



## UNITED INDIA INSURANCE CO. LTD

REGIONAL OFFICE: UI TOWERS P.B.NO.1020, 3-5-817&818, BASHEERBAGH, HYDERABAD-500029

Phone: 040 23236367 / 23299959, Fax: 040 23243595, E-mail: rohyderabad@uiic.co.in

### **NOTIFICATION FOR REQUIREMENT OF SECURITY GUARDS**

Sealed offers are invited from registered Service Providers for providing services of Security guards to our Company in Hyderabad as detailed below:

1. **Three Security Supervisors and Eighteen Security Guards to be deployed at our Regional Office premises, Basheer Bagh, Hyderabad.** The Security Supervisor and the Security Guards would have to be deployed in three shifts of 8 hours each on a 24 X 7 basis and it shall be the responsibility of the service provider to ensure suitable Leave replacements.
2. **Three Security Guards per day in a shift of 8 hours each at our Officers' Quarters, Narayanguda (opposite Blood Bank).** The Security Guards would have to be deployed on a 24 X 7 basis and it shall be the responsibility of the service provider to ensure suitable Leave replacements.

The guards will be responsible for all security and emergency services that are required for the safety of the building and the personnel at the premises. In addition, the security guards are expected to maintain a written record of the traffic into and out of the premises. Prior experience in Fire-fighting and handling of emergency situations is desirable. It shall be the responsibility of the Service Provider to ensure uninterrupted service as detailed above, and to ensure that all applicable Laws, Rules, and Regulations in force, are complied with at their own cost.

The following points may also be noted :

1. Payment for the services rendered shall be made on a monthly basis at the end of the month, after deducting pro-rata amount for period of absence of the Security Guards.
2. The contract between the Service Provider and our Company would be for a period of one year, renewable on mutually agreed terms and conditions. In case it is decided to be terminated before the agreed period by either side, a minimum notice period of three months shall be given to the other side.
3. The Security Guards shall be posted with our concurrence only



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Interested parties may submit their bids in a sealed envelope superscribed "**Bid for Security services providers**". This should be addressed to **The Deputy General Manager, United India Insurance Co. Ltd., Regional Office, United India Towers, 3-5-817 & 818, Basheerbagh, Hyderabad – 500 029.**

The proforma for submission of the bids is furnished below. The completed bids in the prescribed format may be deposited in person or sent by post so as to be received at **Administration Department, III Floor, United India Insurance Co. Ltd., Regional Office, United India Towers, 3-5-817 & 818, Basheerbagh, Hyderabad – 500 029** before **1500 hrs on Thursday, 22<sup>nd</sup> March, 2018.** Bids received late will not be entertained. Bids which are incomplete or not in the prescribed format are liable to be rejected. The Company shall not be responsible for delay or non-receipt of bids sent by post.

No brokerage or commission is payable by the Company. The company reserves the right to reject all or any of the offers in full or in part without assigning any reason whatsoever.

**DEPUTY GENERAL MANAGER**



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### **(Proforma for submission of Bid) – Page 1**

- 1) Name of the Firm :
- 2) Address of the Firm :
- 3) Contact Details :
- 4) Registration Details :
- 5) Structure of the Firm and number of Security Guards on its payroll :
- 6) Average Educational Qualifications of the Security Guards to be provided) :
- 7) Average Age of the Security Guards who would be provided :
- 8) Any other relevant information you Would like to provide about your firm:

**We confirm that the particulars given above are correct and are provided after fully understanding the requirements of your office. We also confirm that any personnel posted to your organization would be with your concurrence only, and it shall be entirely our responsibility to comply with all Laws, Rules, and Governmental regulations as applicable.**

Date:

(Signature of the Authorized Person)



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**(Proforma for submission of Bid) – Page 2**

1. Name and address of the Firm :

2. Charges per month

(a) Charges for 21 Security Guards (8-hours duty) :

(b) Charges for 3 Security Supervisors (8-hours duty) :

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(d) Total Charges per month excluding Taxes :

**We certify that the above charges are in compliance with the Labour Laws and all other applicable Laws, Local Rules, Regulations.**

Date:

(Signature of the Authorized Signatory)  
and seal of the firm