



HPOIL GAS PRIVATE LIMITED
(A Joint Venture of HPCL & OIL)

**TENDER FOR
HIRING OF SECURITY SERVICES AT KOLHAPUR GA**

TECHNICAL VOLUME
TENDER NO. HOGPL/2025-26/C&P/017
DATE: 19.09.2025

A. SCOPE OF WORK

- (i) On consideration of the remuneration payable by the Company to the Security Agency, under the contract agreement, the Security agency undertake to carry out Security Work of adequately safeguarding and maintaining vigilance of the Company's plant, facilities, sites, products, stores, equipment etc., within the location premises on 24 X 7 hr basis.
- (ii) The Security agency shall provide Security Guards to carry out the security work satisfactorily **ROUND THE CLOCK ON 8:00 HRS PER SHIFT BASIS** without any holidays, leave, etc.
- (iii) The security agency shall provide replacement of Security Guards in case of annual vacation, protracted illness, absenteeism, casual, sick leave etc., so as to ensure full staff compliment at all times and no additional charges shall be paid.
- (iv) The Security agency will be responsible for providing Security Surveillance and Vigilance including jobs of Firefighting, frisking, mob control etc., at all locations. Besides the Security agency will also maintain Visitors books, issue of Visitor passes and maintain various records required by the Company as well as statutory requirements.
- (v) In the event of theft to the HOGPL's properties, the security agency will submit a report basis its own investigation. Security agency will actively assist the HOGPL to report any such incidents to the police on advice from the Engineer in Charge and do the necessary follow-up on the same. The Security agency shall lodge FIR with police and carryout necessary follow-up. In investigation if it emerges that the Security Guards of this security agency are prima facie involved in such theft, then the security agency will immediately remove those Security Guards from HOGPL duty and shall take proper disciplinary and legal action against them.
- (vi) No additional charges will be entertained for the Security Head visiting site location.
- (vii) HOGPL shall have the right to terminate the contract **ex-parte** if Security agency work is found to be unsatisfactory and there are no efforts from the Security agency side to make up for the delays / deficiencies. In case of unsatisfactory services, HOGPL shall have the right to carry out the security job, either by themselves or by other security agency at the risk & cost of the existing security agency and all additional cost incurred on the same shall be debited to the defaulting security agency and the decision of HOGPL shall be final in this regard. When the contract is terminated by the HOGPL for all or any of the reasons mentioned above the security agency shall not have any right to claim compensation on account of such termination.
- (viii) As per prevailing law; the agencies have to get their security guards exempted under the provisions of Maharashtra Private Security Guard (Regulation of Employment and Welfare) Act, 1981. Again, there are certain formalities to be initiated by us Organization and the Agency for obtaining exemption.
- (ix) **Private Security** Agencies have to pay wages decided by the Maharashtra Security Guard Board Minimum Wages w.e.f. January 01,2021.
- (x) The Security agency shall issue each Security Guards individually with uniforms, socks, shoes & rain protective equipment, torch lights for night patrolling including replacement of torch cells and other PPE as under:

Sl. No.	Items Description	Qty (Pairs/Nos.) Per Annum
1	Terricot Uniforms (2 Summer & 1 Winter)	3 sets/pairs (Note- 2 sets of uniform should be distributed within 10 days from date of commencement of contract and third set should be distributed during first week of seventh month of contract)

2	Safety Shoes- Leather with Metallic Toe	2 pairs of Liberty or Bata make only (Note- 1 st pair of shoes should be distributed within 10 days from date of commencement of contract and second pair should be distributed during first week of seventh month of contract)
3	Socks	3 sets/pairs (Note- 2 pairs of socks should be distributed within 10 days from date of commencement of contract and third pair should be distributed during first week of seventh month of contract)
4	Rain coat	1 each (Note- Rain coat should be distributed before 01 June of every year)
5	Umbrella	1 each (Note- Umbrella should be distributed within 10 days from date of commencement of contract)
6	Woolen Overcoat (for winter)	1 each (Note- Woolen Overcoat should be distributed before 01 November of every year)
7	Torch Light (ISI mark, mini. 4 cells rechargeable)	2 (Note- 1 st Torch Light should be distributed within 10 days from date of commencement of contract and second Torch Light should be distributed during first week of seventh month of contract)
8	Torch Cells	As and when required
9	Lathi (Iron) or Baton	1 (Note- Within 10 days from date of commencement of contract)
10	Steel Whistle	1 (Note- Within 10 days from date of commencement of contract)
11	Belt	1 (Note- Within 10 days from date of commencement of contract)
12	Cap	1 (Note- Within 10 days from date of commencement of contract)
13	Register, Diary, Pen, and other stationery items	As and when required (Note- Within 10 days from date of commencement of contract)
14	Rechargeable LED Flashing Baton Light for traffic control, with high- visibility red/green light modes	As and when required (Note- Within 10 days from date of commencement of contract)

