



CENTRAL POLLUTION CONTROL BOARD, REGIONAL DIRECTORATE(SOUTH)
"NISARGA BHAWAN", 1ST FLOOR, THIMMAIAH ROAD, 7 'D' CROSS
SHIVANAGAR, BENGALURU-560 079
Phone: 080-23233739, 080-23233827, Fax: 080-23234059

F.No.Admin/26/SG/ZOB/2018-19/1820
To

Dated: 09th January, 2019

Sub: Inviting sealed quotation for engaging civilian security guards on 24X7 basis in three shifts for CPCB Regional Directorate(South) Office, Bengaluru

Dear Sir,

The Central Pollution Control Board, South Regional Directorate(South) Office, Bengaluru is a statutory organization working under the Ministry of Environment, Forests & Climate Change, GOI. The south zonal office intends to engage civilian security guards on 24X7 basis in three shifts for its office located at 1st & 2nd floors, Nisarga Bhawan, A-Block, Thimmaiah Main Road, 7th 'D' cross, Shiva Nagar, Bengaluru-560 079. The agency should have registration under PSA (Regulation) Act, 2005 and KPSA Rules, 2008. The applicable terms and conditions are given at **Annexure 1**.

In this connection, it is requested to send the sealed quotations as per prevailing minimum wages Act with offer details including all taxes as applicable in the format enclosed at **Annexure-2** along with PFMS details.

The sealed quotation super scribing on envelop as "**Quotation for engaging civilian security guards for CPCB Zonal Office, Bengaluru**" containing all relevant details should reach this office by post or in person on or before Thursday 31-01-2019, by 4.00 P.M. The interested agencies may visit the office to get first-hand information about the requirements of needs before submitting the sealed quotation.

In case of any clarifications please contact Sh K.S. Rajasekar, Nodal officer (Mob: 9035172351/ off: 080-23233739) during working days.

Yours Sincerely

S. Suresh
(S. Suresh) 9/1/2019

Regional Director

Encl: Annexure 1 & 2

Copy to:

✓ Incharge IT Division, CPCB, Delhi

: With a kind request to upload the *matters* in
CPCB website, Pl.



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Terms and conditions for providing civilian security guards (24X7) for CPCB, RDS, Bengaluru

The Central Pollution Control Board, Regional Directorate (South), Bengaluru is a statutory organization working under the Ministry of Environment, Forests & Climate Change, GOI. This office intends to engage **civilian security guards on 24X7 basis in three shifts** for office located at 1st & 2nd floors, Nisarga Bhawan, A-Block. Thimmaiah Main Road, 7th ‘D’ cross, Shiva Nagar, Bengaluru-560 079 on following terms and conditions. The security agency should have all registrations with local government agencies and meet the norms of department of police notifications/instructions and shall abide for all conditions under relevant Act like PSA (Regulation) Act, 2005 and KPSA Rules, 2008.

1. The responsibility of Security Agency is to provide three Civilian security guards on 24X7 basis in three shifts to the Central Pollution Control Board for I & II Floors of the above said office building with effect from the date of commencement of the agreement on the approved rates.
2. The Security Guards shall be posted as per the requirement of the CPCB in both the floors and perform security duties round the clock in uniform. No Guard will be allowed to perform duty beyond 8 hours hence the agency will not force it's security guards to perform duty for more than 8 hours at any cost. The CPCB will pay for their service charges in accordance with the monthly bills as per the agreed rates and no bills will be paid if the same is found against violation on agreed terms and conditions. Any additional staff required shall be provided within a fortnight from the date of intimation and any reduction in staff shall be informed within a period of one month from the date of information from CPCB.

Both the parties shall lay down the relating to the controls of personnel, their going out or coming in, materials coming in and going out, security of boundaries, building, plant and equipment, in mutual consultation with each other. These procedures are liable to be alternate or amend as per office requirement. Security agency shall be responsible for adhering strictly to the procedure finalized, in consultation with CPCB and shall maintain such records and registers as may be required by the CPCB. The security agency will have overall responsibility of looking after the belongings of the CPCB and its requirements.

