

Engagement of Security Agency for WAMUL premises at Panjabari in Kamrup (Metro) & Cattle Feed Plant (CFP) Changsari in Kamrup (Rural) District in Assam

REQUEST FOR QUOTATION (RFQ)



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The West Assam Milk Producers' Co-operative Union Ltd.

PURABI DAIRY

REQUEST FOR QUOTATION (RFQ)

Ref No:-WAMUL/Admin/RFQ/20-21/01

09.11.2020

The West Assam Milk Producers' Cooperative Union Ltd (WAMUL) invites sealed quotations for Deployment of Security personnel through security agency at WAMUL premises ,situated at Panjabari ,Guwahati in the District of Kamrup (Metro) and at Cattle Feed Plant (CFP) situated at Changsari in the district of Kamrup (Rural)

The interested parties are required to submit both the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover subscribing "Tender for Engagement of Security Personnel at WAMUL & CFP and should reach WAMUL at 13.00 hours on or before 08th December 2020 addressing to "The Managing Director", WAMUL, R. K. Jyoti Prasad Agarwala Road, Panjabari, Guwahati – 781037". *You need to quote your rate in two envelope :1st cover contains eligibility criteria, scope of work, sealed singed copy of RFQ and 2nd cover contains price bid(price bid to be offered as per the format given at Annexure-V(A) & (B)*

Sl. No	Item	Start date & Time
1	Bid Submission start Date	09.11.2020 12 hrs
2	Bid submission End Date	08.12.2020 12.00 hours
3	Bid opening date(Technical)	08.12.2020 13.00 hours

For any future clarification and/or corrigendum(s) shall be communicated at Purchase Department section at WAMUL (Purabi Dairy) Panjabari Office.

GENERAL INFORMATION:

Nature of Service : Deployment of Security personnel through security agency at WAMUL premises ,situated at Panjabari ,Guwahati in the District of Kamrup (Metro) and at Cattle Feed Plant (CFP) situated at Changsari in the district of Kamrup (Rural)

Location (WAMUL Premises) : The West Assam Milk Producers Co- operative Union Ltd, R.K. Jyoti Prasad Agarwala Road, Panjabari, Guwahati- 781037.

Deployment of Security : WAMUL Premises
Security Supervisor/Incharge(Unarmed)- 1 No
Security Guards (Unarmed) –13 Nos.

Location (Cattle Feed Plant) : Cattle Feed Plant(CFP)
Security Supervisor/Incharge (Unarmed)- 1 No
Security Guards (Unarmed) – 4 Nos.
: Dhopatari Bazar, Changsari, Kamrup (Rural) Assam, PIN CODE- 781101.



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R.K. Jyoti Prasad Agarwala Road, Panjabari, Guwahati- 781 037
E-mail: purabimilk@gmail.com • Website: www.purabi.org, GST No. 18AAAJW0070G1Z6

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Terms and Conditions for Request for Quotation (RFQ)

1. Eligibility criteria of the bidder

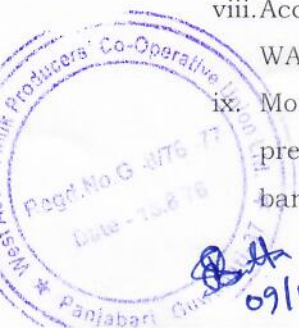
- i. Bids are invited for Engagement of Security Personnel through Security agency, details of the agency to be given as specified at Annexure-1
- ii. Eligibility criteria at Annexure-II

