



JALVAYU VIHAR FLAT OWNERS WELFARE ASSOCIATION

Jalvayu Vihar, Plot no.8, Pocket-4, Builders Area, Greater Noida, U.P-201308

& Fax :-:0120-2390950

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JVV/SEC/026/VOL-II

23 April 2019

M/s.....

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QUOTATION FOR SECURITY SERVICES -JALVAYU VIHAR PLOT NO-08, POCKET-04, BUILDERS AREA, GREATER NOIDA (2019-20)

Dear Sir,

1. We have a requirement for provision of security service at Jalvayu Vihar, Plot No-08, Pocket - 04, Builders Area, Greater Noida. Qualitative requirement for provision of security, details of your firms required to be furnished and Terms and condition for provision of security services are placed at Appendix 'A' and 'B' respectively. KINDLY NOTE TO PROVIDE INFORMATION IN SEQUENCE AS MENTIONED IN APPENDICES ONLY.
2. You are requested to forward your quote and required information at unit rate for each category, namely supervisor and Guard along with breakup and taxes as applicable "AS PER EXCEL SHEET/PRO FORMA ATTACHED AS APPENDIX 'C' & 'D'.
3. The contract shall be for a initial period of 12 months.
4. Your quotation be addressed to the President, Jalvayu Vihar Flat Owner Welfare Association, Pocket-4, Plot No.8, Greater Noida, Pin-201308. It is to be handed over, in sealed envelope, latest within **three weeks period** from the date of issue of this letter i.e 15 May 2019. The tender will be opened by the committee for security services on 16 May 2019 at 1200 hrs.

Thanking You

Yours Faithfully

MWO PR Pandey
Secretary

Authorized Signatory

Appendix A

QUALITATIVE REQUIREMENTS FOR JVVFWA SECURITY AGENCY

1. Security agency to provide total security solution for the Jalvayu Vihar premises against theft, pilferage, fire hazard, unauthorized entry/ exit, vandalism, security of man and material, control of vehicular movement, response to unforeseen emergencies, maintenance of records etc in order to provide better security and safety for the residents of this society.
2. Main gate controls shall include the following:-
 - (a). Access controls of main gate and wicket gate and any other entry/ exit operated time to time as per society requirements temporarily.
 - (b). Prevention of unauthorized entry of vehicles/ personnel.
 - (c). Regulate entry/ exit of visitors/ guests, domestic helpers, vendors, car cleaners, couriers and personnel seeking entry for maintenance essential services.
 - (d). Smooth flow of material to and from Society with due authorization from Society.
 - (e). Surprise check on contract laborers'/ outside maintenance staff for proper work permit.
3. Prevention of theft/ pilferage:-
 - (a). By patrolling of entire premises at regular intervals.
 - (b). Scrutiny/ verification of outgoing material and authorization/ gate pass.
 - (c). Raising of alarm/ alerting concerned society authority in case of any unusual detection.
4. Prevention of fire and firefighting/ raising fire alarm in case of fire (Liaisoning with local police/ other security agencies/ admin authorities / neighboring societies on security related matters as on required basis with due knowledge of principal employees).
5. Maintenance of documents & registers as specified.
6. Any other duty assigned by the Principal Employer from time to time.

Authorized Signatory

TERMS OF REFERENCE FOR PROVISION OF SECURITY SERVICES AT JALVAYU VIHAR, GREATER NOIDA

1. Name of Agency & Address
2. Requirement
 - (a). Security Supervisor should be well trained and experienced preferably an ex-serviceman. He should be able to operate computerized access control system.
 - (b). Security Guard/ Female security guard on as required basis min VIII pass with ability to read and understand Hindi & English.

Note: Police verification of all personnel deployed is mandatory.

3. Age: between 21 to 45 years (all Security Staff).
4. Experience: Minimum 1 Year
 - (a) All guards should be well built with minimum height of 5'6" having trained adequately on security and fire fighting drills and emergency rescue procedures.
5. Security aids to be provided
 - (a). Uniform, weather clothing.
 - (b). One portable search light with rechargeable battery at main gate/ guard room.
 - (c). Torches for patrolling guards during night.
 - (d). Mobile phone for supervisor.
 - (e). Company ID cards with photo.
 - (f). Whistles and lathies to all guards on duty.
6. Interest free, refundable security deposit of Rs. 50, 000/- will have to be deposited before contract finalization.
7. Unit rate for each category namely Security Supervisor and Security guard to be quoted along with break up. No other payments will be admissible. Taxes, as applicable, to be mentioned separately.
8. Details of the personnel to be deployed are to be submitted to the principal employer.

REQUIRED INFORMATION

S.No.	Details	Remarks
1.	Name of Agency, registered address with TIN No.	TIN #-
2.	Owner's Name, Tele & Mob No.	
3.	Back Ground of agency	
4.	PAN of agency	Attach copy of PAN
5.	Registration No. of firm & place Agency Registered	Attach copy
6.	Authorized signatory and designation with contact nos.	Attach authority letter from owner of agency
7.	GST NO	Attach copy
8.	ESI Registration No	Attach copy
9.	EPF Registration No	Attach copy
10.	UP Police Registration as per All India (Private) Security Agency act 2009	Attach copy of letter
11.	No of Institutions currently provided services	Attach list with contact details
12.	Total guards deployed in NCR areas.	
13.	Have you provided services to us earlier, if so when (mention period).	

Stamp of Agency

Authorized Signatory

JALVATYU VIHAR, GNA ; COST DETAILS OF SECURITY AGENCY

M/S.....

(A)

1.	Basic Pay (BP)	
2.	Uniform allowance (UA)	
3.	ESIC Contribution @4.75%	
4.	EPF @ 13.61% BP	
5.	Sunday Allowance/ Leave (8.65%)	
6.	Admin Charge	
7.	Bonus @ 8.33% of BP(Annual)	
8.	Other Charge, if any	
9.	Total for 8 Hrs	
10.	GST as applicable	
11.	Total for 8 Hrs with	
12.	Over Time 4 Hrs	
13.	GST as applicable	
14.	Total for 12 Hrs	
15.	Commission/ Profit/ Margin	

(B) Total cost per guard inclusive of all statutory compliance.

Stamp of Agency

Authorized Signatory