

SCOPE OF WORK

(a) Purview of Providing Security Guard cum Pump Operator:

Item No./ Name of Service	Providing Security Guard cum Pump Operator(without arm)
Duty hours	8 hourly basis
Time Slot	It will be specified in work order/Contract
No.of persons	Please refer to-Schedule-III
Other Specification	If not specified otherwise, security services are required on 24x7 basis

- i) To be present on time as per allotted schedule.
- ii) To be always in uniform with proper identity card, both to be provided by the service provider.
- iii) To hold the keys of the Building / Offices /Gates and maintain a logbook for handing over/taking over of keys.
- iv) To open the gates, shutters in the morning before the office time as prevalent and to man the gates.
- v) To close the gates , shutters in the evening/night, as per present timing maintain in the building/ premises after switching off all the lights/fans/AC units.
- vi) To be courteous to the officers/employees/visitors of LIC.
- vii) To operate water pump as per present schedule of pump operation and to note in a register.
- viii) To keep close watch so that (a) no repair /construction work is carried out in the building without written permission of LIC(Estate Department /EZO). (b) No tenant/Occupant should be allowed to take out bulk items/ fixtures without written permission of LIC.
- ix) To guard against, report, prevent and resist any encroachment or trespassing at LIC's sites or buildings.
- x) To patrol the entire building including roof top, terraces periodically as shall be decided by the buyer from time to time.
- xi) To be vigilant regarding Fire and take fire safety measurement immediately on noticing any outbreak of fire.
- xii) To inform immediately to police, fire brigade, Supervisor/Fire man, Zonal Security Officer and Building Inspector in case of out break of fire.
- xiii) The service provider shall take adequate steps, including liaison with Police Authorities for prevention and removal of encroachments/ trespassing at the locations where securities service are provided.
- xiv) To keep close watch on overall security of the building / premise.
- xv) The Security Agency shall be responsible for 24 hrs/ and /or a specified vigilance for round the clock and/ or a specified on all the days / and / or as a specified to safeguard the properties and other belongings of LIC of India from thefts and other pilferage, fair, /damage, etc, safety of manpower, guiding visitors appropriately, regulating and restricting entry of unwanted visitors / salesman and maintenance of visitor register. To prevent entry of stray animals, patrolling of campus, checking of gate pass. To restrict entry / parking of unauthorized vehicle including two and four wheeler and controlling, safe guarding and allowing and regulating entry / parking / exit of authorized vehicles including two and four wheeler.
Separate Log Books are to be maintained for visitors and Vehicles.
- xvi) To monitor the sweeping and cleaning of the premises and operation of Lift wherever necessary.
- xvii) The duty hours will be 8 hourly basis and the exact shift shall be intimated to the Service Provider at the time of execution of work at respective locations. Under no

- circumstances will the Security Guard perform two consecutive shifts.
- xviii) The Security Services are required in 3 types of shifts – General shift / Regular shift and Round-the-clock shift(24x7), shift is defined as follows :- General / Regular Shift 9.45 AM to 5.45 PM, For Round the clock Shift (24x7) Morning Shift :- 6.00 AM to 2 PM., afternoon/evening shift: 2.00PM to 10.00PM, Night shift:- 10.00PM to 6.00AM. For General Shift security guards are to be deployed only during office hours on all working days for all exclusive Office premises and they need not to be deployed on Sundays and Saturdays of every month and days on which holiday is declared under NI Act by State and Central Government subject to any change as decided by the buyer from time to time. The decision in this regard of buyer is final. The list of such holidays shall be provided to the Service Provider with work order.
- xix) The security guard shall not sleep, consume liquor or play cards/games in mobile while on duty or indulge any activity not in conformity with his duties.
- xx) No persons deployed by the Service Provider shall be involved in any terrorist or anti-national activity. If any workmen engaged by the Service provider is booked under any law under CPC or any other law enforcement agency of the Govt. of India and / or Govt. of West Bengal or any other Government under the Union of India, he shall be immediately removed from duty, without any further reference.
- xxi) Drunkenness, or consumption of alcohol during duty hours, sleeping at night duty, absence from post during duty hours at the site / location of duty and / or disorderly conduct would be viewed as a serious misdemeanor for which the workmen is liable to be taken off duty for the first two instances and to be removed for third instance of misdemeanor.
- xxii) No residential facility will be made available to workmen or any other representative of the agency in the location of work, and also no workmen will be allowed to stay in the workplace / locations beyond their duty hours.
- xxiii) Except the Regional Labour Authority, the Service provider is prohibited to seek, or allow its workmen to seek, intervention of any 3rd party in setting any disputes that may arise in the Scope of Work, or any other matter whatsoever, with LIC.
- (b) Service Provider

Item No. IV

Requirements are to be complied by the Service Provider after commencement of Service

