

न मनोज  
इंजीनियर (सिविल)



Er. P. JOHN MANOJ  
Assistant Engineer (Civil)

**BY REGD.POST**  
MNG-05/Security/2017  
January 25, 2018

To  
**M/s Firstman Management Services (P) Ltd.,**  
No: 23D, Iswaripuri Colony,  
Sainikipuri,  
Secunderabad - 500 094

**AWARD OF SERVICES**  
**(LETTER OF AWARD)**

Sir,

Sub: Providing Security Services at MANAGE Campus - Reg.  
Ref: (i) Your Technical and Commercial Bid dt.18-08-2017.  
(ii) Financial bid dt.26-09-2017.

Please refer to your tender cited under references (i) and (ii) in response to the notification of MANAGE through e-Procurement (**No: MNG-05/Security/2017**).

I am directed to inform you that the Director General, MANAGE is pleased to accept your above said offer for the services of "Providing Security Services at MANAGE Campus" with specified work force as given in the Tender Schedule for a total cost of Rs 3,32,401/- (Rupees three lakh thirty two thousand four hundred one only only) per month for 12 Guards + 2 relievers including applicable ESI @ 4.75%, EPF @ 13.16%, Service Charges @ 0.155% and GST @18%. The services will be reckoned from 01-02-2018.

The contract shall be governed by the following terms & conditions:

1. As approved by the Director General, MANAGE, the services with 12 Guards + 2 relievers are initially for a period of "01" year (One year only), which will be reckoned from 01-02-2018 and up to 31-01-2019.

2. You have to submit Security Deposit in the form of either Demand Draft for an amount of Rs 2,50,000.00 which will be retained with this office for the entire period of contract and will be released on request after the contract period is over subject to the condition of fulfilling the statutory obligations on the part of your agency and no damages to any of the installations in the campus.

3. You may have to execute an agreement with MANAGE within "7" days from the date of award of services and commence the services from 01-02-2018. Failing in commencement of services within "7" days from the date of award of services i.e. 07-02-2018, the EMD submitted by you, will be forfeited.

4. You shall obtain license for the said work from Assistant Labour Commissioner (Central).

5. You shall also obtain separate code for EPF and ESI in respect of labourers deployed by you in MANAGE.

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**राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मैनेज)**

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का संगठन, राजेन्द्रनगर, हैदराबाद - 500 030 टी.एस. भारत)  
**NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE)**

(An organization of Ministry of Agriculture and Farmers Welfare, Government of India)

Rajendranagar, Hyderabad-500 030 T.S. India

Ph : +91 (40) 24016702-06 Grams : MANAGE

E-mail: johnmanoj.p@manage.gov.in . Web: manage.gov.in

Received  
B. HARIKATHA  
9550352545



6. Every month, you shall submit the monthly attendance of the guards for considering the payments along with proof of deposition of wages in the bank accounts of respective workers, deposition of ESI and EPF in favour of the guards. (Exemption for 1<sup>st</sup> month only)

7. After due verification of the proofs, as far as possible MANAGE releases payment within fifteen days. Monthly payment shall be made through RTGS only. You should submit your bank account details along with the bill for the first month.

8. Irrespective of delay of release of payments from MANAGE for Technical and Administrative reasons, you should credit all the wages including ESI and EPF to the workers **on or before seventh** of every month.

9. You may have to ensure **UNIFORMS** to all the guards with same day of start of services.

10. You shall ensure that your supervisor shall remain present in the campus during all working days (i.e. from Monday to Saturday).

11. **Any absence of workers for regular duties, the penalties projected vide Clause-6, Special conditions of contract will be enforced. In addition, you may have to note such imposed penalties will have to be borne by you from the service charges component only, not by cutting down the minimum wages of the workers.**

12. **All the monthly wages are to be credited in to the bank account of the workers but not through any other form. This should be with strict compliance.**

13. All statutory taxes as per Govt. norms will be recovered as per prevailing rules.

14. Any revision of wages by the Central Government during the period of contract will be considered by the employer after due verification of the **GAZETTE NOTIFICATION / CIRCULARS** issued by Central Government Labour Commissioner's office, from time to time.

15. The list of staff going to be deployed shall be made available to the Institute and if any change is required on part of the Institute fresh list of staff shall be made available to the Security agency after each and every change.

16. Every employee so engaged by the Security agency shall wear uniform and badge bearing his / her name, while on duty. The said uniform and badge shall be provided by the Security agency at his own cost.

17. The staff engaged by the Security agency shall be available at all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorized officer of the Institute.

18. In case any public complaint is received attributable to misconduct / misbehavior of the Security's personnel, a penalty of Rs 500.00 for each such incident shall be levied and the same shall be deducted from the Security agency's bill. Further, the Security agency personnel concerned shall be removed from the duty immediately.



19. The antecedents of staff deployed shall be got verified by the Security agency from local police authority and an undertaking in this regard shall be submitted to the Institute

20. Any liability arising out of any litigation (including those in consumer courts) due to any act of the Security agency's personnel shall be directly borne by the Security agency including all expenses/fines. The concerned the Security agency's personnel shall attend the court as and when required.

21. During the course of contract, if any of the Security agency's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the Institute, the contract shall be terminated forthwith and forfeit the Security deposit.

22. Providing uniforms and payment of washing allowance to the workmen will be at the cost of the contractor. No separate charges on this account should be included in the above schedule of rates as the same is to be borne by the contractor.

23. The % of Service charge as at serial No: 1 (B) above may be quoted considering the fact that all the Statutory Liabilities and other benefits including uniforms etc. will have to be provided by the contractor at his own cost.

24. The rate of Service Charge quoted by the prospective bidder should be sufficient to meet out the expenses towards cost of uniform of personnel deployed by the contractor, cost of walkie-talkies (04 no's), night patrolling vehicle, accessories etc. and other incidental expenses including training, personal protective equipment's (Rain coat, Latti, High torch, Industrial shoes, Wiesel etc.,). Failing to provide above facilities will attract a recovery charges at 5% on each R.A. Bills on the overall value, as indicated in the tender document. Contractor ha to arrange all the above facilities within 15 days from the date of start of services.

**THE OTHER TERMS AND CONDITIONS OF THE CONTRACT WILL BE GOVERNED BY THE CONDITIONS AS INDICATED IN THE TENDER DOCUMENTS.**

Yours faithfully,

P. M.   
25/01/18  
**Assistant Engineer (Civil)**

(For and on behalf of the Director General, Manage)

To:

1. PS to DG, for kind information of DG. *To Jyoti*
2. AAO, for information. *Carles*
3. File copy. *31/01/2018*