2. SCOPE OF WORK (WAMUL & CFP Premises)

As per – Agreement at Annexure – VI

3. Terms of Reference(TOR)

- i. The contract will be for a period of 1(one) year for both WAMUL Premises at Guwahati and Cattle Feed Plant (CFP) at Changsari. The contract period may further extended subject to satisfactory performance during the contract tenure.
- ii. The Service provider will not employ any person below the age of 18 years.
- iii. The Agent will furnish the name and background of Supervisor and all the Guards to be deployed by the Agent and verify their character and antecedents and inform WAMUL.No Security personnel shall be replaced without written consent from WAMUL.
- iv. The Agent will also ensure that Security personnel remain detached from influence of local anti-social inhabitants and do not indulge in any political or Union activities.
- v. The agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, Employees State Insurance, Maternity Benefit and other labour laws in respect of the persons deployed by it in the WAMUL. The service provider will be liable to pay the security personnel at least the minimum wages as per wages fixed under the Minimum Wages Act by O/o The Labour Commissioner, Govt. of Assam by 7th day of every month.
- vi. The agreement will be a commercial agreement and is not of employment. There will be no employer-employee relationship between the WAMUL and Agent's employee as per this Agreement. The WAMUL shall not be liable for any statutory requirement under different labour legislations as far as the employees of the Agent are concerned.
- vii. The Security Agency will provide all required uniforms, raincoat and such other materials that may be required from time to time to perform the Agent's duty effectively and/or as may be considered necessary by the WAMUL in this regard. However, WAMUL will provide all required registers, stationeries, & torch light (including cells).
- viii. Accommodation of Security personnel deployed at both LMP & CFP will be provided by WAMUL inside WAMUL & CFP Premises.
- ix. Monthly bills should be supported by copies of deposit challans of PF, ESI of the preceding month ,Salary Slips of deployed security guards/supervisor along with their bank account details/statement for cross verifications. In case of these contributions



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being deposited in lot by the same challans certificates on the copies of such challans should be given by the Agent indicating that the contributions in respect of the security guards/supervisor.

- x. If any dispute difference arises between WAMUL and the Agency in respect of this agreement or concerning anything herein contained or arising out of this Agreement or as to the rights, liabilities, duties of the two parties, the same shall be referred to Sole Arbitrator or an Officer appointed by the Managing Director of WAMUL.
 - xi. The Award of the Arbitrator shall be final and binding on the parties to this contract. In the event of death of arbitrator or arbitrators being unable to act for any reasons, it shall be lawful for the West Assam Milk Producers' Cooperative Union Ltd. to appoint another Arbitrator in place of the outgoing arbitrator in the manner aforesaid.
 - xii. Subject as aforesaid, the Arbitration Act, 1940, and Rules there-under and any statutory modification thereof for the time being the force shall be deemed to apply for the arbitration proceedings under this Clause
4. EMD: The bid security (EMD) of Rs 40,000/-(Rupees Forty Thousand only) should be paid by Demand Draft in favour of "West Assam Milk Producers Cooperative Union Ltd" payable at Guwahati. The EMD can be forfeited by the Purchaser, if the bidder is not earnest about their bid and withdraw it before the validity period is over. The EMD of unsuccessful tenderers will be returned without any interest, after a decision is taken regarding the award of the contract.
 5. **Performance Security** The successful bidder shall furnish to the WAMUL a performance security @10% of the bid value in the form of Bank Guarantee or a Bank Draft from any Nationalized/Scheduled Bank in favor of "The West Assam Milk Producers Cooperative Union Limited, Juripar, Panjabari, Guwahati-781037" within 30 days along with the acceptance copy of the agreement and shall be valid till the contract completion period .The Performance Security furnished by the successful bidder will be retained by the office up to the entire contract period and returned within 60 days of expiry of the contract. The PBG held by the office till it is returned to the successful bidder will not earn any interest.
 6. **Validity of the Quotation:** Quotation must be valid for 120 days from the due date of Submission The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 7. Price Bid
 - 7.1 The rates shall be quoted in INR (Indian Rupee) only.
 - 7.2 The GST, if applicable, shall be quoted separately. GST, charges in connection with the services shall be taken into account in evaluation
 - 7.3 The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be adjusted/ amended on any account except in case of statutory changes as per Government notifications from time to time.
 - 7.4 The bidder should submit only one quotation. The bidder shall abstain from meeting/ contacting other bidders in matters related to this bid.

8. Evaluation of Quotations

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8.1 Technical Evaluation: The first cover of the bid i.e the technical cover will be evaluated as per eligibility criteria contains all relevant details and documents to confirm bidder's eligibility criteria as referred at Annexure-I, II,III,IV. Technically qualified bidder shall be notified of the date of opening of financial bid.

8.2 Financial Evaluation: The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. qualified in the 1st cover (Technical) and are:

- a) Properly signed and furnished with supporting documents
- b) Conforming to the terms and conditions and submission of relevant details and documents at cited above i.e. from Annexure -I,II,III,IV
- c) Meeting the criteria of least quoted rate as specified in the format of quotation at Annexure-V
- d) The evaluation shall be made together for WAMUL & CFP

9. Selection and Award of contract:

WAMUL will award the contract to the bidder whose quotation has been determined to be substantially responsive, confirms to the eligibility criteria, other terms and conditions and who has quoted the lowest evaluated quoted price. The acceptance of a tender will rest with WAMUL which does not bind itself to accept the lowest tender.

