

**INSTITUTE OF CYTOLOGY & PREVENTIVE ONCOLOGY (ICMR)**  
**Plot No. I-7, Sector-39, NOIDA – 201301**

Form No. \_\_\_\_\_

Cost of the Form Rs. 100/- (Rupees One Hundred)

**TENDER FORM FOR THE ENGAGEMENT OF SECURITY AGENCY AT INSTITUTE OF CYTOLOGY AND PREVENTIVE ONCOLOGY I-7, SECTOR-39, NOIDA.**

1.	Period of Contract	:	12 months w.e.f. the date of issue/acceptance of offer/contract, subject to review after six months (extendable for another three years subject to satisfactory performance).
2.	Rates Quoted I) Security Guard. II) Security Supervisor	:	To be quoted separately in a sealed envelope. (Price Bid)
3.	Earnest Money	:	Rs. 10,000/- (Rupees ten thousand) only Bank draft to be attached.
4.	Last Date & Time for the submission of Tender.	:	24/05/2016, 4.00 P.M.
5.	Date & Time for the opening of Tender.	:	30/05/2016, 03.00 P.M.
6.	Registration No. of the Agency (Enclose Photocopy)	:	} Compliance to be confirmed.
7.	Permanent Account No. of Income Tax Department & Latest IT clearance certificate (Enclosed copy)	:	
8.	Tenderer is to be recognized/ approved from the Govt. & registered as a security Agency (Enclose copy with Registration No. etc).	:	
9.	Please specify as to whether tenderer is a sole Proprietor/partner firm Name of the partners should be specified in this case.	:	
10.	Address of Registered Office with Phone/fax Numbers and e-mail id details.	:	} Compliance to be confirmed.
11.	Name/Address & phone no. of the partners	:	
12.	Security Deposit Money	:	Rs. 20,000/- (Rupees twenty thousand) Bank draft / P.B. G to be submitted by successful tenderer.

1. ....
2. ....
3. ....

Name and Signature of the  
Prop. / Partners with stamp

**INSTITUTE OF CYTOLOGY & PREVENTIVE ONCOLOGY (ICMR)  
Plot No. I-7, Sector-39, NOIDA – 201301**

**TERMS & CONDITIONS OF SECURITY SERVICE CONTRACT**

1. The agency should be registered with Registrar of Firms for at least 3 years before the closing date of tender, and should have provided such services to Govt. Deptts. / Semi Govt. organizations / Autonomous Organizations/ Govt. Undertakings / Corporate offices / Hospitals / Industries. **THE DELHI / NOIDA BASED AGENCY WILL ONLY BE CONSIDERED.**
2. The agency shall provide the services of trained supervisors and guards.
3. The security supervisor should be as ex-servicemen at JCO level below the age of 55 years and security guards should be between the age of 30 to 45 years with sound health and at least matriculate (preferably ex-servicemen).
4. The supervisors and guards whose services are provided by the agency shall at all times and for all purposes be the employees of the agency which shall also be responsible for necessary service benefits. Institute of Cytology And Preventive Oncology shall have the right to ask for the removal of any Security staff of the agency whose services/conduct is found to be un-satisfactory.
5. The agency shall not engage any sub-contractor or transfer the contract to any other person/ party.
6. The expected number of persons required to be engaged will be Nine (9) guards and One (1) supervisor. However, The Director, Institute of Cytology and Preventive Oncology shall have the right for increasing/decreasing the same at his discretion, as and when required.
7. The clearance of the local police regarding verification of antecedents of the staff will be obtained by the agency before deployment of the personnel, at ICPO, Noida.
8. The agency will be responsible for the medical examination of Guards/ Supervisor deployed at their cost before any Guard/ Supervisor is deployed he should be certified medically fit.
9. A list of the names/address of the employees appointed by the agency shall be made available to the Institute of Cytology And Preventive Oncology authorities with their biodata within 15 days from the date of contract.
10. The changes in the manpower deployed will be subject to intimation and approval of The Director, Institute of Cytology And Preventive Oncology.
11. The rate quoted in the Price Bid should be in lump sum consolidated and daily wages basis at least at the minimum rate (or above) prescribed by the Delhi/NCR/UP Govt. authorities, and computed monthly inclusive of all allowances and other charges such as ESI, EPF, BONUS, GRATUITY, MEDICAL INSURANCE, LEAVE COMPENSATION and inclusive of Sundays, paid holidays, Casual and earned leaves etc., and any other statutory obligations including taxes. No extra payment on this account shall be made by Institute of Cytology And Preventive Oncology. Break up of the total charges needs to be provided against each as per Govt. laid down rates.

