

“NITRA is looking for security service provider for security services at NITRA and NITRA Technical Campus.
Last date to submit sealed quotation: 23.12.2020 up to 2.00 pm. Opening of Tender box: 23.12.2020 at 3.00 pm.
The format for the same is as follows.”

Sealed Quotation for Security Services Contract
(Employees and their relatives are not allowed to participate)

Date: _____

The Director General
NITRA
Ghaziabad.

Submission of Sealed Quotation for Security Services contract

I/we are offering quotation for providing Security Services in NITRA, Ghaziabad on the following terms and conditions:

1. a) That we will provide 24 hours continuous security measures at your premises i.e. NITRA and NITRA Technical Campus, Sector-23, Raj Nagar, Ghaziabad, or any other premises in which specifically ask us to guard. Security measures to be provided by our agency will include continuous manning of NITRA Main Gate by two Security Guards/ Security Supervisor.
- 1.b) In addition to the manning of Main gate, we will provide 24 hours continuous security measures for NITRA Farmland at your premises especially at perimeter wall. One guard will be on patrolling duty round the clock in the farmland. At night times, for 12 hours we will provide a gunman to move along with the Security Guard to guard the farmland from encroachment.
2. That two Security Guards/Security Supervisor will be manning the Main Gate always. Details of location wise posting and offer amount details are given below:

Location	No. of Guards x shifts	Total Guards	Amount Payable (Rs.)
Main Gate NITRA	1 x 1 (12 hrs.) 8.00AM-8.00PM	1	
	2 x 1 (12 hrs.) 8.00PM-8.00AM	2	
Main Gate NITRA Lady Guard	1 x 1 (8 hrs.) 9.00 AM-5.00 PM	1	
Main Gate NTC	1 x 2 (12 hrs.) 8.00 AM-8.00 PM 8.00 PM- 8.00AM	2	
Boys & Girls Hostels	1 x 1 (12 hrs.) 8.00 AM-8.00 PM	1	
Head Guard	1 x 1 (12 hrs.) 8.00 AM-8.00 PM	1	
Gunman	1 x 1 (12 hrs.) 8.00 PM-8.00 AM	1	
Total			
GST @ 18% extra			
Grand Total			
Rupees in words:			

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3. That all our overheads, service charges and our statutory liabilities are included in this remuneration. No other expenses will be reimbursed/paid by NITRA. Our bills would be paid on monthly basis by 10th of each month against submission of bills along with statement of deduction of PF and ESI for the Security Guards posted at NITRA.
4. That we will provide Police Verification of all security guards within 15 days.
5. That we will be responsible for ESI and PF liabilities. A copy of challan deposited will be submitted to NITRA on monthly basis.
6. That this contract is valid for the period from 01.02.2021 to 31.01.2022. However, after every three months the position will be reviewed.
7. That all Security Guards will be well informed of their duties and responsibilities by us. They will be in good physical and mental health.
8. That the Security Guards will be provided uniform by us and they are required to be approved by NITRA.
9. That the Security Guards placed on duty at NITRA will ensure the security and safety of the employees as well as the movable and immovable properties of NITRA as well as of the employees.
10. That the Security Supervisor, Security Guards and Gunman placed on duty at NITRA will preferably be Ex-serviceman or trained Home guards with clean record of service. They will be interviewed/ approved by NITRA before placing on duty at your premises.
11. That the Security Guards will be our employees for all intent and purposes and our agency would be responsible for compliance of all statutory provisions of laws.
12. That our guards will arrange to lock doors of the establishment to the satisfaction of the Management and would also take round of the premises of the Association at night and on holidays at frequent intervals and would prevent trespassing in NITRA premises at any time during day and night.
13. That our guard will leave the premises after his duty hours only after being relieved by other guard of the next shift. No overtime/additional salary would be payable by NITRA.
14. That we will arrange surprise visit at NITRA at least thrice a week and to check our security staff alertness and any other problems. A report of this effect will be duly recorded in the register thereof covering the period of preceding week. The observations of urgent action will be discussed immediately with the Administrative Officer and/or Director. Further, important observations will also be brought to the notice of NITRA Authorities.

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15. That either party can terminate this contract by giving one month's clear notice to the other party but in the event of gross indiscipline/misconduct/negligence on the part of guards or commission of theft etc. by the security guards, the NITRA Management will have the right to terminate this contract without any prior notice. The decision of the Director General, NITRA in this matter would be final and binding.
16. That the Security Guards are required to ensure that they keep a watch on the movement of staff. Staff entering/leaving the office between 10.00 AM & 1.00 PM and 2.00 PM & 5.30 PM will be recorded by the employee himself in the movement register. The Security Guards will have clear instructions to get the details recorded including that of the driver(s). In case the employee leaves the office during lunch hour and does not return for 2nd half, the fact will be recorded in the movement register.
17. That in case any employee refuses to sign the movement register, the fact will be brought to the notice of the Administration.
18. That the students entering/leaving the campus will be recorded by the students themselves in the movement register. The Security Guards will ensure that they keep a watch on the entry of students in the movement register of students.
19. That security guards will ensure that all visitors record their details in the visitor's book. That all samples both at the time of entry and exit will be recorded.
20. That materials brought in whether they are bought out or otherwise will be recorded after personally looking at the receipt of material.
21. That the vehicle keys will be kept under safe custody and will be given to the drivers against acknowledgement. The vehicles will not be driven by the Security Guards at any given point of time.
22. That the meter recordings in the register and log books will be noted by the guards whenever the NITRA vehicle enters or exits NITRA Gate.
23. That the outsiders, including person coming for sample testing will be stopped at the Main Gate. Our security guard will enquire and ascertain from the visitor the place of visit and the person to be visited. The department will be contacted in the first instance. In case the departmental official permits the visitor will be allowed to get in. In case official concerned is not available, then the Reception will be contacted before allowing in and the Reception-in-charge would make arrangements to locate the person concerned and may permit the person to get in. In case Reception-in-charge is not available, Administrative Officer will be contacted. In case all the three of them are not available, PS to Director General will be contacted. That notwithstanding, if anybody comes into meet Director General, PS to Director General will be contacted before allowing the person inside.
24. That case of apparent negligence or direct involvement of any persons employed by us, in theft, burglary or loss of NITRA property, we will compensate for the loss as may be evaluated by mutual discussion between us and NITRA. In case of disagreement, the

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Director General, NITRA will decide such amount and his decision will be binding on us.

25. That in case NITRA not satisfied with the conduct of any of our security guards we will be informed of accordingly by NITRA and we will take immediate steps to replace that particular guard.
26. That the security staff would make their own arrangement for their lodging, boarding etc.
27. That no security guard will be posted for more than 12 hours of duty at a stretch in a day.
28. That maximum age limit of security guard is 50 years and the minimum age limit is 25 years.

The above instructions will be followed carefully by our security staff. We will provide a declaration that the persons employed by us do not have any kind of bad track record. We will further provide a declaration to the effect that they have not been convicted/charge-sheeted/booked under any penal Law. Such a certificate will be given at the time of change in every employee being employed by us.

29. We prepared to submit address proof and police verification report in the event of our selection as contractor to provide security services. We also prepared to accept the rules and regulations framed by NITRA management from time to time.
30. Copy of PAN card, GST Certificate and List of clients in and around Ghaziabad and their copy of agreement are enclosed.

Signature: _____

Name: _____

Address: _____

Mobile number: _____

PAN No. _____

GST No. _____