9.1 Notwithstanding the above, WAMUL reserves the right to accept or reject any bid and cancel the bidding process at any time prior to the award of contract.

9.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period.

10. Cancellation and Rejection of Contract:

WAMUL shall be free to cancel the contract if the service provider is not able to comply to the terms and conditions laid down in the agreement by giving one months' notice to the Service Provider.

11. For any dispute/legal issues, the jurisdiction will be at Guwahati only.

Quotation can be submitted in person on or before the due date and time specified above. Such quotation should be dropped in the tender box only kept at the Office of the "West Assam Milk Producers Cooperative Union Limited, Juripar, Panjabari-Guwahati-781037"

Alternatively, the bidder can submit the quotation by registered post so as to reach the above address on or before the due date and time specified above. Quotation received after due date and time will not be considered and WAMUL shall not be liable or responsible for any postal delays.

The completed RFQ document duly signed on all the scanned signed pages by WAMUL should be submitted by the bidder along with the offer letter.

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Sd/-
Managing Director

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Annexure-1

(Basic Details)

Details of the agency interested in providing Security Services on Contract to West Assam Milk Producers' Co-operative Union Limited, Guwahati/ Cattle Feed Plant, Changsari.

1. Name of the Company/Firm/Agency :
(Attach Certificate of Registration)
2. Name of the Proprietor/Director of
Company/Firm/Agency :
3. Full Address of Reg. Office with Regn.No. :
4. Telephone No. :
5. Fax. No. :
6. E-Mail Address :
7. PAN/GIR/TIN No.(Attach Attested Copy) :
8. Labour Regn. No. (Attach Attested Copy) :
9. GST Regn. No. (Attach Attested Copy) :
10. E.P.F Regn. No. (Attach Attested Copy) :
11. E.S.I Regn. No. (Attach Attested Copy) :
12. PSARA Regn. No.
(License under Private Security Agencies)
(Regulation) Act 2005

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Annexure -II

Technical evaluation Criteria for vendors
(Subject to satisfying minimum passing mark: 70 ,shall be considered for financial Bid Opening)

	Evaluation criteria	Overall Score	Breakup
			Rating Scale
Security Service		100	
1	Security service provided in Last 5 years (No of similar assignments),Relevant document required is Work Order/Purchase Order/Work completion certificate/GST Invoice copy, party need to fill the Annexure-III	24	
	20- 40		10
	41 - 80		18
	More than 80		24
2	Turn-over of the firm during each of the last 3 years (Relevant documents required is balance sheet of last 3 years FY 16-17,17-18,18-1 along with audited CA certified copy as referred in Annexure-IV)	24	
	40 Lakhs to 60 Lakhs		10
	60 Lakh to 100 Lakh		18
	Above 100 Lakhs		24
3	Total security work force strength Supervisor/Guards(Unarmed)(Relevant document required regarding work force strength shall be submitted along with PF & ESIC registration no of security personnel)	20	
	Security personnel up to 100 Nos. (Unarmed)		10
	Security personnel 100 to 200 Nos. (Unarmed)		15
	Security personnel above 200 nos. (Unarmed)		20
4	Presence in WAMUL Operational Area Regional Office (Relevant document required is Address proof of office location)	12	
	Not Available in Northeast India		1
	Available in Northeast India		7
	Available in Assam		12
5	Security service in Dairy/ Food/FMCG industry (Relevant document required is Work Order/Purchase Order/Work completion)certificate/GST Invoice copy, party need to fill the Annexure-III)	20	Experience in dairy/food/FMCG industry
	0 - 1		10
	1 - 2		15
	More than 2		20
Total		100	100

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(Credentials) Annexure-III

MAJOR CONTRACT DETAILS (Last 5 years)					
SL.NO.	NAME & ADDRESS OF THE CLIENT (along with details of contact person's Name/telephone/ fax numbers	NO. OF SECURITY PERSONNEL PROVIDED	CONTRACT VALUE (Rs. in lakhs/month)	DURATION OF CONTRACT	
				FROM	TO
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

(If the space provided is insufficient, a separate sheet may be attached)

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Annexure-IV

(Financial Details)

Letter Pad of CA Firm

TO WHOMSOEVER IT MAY CONCERN

We..... based on audited books of accounts for the financial year 2016-17, 2017-18, 2018-19 and verification of documents, records and information provided to us by the Management of

....., having its registered office at.....