Signature

12. Rate should be quoted for security guards and security supervisors including all charges in the Bid. There will be no escalation in rates during the period of contract unless it is on account of increase in minimum rates or wages etc. by the Govt. for which necessary supporting documents will need to be provided.
13. **Acceptance of Bid** In case the rates / total charges per month are quoted same by more than One Agency / Company / Firm, Director ICPO, Noida reserve the right to award Contract to any one of such Agencies / Firms, at his discretion and without assigning any reason whatsoever. The Decision of the Director, ICPO, Noida will be binding on all Parties/ Tenderers.
14. The successful tenderer will have to submit Security Deposit of Rupees 20,000/- (Twenty thousand) through bank draft in favour of The Director, Institute of Cytology And Preventive Oncology, Noida/, payable in New Delhi/ Noida or a performance Back Guarantee from any Nationalised Bank within one week of letter of award of work. The S.D. is to remain valid till one month beyond the contract date, and will need to be suitably renewed on extension of contract if agreed to.
15. The security deposit shall be returned to the agency on the expiry of the contract period or extension thereof, on furnishing the usual clearance/no demand certificate.
16. The Agency shall within three weeks of becoming due, submit the proof of deposit of EPF, ESI and other deductions to the ICPO.
17. The tenderer/ firm/ company shall have to deposit an earnest money of Rs. 10,000/- (Rupees ten thousand only) along with the Tender through bank draft of any Nationalised Bank in favour of The Director, Institute of Cytology And Preventive Oncology, payable at New Delhi/ Noida failing which the tender will be out rightly rejected.
18. The bill for each month shall be presented in triplicate by the agency by the 7<sup>th</sup> of every following month, duly pre-receipted to enable the Institute to arrange the payment.
19. The earnest money of the tenderers whose tender are not accepted will be refunded without any interest thereon after a month of award of contract to successful tenderer.
20. The tenderer/ quotations would be valid for a period of six months from the last date of submission of tender.
21. In case the agency fails to execute the job after signing the CONTRACT AGREEMENT or leave the job before completion of the period of contract at their own accord, The Director, Institute of Cytology And Preventive Oncology shall have the right to forfeit the security deposit given by the agency for the execution of the contract.
22. The contract can be terminated by giving three month's notice by either party.
23. In case of any loss or theft of ICPO property/ items, it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the loss shall be made good by encashment of security deposit and if the amount of loss or damage exceeds the amount of security deposit, then the remaining amount shall be recovered from the outstanding dues payable to the agency, straightway.

Signature

24. The whole tender document including terms and conditions shall form part of and shall be taken as if they were included in the contract agreement to be entered into by the agency.
25. The agency shall comply with the Labour laws under State/Central Govt. as applicable and ICPO shall not be responsible for any default on the part of the Agency. The Agency /Firm will need to indemnify ICPO, Noida with regards to the same.
26. The quotation/ tender (duly sealed) shall be submitted to Administration Officer, Institute of Cytology And Preventive Oncology, I - 7, Sector - 39, Noida along with a forwarding letter on Company letterhead. Each page of the tender document duly signed and stamped as a token of acceptance of tender conditions shall be submitted in the quotation.
27. In case, the agency to whom the contract is awarded, fails to accept the offer, ICPO shall have the right to forfeit the earnest money/ security money deposited by that agency.
28. The successful tenderer shall have to bring and sign a CONTRACT AGREEMENT with the ICPO on a non-judicial stamp paper of Rs. 100/- (Rupees one hundred only). The draft of this agreement is enclosed with this tender.
29. The tenderers would take care that the rate and amount are written in such a way so that inter-polation/ over-writing, etc. is not possible. Rate shall be quoted in figure and words. In case of discrepancy the rate quoted in words will prevail.
30. The Director, Institute of Cytology And Preventive Oncology, reserves the right to accept or reject any or all tenders without assigning any reason whatsoever and is not bound to accept the lowest tender.

#### **PENALTY CLAUSE**

31. The Director, Institute of Cytology And Preventive Oncology shall be entitled to impose any penalty to the extent of Rs. 5000/- (Rupees five thousand only) on the first occasion upon the agency in the event of breach, violation, contravention of any of the terms and conditions contained in the agreement.
32. If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of The Director, Institute of Cytology And Preventive Oncology in this regard shall be final and binding upon the agency. Some of the instances in which penalty would be imposed are enumerated below; these are not exhaustive but illustrative and penalty may be imposed on any violation/breach or contravention of any of the terms & conditions as well as assigned duties and responsibilities:-
  - (i) If the personnel are not found in proper uniform, and not displaying photo identity card.
  - (ii) If the personnel found indulging in smoking/drinking alcohol /drugs while on duty.

