

TERMS OF REFERENCE (TOR)

STRENGTH

Security Supervisor	01 (ONE)
Security Guard	12 (Twelve)

WORKING SCHEDULE

One Security Supervisor and Twelve Guards would be responsible for the complete security coverage including relieving duty on off-days.

DUTIES & RESPONSIBILITIES

1. The Agency will render complete round the clock security services on all days including Sundays and Holidays, in warehousing complex of the Society at Bahadurgarh Warehousing Complex, Haryana and shall be responsible for all security and allied problems including fire fighting etc.
2. The Agency will provide smart, literate and disciplined personal with excellent record of services who are trained in industrial security, fire fighting, first aid etc. They must be duty conscious, obedient, agile, and alert by nature with presence of mind.
3. The Security personnel employed by the agency for these services will have to come for duty in proper uniform, black boots, beret etc, which shall be provided by the Agency at their cost.
4. The Officer-in-charge at Indian Red Cross Society Warehousing Complex Bahadurgarh shall have the right to ask the Agency to remove any one of the Security Supervisor or Guards at short notice, if his performance is not found satisfactory or for any other reason whatsoever.

5. The Agency will be responsible for all types of security such as:
 - I. Stopping theft and pilferage of any item and in case of any such happening; cost of such missing items will be deducted from the monthly bill of the firm;
 - II. Guarding the entrance of the above complex, controlling the movement of stores, transport, officials and visitors, and escorting the visitors to the authority;
 - III. In case of doubt the guard on duty can check any staff member or an outsider;
 - IV. Checking the incoming and outgoing goods / property against proper documents, gate passes recognized by the authority;
 - V. Receiving mails & parcels and handing them over to the authority and conveying messages whenever necessary;
 - VI. Investigating accidents, cases of theft and activities which are prejudicial to Society's Interest;
 - VII. Covering any other security requirements of complex as may be assigned from time to time;
 - VIII. Not to allow any person, except agency staff to enter the premises and not to entertain outsiders or extend any services to or for them.
6. The agency will be directly responsible for all disputes arising between and the agency and agency employees and keep the complex indemnified against all losses damages and claims arising thereof.
7. The agency will provide in advance to the authority, fortnightly duty roster for 24 others guarding the complex indicating the correct names of persons deputed for various duties. If there is any change in the duty roster, the agency will communicate the same immediately to the authority. There should not be any gap in the posting of guards. Duty hours may be decided by the agency / supervisor without any gap.
8. Any deviation in duty roster except with the prior concurrence of the authority shall attract compensating action including deduction of wages.
9. The agency shall provide a beat book incorporating all conditions in the matter of proper discharge of duties by the Guards and all special occurrences will be noted in the beat book by the guard concerned.
10. The Guards will note the handing over / taking over of the duties according to the duty roster.

11. The guards who are on duty will make a record about the incoming vehicles carrying materials intended for the complex. Exit of materials from the complex will be permitted except under the authority of the gate pass issued by the authority.
12. The Gate pass number description and quantity of material, vehicle number etc in respect of each movement will be recorded in the beat book by the guard concerned.
13. The beat book will be submitted daily at 10:00AM to the authority for his inspection and recording the remarks with regards to any deficiency / discrepancy in the performance of duties by the guards.
14. The Security Supervisor should report immediately the inspection notes of the authority to the Agency for appropriate action by them and will also make proper arrangements to make surprise checks by its responsible officer as frequently as possible.
15. The agency will also be responsible for taking proper action in the matter of accidents on account of fire. The guards posted should have the knowledge about fire fighting.
16. In the event of any theft or any such concurrences it will be the duty of the agency to take immediate action and also report the matter to the authority. They will report the matter to police and do all follow up action.

AMENITIES

The agency shall be responsible for providing uniform and kits, which may consist of lathes (sticks), umbrellas, torch etc. to their personnel at their cost. Apart from the wages / salary they shall be responsible for providing all the amenities and benefits under different labour acts and rules such as leave, bonus, provident fund, family pension, ESI, Gratuity, insurance against death & disablement. The agency shall submit monthly reports showing compliance of all the aforesaid labour laws with regards to the security guards posted at the above complex. It is made clear that the liability of payment of wages / salary or compliance of labour laws as aforesaid including the payment for leave, bonus, provident fund, gratuity, ESI etc. with regards to Security Supervisor/ posted at aforesaid complex of the society is that of the agency, who are employees of the said personnel and the society has nothing to do with this. In the circumstances the agency would keep indemnify the society for any loss, damages and / or liability suffered by the Society on account of wrongly termination of any of the employee and / or non-compliance of the aforesaid labour acts and rules. In case the society is made to pay any amount on this account, the society will also be at liberty to adjust the same against the charges to be paid to the agency under this agreement.

REPLACEMENT

The agency may charge or replace security personnel as and when required by them without affecting in any way also be responsible on grounds of indiscipline and / or dereliction of duty.

SECURITY

Agency will deposit 10% of the contract value as Earnest Money Deposit (EMD) at the time of awarding the contract. This security amount will be adjusted in the running bills.

PAYMENT

The agency will submit the bill by the 10th of each calender month alongwith attendance sheet, duly verified by the warehouse staff. Payment will be made within 45 days on receipt of bill and attendance and on being satisfied that the security services were available round the clock and the performance was satisfactory. Payment will be subject to deduction on account of TDS, accommodation / electric charges, Security Deposit @10% from each running bill. Deduction will also be made for short attendance.

*****End of Document*****

SCHEDULE

<u>Sl.No</u>	<u>Description</u>	<u>Nos.</u>	<u>Unit Rate</u> <u>(Inclusive of ESI,PF)</u>	<u>Total</u>
01.	Security Supervisor	01		_____
02.	Security Guards	12		_____
			Grand Total (Rs.)	_____