



UNIVERSITY OF TURBAT

M8, Ginnah, Turbat, District Kech, Balochistan
Phone No.0852-400625-400529

TENDER DOCUMENTS FOR HIRING SECURITY SERVICES

Last date of Submission: _____

Name of Firm to whom issued: _____

Date of Advertisement: _____

Name of Newspaper/Site: _____

CONTENTS

Sr. No.	Description	
1	General Instructions to Bidders	Annex -A
2	Eligibility Forms (Technical Bid)	Annex-B
3	Evaluation Forms (Technical Bid)	Annex-C
4	Priced Bid Form	Annex-D
5	Terms and Conditions	Annex-E
6	Indemnity Bond	Annex-F
7	Contract Agreement	Annex-G

UNIVERSITY OF TURBAT
General Instructions to Bidders

1. University of Turbat (UoT) intends to award a contract for the provision of private security guards at UoT Main Campus, Law College, and its Panjgur Campus to income tax registered firms having a minimum of 05 years of experience in the said field and providing security services to other Government Departments/autonomous bodies through contract, etc.
2. Technical/Qualification Bid document on prescribed form (Annex-B & C) along with Financial/Priced Bids on prescribed form (Annex-D), complete in all respects, sealed in separate envelopes and further sealed in a single envelop should be submitted in UoT M8, Ginnah, Turbat District Kech by 31-01-2022 at 1100 hrs. The Envelope containing Technical Bid will be opened on the same day at 11:30 hours, in presence of the participating bidders. The second envelope containing the Financial/Priced Bid will further be sealed.
3. Following are the terms of reference for qualification:-
 - a. The security company having 05 years experience in the provision of security services in the Govt/Semi Govt Department is eligible for Technical Qualification.
 - b. Name of the company with a list of CEO and MDs Manager Operations and Manager Finance with office address, landline numbers to be provided.
 - c. Provide a list of clients of Govt/Semi Govt Departments/Autonomous bodies for the last 05 years with reference.
 - d. Security Company will be required to arrange residential accommodation facility for the security guards in close vicinity of duty area and having reliable transportation arrangement. Pick and drop at/from the place of duty will be the responsibility of the security company.
 - e. Security Company shall provide suitable reliever (without additional charges) to cater leaves/sick etc, of the deployed security guards.
 - f. Details of weapons with the type of licenses held by the company, which will be issued to company guards deployed in UoT offices/locations.
 - g. The procedure of operational/surprise checks.

- h. Eligibility Criteria/procedures for recruitment/verification.
- i. Type of communications equipment installed, with PTA license. Location of the base station and coverage area in the city of deployment of guards (if already available) and communication held countrywide.
- j. Privileges/facilities entitled to the guards including weekly/monthly leave with pay and procedure for the provision of reliever/replacement.
- k. The age of deputed guards should not be less than 18 and above 55 years, The deployed guards should be in good health and have good eyesight, good hearing, free from any contagious disease, and free from any addiction to the drugs.
- l. Insurance of employees.
- m. The security company must be in possession of valid NOC from the Ministry of Interior, Government of Pakistan and Home & Tribal Affairs, Government of Balochistan, and valid NTN.
- n. Audited financial statement of the last year.
- o. Tender document must be completed in all respect and all pages are to be attested/signed by the Manager operations and Manager Marketing as well. Incomplete documents will not be entertained for bidding.
- p. Credentials of the security companies can be verified from their office premises if required so.
- q. The security company providing unsubstantiated and/or incorrect information will be liable for disqualification.
- r. Security company fulfilling the eligibility criteria as mentioned in the advertisement will be evaluated on a point basis, distribution of which is mentioned in Annex "C" 70% marks are essential to qualify for the bidding process.
- s. The rates for security services/guards should be quoted keeping in view the minimum wages with 04x days leave per month as notified by the Government of Pakistan. Security Guard is to be placed on duty for not exceeding 08 hours duty in 24 hours as per labor laws. Shortage of guards/deployment of guards on double duty is strictly prohibited.
- t. UoT reserves the right to invite the next lowest bidder in case the first bidder is unable to complete pre-requisites or fails to provide requisite

manpower, weapons, and other security equipment as per pre-decided schedule, inclusive of all the formalities.

