

A. Introduction and Scope

Housing Development Corporation Ltd (HDC) wishes to invite sealed bids from interested and eligible bidders to provide security service for four sites of HDC as per the terms and conditions as outlined in Part C below.

B. Terms conditions for bidders

(i) **Details of sites where security is presently required**

Security services of the following three sites from 4:00pm to 8:00am during working days and round –the –clock during government and public holidays.

- a) Municipal Site Operation (MSO) (2 persons)
- b) Landscaping Site (1 person)
- c) Community Center Site (1 person)

(ii) **Responsibilities of the security service provider.**

- a) Providing the security arrangement to the buildings.
- b) Security of the assets of HDC against theft, pilferage and misappropriation.
- c) Prevent entry of unauthorized persons etc.
- d) Maintain records of visitors as directed by HDC.
- e) Assist HDC in handling emergencies like fire, flood, earthquake etc. (if required)
- f) The scope of work may change during the period of the contract by mutual consent.
- g) The contractor is responsible for due compliance of laws by the security guard employed.
- h) Each security guards duty time shall not exceed 8 hours within a period of 24 hours.

(iii) **Contract Period**

- a) Period of the contract shall be initially for three years. It can be extended for a further period of one year by mutual consent.
- b) Within the period of the contract, HDC may include additional sites subject to variation at the rates in proportion to those proposed under this bid.

(iv) **Proposed Method of Execution**

A Proposed Method of Execution shall be submitted along with the bid, which shall include:

- a) Details of shift timings during weekends and public holidays shall be included.

(v) **Submission of Monthly Security Report**

- a) The successful bidder is expected to submit a Monthly Security report before the 10th of every month.
- b) This report shall include site logs of movements of vehicles and equipment.
- c) The report shall also outline any issues or any noteworthy incidents within the reporting period.
- d) The Report should be signed and approved by HDC.

(vi) **Termination of Contract:**

The contract may be terminated under any of the circumstances given below:

- a) Due to non-performance of duty for a period exceeding 6 continuous shifts or 6 shifts cumulative for each site within a period of one year shall result in immediate termination without any further notice.
- b) Under normal circumstances, if either party wants to terminate the agreement, it can be done by giving a two months' notice in writing.