

OFFICE OF THE PRINCIPAL  
PRANANATH COLLEGE (AUTONOMOUS), KHORDHA

General instructions to tenderers/agencies/service providers vide Tender Call  
Notice No. 662 Date.14.06.2021

Scope of the work and technical requirements of Security Guards

1. The Service Provider / Agency shall provide security service to the college for a period of one year on contract basis.
2. The security guards shall be deployed round the clock in three shifts on the college premises.
  - i) The security guards assigned duty at the gate during day time shall monitor and ensure proper inward and outward movement of students / outsiders / visitors and vehicles etc. as per the instructions issued from time to time by the college authority. They shall also remain alert to avoid any untoward unforeseen event.
  - ii) The security guards assigned night shift duty shall take regular rounds of the premises and should be vigilant and remain alert to avoid any unforeseen event.
3. The security guards should be between 21 to 40 years of age, must be of sound physical health and should have passed 10<sup>th</sup> class so as to be able to read and write. Five years relaxation in case of ex-serviceman personnel.

Terms and Condition:

- 1) The proposals must be submitted with all self attested supporting documents as per Tender Call Notice. The lowest quoted rate agency/tenderer/service provider shall be called for making contract with the college authority.
- 2) In case any document is found to be false at any stage, it would be deemed to be breach of terms of agreement causing it liable for legal action besides termination of agreement.
- 3) A security deposit of Rs.50,000/- (Rupees fifty thousand) only (refundable without interest) has to be deposited in shape of D.D. by the lowest quoted rate tenderer / agency/service provider within seven days of the day of contract.
- 4) No additional claim for enhancement of rate of wages will be entertained by the college during contract period.
- 5) The contract will be valid for one year and can be curtailed / extended by the college authority as per performance and need. Either party can terminate the contract with 30 days prior notice.
- 6) The payment shall be made on monthly basis upon submission of bills prepared on the basis of the number of days for which duty has been performed by each person in the 1<sup>st</sup> week of every month.
- 7) Payment to the agency shall be made though A/C payee Cheque / RTGS/NEFT only.
- 8) The security guards deployed shall be maintained on rolls and the agency shall pay their wages/salaries.

Ranjita S.P.  
14.6.21

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- 9) No advance will be paid.
- 10) The agency / service provider shall bear the EPF/ESI contributions in respect of the security guards deployed by it in the college and shall deposit the same in their respective EPF/ESI accounts.
- 11) The college shall not bear any contributions as mentioned in sl. no. 10.
- 12) The agency/service provider shall be responsible for compliance to the provisions of labour laws. The college authority shall not be liable to bear any expenses coming under the said provisions.
- 13) The service provider / agency shall provide a substitute well in advance if the person deployed leaves the job during the tenure of contract.
- 14) In case of any negligence noticed in the activities of the security guards and any loss caused due to negligence, the security deposit will be adjusted against the said loss and the agency shall be asked to recoup the amount of deposit.
- 15) The service provider shall be solely responsible for redressal of grievances of the security guards deployed.
- 16) The number of security guards may be changed as per the requirement of the college.
- 17) The authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

*Ranjita Saha*  
14.6.21

Principal

Prananath College (Autonomous)  
Khordha

Dist: O.C./Vice-Principal/Adm.Bur./All Notice Boards/Acct.Bur./Accountant/H.C.