S. Suresh
9/11/2019

3. All the necessary equipment & tools to carry out the security duty like whistles, torches etc. to the security personal shall be provided by the security agency. Subsequent replacement and maintenance of these equipment including uniforms etc. shall be the responsibility of the security agency. The maintenance of attendance register of security guards, observation of duty performance and verification of antecedents of security guards is sole responsibility of the agency.
4. The agency shall be responsible to provide ESI facility as per ESI Act, Provident Fund facilities as per Provident Fund Act and all other facilities as applicable to the guards posted to the CPCB. The CPCB shall not be responsible for this cause or any other liabilities whatsoever. It is the responsibility of the agency to submit all such monthly statements to office for verification and records.
5. The CPCB will make payment through account payee cheque on or before 10th of each commencing month against bill submitted by the agency along with satisfactory duty performance report. However, in the initial month, the CPCB shall pay the amount to the agency by retaining the amount on monthly wages per security guard towards EPF/ESI which shall be reimbursable in the following months on production of receipts. No advance payments are payable. PFMS details need to be submitted as per format.
6. For all purpose of working, terms and conditions of services, payment, attendance, disciplinary matter in respect of the guards provided by the agency to the CPCB for security purpose, they shall remain fully under the administrative and financial control of the agency. They will be governed by the rules and regulations of the agency in force from time to time. The Guards shall not be treated as employees of the CPCB either directly or indirectly in any form whatsoever under any circumstances. All the liabilities in this regard that may arise shall rest with the agency. The Security Guards posted by the agency to the CPCB for security purpose shall not claim any employment and payment from the CPCB at any point of time.
7. A list of fixed assets (all important moveable and immovable items) shall be provided by the CPCB to the agency for record and taking care. In case of any loss on account of theft, burglary etc. shall be informed to the CPCB as well as to the agency by the guards. The agency will help the CPCB for early settlement of claims lodged by the CPCB with the insurance company and police.
8. No other allowance/payment/ charges whatsoever on any account shall be payable by the CPCB except as agreed to between the two parties.
9. Initially this contract will be valid for one year from the date of signing the agreement. It is required to be renewed before the date of its expiry for which the consent of the CPCB is to be obtained in writing by the agency along with satisfactory duty performance report. Otherwise it will stand automatically terminated.
10. The Guards to be posted will always be get approval from CPCB before posting and the agency will maintain the full strength on 24X7. In case of any shortage in strength, the deductions will be made from the bill at proportional rates. Any loss that may occur to the CPCB due to the negligence of the security guards will also be deducted from the bill after the proper enquiry by both the parties. In case the loss is

Exceeding the bill of a month the agency shall be fully responsible for compensating the loss to the CPCB. The agency shall submit the police verification certificate of the guards posted by them for duty.

11. The CPCB shall cross check the security personnel on duty on routine basis. If any shortcomings are observed, the CPCB shall ask for the explanation and also deduct the service charges of such guard/guards. Such security personnel should be called back immediately and alternative arrangements should be made by the agency.
12. It is the sole responsibility of the agency to give appropriate police, character, and antecedent's verification reports of the Guards posted at CPCB along with proper credentials, ID proofs, address proofs and photographs. It shall also be the responsibility of the Security Guards to check all the staff members at the time of entry and exit from the office and also the boxes/parcels that may be carried in case of any suspicious or instructions of the office. The Security Guards shall exercise the right to inspect the goods and check before allowing inside the office or going outside the office. Entry passes shall be issued and shall maintain records on each occasion.
14. The Guards posted will be in proper, clean and smartly dressed uniform and perform their duties efficiently/honestly. They will not sleep on duty or do anything which is subversive of discipline. The area Incharge/Field officer of the agency will make a surprise check in the night at least once in a fortnight and will submit reports to the CPCB along with bills.
15. The CPCB will not employ any guard or worker of the agency during the contract period for any of its official purpose
16. The agency will deposit an amount of Rs. 20,000/- (Rupees Twenty Thousand Only) with the CPCB within three working days after receiving of work order towards security to cover theft and loss of property, if any, due to the negligence of security personnel.
17. If there is any revision in the minimum wages by Government of Karnataka or the standard rates accepted by CPCB, will be revised proportionately. The same should be informed by the agency to CPCB along with relevant orders/notifications to incorporate.
18. The agreement can be terminated by the CPCB during the contract period with month's notice or without any notice by paying one month's wages to the agency.
19. In case of any dispute between the agency and CPCB on any matter, the decision of the Chairman, Central Pollution Control Board shall be final and binding on both the parties.

20. The Gazette notification of KPSA Rules, 2008 is enclosed as Annexure 3 for reference.

We hereby agree for all above conditions (1 to 20) and submit our offer for kind consideration.

Signature of the Authorized person of the security agency for concurring to above conditions along with contact Nos. & address with date and seal

Terms and conditions for providing civilian security guards (24X7) for CPCB, Bengaluru Page 4

S. Suresh
9/11/2019



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REGIONAL DIRECTORATE (SOUTH) "NISARGA BHAWAN", 1ST FLOOR,
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Format for providing civilian security guards services (24X7) as per minimum wages Act and
 KPSA Rules, 2008

Last date for submitting the sealed quotation is 31-01-2019, by 4.00 pm

Sl.No.	Particulars	Civilian Security Guards per guard per shift (8.00 Hrs). duty	Remarks
1.	Monthly Payment (Including ESI,PF, etc.) per guard per shift		
2.	Service charges/tax as applicable		
3.	Total Experience of the agency in the Security field		
4.	Details of the registrations of the security agency with local bodies	i.	
5.	Details of service provided to Govt. Organisations for the past two years	i.	
6.	Copy of PAN & TIN and other relevant records		
7.	Other details if any agency would like to submit in support of above claims		
8.	Public Financial Management system(PFMS) details	Provide information as per enclosed format	

S. Suresh
9/1/2019

The minimum requirement of guards is three in each floor. For two floors it will be six guards per day. It is requested to submit the rates inclusive of all taxes with detailed break up such as minimum wages, relieving charges, ESI, CPF etc considering this requirement in sealed cover so as to reach this Office on or before 31-01-2019, 4.00 PM.

Name & Address of the Security Agency
With Seal
With all contact details.

Date :

Place :

S. Suresh
9/1/2019