

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	05-12-2023 15:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	05-12-2023 15:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	120 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Finance
<b>Department Name/विभाग का नाम</b>	Department Of Economic Affairs
<b>Organisation Name/संगठन का नाम</b>	Security Printing And Minting Corporation Of India Limited (spmci)
<b>Office Name/कार्यालय का नाम</b>	Janpath
<b>Item Category/मद केटगरी</b>	Manpower Outsourcing Services - Minimum wage - Skilled; Others; Security Guards , Manpower Outsourcing Services - Minimum wage - Skilled; Others; Security Supervisor
<b>Contract Period/अनुबंध अवधि</b>	1 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	48 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	5 Year (s)
<b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>	Yes
<b>MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है</b>	Yes
<b>Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है</b>	Yes

**Bid Details/बिड विवरण**

<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	11988114.74
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	Indusind bank
EMD Amount/ईएमडी राशि	239800

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	Indusind bank
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	10.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Narmadapuram  
Security Paper Mill, Narmadapuram  
(Security Paper Mill)

## Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

## MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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## MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening):-

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated

cost.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of work & Job description:**[1698126916.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:**[1698126927.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Security Guards ( 27 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Security Guards
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Vyom Tripathi Shivam	461005, Security Paper Mill , Narmadapuram , Madhya Pradesh	27	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 695</li> <li>• Bonus (INR per day) : 57.9</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 90.35</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 22.59</li> <li>• Provident Fund (INR per day) : 0</li> <li>• Number of working days in a month : 30</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Skilled; Others; Security Supervisor ( 3 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others
List of Profiles	Security Supervisor
Educational Qualification	Secondary School
Specialization	Not Required , Ex Serviceman
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years

Specification	Values
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Title for Optional Allowances 1	HRA
Title for Optional Allowances 2	Uniform Outfit Allowance
Title for Optional Allowances 3	Uniform Washing Allowance

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषितो/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषितो/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ प्रेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Vyom Tripathi Shivam	461005, Security Paper Mill ,Narmadapuram , Madhya Pradesh	3	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 924.35</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 120.17</li> <li>• Optional Allowances 1 (INR per day) : 73.95</li> <li>• Optional Allowances 2 (INR per day) : 46.22</li> <li>• Optional Allowances 3 (INR per day) : 27.73</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 0</li> <li>• Number of working days in a month : 30</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

#### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

#### 2. Generic

**Manufacturer Authorization:** Wherever Authorised Distributors/service providers are submitting the bid, Authorisation Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid

#### 3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

#### 4. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Security Paper Mill  
payable at  
Narmadapuram

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

#### 5. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

#### 6. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

Security Paper Mill  
payable at  
Narmadapuram

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

#### 7. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Security Paper Mill  
payable at  
Narmadapuram

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

#### 8. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Security Paper Mill, Narmadapuram  
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

#### 9. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

#### **ADDITIONAL TERMS & CONDITIONS (ATC)**

**1. Required Terms of Delivery:** F.O.R. Security Paper Mill Narmadapuram (Duly Unloaded).

**2. Destination:** Security Paper Mill, Narmadapuram (M.P.)-461005

**3. Payment Terms:** As per Bid condition.

**4.** Bidder Should Quote Prices Inclusive of GST And All Cost Components Such As Packing & Forwarding Details, Freight & Insurance Charges upto Destination etc. on FOR Security Paper Mill, Narmadapuram (Madhya Pradesh), India basis only.

**5. Liquidated Damages (LD) Clause:** If the contractor fails to deliver the goods and/or services or any installment thereof within the Delivery Period, SPM Narmadapuram shall, without prejudice to other rights and remedies available to SPM, Narmadapuram under the contract, deduct from the contract price, as Liquidated damages, a sum equivalent to the rate of 0.5 Percent of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods or services.

**6.** The terms and conditions, guidelines of SPMCIL Procurement Manual Version 2.0 will be applicable to this bid at any stage to avoid any conflict at later stage. Kindly refer General Instructions to Tenderer (GIT) and General Conditions of Contract (GCC) of SPMCIL Procurement Manual Version 2.0 for additional terms and conditions as per the links given below:

**GIT:** <https://spmCIL.com/uploaddocument/GIT/new.pdf>

**GCC:** <https://spmCIL.com/uploaddocument/GCC/new.pdf>

**7.** SPM (as Buyer) is liable to deduct TDS u/s 194Q @ applicable rate on goods purchases (if applicable). In case of deduction of TDS under section 194Q; the Supplier (Vendor) need not to charge TCS u/s 206C (1H) on invoicing on or after 01.07.2021.

