

DELHI POLLUTION CONTROL COMMITTEE
DEPARTMENT OF ENVIRONMENT: GOVT. OF NCT OF DELHI
5TH FLOOR: ISBT BUILDING: KASHMERE GATE: DELHI-6

F.No.DPCC/5(9)(2)/CT-06/10808-19

Dated: 06-02-08

To

Sub.: Engagement of Security Service

This office is in the process of hiring of Security Services of its office functioning at 4th & 5th floor of ISBT Building, Kashmere Gate, Delhi-06. Total 06 nos. of security personnel are required for round the clock duty, 02 security personnel will perform 08 hrs. duty at a time. If you are interested you may send the quotation for providing security service in a sealed cover superscribing "rates for security service" latest by 3.00 p.m. on 19-02-08 and same will be opened at 3.30 p.m. on the same day in presence of interested parties, if any in the room of undersigned.

The mandatory terms and conditions are as mentioned below:-

1. Consolidated rate should be quoted inclusive of Wages, ESI, EPF and other charges.
2. The agency must have all required govt. registration certificates and also submit their past experience in the field.
3. Payment will be made on monthly basis against the submission of bill in triplicate by the agency concerned.
4. The agency should attach document showing financial status of firm like copy of balance sheet, audit report etc.
5. The copy of agreement to be executed with the selected agency is enclosed herewith.

S/d
(K.D. TREHAN)
Admn. Officer

AGREEMENT

This agreement made at New Delhi on this _____ between Delhi Pollution Control Committee having its principal office at ISBT New Delhi (hereinafter called The DPCC which expression shall unless repugnant to this context or meaning there of mean and include all its successors and assignees) of the one part and M/s _____, having its registered office at (Hereinafter called the agency) of the second part.

Now, the agreement witness as under:

- 1 The agency shall provide six security guards (2 in each shift) at the ISBT premises of the DPCC for a period of 01 year w.e.f. to However, the agreement could be renewed at the discretion of DPCC by another one year with the condition that the services provided by the Agency have been found satisfactory on terms & conditions mentioned in the agreement.

2. The security guards deployed by the security agency at the DPCC shall perform the following duties and responsibilities:-
 - I. To ensure safety and security of movable and immovable property of DPCC against theft or damage. They should take full responsibility of thefts and losses of properties and take immediate action to restore the articles or make good the damages suffered by the institute.
 - II. To check people on entry/exist from all the gates and maintain visitors record.
 - III. Through checking of incoming and outgoing material against proper Chelan/gate pass duly signed by the authorized signatory and keep proper record thereof.
 - IV. To ensure that no hawkers, marketing persons or venders are allowed into the campus without permission.
 - V. To bring to the notice of the concerned authorities in the DPCC any suspicious activity observed by the security guards during discharge of their duties.

3. **The security agency shall ensure the following besides the routine matters.**
 - i. The security personnel deployed on the duty at the DPCC shall be polite, courteous, well behaved and honest.
 - ii. No member of the security staff shall mix up or establish close contact with the DPCC staff members and do any undue favour of any private work other then their normal duties.
 - iii. Accepting of any tips or undue favour from DPCC staff or outside people shall be illegal and shall be treated as an offence.
 - iv. The security personnel shall not lend, borrow or enter into any kind of financial deals with any of the DPCC staff members.
 - v. The security personnel shall not indulge into any unlawful activity within the _____ DPCC premises and shall maintain high moral character.

- vi. The security agency would be expected to ensure that the security personnel do not perform duty under the influence of any kind of intoxication.
- vii. The security agency shall ensure that their security personnel deployed on duty are free from any kind of infectious disease.
- viii. The agency shall comply with all instructions, verbal or in writing, given to it by the authorized representatives of the DPCC from time to time.
- ix. The agency shall take all proper action immediately after getting communication from DPCC.
- x. The agency shall provide the another security guard in case of absence of any security guard failing which Rs.500/- will be imposed as penalty for each absence of duty.
- xi. The agency shall provide the proper uniform, torch and other required material to the each security personnel.

4 PAYMENT

DPCC shall pay to the agency per guard as under:-

- i. **Rs. /- per guard per month for 8 hours duty**
Service tax (as applicable)
- ii. Bill chargeable to the DPCC shall be paid after authorization by the officer in-charge within reasonable time.

