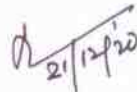


L. N. Mishra Institute of Economic Development & Social Change,  
1, Jawaharlal Nehru Marg, Patna-800001

Terms & Conditions

1. The Service Provider must be reputed having its Annual Financial Turn Over Rs. 4.00 Crores and above as per previous three years Audited Balance Sheet.
- 2- The Service Provider should quote the monthly minimum Wages/ Remuneration/ EPF/ESI (Employer Contribution) and other statutory amount (if any) with Take Home Remuneration in accordance with the current circular of Labour Department, Govt. of Bihar under the Minimum Wages Act and other act applicable for Bihar as well as Service Charge and Tax (GST) separately for supply of Trained Security Guard.
3. That the Service Provider shall submit the proof of having deposited the amount of ESI, EPF contributions and service tax etc towards the persons deployed at LNMIEDSC in their respective names before submitting the bill for the subsequent month. In case the agency fails to do so, the amount towards the bill for the current month will be withheld till submission of required documents.
4. Payment for Security Service shall be made monthly upon submission of bill.
- 5 . The Service Provider shall make payment of wages through Cheque/Bank Account to its personnel deployed at the Institute Centre on or before 7<sup>th</sup> of every month with the intimation to the Institute. The Institute reserves the right to check periodically payment of wages made by the Service Provider to its Security Personnel deployed at LNMIEDSC premises.
6. The work of providing of Security Services at the Institute premises shall have to be undertaken without causing any damage to Institute's Properties with utmost discipline and orderliness. The Service Provider shall have to ensure that there is no theft of the movable/immovable property at office and Institute premises. For this purpose the agency shall keep strict vigil on all entry and exit points with a view to preventing entry of unscrupulous elements into the Campus.
7. The Contract can be terminated at any point of time if the service of the Service Provider/ personnel is not found satisfactory. In such an event, the Institute shall be forced to appoint other source of Security Service.
8. All the Trained Security Personnel deployed will perform their duty in proper Uniform and will maintain a smart turn out. The Service Provider will, at its own cost, provide suitable Uniforms both for Summer and Winter to the Personnel with Identity Cards.
- 9 All essential items for Security Services personnel like torch, Lathi and whistle etc. will be provided by the Service Provider at its own cost without any extra charges.
10. No request/claim for alteration in the rates will be entertained within one year.
11. The Service Provider shall deploy good/smart and reliable persons with robust health and clean records preferably within the age group of 30-40 years.
12. The Service Provider shall maintain register for making the attendance of deployed personnel which shall be kept under the charge of an officer/staff of the Institute.
13. The security guard should be able to communicate in Hindi with atleast Secondary pass qualification.
14. Security Personnel should not leave their posts/duty unless and until the reliever comes for shift duties. A register for this purpose shall be maintained by the Service Provider

15. From 9.00 PM to 6.00 AM, the Security Personnel deputed must remain on patrolling duty inside the campus. They will have to verify all the office buildings, rooms, after 6.00 PM. to ensure as to whether all building is locked properly.
16. They will not allow anybody with Vehicles to office or inside the Campus without prior permission.
17. All the Vehicles except the Vehicles of the Institute Staff members and officers are to be parked in the parking place only. The Vehicles should be checked by the Security Guard on duty while coming inside or going out also.
18. In case of any happening of untoward event with security personnel during duty hours, all responsibility will be borne by the Service Provider
19. The Security Personnel should ensure that proper gate pass has been issued by the competent officer of the Institute for the items taken out of the Campus. In case of any doubts, they should immediately contact the Officer/ Authority in charge of the Institute.
20. It will be the duty of the Security Guard to keep entire LNMI Campus free of stray dogs etc.
21. The Service Provider will discharge all its legal obligations in respect of the Workers/ Guards to be employed/deployed by it for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of Law in force that may be applicable to them from time to time. The Contractor shall indemnify and keep indemnified the LNMIEDSC from any claims, loss or damage that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director of LNMIEDSC shall be final and binding on the Service Provider..
22. In the event of damages, theft, robbery, dacoity or pilferage of the LNMIEDSC property or materials, the Service Provider shall actively assist the Institute for the investigation of the case and if negligence/collusion of guards are established, such loss due to theft, damages etc. is to be made good by the Service Provider.
23. In case of any property loss/injury to any one of the Institutes staff / student due to negligence of the guards or due to de dereliction of duty or inattentiveness or negligence of the guard, all liabilities arising out of such incident will be fully met by the Service Provider.
24. The Institute will provide free accommodation to the security personnel in and around the campus and the security personnel will not <sup>be</sup> allowed to daily up and down from their home or anywhere.
25. Service Provider shall execute an agreement on Non Judicial Stamp paper value of Rs. 1000/-. (One thousand).
26. The Service Provider shall not directly or through its Security Personnel divulge any secret/confidential and sensitive information of the LNMIEDSC which come to their knowledge in the discharge of their duties.
27. Any legal dispute arises out of the agreement / order would be dealt with the competent jurisdiction/authority at Patna only.
28. This Work Order should be terminated at any stage by one month prior written notice.
29. First Contract should be made for the period of two years which can be extended on the basis of performance of the Service Provider.



Registrar