

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/23-24/01

Date: 18.11.2023

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), Assam.

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 09th December' 2023 addressing to "The Managing Director", West Assam Milk Producers' Co-operative Union Limited, R. K. Jyoti Prasad Agarwala Road, Panjabari, Guwahati – 781037". **You need to quote your rate in two envelopes :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	18.11.2023 12.00 hours
2	Bid submission End Date	09.12.2023 12.00 hours
3	Bid opening date (Technical)	09.12.2023 13.00 hours

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

Contact: Ph.: 9707013600/6901265758

Email: sandhya@purabi.coop/joydeep@purabi.coop

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) for a period of **1(one) year**.
- **Location (WAMUL Premises):** The West Assam Milk Producers Co- operative Union Ltd, R.K. Jyoti Prasad Agarwala Road, Panjabari, Guwahati- 781037 and Cattle Feed Plant (CFP) situated at Changsari in the district of Kamrup (Rural).
- **Deployment of Security, Location: WAMUL Premises**
 - i.Security Supervisor/In charge (Unarmed) - 1 No
 - ii.Security Guards (Unarmed) - 24 Nos.
- **Deployment of Security, Location Cattle Feed Plant (CFP)**
 - i.Security Supervisor/In charge (Unarmed) - 1 No
 - ii.Security Guards (Unarmed) - 5 Nos.



R.K. Jyoti Prasad Agarwala Road, Panjabari, Guwahati- 781 037

E-mail: purabimilk@gmail.com • Website: www.purabi.org, GST No. 18AAAJW0070G1Z6

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-I.
- ii. Valid GST No., PAN No., Trade License, Address Proof & Cancelled Cheque, Shops & establishments of Labour Department. (Relevant document to be submitted).
- iii. Having at least 1 running contract of value of more than 50 Lakhs during last three FY 20-21, 21-22, 22-23. (Relevant document to be submitted i.e. PO/WO copies).
- iv. At Least three years' experience in providing Security services in any Government /Public Sector undertakings/Research Organization/Reputed Private Sector Companies. (Relevant Order copies along with bill to be submitted).
- v. The Bidder should have a well-established Registered Office or Branch Office with full infrastructure in Guwahati. (Address proof to be enclosed along with bid).
- vi. The bidder /Company /Firm/Agency should have average annual financial turnover of Rupees 1.0 crores (minimum) in the last three Years. FY 2020-2021, 2021-2022, 2022-2023. (Relevant document to be submitted i.e. CA Certificate having valid UDIN or Audited balance sheet for relevant financial years).
- vii. The bidder security agency/Company /Firm should be registered with appropriate registration authorities (PF, ESIC Etc.) in Assam. (Relevant document to be submitted i.e. PF, ESIC registration certificate).
- viii. The Bidder /Company /Firm/Agency should be registered with Income Tax, appropriate authorities under Employees Provident Fund and Employees State Insurance Acts. (Relevant document to be submitted i.e. TAN deduction certificate).
- ix. Security agencies should have valid PSARA License. (Relevant document to be submitted).

2. SCOPE OF WORK (WAMUL & CFP Premises): Annexure – V.

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 engaged at both LMP & CFP will be arranged by the service provider.
- 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 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 65,160.00/- (Rupees Sixty-Five Thousand One Hundred Sixty only)** should be paid by Demand Draft in favor 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

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. 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.
- c) Meeting the criteria of least quoted rate as specified in the format of quotation at Annexure-IV.
- 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.

Sd/-
Managing Director



Annexure-I

(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 Reg.No. :

4. Telephone No. :

5. Fax. No. :

6. E-Mail Address :

7. PAN/GIR/TIN No.(Attach Attested Copy) :

8. Labour Reg.No. (Attach Attested Copy) :

9. GST Reg.No. (Attach Attested Copy) :

10. E.P.F Reg.No. (Attach Attested Copy) :

11. E.S.I Reg.No. (Attach Attested Copy) :

12. PSARA Reg.No.
(License under Private Security Agencies) :

(Regulation) Act 2005



Annexure-II

(Credentials)

Major Contract Details (Last 5 years)					
Sl.No	Name & Address of the client (Along with details of contact person's Name/Telephone numbers & Email	No.of Security Personal 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 attached)

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Annexure-III

(Financial Details)

Letter Pad of CA Firm

TO WHOMSOEVER IT MAY CONCERN

We..... based on audited books of accounts for the financial year 2020-21, 2021-12, 2022-23 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 (In Rs.)
1	2020-21	
2	2021-22	
3	2022-23	

Date:

Signature

Place:

