



Government of India  
Ministry of Finance

**Debts Recovery Tribunal -2**  
Hyderabad

1<sup>st</sup> Floor, Triveni Complex,  
Abids, Hyderabad.

Date: 16.10.2019

F.No.48-02-2016-DRT-2(H)

**TENDER NOTICE**

Subject: Calling for tender for round the clock un-armed security guards for the tribunal.  
\*\*\*

This Tribunal intends to invite quotations round the clock un-armed security guards (3 Nos./8hrs per day) for this tribunal as details are given below:-

- The un-armed Should have knowledge of Security related matters, industrial safety and allied functions;
- Minimum 12th pass with preferably some experience / 10th pass with 2 years' experience
- Medically fit. Good physique and personality is a prerequisite

**B. DETAILS OF TENDER:**

- Last date of submitting of Tender Documents: - 26.10.2019 at 16.30 PM.
- Opening of Technical Tender :- 28.10.2019 at 15.30 PM

**C. Eligibility Criteria:-** Following Essential Documents should be submitted with the bid failing which the tender shall be rejected.

1. Self Attested copies of registration certificate of firm.
2. Self Attested copies of PAN Card/GST/VAT/Sales Tax, Service Tax, if any (Attach copy)

A scanned copy of all above documents shall also be uploaded along with the e-tender submitted on-line through e-procurement platform. Technical bid not accompanied with above documents will not be entertained.

**D. Terms & Conditions:-**

1. Sealed Technical quotation comprising of all documents & certificates listed under "Eligibility Criteria" must reach in office of **The Registrar, Debts Recovery Tribunal - 2, M/o of Finance, Dept. of Financial Service, 1<sup>st</sup> Floor, Triveni Complex, Abids, Hyderabad** on or before 26.10.2019 at 16.30 hrs and be dropped in quotation box placed at Enquiry Counter, failing which tender shall be rejected.
2. That the period of the agreement shall commence from the date of execution and shall remain in force for one year or till finalization of a new Agreement, whichever is earlier, unless terminated earlier under the conditions appearing here under.
3. The Tribunal shall, in the event of the Contractor committing any breach of the terms and conditions of this agreement or if the services provided by the Contractor is considered to be unsatisfactory by the Tribunal or for any other reason considered by the Tribunal as sufficient, be entitled to terminate this agreement by giving one month's notice in writing and the Contractor shall not be entitled to any compensation in case of such termination. The Contractor may also terminate this Agreement by giving one month's notice in writing to the Tribunal.
4. That the Contractor shall employ the services of three security guards, one guard in each shift of 8 hour duration, in three shifts a day to enable total protection to the office property of the Tribunal, 24 hours of the day and on all days including Saturday, Sunday and Holidays.



5. That the Security guard shall provide distinct uniform with the name badge to all the security personnel employed by him. They would always carry an **identity card** issued by the security agency.
6. The Contractor shall take necessary steps to ensure the protection of all the Government property within the premises of Tribunal. Security personnel should patrol, perambulate and prevent unauthorized entry of outside persons.
7. The Contractor shall train his security personnel on the necessary equipment for surveillance and monitoring at his own cost.
8. In an event of deployed personnel availing leave, and if required by buyer suitable substitute(s) shall be provided by service provider as per mutual understanding with buyer
9. Consequent to poor performance of deployed manpower, service provider shall immediately replace the deployed manpower thereby maintaining service levels and continuity
10. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon prior to deployment of manpower
11. The attendance of the employees will be entered in the register provided by the Service Provider and/or in the Aadhaar based Biometric attendance system at the Buyer's premises. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Corporation or office concerned. The Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed
12. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract
13. The Contractor on receipt of instructions from the Tribunal shall remove any security staff employed by him if the services of such person are found not satisfactory or any complaint on the behaviour and undesirable activities of such person and such person shall not be engaged again.
14. The Security guard shall ensure proper watch on the movement of the visitors to the Tribunal.
15. All the three security guards shall attend duty during the day when any function is held in the Tribunal including the National Festivals like Independence day and Republic day.
16. The Security guard shall maintain necessary record for the security system and also record the movement of articles, from both the incoming and outgoing, from the premises of the Tribunal.
17. That the Contractor shall be liable to compensate the Government for any loss, damage or theft of property in the premises of the Tribunal.
18. The Tribunal will not be responsible for any injury sustained by the Security staff employed by the Contractor during the performance of their duties and also for any damages on compensation due to any dispute between him and his workers. To comply with all liabilities arising out of any provision of Labour Act or any enactment either to in force or as enacted from time to time during the execution of his contract shall be the responsibility of the Contractor. Insurance, Health care etc. if any, in respect of his employees should be borne by the Contractor.
19. That the Contractor shall not subcontract, assign or part with this contract.
20. The Tribunal reserves the right to terminate this agreement forthwith without giving any notice and in such a case the contractor shall not be entitled for any compensation whatsoever.
21. That the Contractor payments shall be paid on submission of monthly bills by him. The amount will be paid to the Contractor after deducting any amount due from the contractor under the terms & conditions of this agreement.
22. Torch lights & Rain coats and other requirements viz battery cells/Mobile phones should be provided to each and every one of the security personnel by the Contractor himself.
23. In the event of the change of the premises of the Tribunal before the expiry of the period of this contract, the Contractor shall provide the same security personnels in the new premises at the same rates agreed upon in this contract.
24. The contractor will be required to pay minimum wages to the labour engaged by him at the rates not less than the minimum wages as notified by the Government from time to time under Minimum Wages Act 1948, failing which the difference of wages will be deducted from the monthly bills of the contractor.
25. The contractor shall be responsible for providing all statutory benefits to the personnel employed by him including off-days and holidays. **PF, ESI, and maintain proper record as required under the Law/Acts viz. Register of persons employed on work, muster roll register, wage register etc.**