Signature

- (iii) If the personnel found absent from duty / sleeping on duty.
- (iv) The agency will need to maintain minimum 20% ex-servicemen guards at all times. In case this percentage falls below 20% a penalty at the rate of Rs. 50/- (Rupees fifty) per man per shift will be imposed.
- (v) The agency is required to provide 09 guards and 01 supervisor on daily basis. If the agency is not able to provide the required number of personnel, a penalty for shortage of attendance will be imposed as follows:
  - 90% and above, no penalty.
  - 86% to 90% Rs. 50/- per day/ per person.
  - 81% to 85% Rs. 100/- per day/ per person.
  - 76% to 80% Rs. 150/- per day/ per person.
  - 71% to 75% Rs. 200/- per day/ per person.
  - 66% to 70% Rs. 300/- per day/ per person.
  - 60% to 65% Rs. 400/- per day/ per person.
  - Below 60% Rs. 500/- per day/ per person.
- (vi) If the behavior of personnel found harsh/ rude/ indisciplined.
- (vii) If any personnel found performing the duty by submitting a fake name and address.
- (viii) If any personnel found on duty other than those mentioned in the approved list supplied by the agency to the ICPO authorities.

### **33. JOB RESPONSIBILITIES**

1. To provide round the clock security cover to the entire premises of Institute of Cytology And Preventive Oncology at I-7, Sector-39, NOIDA.
2. The agency shall be responsible for all security measures and arrangements to safeguard the movable and immovable property at ICPO Premises, including, providing following specialized services:
  - (a) Protection of persons and property of the ICPO.
  - (b) Prompt action/ assistance in case of fire or natural calamities.
  - (c) Protection of equipments, fixtures and other movable and immovable property of the ICPO.
  - (d) Prevention of unauthorized entry of vehicles and to regulate it within the ICPO premises and ensure that no vehicles are allowed to be parked other than at the parking space provided for the purpose. Separate movement registers to be kept for ICPO vehicles and for personal/ private vehicles.

Signature

- (e) Control and coverage of all the strategic points enumerated.
  - (f) Prevention of unauthorized entry of personnel in the premises of the ICPO.
  - (g) Collecting intelligence about anti-social/ undesirable act in the ICPO premises, sharing the same with the Admin Officer and also be alert.
  - (h) Fire-fighting.
  - (i) To control staff who go on agitation/ dharna, gherao etc.
  - (j) Any other work of similar nature assigned to the agency by the ICPO Management from time to time.
3. The agency will protect the property of ICPO from theft, loss, pilferage, riots, arson, fire etc. and shall be responsible for all such losses.
  4. Agency staff shall be available at all times at the place of their duties as per duty roster and they shall not leave their place of duty without prior permission and alternative arrangements.
  5. The agency shall be responsible to provide immediate replacement to take place of any security guard/ supervisor who is not available on duty at the place of posting and such other additional staff as may be required for additional areas for which prior information will be given.
  6. The agency staff shall work under the overall direction of Officers authorized by The Director, Institute of Cytology And Preventive Oncology.
  7. The agency shall provide round the clock security on eight hours shifts basis.
  8. In case of any sort of misbehavior and misconduct of any person so appointed, the responsibility of any damage or loss shall rest upon the agency in full.

**34. DUTIES OF SUPERVISOR**

1. He shall be responsible for orderly conduct and discipline of all guards and he shall inspect and ensure that each guard turns up for duty in smart-turn out in uniform with badge.
2. He shall check each member of the security staff frequently in the shift with an element of surprise and report any important occurrence pertaining to theft, loss, pilferage, fire, accident etc. In case any of the said staff is found negligent or absent from duty, a report about him should be submitted to the agency for proper/ prompt action.
3. He shall also report all such events as mentioned above to the ICPO Authorities promptly without any loss of time.

Signature

4. He shall specifically ensure the security of staff and Officers in the ICPO.
5. He should submit report to the Administration Officer, ICPO as and when required.