5 FULLFILMENT OF STATURARY REQUIREMENTS

The security agency shall be responsible for compliance of all statutory/labor law obligations under Central/Delhi state government enactments from time to time and DPCC shall, in no way, be responsible for any default with regard to any statutory obligation. The security agency shall indemnity the DPCC in case of any damage or liability, which may arise on account of Non-compliance of any statutory/labour law obligation or any action on the part of the security agency.

6 TREMINATION OF THE CONTRACT

The contract can be terminated by any of the contracting parties, i.e. DPCC or the security agency after giving one month Notice. However DPCC reserve the right to terminate the contract without giving any notice in case the security agency commits breach of any of the terms of the contract.

- i. The Differences and the disputes arising out of this agreement or any terms and conditions thereof shall be referred to the arbitration of a sole arbitrator to be appointed by the CHAIRPERSON of DPCC whose decision shall be final and binding by the parties.
- ii. Courts of Delhi will have jurisdiction over all legal disputes.

7 SECURITY DEPOSIT.

M/s (the agency) shall deposit security of Rs. 25000/- (Rupees twenty five thousand only) by D.D. in favour of DPCC. In case of failure on part of the agency to discharge its obligation in term of this agreement, the above security is liable to the forfeited partially or fully as the case may be in which case the agency shall make good the short fall in the security amount within in a week of receipt of intimation in this regard from DPCC.

Now, this agreement witnessed and it is hereby expressly agreed by and between the parties as per terms and conditions and specification annexed herewith.

In witnesses hereof the parties have at New Delhi affixed there signatures the day of the year above written.

Principal employer or

Authorized representative of

Authorized representatives

M/s

1. Witness

1. Witness

2. Witness

2. Witness

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DEPARTMENT OF ENVIRONMENT: GOVT. OF NCT OF DELHI
4th & 5TH FLOOR: ISBT BUILDING: KASHMERE GATE: DELHI-6

F.No.DPCC/5(5)9/CT/10752-57

Dated: 01-02-08

To

Sub.: Supply and installation of motorized screen of 6' x 4' size of Delite or Drapper make for project display.

This office is in the process of installation of motorized screen of 6' x 4' size of Delite or Drapper make for project display in the office of DPCC. If you are interested you may quote your rate latest by 19-02-08 in a sealed cover superscribing "quotation for motorized screen of 6' x 4' size for project display". Site may be inspected in this regard on any working day from 11.00 a.m. to 5.00 p.m. before submitting the rate/ quotation. M.S., DPCC reserves all right to reject or accept any or all quotation without assigning any reason.

S/d
(K.D. TREHAN)
Admn. Officer

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F.No.DPCC/5(1)4/CT/07/10794-801

Dated: 06-02-08

To

Sub.: Minor renovation and painting work in the office of DPCC.

This office is in the process of awarding the work order regarding minor renovation and painting work in the office of DPCC. If you are interested you may quote your rate latest by 19-02-08 in a sealed cover superscribing "quotation for minor renovation and painting work. Site may be inspected in this regard on any working day from 11.00 a.m. to 5.00 p.m. before submitting the rate/ quotation. M.S., DPCC reserves all right to reject or accept any or all quotation without assigning any reason. Detail of the work to be executed is as under:-

1. Painting area (Door & Walls) 155 sq. m. appx.
2. Ceiling repair 23 sq. m. appx.
3. Fixation of tiles 12 sq. m. appx.

S/d
(K.D. TREHAN)
Admn. Officer

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F.No.DPCC/5(1)4/CT/07/10802-07

Dated: 06-02-08

To

Sub.: Preparation of wooden rack.

This office is in the process of preparation of wooden racks in the laboratory of the office of DPCC. If you are interested you may quote your rate latest by 19-02-08 in a sealed cover superscribing "quotation for preparation of wooden work. Site may be inspected in this regard on any working day from 11.00 a.m. to 5.00 p.m. before submitting the rate/quotation. M.S., DPCC reserves all right to reject or accept any or all quotation without assigning any reason. Detail of the work to be executed is as under:-

1. Area measuring 11.04 sq. m. appx.

S/d
(K.D. TREHAN)
Admn. Officer