**8.** Vendor has to submit declaration in specified format (*refer Buyer added Specific ATC*) for the compliance of Section 206AB of Income Tax Act, 1961. In case of non-submission of declaration; TDS will be deducted at higher rates (as applicable) as per section 206AB.

**9. GST Return:** Supplier should file the GST returns for outward supplies in time. SPM reserves the right to withhold the payment of further supplies till production of evidence of filing of Returns.

**10.** Bidder shall submit duly seal & signed copy of Scope of work and Undertakings.

## **11. Details of Service:**

(a) 27 Security Guards.

(a) 03 Security Supervisor must be Ex- Serviceman.

(a) Rates applicable for Security Guards as per minimum wages applicable CLC order wef 01.04.2023.

(a) Rates applicable for Security Supervisor as per DGR rates applicable DGR order wef 01.04.2023.

## **12. Service charges applicable as per Gem.**

### **13. PRE-QUALIFICATION CRITERIA**

#### **1. PQ criteria No. 1: Experience & Past Performance**

The bidder should have experience of having successfully completed similar services of supply of Security guards and Security Supervisor for the value of at least Rs. **47,95,245.90** in any one of the last five years ending on 31st March 2023.

***(Note: 'Startups and Micro and Small Enterprises' are exempted from 'Experience and Past Performance Criteria')***

#### **2. PQ criteria No. 2: Capability Equipment & Manufacturing Facilities**

The bidder must have capability to provide the relevant services.

***{Note: The requirement stated under capability, equipment and manufacturing facilities are applicable to all the bidders including MSEs & Startup Firms.}***

#### **3. PQ criteria No. 3: Financial Standings:**

- a) The average annual financial turnover of the bidder during the last three years, ending on 31.03.2023, should be at least **Rs. 47,95,245.90** as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India or equivalent in relevant countries.

***(Note: 'Start-ups and Micro and Small Enterprises' are exempted from 'Average Annual Turnover Criteria')***

- b) The bidder should not have suffered any financial loss for more than one year during the last three years, ending on 31.03.2023.
- c) i) The net worth of the Bidder should not be negative on 31.03.2023 and also  
ii) should not have eroded by more than 30% in the last three years, ending on 31.03.2023.

#### **Note:**

1. All experience, past performance and capacity/capability related data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder may be verified from the parties for whom work has been done.
2. All financial standings data should be certified by Certified Accountant's e.g. Chartered Accounts (CA) in India and Certified Public Accountants/Chartered Accountants of other countries.
3. Bidder to furnish stipulated documents in support of fulfilment of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer

## 10. Payment

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा

जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**

JOB SPECIFICATIONS AND SCOPE OF WORK OF SECURITY SUPERVISORS AND SECURITY GUARDS AT  
SPM NARMADAPURAM

**A. AREA COVERAGE FOR SECURITY SERVICES:**

Rendering continuous service in SPM, NARMADAPURAM as per the area indicated below:-

- SPM, Narmadapuram Colony (Phase 1, 2, 3 and 4)

**B. BROAD DETAILS OF SCOPE OF WORK:**

**a) Duties and responsibility of Security Supervisors:**

- 1) The Security Supervisor will be responsible for overall security and watch and ward arrangement of the premises where deployed.
- 2) Security Supervisor will ensure that all necessary instructions are communicated to the Security Guards, Armed Security Guards and there is no lapse of any kind in following these instructions.
- 3) The Security Supervisor of each shift is accountable for the activities of his security guards during the shift. Monitor Shift wise Security deployment & brief all staff for specific instructions of the day.
- 4) At the beginning of the shift he will completely take over charge from the outgoing Supervisor & while himself leaving on completion of his duty will hand over charge to the incoming Supervisor in clear detail about the activities performed & works pending completion.
- 5) He will ensure through the Security Guards, all entry & exit movements of Men, Material & Vehicles is authorised and no deviations are permitted unless authorised.
- 6) Before mounting the shift on duty the Supervisor will check the turn out of the staff, brief every guard of his post duties & pass on any specific instructions for the day for the concerned posts as applicable. Mobility of the guard on duty is of paramount importance.
- 7) During his duty he will monitor the checking of all out going / incoming workmen, contract labour, Contractors, & Vendors.
- 8) During his checking rounds, the Supervisor must try & gather information of any abnormal activities in his area of responsibility which if observed, first take corrective / preventive actions & simultaneously keep the Management informed through Estate Officer/Estate Custodian about it.
- 9) Ensure upkeep & highest standard housekeeping of the Main Gates & ensure functioning of all security gadgets & apparatus deployed for routine work.
- 10) Will follow the laid down procedure in case of Visitors. Will ensure he & his staff maintain a decent behaviour with anyone coming in or going out.
- 11) The Supervisor shall be duly trained in Fire safety operations. He should be trained to operate various fire extinguishers installed in the colonies and he will always be ready to assist with his available staff, in case of any accident or Fire Emergency.