Seal/Stamp of CA Firm



Annexure-IV (A)			
For WAMUL Premises at Panjabari, Guwahati, Kamrup (Metro)			
	Particular	Security Guard (Un-Armed)	Security Supervisor (Un-Armed)
Sl. No.	Pay Structure	Amount (In Rs)	Amount (In Rs)
1	Basic Pay		
2	VDA		
3	Sub Total (In Rs)		
4	PF Employer		
5	ESIC Employer		
6	Bonus (To be paid Monthly)		
7	Gross (In Rs)		
8	Agency Charge (Minimum 3%)		
9	Total Monthly Cost/Employee excl.GST		
10	GST%		
11	Total Monthly Cost/Employee Incl. GST		
a) Total for Security Guards (24 Nos)			
b) Total for Security Supervisor (01 Nos)			
Grand Total (In Rs)			

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Annexure-V

1. SCOPE OF WORK at WAMUL (Purabi Dairy)

Roles & Responsibilities of Security at WAMUL Premises																				
Security Supervisor (1 No)																				
10 AM to 6 PM																				
Overall monitoring of Security Activities. All Security Guards will report to the Security Supervisor. Will be responsible for regular safety related checks that include monitoring of fire extinguishers, hydrants, fire buckets etc.																				
GATE NO 1	GATE NO 2	DISPATCH DOCK (OLD PLANT)																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Security Guard (1 No)</td> <td style="width: 33%;">Security Guard (1 No)</td> <td style="width: 33%;">Security Guard (1 No)</td> </tr> <tr> <td style="text-align: center;">6 AM to 2 PM</td> <td style="text-align: center;">2 PM to 10 PM</td> <td style="text-align: center;">10 PM to 6 AM</td> </tr> </table>	Security Guard (1 No)	Security Guard (1 No)	Security Guard (1 No)	6 AM to 2 PM	2 PM to 10 PM	10 PM to 6 AM	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Security Guard (2 Nos.)</td> <td style="width: 33%;">Security Guard (2 Nos.)</td> <td style="width: 33%;">Security Guard (2 Nos.)</td> </tr> <tr> <td style="text-align: center;">6 AM to 2 PM</td> <td style="text-align: center;">2 PM to 10 PM</td> <td style="text-align: center;">10 PM to 6 AM</td> </tr> </table>	Security Guard (2 Nos.)	Security Guard (2 Nos.)	Security Guard (2 Nos.)	6 AM to 2 PM	2 PM to 10 PM	10 PM to 6 AM	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Security Guard (1 No.)</td> <td style="width: 33%;">Security Guard (1 No.)</td> <td style="width: 33%;">Security Guard (1 No.)</td> </tr> <tr> <td style="text-align: center;">6 AM to 2 PM</td> <td style="text-align: center;">2 PM to 10 PM</td> <td style="text-align: center;">10 PM to 6 AM</td> </tr> </table>	Security Guard (1 No.)	Security Guard (1 No.)	Security Guard (1 No.)	6 AM to 2 PM	2 PM to 10 PM	10 PM to 6 AM
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Security Guard (2 Nos.)	Security Guard (2 Nos.)	Security Guard (2 Nos.)																		
6 AM to 2 PM	2 PM to 10 PM	10 PM to 6 AM																		
Security Guard (1 No.)	Security Guard (1 No.)	Security Guard (1 No.)																		
6 AM to 2 PM	2 PM to 10 PM	10 PM to 6 AM																		
<p>Opening & Closing of Main Gate</p> <p>No unauthorised parking in front of the gate. Ensure to make both the gates are free from obstructions.</p> <p>Milk Parlour - The area should be free from unauthorized parking. Should check all the shutters has been locked properly after closing hours. Strict vigilance in and around</p>	<p>Outsourced Manpower & WAMUL employees Strictly monitor and prevent entry of Tobacco, Gutka, Alcohol, inside the premises. The security should frisk employees/outsourced workers at the entry and exit of the premises. To maintain record register with signature and IN & OUT time. 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</p>	<p>Dispatch Dock Old Plant- Monitoring of Handover takeover of Milk & Milk Products from Plant to Dispatch Team. Monitoring & Checking of Loading/Unloading Milk/Milk Products into vehicles. Ensure no vehicle is standing idle in the dock area apart from dispatch time. Monitoring and ensure smooth movement of distributor's vehicles. Ensure proper monitoring of Loading & Unloading of Milk & Milk Products into Refrigerated Vans</p>																		
<p>Maintaining Entry & Exit of Employees- The security should ensure employees sign in the register with time while leaving the premises and entering during their shift /office time.</p> <p>Employees Vehicle- Record of Vehicle Nos. of employees IN & OUT</p>	<p>Heavy Vehicles- Proper record keeping of IN time & OUT of all goods vehicles, Milk Tankers, Trucks, Water Tankers, Refrigerated Vans etc. Vehicles carrying raw materials, machineries etc. will be allowed to enter the premises only after receiving permission duly authorized by Store In charge. The Guard shall not allow movement of any materials outside the complex premises without requisite gate passes signed by appropriate officer. Instruct and monitor that all Milk Tankers/Ref Vans & other vehicles are parked at the designated places only inside the premises.</p> <p>Employees Vehicle- Record of Vehicle Nos. of employees/Outsourced workers IN & OUT</p>	<p>Cold Storage - Monitor and proper 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. The security should only open the Cold Storage on producing of duly sign copy of Challan.</p>																		
<p>Office vehicles-All Office vehicle shall leave the premises with Valid Gate Pass only.</p>	<p>Premises- The Guard shall not allow movement of any materials outside the complex premises without requisite gate passes signed by appropriate officers. Ensure that no person shall be loitering inside the premises. 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. Security guards should instruct visitors and transporters/ drivers, contractual labors etc.</p>																			
<p>Visitors- Visitors should be allowed inside the premises only after confirmation from concern person to meet. The details of visitor should be recorded in the register and Visitor Pass should be handed over to the visitor before entering the premises. The gate pass should be handed over to the security before leaving the premises</p>	<p>Head Office -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,ACs and other electrical appliances to ensure it's turned off.</p>																			