**35. DUTIES OF GUARDS:**

1. To guard entrance and exit points, to control the movement of the visitors, to control the movement of the vehicles and avoid inconvenience, if any, cordially and diligently. Every visitor should be guided to Reception; Identify cards of staff or employees should be personally checked.
2. To check all incoming and outgoing property/ goods and to ensure that they are accompanied by proper gate pass/ authority letter/challan etc. Copy of such gate-pass/ authority letter should be kept in safe custody.
3. To report to the concerned authority/ supervisor if any incident of theft, pilferage, fire or arson occurs.
4. To provide necessary security cover to employees of ICPO.
5. To check the movement of office vehicles by noting time of out going and incoming vehicle with their numbers. A separate register be kept for private vehicle with similar particulars.

**36. LIST OF DOCUMENTS TO BE ATTACHED ALONGWITH THE TENDER FORM:**

1. Performance report preferably from Govt. Organization or well reputed firms.
2. List of the Institutions with period of working to whom similar services are being provided.
3. Organizational setup which clearly indicate the total staff strength and its breakup category wise.
4. Performance report or commendation certificate obtained from the police authorities, if any.
5. An attested/ photocopy of the contract already entered with any Govt. or well reputed organization.
6. Copy of the registration Certificate.
7. Copy of the last reorganization/ approval of the government of India.
8. Color photographs of security guards and Supervisory staff in uniform with the sample identity card including whistle, rod, badge etc. of both summer and winter, where the agency is presently working.
9. Any other relevant information/document may also be appended.

Date :

Signature with Stamp

Place :

## AGREEMENT

THIS AGREEMENT MADE this day, \_\_\_\_\_ between Institute of Cytology and Preventive Oncology (ICPO), (an Institute under Indian Council of Medical Research, New Delhi) Plot No. I-7, Sector-39, Noida hereafter called the First Party and M/s. \_\_\_\_\_

\_\_\_\_\_ carrying on business of providing security services to various types of installations (hereinafter called the Second party which term includes its successors, assigns and heirs).

WHEREAS first party is desirous of engaging professionals and experts to provide adequate security to its buildings, installations, etc., specified in more details in this agreement, at Plot No. I-7, Sector-39, NOIDA.

WHEREAS the Second party carries on the business of providing security service to the Corporate Office, Industries and various Govt. hospitals and various types of other installations including Government organizations.

WHEREAS the Second party has agreed to undertake and execute scheduled jobs on independent contract basis and on the terms and conditions agreed to by both the parties recorded in this Agreement.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES MENTIONED ABOVE THE PARTIES HAVE AGREED BY AND BETWEEN THEMSELVES AS FOLLOWS:

1. The Second party shall provide adequate security personnel and shall allocate for this purpose at such place as may be indicated, with proper uniform at the ICPO Complex, I-7, Sector-39, NOIDA for security of property situated within the premises occupied by ICPO at the subject areas as per the instructions issued by the first party.
  - Supervisor – 1
  - Security Guard – 09
2. First party promises to pay to the second party as per details given below, for arranging each of such Security Supervisors and each of such Security Guard.

S.No.	Category	Requirement	Amount per person per month
1.	Supervisor, Ex-Serviceman	1	
2.	Security Guard	9	



3. The rates given in para 2 above are based on the minimum wages as applicable in NOIDA, and other statutory charges like EPF, ESIC etc.
4. First party shall pay to the second party all amounts mentioned above within 15 days of presenting the bill.
5. All payments arising out of this agreement shall be made by Account Payee Cheque drawn in favour of second party.
6. The second party shall provide the Security Services round the clock for the whole premises occupied by ICPO premises at I-7, Sector-39, NOIDA.
7. The second party will provide torches with cell, sticks, Gum Boots to Security Supervisors and Security Guards.
8. Second party undertakes that the personnel allocated while performing their duty at the ICPO premises shall always be in uniform, neatly and cleanly dressed.
9. Second party agrees that the allocation of duty and overall control of Security Guards and Security Supervisors will be of the first party or his duly authorized representatives after they are earmarked for duty. The personnel shall be under overall control of the first party or any person authorized by the first party.
10. First party shall never pay any money directly to the allocated personnel for any reason whatsoever.
11. The agreement shall be in force for period of one year from to \_\_\_\_\_ to \_\_\_\_\_ and may be extended annually beyond one year by mutual agreement of both the parties confirmed by Exchange of letters for any further period not exceeding total three years.
12. The second party agrees and undertakes to make good loss caused to the first party due to any theft or damage arising out of the negligence of the personnel allocated by the second party without hesitation on demand duly supported and proved.
13. The personnel allocated by the second party for the purpose of this agreement shall not permit any one to enter the ICPO premises without proper authorization of the first party or the person authorized by first party for this purpose.
14. The second party shall directly be responsible for entry of any unauthorized person ICPO premises.
15. That the second party further agrees and undertakes to watch for and prevent any disturbance or assault on any person or property within ICPO premises.
16. The personnel allocated by the second party as above shall check the incoming and outgoing materials in and from the first party's premises. Security personnel allocated shall not allow to go out any material without proper authorization by the first party.
17. The personnel allocated by the second party shall check the vehicles, bags, brief cases or any material of the incoming and outgoing worker/visitors/suppliers in the ICPO premises when instructed to do so by the first party.
18. Second party shall provide Identity Cards to such Security personnel under its seal and signatures for their identification. It is the essential condition of this agreement that the second party shall check and verify the antecedents of the personnel allocated for duty, to be clean and free from doubts before allocating them for the purpose of this agreement. The first party shall keep record of presence in hours per day with coming and outgoing time of these personnel which shall be the basis for payment to the second party as specified herein