- u. A security company whose contract has ever been terminated by UoT or any other Government department is not eligible for bidding.
- v. The security companies to whom notice of non-compliance-poor performance was served during the currency of their contract with UoT are also not eligible for bidding.
- w. Criteria/standards specified for the provision of security guards will not be relaxed at a later stage. So all the bidders should carefully read and understand the instructions/terms and conditions of the bidding documents.
- x. For the purpose of uniformity of policy and decision, (The company) shall nominate a senior officer or authority from its head office as a single contact authority with or to whom any and all relevant or connected contractual, operational, and/or financial matter may be referred to and/or discussed on a regular basis.

4. University of Turbat, reserves the right to reject any or all the firms (s) without assigning any reasons.

Annex-B

UNIVERSITY OF TURBAT
M8, Ginnah, Turbat, District Kech, Balochistan
Phone No.0852-400625-400529

**Provision of Security Services to UoT Main Campus and Sub Campuses
Technical Bid**

1. Name of Firm
2. Date of Registration
3. Name of owner's of the firm (a)

Name	S/O	CNIC No.
------	-----	----------

4. Address of Head office with Telephone No, Fax No. and email address

5. Details of the Company office closest to the University of Turbat.

Name of Operational Manager:

Office Address:

Contact. Land Line No,
 Mobile No.
 Fax No
 Email address

6. NTN Number:
7. PST Number :
8. Registration Number/certificate of social welfare (if any)
9. Security company is registered and has valid NOC from (Encircle and attach copy)
 - (i) Ministry of Interior, Govt. of Pakistan
 - (ii) Home & Tribal Affairs, Government of Balochistan
 - (iii) Home Department Govt. of Khyber Pakhtoonkhwa
 - (iv) Home Department Govt. of Punjab
 - (v) Home Department Govt. of Sindh
 - (vi) Home Department Azad Jammu & Kashmir
10. Insurance of employees and details of premium paid last 4 years.

(Authorized Signature)

UNIVERSITY OF TURBAT
M8, Ginnah, Turbat, District Kech, Balochistan
Phone No.0852-400625-400529

Technical Bid (Evaluation Form) for Provision of Security Services at Main Campus
and its Sub Campuses

**1. Details security services provided to Govt/Semi Govt Department related
for more than 25 person (s) with security apparatus:-**

**(15
Marks)**

S.No	Name of Department	Address	Name of Supervising Officer with Contact Number	Category	Duration of Contract (From-to)	Rate Per Person	Total Contract Amount

**2. Details of weapons and other equipment that can be deployed on UoT's
Demand:-**

(10 Marks)

3. Procedure of checking **(10
Marks)**

- (a) Once day /after 24 hours by supervisor provided with a motorcycle.
- (b) Twice a day /12 hours by supervisor provided with a motorcycle.
- (c) Thrice a day / 8 hours by supervisor provided with a motorcycle.
- (d) Not Applicable

4. Experience in Doing such business in the Makran region. **(10
Marks)**

S.No	Name of Department	Address	Name of Supervising Officer with Contact Number	Category	Duration of Contract (From-to)

5. Eligibility Criteria /Procedure for Recruitment/ Verification **(10
Marks)**

- a. Eligibility Criteria for induction:-
 - (i)
 - (ii)

(iii)

b. Recruitment procedure:

(i)

(ii)

(iii)

c. Verification procedure:

(i)

(ii)

(iii)

6. Communication System (Encircle and attach Copy) (15 Marks)

a. Type of Equipment:

b. PTA Operating License.

7. Privileges / Facilities entitled for Guards (15 Marks)

a. Accommodation and m ng

b. insurance in case of accident up to Rs.

c. No of Days off/leave with pay in a month

d. Extra guards as a reliever will be provided without any extra charges or not.

e. Salary to the guards is to be disbursed on or before the 5th of each month without waiting for the invoice from the UoT.

8. Financial Position. (15 Marks)

(a) Copy of audited accounts / reports for last three years

(b) Copy of contribution deposited against Insurance during last Financial year.