..... Confirm the following:

Sl No	Financial Year	Turnover (Rs.)
1	2016-17	
2	2017-18	
3	2018-19	

Date:

Signature

Place

Seal/Stamp of CA Firm

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Annexure-V-(A)

For WAMUL Premises at Panjabari ,Guwahati ,Kamrup (Metro)

SL NO	Particulars	One Unarmed Security Guard (Rs)	One Unarmed Security Supervisor (Rs)
1	Wages for a month		
2	VDA		
3	Fooding Allowances		
4	PF		
5	ESIC		
6	Leave		
7	Bonus (To be paid monthly)		
8	Uniform & Safety Wear		
9			
10			
11			
12			
13			
14			
15			
16			
17			
18	Total - A		
19	Agency Charge		
20	Total- B		
21	Gross (A + B)		
22	Total inclusive of (GST)		

a) Security Guards – 13 Nos. - =

b) Security Supervisor – 01 No =

Total in (Rs)

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Annexure-V-(B)

For Cattle Feed Plant (CFP) at Changsari ,Kamrup (Rural)

SL NO	Particulars	One Unarmed Security Guard (Rs)	One Unarmed Security Supervisor (Rs)
1	Wages for a month		
2	VDA		
3	Fooding Allowances		
4	PF		
5	ESIC		
6	Leave		
7	Bonus (To be paid monthly)		
8	Uniform & Safety Wear		
9			
10			
11			
12			
13			
14			
15			
16			
17			
18	Total - A		
19	Agency Charge		
20	Total- B		
21	Gross (A + B)		
22	Total inclusive of (GST)		

- a) Security Guards – 04 Nos. =
 b) Security Supervisor –01 No =

Total in (Rs.)

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Annexure - VI

Copy of Agreement

ARTICLE OF AGREEMENT MADE this day of.....BETWEEN THE WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION LIMITED, (WAMUL) a society registered under the Societies Registration Act, 1949 and having its Registered Office and Head Office at Juripar, Panjabari, Guwahati in the state of Assam hereinafter referred to as 'WAMUL' (which expression shall, unless repugnant to the context of meaning thereof, include its successors in interest and assigns) of the ONE PART AND M/s..... having its Registered office at in the state of Assam, hereinafter referred to as 'The Agency' (which expression shall, unless repugnant to the context of meaning thereof, include their successors in interest and assigns) of the OTHER PART.

Whereas the WAMUL has decided to engage an Agency for looking after the security arrangement of WAMUL(Head Office & Liquid Milk Plant) premises situated at Guwahati, consisting of buildings, plant & machinery, vehicles and various kinds of store and stock etc.,and Cattle Feed Plant(CFP) situated at Changsari, in the District Kamrup (R). The Agency has agreed to look after these on the terms and conditions herein contained. The Agreement will be initially for a period of **ONE YEAR** with effect from to with the option of WAMUL to renew it for further period at a time or from time to time on the same terms and conditions or on such terms and conditions as may be mutually agreed upon. The agreement is, however, terminable earlier by either party giving one month's notice in writing during the currency of the contract. The Agency shall, however, not leave the services agreed till the WAMUL can arrange some alternative agency to perform these services and in no case this period shall exceed three months.

1. For proper security, ensuring safeguarding the property and the stores and the safety of the people who will be staying inside the WAMUL premises and CFP Premises for effective and efficient working of security arrangement, the agency will deploy following staff :-

Numbers of Security Personnel at WAMUL Premises

- a. Security Supervisor – 1 (One) No.
- b. Security Guard (Unarmed) – 13 (Thirteen) Nos.

Numbers of Security Personnel at CFP ,Changsari Premises

- a. Security Supervisor – 1 (One) No.
- b. Security Guard (Unarmed) – 04 (Four) Nos.

