

INSTRUCTIONS FOR OUTSOURCING OF CIVIL SECURITY GUARDS

1. 13 x Security Guards are required.
2. 24 hrs duty ie, one Security Guard will perform 08 hrs duty only.
3. Quotation will be submitted alongwith photocopy (self attested) showing the proof of the following documents :
 - (a) ESIC No.
 - (b) EPF No.
 - (c) Service Tax No.
 - (d) GST No.
 - (e) PAN No.
 - (f) Security Licence approved by State Govt and valid minimum up to 30 Jun 2024 alongwith a business profile in similar services.
 - (g) Sample salary slip of a Security Guard.
4. Security agency will be responsible for discipline, payment and deposition of EPF and ESI of Security Guards per month and monthly challans ect will be submitted alongwith monthly pay bill of next month.
5. Security agency will be responsible for deposition of following documents (duly attested) of each Security Guards in first week of Jan 2023 :-
 - (a) Aadhar Card.
 - (b) Pan card.
 - (c) Education certificate (minimum matriculate).
 - (d) Age proof certificate ie below 55 years of age in case of civilian and below 65 years of age in case of an ex serviceman.
6. Security Agency will deposit security equal to one month salary of Security Guards in second week of Jan 2023.
7. Security guards should be physically fit, smartly dressed, smartly turned out in proper uniform, as per norms of the respective Security Agency.
8. Security Guard should not be involved in any disciplinary case and not suffering from chronic disease.