



TENDER

Security Services (TLTB Head Office)

Aim

To provide the comprehensive security services to the iTaukei Land Trust Board, Suva.

Scope of Work Duty Hours

The duty hours of security guards are fixed, with each guard working 12 hours a day. This is done, in order to maintain an efficient security check. Working Hours Following timing or as informed will be observed: Manpower Morning Shift /Night Shift Total Male Guards – 2. The security guards provided should be between the age of 25 and 40 years.

- The security guards provided should be medically fit.
- The security guard provided should be at least 5 feet 6 inches tall.
- A guard deployed at TLTB should not be deployed anywhere else.
- 100 percent of guards provided must have an enormous experience in securing the premises and her staff. Guards deployed should have at least secondary education.
- The following equipment in addition to the BATON should be provided by the Contractor as per the need basis. 1. Torches 2. Any other type of equipment relevant to security of the premises.
- All guards will be interviewed by the TLTB management before deployments.
- Any guards to be terminated by the Contractor should be brought into the knowledge of TLTB management and the termination will be finalized with the consent of the TLTB management.
- The Security equipment will be randomly inspected by the TLTB management.
- TLTB management reserves the right to change the starting time of the shifts.
- The TLTB management reserves the right to terminate the contract in case of unsatisfactory services.
- One guard will be allowed one shift twelve (12) hours in a day.
- The equipment provided to the guards will be inspected randomly by the TLTB management. Three days salary will be deducted if a guard is found with Old/Rusty/Non-functional weapons. Upon discovery of such equipment, the TLTB management will inform the security company and the security company will be bound to change/replace the equipment maximum in twelve (12) hours. The security company

will be liable to 2% deduction in that month's total invoiced amount if equipment is not replaced within the timeframe mentioned above.

- Three days salary will be deducted if a guard is found sleeping on the duty & 7 days in case of found missing from his duty position without replacement with intimation to the institute management.
- If a guard reports to duty thirty (30) minutes late with respect to the start of the shift time without informing the TLTB management for two days, an absent will be marked for a day and salary will be deducted accordingly.
- Security Company will provide the following documents in original for the first time for our perusal and later original documents will be returned; only the photocopies of those documents will be kept for our record. 1. Valid Computerized ID Card 2. Police and Special Branch Clearance Certificate.
- Security Company will plan leave/rotation of security guards and inform the TLTB management in advance regarding the leave and replacement of the security guard, via email. Even in case of emergency leave, info Email will be required. Not doing the same, the Security Company is liable to penalty of 5 days salary of security guard.
- In case of replacement/change of a security guard, every new incoming individual will be in possession of his original above mentioned documents prior to the commencement of his duty.
- In case the security company provided any fake/forged or spurious documents/information, they will be liable to 1 month's total salary and a warning. On 3rd warning the contract will be considered null and void.
- In case of accident, fire, theft or any untoward incident, a joint inquiry committee will be formed to assess the circumstances, causes, amount of loss and to fix the responsibility. In case of deadlock, TLTB management would be the decisive authority and their judgment would be considered final.
- In case of leave, absent etc. Security Company is responsible to provide replacement immediately fulfilling the above mentioned requirement. Not doing this, Security Company will be charged three (3) days salary penalty.
- If a guard is found misbehaving with the tenants of the building, institute staff, other guards or anyone else in the building, the guard will be terminated from duty immediately and a warning will be issued to the contractor. Upon receiving 2nd warning a one month's bill will be deducted and contractor to immediately provide a replacement for the terminated guard.
- The TLTB Management reserves the right to terminate the contract if unsatisfactory services are provided for two months upon issuance of the unsatisfactory service certificate.
- The purchaser reserves the rights to increase or decrease the number of security guards at the time of payment.
- Complete security plan will be provided to the selected firm or company.

Dress Code & Conduct for Security Guard

- The Security Guard should be wearing company designed uniform at all the time.
- Security labeled cards will be returned to the person-in-charge after shift hours.
- Designated guard will be carrying SECURITY EQUIPMENTS at all time.
- All guards will carry their personal identification with them at all time.
- In case of any emergency/happening will report to concerned official at priority.
- Has valid Registration & Tax Income Number (TIN).

- Has not been blacklisted by any public or private sector organization and provided satisfactory services through contracts (submission of undertaking on legal stamp paper is mandatory).
- Comply with complete "Scope of Services" Verifiable proof for all the above shall be mandatory. Non-submission may cause disqualification of the bidder for further process.

TLTB MANAGEMENT