

**GOVERNMENT OF ASSAM  
OFFICE OF THE LABOUR COMMISSIONER: ASSAM  
SHRAM BHAWAN :: GUWAHATI-7.**

O.O.No. **06-A**

Dated Guwahati the 10<sup>th</sup> January, 2025

**NOTICE FOR REQUEST FOR QUOTATION**

The undersigned invites sealed quotations affixing court fee stamp of Rs 8.25 from reputed and registered security service agencies in the State of Assam for the hiring of **three (03) security guards** at **Shram Bhawan**.

**1. Scope of Work**

- a. The security agency shall provide **three (03) trained and uniformed security guards** for **Shram Bhawan** as per the requirements of the department.
- b. The guards shall perform following duties:
  - I. Controlling access to the premises.
  - II. Patrolling and monitoring security within the premises.
  - III. Preventing unauthorized entry.
  - IV. Handling security breaches and emergencies.
  - V. Maintaining records of visitors and incidents.
  - VI. Assisting in fire safety and emergency response.

**2. Eligibility of Security Guards**

The security guards provided must:

- I. Be **physically fit and mentally alert**.
- II. Be of **good moral character** with no criminal record (police verification required).
- III. Have a **minimum educational qualification** of 10th standard (Matriculation).
- IV. Be between **21 to 55 years of age**.
- V. Have prior experience in security services (preferably in government or reputed private organizations).
- VI. Be well-trained in handling security equipment, emergency response, and crowd management.

**3. Work Timings and Deployment**

- a. Security guards shall be deployed in **8-hour shifts** to ensure 24/7 coverage.
- b. The agency shall ensure **replacement of guards during leave, absence, or any emergency**.
- c. Any change in deployed personnel must be communicated to the department in advance.

**4. Responsibilities of the Security Agency**

- a. The agency shall be responsible for the proper **conduct, discipline, and performance** of the guards.
- b. The agency shall provide **identity cards, uniforms, and necessary equipment** to the guards at its own cost.
- c. The agency shall ensure that the guards follow **strict confidentiality** regarding official matters.
- d. The agency must **comply with all labor laws** and ensure payment of minimum wages, EPF, ESI, and other statutory benefits to the guards.
- e. The agency shall be responsible for any **loss or damage** caused due to negligence of security personnel.
- f. The agency shall submit **monthly attendance, duty records, bank statement, payslips** along with the invoice for payment.

**5. Payment Terms**

- a. Payment shall be made on a **monthly basis** after satisfactory service and verification of attendance.
- b. The agency must submit an invoice along with supporting documents (attendance sheets, wage payment proof etc).
- c. No advance payment shall be made.
- d. Applicable **TDS and other deductions** shall be made as per government norms.

**6. Contract Duration and Termination**

- a. The contract duration shall be **21<sup>st</sup> January 2025 to 31<sup>st</sup> March, 2025**.
- b. Either party may terminate the contract by giving **7 days written notice**.
- c. The department reserves the right to terminate the contract immediately in case of:
  - I. Non-compliance with contract terms.
  - II. Unsatisfactory service.
  - III. Violation of statutory obligations.
  - IV. Misconduct of security personnel.

**7. Penalties and Liabilities**

- a. In case of **absence or short deployment** of security guards, a penalty of **₹500 per guard per day** shall be imposed.
- b. If any guard is found consuming alcohol, drugs, or engaging in illegal activities within the premises, a penalty of **₹5,000 per incident** shall be levied, and the guard must be removed immediately.
- c. If a security breach occurs due to **negligence, carelessness, or improper performance** of duty by the security guards, the agency shall be **liable for all damages, losses, or thefts** that occur as a result and a minimum penalty of **₹10,000 per incident** shall be imposed, which may increase based on the severity of the breach and financial loss incurred.
- d. The agency must comply with all applicable labor laws, including **payment of minimum wages, EPF, and ESI contributions** and in case of failure to meet statutory obligations, a penalty of **₹5,000 per violation** shall be imposed.

- e. The agency must ensure **timely salary payment** to the security guards as per government labor laws and payments are delayed beyond **7 days from the due date**, a penalty of **₹500 per guard per day** shall be imposed until full payment is made.
- f. The agency shall not replace or change security guards without prior approval from the department and a penalty of **₹3,000 per unauthorized replacement** shall be imposed
- g. The agency shall be held **liable for any security lapse**, negligence, or damage to government property due to the failure of security personnel.
- h. Any misconduct or indiscipline by security guards may lead to their **immediate removal and replacement** at the agency's cost.

#### 8. Compliance and Statutory Obligations

- a. The agency shall comply with **all labour laws, EPF Act, ESI Act, Minimum Wages Act, and other relevant laws**.
- b. The agency shall provide proof of compliance with statutory remittances.
- c. The agency shall maintain all **records and registers** as per government regulations and furnish them upon request.

#### 9. Bid Submission and Selection Criteria

- a. The agency shall submit quotations in a **sealed envelope** clearly marked as "**Quotation for Hiring of Security Guards at Shram Bhawan**".
- b. The quotation shall include:
  - I. Company profile and registration details.
  - II. Experience certificates.
  - III. Details of similar contracts handled.
  - IV. Rate per guard per month (inclusive of all taxes and statutory payments).
- c. The selection shall be based on **technical qualifications, financial bid, and past performance**.
- d. The quotation must include the agency profile, experience details, rates per guard (inclusive of all applicable taxes and statutory liabilities), and terms & conditions.
- e. The quotations must be submitted in a sealed envelope clearly marked "**Quotation for Hiring of Security Guards at Shram Bhawan**".
- f. The Agency must show the breakup of salary proposed to be paid to the staffs as per minimum wages notified by Labour Welfare department, Assam. The wages must also comply with all statutory requirements like Basics and VDA, EPF, ESI & Bonus, Service Charges, applicable taxes etc
- g. The liability on account of P.F., gratuity, insurance, medical and other dues of the personnel deployed by the bidder shall be, solely and wholly, be the responsibility of the contractor and the employer shall not bear any liability apart from the hiring charges.
- h. The last date for submission is **14/02/2025**, before **5 PM**.
- i. The quotations shall be opened on **15/02/2025** in the presence of the bidders.

#### 10. Dispute Resolution

- a. In case of any dispute, the matter shall be resolved through **mutual discussion**.
- b. If unresolved, it shall be referred to **the competent authority who is the Labour Commissioner, Assam**, and the decision shall be final.
- c. The legal jurisdiction shall be **Gauhati High Court**.

#### 11. Eligibility Criteria of Agencies

- a. The agency must be registered address in the State of Assam
- b. The agency must have valid trade license , GST registration certificate, PSARA license, Shops & Establishment license, Contract labour license issued by the Govt of Assam.
- c. The agency must have experience in providing security services to Central & State Government /PSU/ PSEs in the state of Assam .
- d. The agency must comply with minimum wages and other statutory labour provisions.
- e. The agency should not have been blacklisted by any government department.
- f. The agency must submit average annual turnover of last three financial years

*sd/-*

**Labour Commissioner, Assam,  
Guwahati-7**

Memo. E-file No: 393452  
Copy to :

Dated Guwahati the 10<sup>th</sup> January, 2025.

- a) The ABOCWBB/Directorate of Fisheries/Employment & Craftmanship Training/Controller of Legal Metrology/Director General of Police/Regional Labour Commissioner/ PWD Department/Agriculture Department/Water Resource Department for display in their notice board
- b) Labour Commissionerate website and notice board
- c) State Public Procurement Portal for publication.

*Franky*  
**Labour Commissioner, Assam,  
Guwahati-7**