

## **Terms & Conditions**

1. The contract term shall be initially for a period of one year. Based on satisfactory performance, the contract term would be renewed for further period of one year at the sole discretion of the IGCIC. If the contractor desires to discontinue his services, he shall be required to tender three months' notice and shall be permitted to quit only after expiry of the notice period.
2. The security services contract shall be for the entire premises occupied by the Indira Gandhi Centre for Indian Culture, Swami Sivananda Avenue, Phoenix.
3. The contractor shall deploy guards, supervisors below the age of 50 years conforming to the security requirement.
4. The contractor shall provide eight security guards (three security guards from 06.00 to 18.00 hrs and five security guards from 18.00 hrs. to 06.00 hrs.) for round the clock high standard security on 24 hours a day and seven days a week basis to safeguard the premises and assets of the IGCIC.
5. The security guards and security supervisors deployed by the contractor for security duty should be well trained in fire-fighting operating the fire-protection system(s)/equipment(s) and fire extinguishers and providing first-aid. Deployed security guards should be physically & mentally fit.
6. The contractor shall ensure that all his employees observe cleanliness and wear neat and clean uniforms with ID Cards duly displayed and that they are courteous, polite and prompt while rendering efficient service in their respective areas. The contractor shall have full control over the security staff engaged by him. The contractor shall give necessary directions to his staff to carry out the jobs assigned to them by IGCIC.
7. The contractor shall also be solely responsible for timely payment of wages and/or dues to his employees. The contractor shall make payment of wages etc. to the persons so deployed by him by first week of every month, so that there is no disruption on the performance of duties of the deployed persons.
8. All liabilities arising out of violation of local laws and/or central laws shall be contractor's responsibility.
9. The contractor shall furnish a detailed six-month duty chart of 15 security guards and keep the IGCIC informed of any change in the list from time to time. The duty chart for the period should give the specific names of employees and the respective duties they are required to attend to. The contractor shall furnish a list of security guards and supervisory staff deputed by the contractor to the IGCIC detailing the name, age, qualification, present and permanent address for the record of IGCIC Deployment of any fresh staff in replacement should be only with the prior permission of the IGCIC. The

contractor shall deploy only such personnel whose antecedents have been verified by the Police authorities.

10. The contractor will provide all material(s)/equipment(s) required for day to day security including Torch Whistles, Batons, walkie-talkie, neat and clean summer/winter uniform with shoes and protective materials like overcoats, umbrella etc. at his cost.

11. The contractor shall maintain a register for marking the attendance by security personnel deployed by him, which shall be seen/verified by the IGCIC regularly.

12. Entry in the IGCIC premises is restricted. The guards on duty at the gates/reception will ensure that only the authorized persons enter the IGCIC premises after proper verification and recording of particulars/details in the entry register.

13. The contractor will have the responsibility to safeguard the IGCIC moveable and immoveable property, besides protecting the environment.

14. The contractor shall ensure opening and proper locking of all rooms of IGCIC. In case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipment, etc. the responsibility shall be of the contractor and he shall report the same to the IGCIC. If, after a departmental enquiry, it is found that the loss has occurred due to negligence of the contractor's guard/guards on duty, the IGCIC will have full power to recover the loss in full or adjust from the dues of the contractor. The decision of the IGCIC in this regard will be final and binding on the contractor. In case of any loss/theft of any movable or immovable property, the Director or any officer authorized by him will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the agency by the above-mentioned officer, the agency will make good the loss within a specified period or else deduction of the cost will be made from the following month 's bill.

15. During surprise checks by any authorized officer of the IGCIC/High Commission, if a particular guard is found negligent/sleeping/drunken on duty, the contractor will have to withdraw the guard from the IGCIC forthwith which may even entail cancellation/termination of contract for the rest of the period, and possible financial penalty to contractor.

16. The contractor will have to enter into a contract for execution of the work within 10 days from the date of receipt of the work order.

17. Contractor shall be paid at monthly intervals upon his presenting bill(s) and compliance with all statutory requirements prescribed by the local government (for 12 times in a year).

18. The contractor will pay rates and wages and observe hours of work and conditions of employment as per existing rules under minimum wages act. It shall be his responsibility to ensure that he pays his workmen wages which are not lower than the minimum wages as prescribed from time to time by the local government.

19. The contractor shall be solely responsible for all the claims of his employees and the employees of the contractor shall not make any claim whatsoever against the IGCIC.
20. The security agency or his employees shall not use the premises allotted to him for any purpose other than the purpose defined and shall not act in any manner as to cause any nuisance or annoyance to the IGCIC or the participants/guests visiting IGCIC.
21. The security agency or his employees shall not aid or participate or support any anti-institutional activity under any circumstances and shall strictly restrict to the work awarded under the contract.
22. In the event of a guard not reporting for duty, alternate arrangements shall immediately be made by the contracting agency, immediately without jeopardizing security of the IGCIC.
23. The IGCIC reserves the right to cancel/terminate the contract any time during the currency of contract after giving one month notice to the contractor.
24. The contractor shall ensure the following:
  - a) No property of IGCIC of any kind is removed by any official/private person without a proper gate-pass issued by the official authorized by the Director, IGCIC.
  - b) Any loss/damage to goods or property of IGCIC due to negligence on the part of the security personnel of the contractor shall be made good within 7 days of the date of its communication to him. Non-compliance of the same shall entail recovery of the loss in part or in full from the dues and/or termination of the contract.
  - c) Replacement of the guard in case of absence or deduction of one day will be made.
  - d) No report of any loss/damage to property of IGCIC shall be lodged with the Police by the contractor without the written approval of Director, IGCIC.
25. The IGCIC shall have the right to adopt any measures/set-up a system for ensuring proper performance of duty of security personnel deployed by the contractor. The number of manpower can be increased or decreased depending upon the workload to be assessed by IGCIC and intimated to the contractor.
26. In case of a special requirement's, IGCIC may request more number of guards for specific periods/days, the rate for which may be quoted by contractor.
27. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except where resolution has been specifically provided under the agreement) the same shall be referred to Director, IGCIC. The decision of the Director will be final and binding on both the parties.

**FORMAT FOR SUBMISSION OF QUOTATION**

1.	Name of Company with Full address	
2.	Experience in the field, No. of years	
3.	List of the Clients where Security services is being provided currently or previously	
4.	Company/Firm Registration Number (Enclose Registration Certificate)	
5.	Terms and conditions studies well and are fully acceptable	
6.	Rates to be charged per month VAT & other charges if any  Total: MUR _____pm  VAT No. _____	