(Authorized Signature)

Annex-D

UNIVERSITY OF TURBAT
M8, Ginnah, Turbat, District Kech, Balochistan
Phone No.0852-400625-400529

PRICED/FINANCIAL BID APPLICATION

1. Name of Firm
2. Name and CNIC No of Owner of the Firm

3. Address of Head Office

4. Name of Manager Operations And office address

5. NTN Number
6. BST Number
7. Number (if any)
8. No. (if any)
9. Bid Price with marginal analysis (in figure Lump-sum monthly charges):
 - a) For Security Guard For One Duty Point, Rs.
(Inclusive all taxes)

 - b) Total Bid Amount for Security Guards for 18 x Points. Rs.
Amount in Words :

10. Earnest Money (@ total amount of one year total bill):
11. Bank Draft /Pay Order (In favor of : University of Turbat Account No.1
(10407900525001)
12. Last date for Submission of Bids in the office of Procurement Officer, 20 days from the advertisement date.
13. Place of Bid Opening: Uot Turbat, Main Campus, M8, Ginnah, Turbat, District Kech, Balochistan.

(Signature & stamp of the bidder)

UNIVERSITY OF TURBAT
M8, Ginnah, Turbat, District Kech, Balochistan
Phone No.0852-400625-400529

PRICED/FINANCIAL BID APPLICATION

Marginal Analysis For the provision of Security Guards at each duty point for 24 Hours.

Per month Salary	Rs.
Weapon	Rs.
Kit Items	Rs.
Insurance	Rs.
Social Security/Welfare (/P . Etc)	Rs.
Terminal Benefits	Rs.
Depreciation and License Fee	Rs.
Any other expenditure	Rs.
Total Liabilities	Rs.
Service Charges	Rs.
Govt Taxes.	Rs.
Priced bid rate per One x point for 24 Hours (inclusive of all costs taxes, levies, etc.)	Rs.

(Signature & stamp of the bidder)

Annex-E

TERMS AND CONDITIONS

Provision of Private Security Guards at UoT Main Campus and Sub Campuses

Scope of Services

1. (Name Of Company) will provide 24 hours security to UoT and its sub-campuses at the 18 pre-selected points.(The number of duty points can be increased and decreased as per UoT requirement. UoT rep will communicate in writing regarding any change in the number of duty points with the contractor 07 days prior to the date of enactment).
2. Security Guards at 75% points shall be armed with the latest weapons having a valid license as per requirements of UoT. Including pistol, short gun (repeater), and 7mm rifle or compatible. The company shall provide a list of weapons along with the service history of the allocated weapons. Weapons must be serviceable and operationally fit. The company shall also provide a certificate of weapons fitness on a quarterly basis.
3. The security company shall provide suitable reliever (without additional charges) to cater leaves/sick etc of the deployed security guards.
4. If the Security Company is unable to provide the requisite numbers of armed security Guards, notice for non-compliance will be issued to the security company. After issuance of three (03) non-compliance notices, the UoT reserves the right to terminate the contract agreement at any time.
5. A security guard is to be placed on duty for not exceeding 08 hours daily in 24 hours as per labor laws. Shortage of guards /deployment of guards on double duty is strictly prohibited. If any security guard is found performing more than 8 hours of duty per day, the wage of that particular duty will not be paid to the company.
6. The security company shall conduct refresher training of its Security Guards on annual basis and a training certificate shall be furnished to Security Office UoT.
7. The security company shall provide security clearance of their security staff from the local police (Temporary address) and Home District (Permanent Address) and special Branch before deployment of UoT locations.
8. The company will maintain a reserve pool of security-cleared guards for deployment on 24 hours' notice. Absentees will be replaced immediately by the company without any additional charges.