*Vijay K. K. Shetty*

12) The Supervisor should conduct checks on regular basis to ensure the effective functioning of security staff.

13) During his shift he will also compulsorily move on all posts to check & ensure effective discharge of duties by the deployed Security Guards

14) The Shift Supervisor will ensure all phone calls are received promptly & where required the concerned message is noted down & passed on to the relevant persons / officials when they are available at the first next moment.

**b) Duties and responsibility of Security Guards:**

1) All Security Guards will report for duty ten minutes before their duty start time and will be well turned out.

2) After briefing by the Supervisor they will clear doubts if any on the instructions passed on the day.

3) The patrol duty guards will ensure that they remain mobile during their duty time. The other guards manning the security/ check posts should be vigilant and available at their posts.

4) The guards will keep a watch on the activities at the entrance/ exit gates as also inside the colony and any abnormality noticed will be instantly reported to the Supervisor on duty.

5) While on duty the guards will maintain a polite behaviour with the employees, residents and guests.

6) While on duty the guards will maintain a polite but firm behaviour with the contract labour but should not cause unnecessary obstruction to work.

7) Guards will not involve themselves in any of the activities they are supposed to check & prevent.

8) In case of any doubt the guard will not keep it to himself but will immediately seek help from Shift Supervisor or Security Officer/Consultant/Estate Custodian.

9) While on duty the guards will work with eyes open, mind receptive & shall take initiative to find abnormalities.

10) No guard, especially in night shift duty will ever be found sleeping. If found, sleeping on duty the guard will require to be removed from all of SPM's properties and the Security Agency will be penalized monetarily as per the penalty clause.

11) Guards on main gate duty will check the incoming/ outgoing employees/visitors/contractors/labourers, etc.

12) The guard on main gate will maintain a log book for all visitors, vehicles and a separate log book in case of domestic helps, contractors, labour etc.

13) The guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises. The guards on duty will also take care of all the vehicles parked in the parking sites located within the premises of the SPM.

*Uyom P. S. Shetty*

- 14) The guard should ensure that the street-dogs and stray cattles do not enter into the premises.
- 15) It should be ensured that flower plants, trees and lawns are not damaged either by the staff or by the outsiders.
- 16) The Security Guards/ Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.
- 17) In emergent situations, Security Staff/ Supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards/ Supervisors should be sensitized for their role in such situations.
- 18) The Security Supervisor/Guards are required to display mature behaviour, especially towards ladies, children and elderly persons.
- 19) Any Security Guard on duty shall not leave the premises until his reliever reports for duty.

#### C. WORKING TIME

Normal Working Hours shall be as follows from Monday to Sunday -

A Shift (06:00 am to 02:00 pm)

General Shift (09:00 am to 06:00 pm)

B Shift (02:00 pm to 10:00 pm)

C Shift (10:00 pm to 06:00 pm)

*By on to path Shury*



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### वचन बंध (Undertaking)

प्रमाणित किया जाता है कि 27 कुशल संविदा श्रमिकों (सिक्युरिटी गार्ड) की 1 वर्ष की आपूर्ति के लिए GeM Bid में दर्शाई गई न्यूनतम मजदूरी की दरें Minimum wages Act के अंतर्गत भारत सरकार, श्रम और रोजगार मंत्रालय, मुख्य श्रमायुक्त (केन्द्रीय), नई दिल्ली के आदेश क्र. File No. 1/5(1)/2023-LS-II दिनांक 03.04.2023 के अनुसार कुशल/अतिकुशल संविदा श्रमिकों के लिए दिनांक 01.04.2023 से प्रभावशील संशोधित न्यूनतम मजदूरी की दरों के अनुसार है।

दिनांक : 12.10.2023

(911/13/10/23)  
(व्योम त्रिपाठी शिवम)  
उप प्रबंधक (विधिक)