- above. Though second party shall ensure required presence of personnel allocated at all times, the first party may deduct from agreed amount towards such absence.
19. In Case first party finds any security personnel allocated to be unsuitable for performing required tasks or finds the behavior of the Security personnel not reasonable, the second party shall not allow such person to be on the ICPO premises. The second party shall arrange for immediate replacement after receiving the intimation in that behalf from the first party.
  20. The second party further agrees and undertakes that:-
    - (a) No sub contract to carryout its obligations under this agreement will be given without the prior written permission of the first party.
    - (b) All formalities and legal requirements for carrying out all the obligations under this contract will be complied with by the second party and the first party shall not be responsible for any lapse whatsoever.
    - (c) All laws as may be applicable in case of personnel employed by the second party will be complied with by the second party and all obligations or conditions will be fulfilled by the second party.
    - (d) If the second party commits breach of agreement of the terms and conditions of this Agreement, the first party shall have right to withhold any reasonable sums from the amounts payable to the second party under this agreement.
  21. Any increase or decrease in the requirement of personnel shall require 10 days notice to the second party who shall comply with the intention of such notice.
  22. This agreement shall stand terminated on receipt of 30 days notice to that effect by either party from the other party. All obligations arising out of this agreement pertaining to the notice period shall be honored by both the parties.
  23. Any dispute or difference arising out of or in context of this agreement shall be referred for final resolution to the sole Arbitrator appointed by the first party and award given by such Arbitrator shall be binding on both the parties and they shall honor the same.
  24. The agency shall provide the services of trained supervisors and guards.
  25. The security supervisor should be an ex-serviceman at JCO level below the age of 55 years and security guards should be between the age of 30 to 45 years with sound health and at least matriculate, preferably ex-serviceman.
  26. The expected number of persons required to be engaged will be 09 guards and 01 supervisor. However, The Director, Institute of Cytology And Preventive Oncology shall have the right for increasing/ decreasing the same at his discretion.
  27. The agency will be responsible for the medical examination of Guards/ Supervisor deployed at their cost before any Guard/ Supervisor is deployed he should be certified medically fit.

28. The list of the names/address of the employees appointed by the agency shall be made available to the Institute Of Cytology And Preventive Oncology authorities with their biodata within 15 days from the date of contract.
29. The Agency shall within three weeks of becoming due, submit the proof of deposit of EPF, ESI and other deductions to the ICPO.
30. In case the agency fails to execute the job after signing the AGREEMENT DEED or leave the job before completion of the period of contract at their own accord, The Director, Institute Of Cytology And Preventive Oncology shall have the right to forfeit the security deposit / P.B.G by the agency for non execution of the contract.
31. In case of any loss or theft, it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the loss shall be made good by the encashment of security deposit and if the amount of loss or damage exceeds the amount of security deposit, then the remaining amount shall be recovered from the outstanding dues payable to the agency straightway.
32. The agency shall comply with the Labour laws under State/ Central Govt. applicable and ICPO shall not be responsible for any default on the part of the Agency.

#### **PENALTY CLAUSE**

The Director, Institute Of Cytology And Preventive Oncology shall be entitled to impose any penalty to the extent of Rs. 5000/- (Rupees five thousand only) on the first occasion upon the agency in the event of breach, violation contravention of any of the terms and conditions contained in the agreement and brought to the notice.

If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of The Director, Institute Of Cytology And Preventive Oncology in this regard shall be final and binding upon the agency. Some of the instances in which penalty would be imposed are enumerated below, but these are not exhaustive but illustrative and penalty may be imposed on any violation/ breach or contravention of any of the terms & conditions as well as assigned duties and responsibilities.