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The WAMUL shall pay to the agency at the rate of the following rates:

SL NO	Particulars	One Unarmed Security Guard (Rs)	One Unarmed Security Supervisor (Rs)
1	Wages for a month		
2	VDA		
3	Fooding Allowances		
4	PF		
5	ESIC		
6	Leave		
7	Bonus (To be paid monthly)		
8	Uniform & Safety Wear		
9			
10			
11			
12			
13			
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15			
16			
17			
18	Total - A		
19	Agency Charge		
20	Total- B		
21	Gross (A + B)		
22	Total inclusive of (GST)		

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- i. The contract will be for a period of 1(one) year w.e.f to for both WAMUL Premises at Guwahati and Cattle Feed Plant (CFP) at Changsari. The contract period may further extended subject to satisfactory performance during the contract tenure.
- ii. The Service provider will not employ any person below the age of 18 years.
- iii. The Agency will furnish the name and background of Supervisor and all the Guards to be deployed by the Agency and verify their character and antecedents and inform WAMUL. No Security personnel shall be replaced without written consent from WAMUL.
- iv. The Agency will also ensure that Security personnel remain detached from influence of local anti-social inhabitants and do not indulge in any political or Union activities.
- v. The agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, Employees State Insurance, Maternity Benefit and other labour laws in respect of the persons deployed by it in the WAMUL. The service provider will be liable to pay the security personnel at least the minimum wages as per wages fixed under the Minimum Wages Act by O/o The Labour Commissioner, Govt. of Assam by 7th day of every month.
- vi. The agreement will be a commercial agreement and is not of employment. There will be no employer-employee relationship between the WAMUL and Agency's employee as per this Agreement. The WAMUL shall not be liable for any statutory requirement under different labour legislations as far as the employees of the Agency are concerned.
- vii. The Security Agency will provide all required uniforms, raincoat and such other materials that may be required from time to time to perform the Agency's duty effectively and/or as may be considered necessary by the WAMUL in this regard. However, WAMUL will provide all required registers, stationeries, & torch light (including cells).
- viii. Accommodation of Security personnel deployed at both LMP & CFP will be provided by WAMUL inside WAMUL & CFP Premises.
- ix. The actual deployment of staff on different shifts at various Units/Locations and at the gate and for patrol duty should be worked out in consultation with the Managing Director, WAMUL or his authorized representatives, i.e. Officer In Charge.
- x. The Security Guard service should be provided round the clock from zero-zero hours on all seven days of the week. The WAMUL reserves the right to deduct a sum proportionate to one day's charge from the charges as referred to in Page No.2 here of payable for every single absence. Similarly, if any guard is found sleeping/negligent in discharging his duties, the WAMUL shall have the right to deduct a sum proportionate to two days charges from the charges payable as aforesaid for every such default. The decision of the Managing Director, WAMUL shall be final and binding in all such cases.





- xi. Monthly bills should be supported by copies of deposit challans of PF, ESI of the preceding month ,Salary Slips of deployed security guards/supervisor along with their bank account details/statement for cross verifications. In case of these contributions being deposited in lot by the same challans certificates on the copies of such challans should be given by the Agency indicating that the contributions in respect of the security guards/supervisor.

XII Arbitration

- a) If any dispute difference arises between WAMUL and the Agency in respect of this agreement or concerning anything herein contained or arising out of this Agreement or as to the rights, liabilities, duties of the two parties, the same shall be referred to Sole Arbitrator or an Officer appointed by the Managing Director of WAMUL.
- b) The Award of the Arbitrator shall be final and binding on the parties to this contract. In the event of death of arbitrator or arbitrators being unable to act for any reasons, it shall be lawful for the West Assam Milk Producers' Cooperative Union Ltd. to appoint another Arbitrator in place of the outgoing arbitrator in the manner aforesaid.
- c) Subject as aforesaid, the Arbitration Act, 1940, and Rules there-under and any statutory modification thereof for the time being the force shall be deemed to apply for the arbitration proceedings under this Clause
- d) Work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to or payable by the West Assam Milk Producers' Cooperative Union Ltd. shall be withheld on account of such proceedings.
- e) Upon every such reference, the assessment of costs incidental to the reference and award respectively shall be in discretion of the Arbitrator.
- f) The venue of arbitration shall be Guwahati, with the consultation of the parties thereto
- xiii. The agency has to furnish to the WAMUL a performance security @10% of the bid value in the form of Bank Guarantee or a Bank Draft from any Nationalized/Scheduled Bank in favor of "The West Assam Milk Producers Cooperative Union Limited, Juripar, Panjabari, Guwahati-781037" within 30 days along with the acceptance copy of the agreement and shall be valid till the contract completion period .If any loss is



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suffered by the WAMUL for the purpose associated, WAMUL will be able to reimburse such losses by invoking Bank Guarantee and if the entire loss is reimbursed the Security Agency will pay the balance amount of such loss within 30 (thirty) days from the date of demand. The Bank Guarantee would be invoked immediately on any case of theft, robbery and pilferage. The amount of invoked Bank Guarantee would be refunded to the Security Agency in case it is conclusively proved that the theft, robbery and pilferage occurred due to reasons beyond control of Security Agency and this was not due to negligence or involvement by/of the Guards of Security Agency.