- (i) At the inception of the contract, the Service Provider shall provide the names and particulars of the workmen engaged by it. No workmen shall be engaged subsequently, during the period of the contract, without prior information to, and permission of LIC, and upon submission of valid documents like educational qualifications certificate, proof of Age, PAN / AADHAR, background check report, etc. All such cases of contemplated engagement of fresh security personnel must be explained with justification to LIC.
- (ii) The Service Provider shall adequately bring to the notice and knowledge of all workmen engaged at LIC 's locations, their benefits as well as their duties & responsibilities, along with the penalties likely to be imposed for misdemeanor / dereliction of duty.
- (iii) The Service Provider should have a defined and transparent Grievance Redressal Policy / Mechanism of its own and should deal and redress all such grievance of the personnel so deployed by them. Any such grievances/ complaints shall not in any way be routed to the corporation. Occurrence of such grievances in the forms of complaints or demonstration or delegation by the workman or the Union representing the workman in the Office of the Corporation will lead to termination and black listing of the vendor at any point during the tenure of the contract.
- (iv) A) Each Supervisor is to supervise the duties of the Security personnel under their supervision.

B) The Supervisor will be solely responsible for any deviation and / or in disciplinary activities of the security personnel under his supervision and will face disciplinary actions in case of such irregularities.

C) The Supervisor will have to submit a weekly report on the properties under his supervision as per the proforma provided by LIC.

(V) The Service Provider must submit proof of compliance of all Statutory Payments containing the Name of Beneficiaries, where very applicable, along with the monthly Bill.

(vi) The Service Provider must ensure to provide all services as specified without fall.

(vii) The payment to the persons engaged is to be made through electronic mode only.

(viii) The "Service Provider" must have adequate manpower to provide additional workmen at a short notice and also in emergency at any time of the day. The payment to such additional workmen will be made as per item rate which has been quoted in "Schedule Item Rate" and on pro-rata basis if required for a lesser period. In case, any enhancement in manpower and / or increase is required, the same is to be intimated to the Service Provider and the payment to such increased workmen will be made as per item rate which has been quoted in "Scheduled Item Rate" and on pro-rata basis.

In future if any reduction of "manpower" is required, the same is to be intimated to the Service Provider. The quoted monthly amount will be reduced on pro-rata basis based on "Item Rate" quoted from the date such services were not required.

(ix) The overall supervision of the contractual work and keeping close liaison with LIC Official is to be arranged by the Service Provider.

(x) Adjustment shall be made by the service provider regarding addition / deletion of premises at the accepted rate, whenever such contingency may arise on written request by LIC.

(xi) Monthly pay slip is to be provided all the workman

Service Provider

Regional Manager (Estate)

List of Tender

Cluster wise location of remises & address and number of Security Personnel required. Security Guard indicated below shall imply and signify Security Guard cum Pump Operator in all cases.

Cluster-A/1

S/no. Of Premises	Premises name	Address	No. of Security Personnel	Duty hrs each	Our requirement
A/1/1	Hindusthan Building	4.C.R.Avenue, Kolkata	12	8hr/8hr30min	4 SG = General shift(24days) 2SG=round the clock (24x7) 2SG=Regular one shift(26days)
A/1/2	Hindusthan Bldg (Annexe)	4.C.R.Avenue, Kolkata	4	8hr/8hr30min	1SG=round the clock (24x7)(Main Gate) 1SG= Regular one shift (24days) (Back Gate)
A/1/3	Jeevan Deep	1&2 Middleton Street Kolkata	12	8hr	4SG=round the clock(24x7)
TOTAL			28		

Cluster-A/2

Sl no. of Premises	Premises name	Address	No. of Security Personnel	Duty hrs	Our requirement
A/2/1	National Court & Tower	13, U.N. Bramhachari Rd	9	8	3SG Round the clock(24x7)
A/2/2	New Asiatic Mansion	11, Middleton Row, Kolkata	3	8	1SG Round the clock(24x7)
A/2/3	Queens Mansion	12, Park Street, Kolkata	16	8	5SG Round the clock(24x7) 1SG General Shift

A/2/4	New Asiatic House	8, Lord Sinha Rd, Kolkata	3	8	1SG Round the clock(24x7)
A/2/4	Ranjani Building	237, A.J.C. Bose Road	3	8	1SG Round the clock(24x7)
A/2/5	National Garden	1A & 1B, Judges Court Road	3	8	1SG Round the clock(24x7)
A/2/6	11, Government Place East	11, Government Place East	3	8	1SG Round the clock(24x7)
TOTAL			40		

