



OFFICE OF THE COLLECTORATE AND DISTRICT MAGISTRATE, PURI
(SSEPD SECTION)

Ph.: 06752297189, E-Mail: dssopuri2016@gmail.com

No. 1874 /

Dt. 12/09/2022



QUOTATION CALL NOTICE

1. Sealed Quotations in Prescribed form are invited for Puri District from reputed well established and financial sound Security Agencies having all the eligible criteria as per term and condition for providing security services at **Integrated Infrastructure Complex (IIC), At-Bangar, Puri, Odisha.**

The break up are - Eight (8) security guards are required for security services of the above complex in 3 shifts round the clock.

2. The Quotation Call Notice containing detailed Terms and Conditions can be downloaded from the Puri District website www.puri.nic.in. The Firms should submit cost of Quotation papers of Rs.1,000/- (Rupees One Thousand only) in shape of D.D. drawn in favour of "District Social Security Officer, Puri". The interested Security Agencies must submit the Quotation papers completed in all respect along with required documents and EMD of Rs.30,000/- (Rupees Thirty Thousand) only in shape of D.D. drawn in favour of "District Social Security Officer, Puri". Documents should be submitted in two separate sealed covers super scribed as **"Technical Bid" & "Financial Bid"** and both of them put into a third sealed cover super scribing **"Quotations for Deployment of Security Guards at IIC"** to the Office of the District Social Security Officer, Puri, At/Po: PURI - 752001 Odisha, on or before 2 P.M. of Date 28.09.2022 by registered or speed post or courier service only. Quotations received through other means shall not be entertained.

3. The Quotations shall be opened on Dt 28.09.2022 at 3 P.M by the Collector, Puri or any Officer Authorized by the Collector, in presence of members of the Tender Committee and the Tenderers or their authorized representatives.

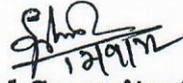
The Quotations received beyond the scheduled date & time and incomplete Quotations shall not be entertained in any case.

The undersigned reserves the right to reject any or all the Quotations without assigning any reason thereof.

**District Social Security Officer,
Puri**

Memo No. 1875 Dt. 12.09.22

Copy to all DSSOs of Odisha / Sub-collector, Puri/ C.S.O., Puri /Executive Officer, Puri Municipality, Puri /All BDOs, Puri District/ All E.Os of NAC, Puri District / All District Level Officers of Puri District for information. They are requested to display the tender call notice in their Notice Boards for wide publicity. Copy to Office Notice Board.


12/9/22

**District Social Security Officer,
Puri**

Memo No. 1876 Dt. 12.09.22

Copy of the Quotation Call Notice along with extract of order of Collector, Puri forwarded to the D.I.O., N.I.C., Puri for information and necessary action. He is requested to hoist the same in the District Websites for information of general public as desired by the Collector.


12/9/22

**District Social Security Officer,
Puri**

Memo No. 1877 Dt. 12.09.22

Copy to the PA to Collector, Puri for kind information of Collector.


12/9/22

**District Social Security Officer,
Puri**

TERMS & CONDITIONS

1. The contract for providing Security Guards shall be awarded for a period of one year only.
2. The Office of the DSSO, Puri will deduct Income Tax at Source under Section 194-C of the Income Tax Act 1961, from the Security Agency.
3. The Agency shall be solely liable for payment of service tax and all other statutory dues and levies as may be subsequently imposed by the Government.
4. The Security Agency shall be fully responsible for the security / watch in the premises of the Integrated Infrastructure Complex (IIC), Puri.
5. A complete list of the security personnel, engaged by the Agency for deployment in the IIC, will be furnished by the Agency alongwith complete addresses and other antecedents. The Agency shall deploy only those whose antecedents have been verified by the Police Authorities / District Sainik Board / Record Officers of the Defence services.
6. The Agency shall submit weekly duty chart of the security personnel to the DSSO, Puri or Authorized Officer prior to the commencement of the week. He shall also submit the daily attendance sheet of the security personnel for the previous working day to the DSSO, Puri or the Authorized officer. Failure to do so shall result in non-payment for the day/days for which the attendance sheet is not furnished.
7. The Agency shall not replace the security personnel at random. This shall be done with the prior knowledge of the DSSO, Puri or the Authorized Officer and full particulars of the security personnel so deployed shall be given to the DSSO, Puri.
8. The Agency shall be liable to make alternate arrangements in case of the absence of the security personnel. Similarly, the Agency shall have to make alternate arrangements in case of National Holiday/Gazetted Holiday/Weekly off; No extra payment shall be payable on this account. The security personnel shall maintain the security check posts and other locations on all weekdays. No short leave or meal relief shall be permitted to the security personnel unless the Agency provides suitable substitute without any extra payment. The Agency shall keep sufficient number of leave reserves.
9. In case of absence of security guard(s) on any particular day compensation @ of Rs.200/- per guard(s) per absence will be recovered from the monthly bill of the Security Agency.

10. The Security Agency shall ensure that at no time any security point is unmanned. A register shall be maintained by the Agency at every gate where round the clock duty is performed to record the movements. Double Duty shall not be permitted unless specifically approved by the DSSO, Puri or the Authorized Officer.

11. The DSSO, Puri shall arrange to provide locks/seal for stores, godowns and offices etc. to the satisfaction of the Agency and show pilferable items lying in open to the Agency.

12. The main premises, which may be specified by the DSSO, shall be guarded in all respects. The main building of the IIC shall be closed after working hours and locked in the presence of the representatives of the IIC. The premises in locked condition shall be unlocked the next morning in the presence of the representative of the IIC and Agency, if needed.

