on IMD. The Security Agency should indemnify any claim, title in debt, cost, damage, compensation in respect of its employees posted in IMD premises.
23. Liquidity damages of 1% per day of the monthly charges shall be levied to a maximum of 20% in a month for any breach of contractual obligations by the Security Agency as stipulated in the terms and conditions in addition to the obligation under any other provisions in the contract and the Law of the land.
24. **TERMINATION OF THE CONTRACT:**

IMD, Meteorological Centre Goa shall be at liberty at its entire discretion to terminate this contract forthwith upon or at any time in the following events:

  - a Breach or default of any of the terms and conditions contained herein or any other circular and / or rules framed subsequently, is committed by him and / or by his Security Guards.
  - b Insolvency or dissolution of the partnership firm or death or adjudication as insolvent of any partner of the Security Agency.
  - c Liquidation, whether voluntary or otherwise or passing of an effective resolution for winding up, if it is a company or co-operative society.
  - d If any attachment is levied and continues to be levied for a period of seven days upon Security Agency effects or any individual / partner for the time being of its firm or any members of its co-operative society.
  - e If any partner of the firm or any member of its co-operative society shall be convicted of any criminal offence.
  - f If Security Agency shall either by himself or by his servants commit or suffer to be committed any act which, in the opinion of the Director, Meteorological Centre, Panaji, Goa, whose decision in that behalf shall be final, is prejudicial to the interest or good name of the Office.
  - g If the period of this contract lapses and the service is continued, it shall be deemed to be an agreement to continue the service on month to month basis. In such event, either party must give one month's notice for termination of the service if they choose to discontinue.
  - h Violation of the provisions of Contract Labour (R & A) Act 1970 and other acts, rules & schemes or notifications issued by the Appropriate Govt. from time to time, as applicable.
  - i On termination / expiry of the contract, the Security Agency will immediately remove all its personnel from the premises of the IMD.

दिनांक:

For Director

स्थान :

The quotations should be enclosed with a **compliance report** towards terms and conditions, duly filled in the below format with required details.

1.	On approval of the quotation, the firm will deposit one month payment of guards as security deposit to the office	Yes / No
2.	Copy of Police verification of guards, who will be posted will be submitted	Yes / No
3.	The private Security Agency is registered	Yes / No
	If yes, please give details :	
4.	Duty time should be as per clause 5 of terms and conditions	Yes / No
	Remarks, if any:	
5.	Qualifications for Security guards is satisfied as per clause 6 of terms and conditions	Yes / No
	Remarks, if any:	
6.	Uniform and other accessories and tools will be provided to guards as per clause 7 of terms and conditions	Yes / No
	Remarks, if any:	
7.	Character verification reports of guards are maintained	Yes / No
	Remarks, if any:	
8.	Identity cards are provided to guards as per clause 9 of terms and conditions	Yes / No
	Remarks, if any:	
9.	Comply with the special assignment clause(clause 10) of terms and conditions	Yes / No
	Remarks, if any:	
10.	A responsible person of the Agency should liaise on its behalf	Yes / No
	Remarks, if any:	
11.	Adherence to clause 12 of terms and conditions regarding removal of security guards	Yes / No

	Remarks, if any:	
12.	Adherence to clause 13 of terms and conditions regarding checking, duty register of guards	Yes / No
	Remarks, if any:	
13.	Adherence to the liability clause(clause 14) of terms and conditions	Yes / No
	Remarks, if any:	
14.	Adherence to clause 15 of terms and conditions	Yes / No
	Remarks, if any:	
15.	Adherence to compliance of labour regulations as per clause 16 is	Yes / No
	Remarks, if any:	