- xiv. Any clauses stated in the agreement can be modified or amended by WAMUL. Any such amended clause shall have binding upon the agency
- xv. Termination: Either party may terminate this agreement by giving one month notice in writing assigning any reason thereof.
- xvi. This agreement shall automatically come to an end on,if not terminated by either party or extended/renewed further.

XVII. SCOPE OF WORK (WAMUL Premises)

Duty of the Agency shall be as under:-

- I. To check/prevent unauthorized personnel from entering the premises.
- II. To ensure that nobody interferes in the smooth entrance and exits of vehicles, visitors and staff and goods to and fro. All outgoing vehicles should be checked without exception. It may frisk employees if it feels necessary at the entry and exit of the employees.
- III. To control movement of the material coming in or going out by inspection at appropriate positions maintaining suitable records and as per directions of Managing Director, WAMUL or his authorized representative issued from time to time.
- IV. Proper monitoring of movement of manpower (employees & outsourced workers)
- V. Proper monitoring of office vehicle movements from the office premises.
- VI. Proper record keeping of IN time & OUT time of all goods vehicles, Milk tankers, Trucks, water tankers, Refrigerated Vans etc.at Security gate.



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- VII. To regulate the entries of Contractor's workers as per the system prescribed by the WAMUL and to check and record the appliances, tools, plants and vehicles brought by the Contractors for use inside the LMP. To maintain record register with signature of workers with IN & OUT Time.
- VIII. To monitor & regulate/instruct employees who are going out of WAMUL premises without OUT punch and coming in without IN punch to mark their attendance in the Bio metric Attendance system installed at the Security Gate.
- IX. Vehicles carrying raw materials, machineries etc. will be allowed to enter the premises only after receiving permission slip from store branch. The registration no. of vehicles with challan no. types of raw materials etc is to be noted in register with proper signature of drivers/helpers. Likewise only after receiving official permission slip the same vehicles is allowed to go out.
- X. To apprehend miscreants, prevent tampering of doors and windows locks of the godown/cold store/office etc. and prevent/intervene, if there is any attempt at damaging anything including machinery etc. and removal of any goods, stores inside the premises.
- XI. Collect Gate Passes and record of gate passes is to be maintained and these should be presented to the Officer-in-Charge for signature at regular intervals. To allow only authorized visitors and also record their staying time and guide the visitors, if necessary.
- XII. The Guard shall not allow movement of any materials outside the complex premises without requisite gate passes signed by appropriate officers. The WAMUL shall supply full signature of the appropriate officers to the Guards at the gate and all challans and Orders will be signed in fully by such officers only. The Agency will ensure that Guards on duty at the gate should be extremely courteous to the visitors and should give them proper guidance and assistance in obtaining gate passes etc. for going outside the plant/complex/office.
- XIII. Round the clock vigilance of WAMUL Premises.
- XIV. Ensure that the office & cash counter is closed and locked after office hours. Check all the doors/windows, water taps of office premises, checking of all lights/ fans, electrical appliances to ensure it's turned off. The security should also switch on & off the street lights inside the premises as and when required. In case of street lights not working ,security to register complaint with Maintenance team/Admin team.

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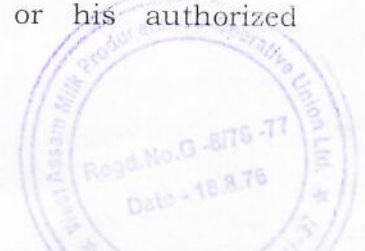
- XV. In case of theft, the WAMUL shall report the matter to the Police Authority and thereafter the Agency shall regularly follow up the matter with the Police till recovery of the lost materials and made over. The Agency shall also keep informed the Managing Director or competent authority of WAMUL regarding the progress of the case.
- XVI. Round the clock duty in Despatch –dock. The detail duties will be as follows
- a) Monitoring of Handover – takeover of Milk & milk Products from LMP to Dispatch team under Marketing Department.
 - b) Monitor and record of white butter & Table butter stock while removing stocks from Cold Storage Room by the concern department of WAMUL. The keys of the cold storage will be in custody of Security Personnel.
 - c) Monitoring of Loading/Unloading Milk/Milk Products into vehicles
 - d) Accounting of inward & outwards of Milk crates. Maintain records of incoming and outgoing milk crates on daily basis. Physical verification of milk crates for reconciliation on weekly/fortnightly or monthly basis in presence of the representatives of Dairy plant, Marketing and Security agency. After physical reconciliation of milk crates, the difference in quantity of Milk crates with the records shall be recovered from security agency at cost of Maximum Retail Price (MRP) of milk crate at Market.
- XVII. Any other security related duties assign by the competent authority of WAMUL from time to time.