Cluster-A/3

Sl no. of Premises	Premises name	Address	No. of Security Personnel	Duty hrse ach	Our requirement
A/3/1	Metropolitan Bldg	7, J.N. Neheru Kolkata	6	8	2SG Round the clock(24x7)
A/3/2	Andhra Insurance Bldg	12, Chowringhee Square, Kolkata	3	8	1SG Round the clock(24x7)
A/3/3	73, Lenin Sarani	73, Lenin Sarani	4	8/8Hr 30min	1SG Round the clock(24x7) 1SG=24 days General Shift
A/3/4	Railway Co-Building	131A, B.B. Ganguly St	3	8	1SG=round the clock(24x7)
A/3/5	Lakshmi Insurance Bldg	7, Sidhu Kanhu Dahar	3	8	1SG Round the clock(24x7)
A/3/6	Esplanade Mansion	14, 15, 17 Govt. Place East.	8	8	2SG Round the clock(24x7) 1SG General 2 Shifts(6AM -2PM; 2PM-10PM)
A/3/7	Chowringhee Property	9, 10, 11 chowringhee Rd & 1A, S N Banerjee Rd	9	8	3SG Round the clock(24x7)
A/3/8	Bharat Bhawan Bldg	3, C.R. Avenue, Kol-72	6	8	2SG Round the clock(24x7)
A/3/9	Bharat Niketan Bldg	12, Meredith St. Kol-72	3	8	1SG Round the clock(24x7)
TOTAL			45		

ClusterA/4

Sl no. of Premises	Premises name	Address	No.of Security Personnel	Duty hrs each	Our requirement
A/4/1	Hindu Mutual Bldg	14, Madan St .Kolkata	3	8/8Hr 30min	1SGRound the clock(24x7)
A/4/2	United India Bldg	22,C.R.Avenue	4	8/8Hr 30min	1SG=Round the clock(24x7) 1SG General Shift 26days
A/4/3	New Asiatic Bldg	31,C.R.Avenue	3	8	1SGRound the clock(24x7)
A/4/4	Aryasthan Bldg	15,C.R.Avenue	3	8/8Hr 30min	1SGRound the clock(24x7)
A/4/5	East India Bldg	8, Madan St.Kolkata	3	8	1SGRound the clock(24x7)
A/4/5	White House	21,C.R.Avenue ,Kol	3	8	1SGRound the clock(24x7)
A/4/6	Insurance of India	64,GCAvenue, Kol	3	8/8Hr 30min	1SGRound the clock(24x7)
Total			22		

ClusterA/5

Sl no. of Premises	Premises name	Address	No.of Security Personnel	Duty hrse ach	Our requirement
A/5/1	National Insurance Bldg	6 & 7 Council House St	5	8/8Hr 30min	1SG=General 1 shift(26 days) 1SG=round-the-clock(24x7) + 1 SG for 26days (Night only)
A/5/2	North British Bldg	29,N.S.Road,Kol	4	8/8Hr 30min	1SG=General shift 1SG=round-the-clock(24x7)
A/5/3	Oriental Building	2,R.P.Sarani,Kol	3	8	1SGRoundtheclock(24x7)

A/5/4	New India Assurance Building	4, Lyons Range , Kol	3	8/8Hr 30min	1SGRound the clock(24x7)
A/5/5	Bombay Mutual Bldg	9, B. T. M. Sarani, Kol	4	8/8Hr 30min	1SG=round-the-clock(24x7)
A/5/6	Illaco House	1, B. T. Sarani, Kol	4	8/8Hr 30min	1SG=round-the-clock(24x7)
A/5/7	Imperial House	13, GCAvenue, Kol	3	8	1SGRound the clock(24x7)
Total			26		

Cluster-A/6

Sl no. of Premises	Premises name	Address	No. of Security Personnel	Duty hrs each	Our requirement
A/6/1	13, Banerjee Para st.	13, Banerjee Para st.	1	8	1SG=General shift
A/6/2	17, Shyamananda St	17, Shyamananda St	1	8	1SG=General shift
A/6/3	36, Creek Row	36, Creek Row	3	8	1SGRoundtheClock(24x7)
A/6/4	115, S.P. Mukherjee Rd	115, S.P. Mukherjee Rd	3	8	1SG=Round the clock(24x7)
A/6/5	New Alipur Vacant Plot	New Alipur Vacant Plot	9	8	3SG=Round the clock(24x7)
A/6/6	Meera Nagar Colony	Meera Nagar Colony	3	8	1SG=Round the clock(24x7)
A/6/7	Islamia Ground-Unique Park	Islamia Ground-Unique Park	3		1SGRoundtheClock(24x7)
A/6/8	Khardah Property vacant land	Khardah	3	8	1SG=Round the clock(24x7)
A/6/9	91, Hari Ghosh Street	91, Hari Ghosh Street	2	8	1SG Regular 2 shifts
A/6/10	15/2, Sita Nath Bose Lane, Salkia	15/2, Sita Nath Bose Lane, Salkia	3	8	1SGRound the clock(24x7)
A/6/11	1002/A, EM Bypass	1002/a, EM Bypass	9	8	3SGRound the clock(24x7)
Total			40		