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DISPATCH DOCK (NEW PLANT)			WEIGH BRIDGE			CRATE DOCK (NEW PLANT)			WAMUL CAMPUS		
Security Guard (1 No.) 6 AM to 2 PM	Security Guard (1 No.) 2 PM to 10 PM	Security Guard (1 No.) 10 PM to 6 AM	Security Guard (1 No.) 6 AM to 2 PM	Security Guard (1 No.) 2 PM to 10 PM	Security Guard (1 No.) 10 PM to 6 AM	Security Guard (1 No.) 6 AM to 2 PM	Security Guard (1 No.) 2 PM to 10 PM	Security Guard (1 No.) 10 PM to 6 AM	Security Guard (1 No.) 6 AM to 2 PM	Security Guard (1 No.) 2 PM to 10 PM	Security Guard (1 No.) 10 PM to 6 AM
<p>Dispatch Dock New Plant - Monitoring of Handover- takeover of Milk & Milk Products from Plant Team to Dispatch Team. Monitoring & Checking of Loading/Unloading of Milk/Milk Products into vehicles. Ensure no vehicle is standing idle in the dock area apart from dispatch time. Monitoring for smooth movement of distributor's vehicles.</p>			<p>Weighbridge-Weighing of Milk Tankers of WAMUL & Outsourced in the Weighbridge and generate receipt through AMCS system.The physical slip should be signed jointly by the Security Guard & Vehicle driver.</p>			<p>Milk Crate - Instruct to unload empty crates returned from Market in the designated place near crate unloading area of Plant . Counting of Empty Crates and verify & Tally the crate returned slip generated through ERP system and sign in the slip.</p>			<p>Round the clock Vigilance of the Campus-Areas- Administrative Building, New Plant, Old Plant ,Backside of ETP ,Central store - Round the clock vigilances Ensure that no person is loitering inside the campus and prevent trespassing . Ensure no person is indulged in any Intoxication inside the Campus in any point of time.</p>		
			<p>Milk Crate - Accounting of inward Milk crates from Market and maintain & generate Crate Return slip through ERP system .The physical slip shall signed jointly by the Security Guard & Vehicle Driver. 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. The Security should instruct the driver to unload the crates in the Crate Dock Area only. The driver should hand over the slip to the Security Guard available at the crate dock area before unloading.</p>			<p>Vehicles- Monitor that no idle vehicle is stationed at Crates Dock area.</p>					

2. SCOPE OF WORK at 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.
- 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 of CFP 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.

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- 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. for going outside the plant/complex/office.
- xiii. Round the clock vigilance of CFP 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.
- 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.
- xviii. Will be responsible for regular safety related checks that include monitoring of fire extinguishers, hydrants, fire buckets etc.
- xix. Should conduct safety drill and guardsmen orientation at least quarterly.
- xx. Security guards should instruct visitors and transporters/ drivers, contractual labours etc entering the premises regarding use of public amenities (wash/toilet/ dustbins etc). Should resist loitering within the premises.

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Annexure-VI

Performance Security - Bank Guarantee

[Guarantor letterhead or SWIFT identifier code]

Performance Guarantee No.....*[insert guarantee reference number]*

Date.....*[insert date of issue of the guarantee]*

To: _____ *[name of Purchaser]*

_____ *[address of Purchaser]*

WHEREAS _____ *[name and address of Supplier]* (hereinafter called "the Applicant") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ *[name of Contract and brief description of Goods and related Services]* (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Applicant shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Applicant such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Applicant, up to a total of _____ *[amount of guarantee]* _____ *[in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ *[amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Goods and related Services to be supplied thereunder or of any of the Contract documents which may be made between you and the Applicant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

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[Handwritten signature]



This guarantee shall be valid until (i.e.) 60 days following the Completion date of the Contract including any warranty obligations, and any demand for payment under it must be received by us at this office on./ or before that date.

Signature and seal of the guarantor _____

Name of Bank _____

Address _____

Date _____

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.



Purabi