XVIII. SCOPE OF WORK (Cattle Feed Plant (CFP))

- i. To check/prevent unauthorized personnel from entering the premises.
- ii. To ensure that nobody interferes in the smooth entrance and exits of vehicles, visitors and staff and goods to and fro. All outgoing vehicles should be checked without exception. It may frisk employees if it feels necessary at the entry and exit of the employees.
- iii. To control movement of the material coming in or going out by inspection at appropriate positions maintaining suitable records and as per directions of Managing Director, WAMUL or his authorized representative issued from time to time.

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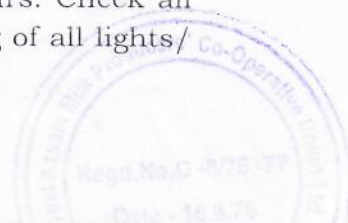
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- iv. Proper monitoring of movement of manpower (employees & outsourced workers)
- v. Proper monitoring of office vehicle movements from the office premises.
- vi. Proper record keeping of IN time & OUT time of Vehicles at Security gate.
- vii. To regulate the entries of Contractor's workers as per the system prescribed by the WAMUL and to check and record the appliances, tools, plants and vehicles brought by the Contractors for use inside the CFP. To maintain record register with signature of workers with IN & OUT Time.
- viii. To monitor & regulate/instruct employees who are going out /coming to CFP premises to mark attendance with IN & OUT time along with signature in the attendance register.
- ix. Vehicles carrying raw materials, machineries etc. will be allowed to enter the premises only after receiving permission slip from concern authority. The registration no. of vehicles with challan no. types of raw materials etc. is to be noted in register with proper signature of drivers/helpers. Likewise only after receiving official permission slip the same vehicle is allowed to go out.
- x. To apprehend miscreants, prevent tampering of doors and windows locks of the godown/cold store/office etc. and prevent/intervene, if there is any attempt at damaging anything including machinery etc. and removal of any goods, stores inside the premises.
- xi. Collect Gate Passes and record of gate passes is to be maintained and these should be presented to the Officer-in-Charge for signature at regular intervals. To allow only authorized visitors and also record their staying time and guide the visitors, if necessary.
- xii. The Guard shall not allow movement of any materials outside the complex premises without requisite gate passes signed by appropriate officers. The WAMUL shall supply full signature of the appropriate officers to the Guards at the gate and all challans and Orders will be signed in fully by such officers only. The Agency will ensure that Guards on duty at the gate should be extremely courteous to the visitors and should give them proper guidance and assistance in obtaining gate passes etc.
- xiii. Round the clock vigilance of CFP Premises.
- xiv. Ensure that the office is closed and locked after office hours. Check all the doors/windows, water taps of office premises, checking of all lights/

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fans, electrical appliances to ensure it's turned off. The security should also switch on & off the street lights inside the premises as and when required. In case of street lights not working ,security to register complaint with Maintenance team/Admin team/Incharge-CFP.

- xv. In case of theft, the WAMUL shall report the matter to the Police Authority and thereafter the Agency shall regularly follow up the matter with the Police till recovery of the lost materials and made over. The Agency shall also keep the Managing Director, WAMUL, informed regarding the progress of the case.
- xvi. Any other security related duties assign by the competent authority of WAMUL from time to time.
- xvii. Will be responsible for monitoring of dispatch at Cattle Feed Plant including Loading/Unloading of vehicles.

For and on behalf of
M/s

For and on behalf of
West Assam Milk Producers'
Cooperative Union Ltd.

(Mr.Satya Brata Bose)
Managing Director

Signed in presence of:

1.....

1.....

2.....

2.....

SA
09/11/2020

SB
09/11/2020