Cluster-A/11

Sl no. of Premises	Premises name	Address	No.of Security Personnel	Duty hrse ach	Our requirement
A/11/1	"O" Block(I)	31, Biplabi D.M. Sarani	3	8	1SG Round the clock(24x7)
A/11/2	"o" Block(IV)	New Alipore, Kol-53	3	8	1SG Round the clock(24x7)
A/11/3	Beniapukur I & III	1/1, Gorachand Rd, Kol-14	6	8	2SG Round the clock(24x7)
A/11/4	9, K.B. Lane	Tollygunge, Kol-53	3	8	1SG Round the clock(24x7)
A/11/5	41, K.P. Roy Lane	Tollygunge, Kol-53	3	8	1SG Round the clock(24x7)
A/11/6	Khaddah Officers Quarter.	Khaddah, North 2 4PGN	3	8	1SG Round the clock(24x7)
A/11/7	"M" Block, (I)	B.B. Upadhyay Sarani	3	8	1SG Round the clock(24x7)
A/11/8	"M" Block (III)	B.B. Upadhyay Sarani	9	8	3SG Round the clock(24x7)
A/11/9	"P" Block	24A, T. Chakraborty Sarani	3	8	1SG Round the clock(24x7)
A/11/10	Palm Place	1/1A, Palm Place, Kol-17	3	8	1SG Round the clock(24x7)
A/11/11	Salt Lake	Salt Lake, BF-266, Kol-64	3	8	1SG Round the clock(24x7)
A/11/12	Baranagar Staff Qtrs	20, Baghajatin Rd, Kol-36	3	8	1SG Round the clock(24x7)
A/11/13	"R" Block	New Alipore	6	8	2SG Round the clock(24x7)
A/11/14	"r" Block (IV)	30A, Chetia Rd, Kol-53	3	8	1SG Round the clock(24x7)
A/11/15	Unique Park	Behala	6	8	2SG Round the clock(24x7)
A/11/16	18/4K, Fern Road	Fern Rd, Ballygunge	3	8	1SG=Round the clock(24x7))
A/11/17	Basubagan staff Qtrs		3	8	1 SG Round the clock(24x7)
A/11/18	Baranagar Vacant Land		3	8	1 SG Round the clock(24x7)
Total			69		

Cluster-A/7

Sl no. of Premises	Premises name	Address	No. of Security Personnel	Duty hrse ach	Our requirement
A/7/1	Jeevan Prakash	16,C.R.Avenue	4	8	1SG=Regular shift 1SG=round the clock(24x7)

Cluster-A/8

Sl no. of Premises	Premises name	Address	No. of Security Personnel	Duty hrs each	Our requirement
A/9/1	Jeevan Ganga	16,HareStreet	6	8	2SGRound the clock(24x7)

Cluster-A/10

Sl no. of Premises	Premises name	Address	No. of Security Personnel	Duty hrse ach	Our requirement
A/10/1	Jeevan Vidya(ZTC)	4/2,HochiminSarani	12	8	4SG Round the clock(24x7)

Cluster Supervisor

Sl no. of Premises	Premises name	Address	No. of Supervisor	Duty hrse ach	Our requirement
For all cluster		Sites will be allotted later	4	8	General shift duty(26days)

Summary

A	Security Guardfor 24x7duty	281
B	Security Guardfor 26 working days	5
C	Security Guardfor 24 working days	6
D	Supervisor for 26 working days	4
	Total	296

*It may be noted that need of Manpower shall be off or 24 (twenty four) working days, for 26 (twenty six) working days and for (24X7) working duty. This requirement of Manpower issue subject to increase or decrease depending upon the need of the buyer from time to time and is the sole discretion of the buyer.

**Incase of (24X7) working duty one person will render work for maximum of 26 days and reliever will be deployed for restate days in a month. Reimbursement shall be made by the buyer on the basis of actual deployment of workmen ,certification by the Supervisor, and on production of the bills by the seller as per the Tender conditions.

***Though seller is quoting basic minimum wages (Basic+VDA) as per CLC guideline for Workmen for 26 (twentysix) working days, the same basic minimum wages (Basic+VDA) as per CLC guideline is also applicable for 24 (twenty four) working days ,for (24X7)working duties and for Supervisors.

****Total basic minimum wages (Basic+VDA) as per CLC guideline for (24X7) working days will be arrived on the basis of basic minimum wages (Basic+VDA) as per CLC guide line for 26 (twenty six) working days plus basic minimum wages (Basic+VDA) as per CLC guideline for 4.41 (four point forty one) working days on prorate basis.

*****The basic minimum wages per day, shall be governed by the CLC notifications issued from time to time, and shall apply at prorate basis for all categories vis-à-vis 24 days ,26 days ,as well as (24x7) workmen.