13. In case of senior citizens' homes / institutions / Special School hostels accommodated in the IIC building, a negotiable arrangement with all stakeholders will be made for opening and closing of the main Gate of IIC and accordingly the main entrance will be operated. It may be noted, the senior citizens' homes / institutions / Special School hostels will have their own Security arrangement for the premises allotted in their favour.

14. The Agency shall compensate the DSSO, Puri in full for the loss sustained by the IIC on account of any theft, burglary and any other kind of intrusion in building/areas given for security. The amount of loss to be compensated by the agency shall be determined by the Collector, Puri. It shall be binding on the Agency. The agency shall also be fully responsible for any loss of materials and property etc. of the IIC attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All losses thus suffered by the IIC shall be compensated in full by the Agency. The decision of Collector, Puri in this regard shall be binding on the Agency.

15. The Agency shall arrange to provide dress/uniform to all the security personnel on duty and ensure good behaviour with all the staff of the IIC and as well as with the visitors and beneficiaries accommodated inside the IIC. They shall abstain from taking part in any staff union and association activities. The security personnel shall not be permitted to wear any odd wrappers. The dress shall be of uniform color and design. Each person deployed by the agency shall wear a badge bearing his name and designation.

16. The DSSO, Puri shall not be liable to provide any residential accommodation to the security personnel at IIC building. No cooking or lodging shall be allowed in the premises of the IIC.

17. The Security Agency shall bear all the expenses incurred on the following.

- (i) Provision of torches and cells to the Security Guards on night patrol.
- (ii) Provision of Lathis/Ballams and other implements to the security personnel.
- (iii) Stationery for writing duty charts and registers at the security check points and for making entries of the visitors
- (iv) Directors for frisking.

18. The security staff shall be bound to observe all the Instructions issued by the DSSO, Puri and the Authorized Officer concerning general discipline and behavior. In case, any person deployed by the Agency is inefficient, quarrelsome, infirm, and invalid or indulges in unlawful activity or the like, the Agency shall replace such person with a suitable substitute immediately.

19. The DSSO has also the right to check the various implements/torches etc. The Agency shall maintain these items to the satisfaction of the authorities concerned.

20. The security personnel deployed by the Agency shall be the employees of the Security Agency. The Agency shall bear all expenses in connection with the employment. The DSSO shall not be responsible financially or otherwise for any injury to the security personnel in the course of performing the security functions.

21. The Agency shall not be permitted to transfer / assign his rights and obligations under the contract to any other agency or organization or contractor.

22. The initial duration of the contract shall be one year and after the expiry of the said period of one year, the contract may, at the sole discretion of the Collector, Puri be extended for a further period of one year on the same rate and terms and conditions.. Collector, Puri shall have the absolute right to terminate the contract at any time without assigning any reason thereof, by giving to the Agency 15 days notice of his intention to terminate the contract. The Collector, Puri will also have the right to extend the contract on the same terms and conditions until such time, the new security agency take over in case fresh tendering.

23. In case the Agency wishes to terminate the contract, he shall give three months advance notice in writing to this effect to the DSSO, Puri.

24. In case of failure of the Agency to commence work or in the event of breach of any of the terms of the contract, the security deposit of the Agency shall be forfeited. Any sum of money due to the agency, including the Security deposit refundable to him under the contract may owe to the DSSO, Puri. The Collector, Puri may after cancellation of the contract get the work done through any other agency for the remaining term of the contract at the risk and costs of the Agency.

25. The duty hours of the security guards will be fixed by the Agency for the time being, until further orders. When the IIC will be fully functional, the duty hours of the Guards will be governed by the instructions of the DSSO, Puri and/or the IIC authorities.

This is regarding engagement of staff for IIC at Bangar, Gop.

In this connection, Govt. in SSEPD Deptt. resolution No.2967/SSEPD dtd.05.04.2021 placed at Flag-A may kindly be seen. One superintendent, Supporting staff and security guards are to be engaged in the IIC as per Govt. instruction.

Today the demarcation for construction of the boundary wall of the IIC was made by the Tahasildar, Gop in presence of the CPWD personnel and the villagers of the Bangar. Collector was also present in the demarcation site. In this connection a district level selection committee meeting for shifting of different homes managed by different NGOs of Puri District as well as Khordha district was held on 25.06.2021 and the proceedings of the meeting may kindly be perused at Flag-B. Different projects are likely to be shifted from the NGOs with approximately 500 inmates after taking over possession of the building from the CPWD (PIA), which is under process. The construction of boundary wall is also under progress.

The Collector has instructed in the site to run the project immediately and engage 8 Nos. of security guard as per Govt. provision through out sourcing basis for the safety of the building as well as smooth running of the IIC.

If pleases, a quotation call notice may kindly be invited from the reputed, well established and financially sound Security Agencies for selection at district level for providing security guards to the IIC as per terms and condition laid down in the Govt. resolution. In this connection, a district level committee may kindly be constituted consisting of the following officials **under the kind chairmanship of Collector** to select the out sourcing agency for the purpose.

- A
- 1-District Treasury Officer, Puri- Member
 - 2-District Labour Officer, Puri- Member
 - 3-DSWO, Puri -Member
 - 4-DCPO, Puri -Member
 - 5-DWO, Puri -Member

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In this connection the DSSO, Puri may be allowed to sign the quotation call notice inviting quotations from the reputed outsourcing agency and the said notice may be uploaded in the District website for information of general public. The date of District Level Selection Committee meeting may also kindly be fixed on 28.09.2022 so that the selection of agency will be finalized for providing security guard to the IIC.

For kind orders


DSSO

ADM(P)/Collector

Notes above.
No district level committee