NOTE: - The Security agency shall submit samples of uniform cloth and all PPE items to HOGPL, in the beginning of the contractual period and obtain the approval from HOGPL before distribution of the same to the security staff. HOGPL reserves right to reject samples of inferior quality or brand. Contractor has to provide Quality Material & PPE to security staff as advised by HOGPL. If contractor fails to provide Quality Material & PPE to security staff as advised by HOGPL, HOGPL will provide required Quality Material & PPE to deployed security staff at the cost of Party. The decision of HOGPL is final in this regard. The date of distribution of various items as listed in above table would be decided by the Engineer in Charge with one week prior notice to security agency.

- (xi) Any of Security Guards provided by the party; whose work or conduct is found unsatisfactory necessary action including replacement as deemed fit shall be taken by the Security agency immediately at no cost to the corporation.
- (xii) Security agency should produce character verification & antecedents of security staff positioned through local police at the time of induction of the security staff in HOGPL site, at the time of commencement of the Security & Surveillance contract or any time / thereafter whenever a new

person is included. Copy of Police verification record and health certificate for each and every security staff shall be submitted to HOGPL. After every six months fresh Police Verification & Health Check Up certificate needs to be submitted by Security Agency.

- (xiii) The Security agency shall indemnify the Corporation for loss / damage / deterioration or loss of product or materials or property arising from any act or negligence on the part of the Security Agency and their employees and suffered by the Corporation. The Corporation's decision with regard to the amount of loss/damage suffered shall be final and binding to the party. The Corporation shall be entitled to deduct the amount of loss/damage suffered by the Corporation from the amount payable to the party. Any amount still remaining payable will be recovered through other appropriate measures as deemed fit by the Corporation
- (xiv) The Security agency shall ensure that none of Security Guards will be member of the Trade Union of the Corporation Employees or take any interest in Trade Union activities of the Corporation Employees
- (xv) The Security agency hereby agrees that the security and safety of the Corporation's property which the party is to safeguard shall be at risk in case the employees of the party give wrong report, report late or without uniform or with improper uniform/reporting etc. The associated risk while being substantial cannot be measured in terms of money. As such the party is hereby agree to the following penalties:

Penalty for improper reporting will be as under:

ABSENTEEISM/IMPROPER REPORTING/IMPROPER DUTY	
Security Personnel / Agency	(Rs per day/incident)
Security Guard	400/-

If the security agency does not provide proper uniform to any of the security personnel then a penalty of Rs. 500/- would be imposed on the security agency for each instance of improper uniform.

The above will be recovered from the bills of/money payable to the party.

- (xvi) Security Agency shall submit daily as well as weekly consolidated reports in the prescribed format to concerned HOGPL officers through e-mail/hard copy.
- (xvii) The security agency will be responsible for providing security surveillance and vigilance including job of firefighting, frisking, mob control etc., at pipeline location & stations. Besides, the security agency will also maintain visitors book, issue of visitor passes and maintain various records required by the corporation as well as statutory requirements. Security agency will also undertake locking and unlocking of premises / other facilities as directed by the HOGPL.
- (xviii) Supervision and control of Security Guards to be carried out by Service Provider as a part of their internal administration process and system. Day and night patrolling by service provider at all the 3 locations.
- (xix) Records of attendance, material, and events to be maintained by Service Provider in manual and electronic form.
- (xx) Minimum Wages as per guard board minimum wage rate to be provided and any changes to the wages shall be complied with.
- (xxi) Indemnify HOGPL against any non- compliance on part of the service provider with respect to applicable statutory laws.
- (xxii) Basis of Security Guard Requirement & deployment plan is tabulated below:

Sr. No.	Location	Area (Sq.mt) / Requirement	Security Guard		Security Supervisor	
			No. of Security Guard Req. per day	Man days	No. of Security Supervisor	Man days
1	Mother Station, and store yard Kagal	11741	6	2190	1	365
2	City Gate Station, Mouje Vadgaon	4020	3	1095		
3	Emergency Security Deployment as per site requirement	As per requirement	1	365		
Total Requirement of Security Guards and Security Supervisors in Man-Days for 365 Days			10	3650	1	365