- (i) If the personnel are not found in proper uniform, and not displaying photo identity card.
- (ii) If the personnel are found indulging in smoking/ drinking alcohol/ drugs while on duty.
- (iii) If the personnel found absent from duty/ sleeping on duty.

- (iv) If the behavior of personnel found harsh/ rude/ indisciplined.
- (v) If any personnel found performing the duty by submitting a fake name and address.
- (vi) If any personnel found on duty other than those mentioned in the approval list supplied by the agency to the ICPO.

### **JOB RESPONSIBILITIES**

1. To provide round the clock security cover to the entire premises of Institute Of Cytology And Preventive Oncology at I-7, Sector-39, NOIDA.
2. The agency shall be responsible for all security measures and arrangements to safeguard the movable and immovable property at ICPO Premises, including providing following specialized services:
  - (a) Protection of persons and property of the ICPO.
  - (b) Prompt action/assistance in case of fire or natural calamities.
  - (c) Protection of equipments, fixtures and other movable and immovable property of the ICPO.
  - (d) Prevention of unauthorized entry of vehicles and to regulate it within the ICPO premises and ensure that no vehicles are allowed to be parked other than at the parking place provided for the purpose. Separate movement registers to be kept for ICPO vehicles and for personal/private vehicles.
  - (e) Control and coverage of all the strategic points enumerated.
  - (f) Prevention of unauthorized entry of personnel in the premises of the ICPO.
  - (g) Collecting intelligence about anti-social/ undesirable act in the ICPO premises and sharing the same with the Admin Officer and also be alert.
  - (h) Fire-fighting.
  - (i) To control staff who go an agitation/ dharna, gherao etc.
  - (j) Any other work of similar nature assigned to the agency by the ICPO Management from time to time.
3. The agency will protect the property of ICPO within its boundary from theft, loss, pilferage, riots, arson, fire etc. and shall be responsible for all such losses.

4. Agency staff shall be available at all the times at the place of their duties as per duty roster and they shall not leave their place of duty without prior permission and alternative arrangements.
5. The agency shall be responsible to provide immediate replacement to take place of any security guard/ supervisors who is not available on duty at the place of positng and such other additional staff as may be required for additional areas for which prior information will be given.
6. The agency staff shall work under the overall direction of Officers authorized by The Director, Institute Of Cytology And Preventive Oncology.
7. The agency shall provide round the clock security on eight hours shifts basis.
8. In case of any sort of misbehavior and misconduct of any person so appointed, the responsibility of any damage or loss shall rest upon the agency in full.

#### **DUTIES OF SUPERVISOR**

1. He shall be responsible for orderly conduct and discipline of all guards and he shall inspect and ensure that each guard turns up for duty in smart-turn out in uniform with badge.
2. He shall check each member of the security staff frequently in the shift with an element of surprise and report any important occurrence pertaining to theft, loss, pilferage, fire, accident etc. In case any of the said staff is found negligent or absent from duty, a report about him should be submitted to the agency for proper/prompt action.
3. He shall also report all such events of the ICPO Authorities promptly without any loss of time.
4. He shall specifically ensure the security of staff and Officers in the ICPO.
5. He should submit report to the Administration Officer, ICPO as and when required.

#### **DUTIES OF GUARDS:**

1. To guard entrance and exit points, to control the movement of the visitors, to control the movement of the vehicles and avoid inconvenience, if any. Cordially and diligently. Every visitor should be guided to Reception; Identity cards of staff of employees should be personally checked.
2. To check all incoming and outgoing property/ goods and to ensure that they are accompanied by proper gate pass/authority letter should be kept in safe custody.
3. To report to the concerned authority/ supervisor, if any incident of theft, pilferage, fire or arson occurs.

4. To provide necessary security cover to employees of ICPO.
5. To check the movement of office vehicles by noting time of out going and incoming vehicle with their numbers. A separate register be kept for private vehicle with similar particulars.

IN WITNESS WHEREOF THE THE PARTIES WHERE TO LEAVE SIGNED THIS CONTRACT ON THE DATE, MONTH AND YEAR FIRST MENTIONED ABOVE AT INSTITUTE OF CYTOLOGY AND PREVENTIVE ONCOLOGY, I-7, SECTOR-39, NOIDA IN THE PRESENCE OF;

Director, ICPO, Noida

for the second party

In the presence of witness: