

QUOTATION FOR SECURITY SERVICES

Delhi Public School, International (Security Service Contract)

Dear Sir/Madam,

Sealed quotations are invited as per proforma enclosed herewith as **Annexure 'A'** for awarding of Security Service Contract for Saket & R.K. Puram (junior branch) for one year on behalf of the Principal, Delhi Public School International, P-37, Sector-VI, Pushp Vihar, M.B. Road, Saket, New Delhi-110 017, as per the terms and conditions and schedule of work etc. (annexure attached).

Terms & Conditions:

1. Quotation along with details of rate for 08 hrs. & 12. hrs. duty separately and your brochure with present client list should reach the undersigned by 21st January, 2024 (03:00 p.m.) positively.
2. Please treat it as urgent.
3. **Envelope should be superscribed as "Quote for School Security Contract".**

With regards,

Principal

QUOTATION

Date: _____

**The Principal
DPS International
Saket, New Delhi**

Dear Madam,

We are pleased to submit our best rates.

The minimum wages allowances, accommodations if any, National and Gazetted holidays, weekly off days or any other statutory requirement as be required to be complied with from time to time.

Total Quoted Amount of Service Charge: _____

Any other conditions: _____

With regards,

Authorized Signatory (Sign. with Company Seal): _____

M/s _____

Ph.: _____

Email: _____

Scheduled of Work – Security Services at DPS International

1. Premises/ Venue - DPS International, Saket and R.K. Puram
2. Staff requirement - Adequate Security Personnel along with Security Supervisor and Guards/Lady Guards. Guards and Supervisors must be professionally trained.
3. Duration of contract - One year from the date of signing of contract subject to satisfactory service.
4. Termination of the Contract - Contract terminable by giving one month notice in advance on either side.
5. Turn out of workers. - Proper uniform will be supplied by the security agency the guards/ supervisor are desired to enter school premises in a proper uniform. Guards/ Supervisors without uniform won't be allowed.
6. No. of Guards/Supervisors to be Provided and the amount you have to pay per month

Req. Staff	Saket	Duty Hours	R.K. Puram	Duty Hrs.	Mini. Wages	Over Time	E.P.F.	E.S.I.	Total
Sup.	02	12 hrs.	01	12 hrs.					
Guard	06	08 hrs.	01	12 hrs.					
Guard			01	08 hrs.					
Lady Guard	01	08 hrs.	01	08 hrs.					
Total									13

7. Guards and supervisors should be medically fit to resume duties subject to Medical examination from Govt./Private Hospital essentially.
8. Verification of character-Each Guard/Supervisor deputed in the school will be accepted only if verification of character and antecedent is verified from police authority.
9. Ex. Army/Ex-PMF/Ex Policeman with very good/exemplary conduct at the time of retirement/discharge.

10. Experience security guards – Trained Guards with minimum three years experience will be deployed in the school.
11. Minimum Educational qualification standard: Security Guard – Higher Secondary and in no circumstances less than Matriculates. Security Supervisor – Graduate if direct appointees with experience in security supervision operation. In case of Ex-Army, PMF, Etc exemplary/very good conduct assessment at the time of discharge from Armed forces.
12. Fire Fighting Training – Security personnel must be trained in the Fire Fighting Operation.

General Conditions:-

13. That the security agency shall ensure provision of Security Guard, who are well trained and qualified to appreciate the school requirements and perform their duties in an efficient and required manner.
14. The personnel shall be qualified to look after the duties of gate management, flow of material through gates keeping of various documents and records, general vigilance of the area, visitors and traffic management, etc. with all responsibility and confidentiality .
15. That the security agency shall provide security services for the security and safety of all persons and properties of the school in a professional manner. The security agency should have the license under PSARA and Contract Labour Act.
16. Adequate supervision and checking will be provided to ensure correct performance of the said security services in accordance s agreed upon and also as shall be issued subsequently by the school authorities from time to time.
17. That the school authorities according to their needs from time to time will decide the strength and types and nature of security duties to be performed. The security agency shall perform duties as per instruction issued by school authorities according to the need.
18. The security agency and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the school property under their charge or in the area of responsibility as given to them by the school, and shall not knowingly lend to any person or company any of the effects or assets of the school.
19. The security agency and its staff shall abide by all statutory requirements like minimum wages, ESI, EPF, etc. or any other legal requirement laid down by the state or Central Government, from time to time in respect of personnel deployed by them. The school authorities shall not be liable in any manner whatsoever in this regard. The agreement will in no manner be constructed so as to confer the employee's relationship between the school and security personnel.

20. Confidentially - the security agency will endeavor that its staff shall not at any time , without the consent of the client in writing , divulge or make known any trust accounts matter or transaction undertaken or handled by the client and shall not disclose to any person information relating to the affairs of the client. This clause does not apply to information which is or becomes public knowledge.

21. Rates/ Escalation Clause: That the school pay to the security agency lump sum charges/Wages as for strength provided to the school at the rates decided which will include minimum wages allowances, accommodations if any, National and Gazetted holidays, weekly off days or any other statutory requirement as be required as be required to be complied with from time to time.

22. The rate include all statutory liabilities mentioned like EPF, ESI etc, as prescribed on the date of contract. The increase in minimum and or any other statutory increase by state/ central Government will attract corresponding increase in rates. The school is not liable to pay or incur any other sum or expenses to the security agency or its personnel except the lump sum charges/wages.

23. In the event of any theft, pilferage or damage to the school properties /materials, if it is found that the theft, pilferage or damage occurred due to the negligence or act or commission or omission of the personnel provided by the first pay, the first party shall undertake to indemnify the second against costs of all such losses and expenses arising out of or occasioned as result thereof.

24. Whenever required a joint enquiry committee can be constituted to sort out the facts of any case on the orders or the school authorities.

25. The security agency will submit all necessary records concerning ESI, EPF, etc. deposited with the concerned government authority from time to time and as and when required by the school authority from time to time and as and when required by the school authorities. However, the monthly return of such deposits towards EPF/ESI along with specific ESI/EPF numbers allotted to each employee shall be provided o the school authority with the monthly bill of the succeeding month for verification of the same by the school.

26. On commence of the contract, the security agency will have to be deposited an amount of Rs 50,000/- interest free security money, which shall be refundable on completion of the contract.

**Principal
DPS International**