9. The Security Guards will hold valid Computerized National Identity Card and carry all the times their security and identification papers with them.
10. The Security Guards shall be employees of the (Name Of Company) and shall perform duties for UoT as per terms of the contract.
11. The (Name Of Company) shall observe the applicable Labor Laws and enactments in operation and enforce from time to time.
12. The (Name Of Company) will ensure that security guards do not indulge in unionism, strikes, undesirable activities, political agitation, and unapproved group religious activities.
13. Security Guards will be posted on static places of duty or as per the requirement of UoT. Security Guards for patrolling will be posted according to the mutually agreed plan. In case of mobile/escort guard's requirement, transport will be provided by UoT. The (Name Of Company) will provide security services in UoT Main Campus/Sub campuses on the same terms and conditions/rates as and when required/formally requested by UoT.
14. The maximum age limit of the Security Guard not more than 55 years will be adhered to.
15. An indemnity bond in the prescribed Performa on Stamp Paper of Rs.500/- shall be executed by the (Name Of Company) to meet the losses and damages due to the negligence of all or any of the security guards of "The (Name Of Company)" during the currency of the running contract.
16. The (Name Of Company) shall not employ as a security guard any person who:-
 - a. Has been convicted of any offense involving moral turpitude or dismissed from government service.
 - b. Is not physically or mentally fit, weak, or has a bad temper.
17. The (Name Of Company) should select guards/their reliever carefully and provide full particulars of the security guards along-with copies of CNIC, two photographs, verification, medical fitness certificate, and matric and other educational certificates to UoT before deployment of guards for approval. Frequent replacement of security guards would not be allowed.
18. UoT reserve the right to discontinue the services of any security guard deployed by (Name Of Company) without giving any reason and the (Name Of Company) will withdraw and replace that person immediately.
19. The (Name Of Company) shall maintain insurance with responsible and reputable companies in such amounts and covering such risks as is prudent and

is usually affected by entities or individuals engaged in operations similar to that of the (Name Of Company) and shall furnish to UoT with evidence of compliance upon the request.

20. That there are no judicial or departmental proceedings pending, or to the best of its knowledge threatened for the liquidation or insolvency of the (Name Of Company) or that could materially or adversely affect the performance by the (Name Of Company) of its obligations under this Contract.
21. The execution, delivery, and performance of these obligations vide running Contract by the (Name Of Company) does not constitute a violation of any law, court ruling, governmental regulations, the decision of an arbitrator of competent jurisdiction or contractual obligation applicable or relating to it and its assessments or business.

SECTION 2

Currency of Contract

1. The contract will be for the period of one (01) year (with effect from the date of commencement) extendable as per law with mutual consent of the parties and subject to satisfactory performance of the contractor.
2. The Contract shall be considered terminated automatically upon completion of the contract period until it is terminated by either party in the following manners:-
3. UoT, may, in writing, terminate the contract during the contract period upon serving 30 days Notice and the same shall stand terminated forthwith upon expiry of 30 days from the date of issuance of such notice unless said notice is withdrawn by the UoT.
4. In case, the Contractor intends to terminate the contract during the contract period, 90 days prior notice will be served to the UoT or payment of 30 days contract price based on the previous month's verified bill to the UoT.
5. The Contract shall liable to be immediately terminated by UoT after giving three notices of 07 days each for rectification of any or all of the following non-conformities:-
 - a. In case the contractor is unable to provide the requisite number of security guards.
 - b. Non-conformance of uniform by the deployed security guards.
 - c. On complaint(s) received regarding non-payment of monthly salaries to deployed guards as per prevailing minimum wage rates in accordance with the detail of monthly salary given in the marginal analysis of approved priced bid.
 - d. The inability of the contractor in depositing the due contributions of Social Security, insurance, etc, as described in the contract.
 - e. If the contractor fails to provide security clearance within the stipulated time period.
 - f. Any other condition(s) mentioned in Instructions to Bidder (ITB), Technical Evaluation Form, or in the Priced Bid Form.

(Signature & stamp of the bidder)

SECTION 3

Payments

1. The (Name of Company) shall submit to UoT monthly Invoice as per approved priced bid on the last working day of that month. The invoice must contain verified copies of salary payment receipts containing signatures of the deployed guards and receipts of the contribution deposited against insurance, etc of each & every deployed security guard as per detail given in the marginal analysis and approved monthly priced bid.
2. Payment shall be made to the (Name of Company) within Thirty (30) days on receipt of monthly invoice duly certified by UoT after deduction of all applicable taxes, levies, etc.
3. A deduction shall also be made with respect to non-submission of any of the required salary and other receipts as mentioned above.
4. UoT may also make pro-rata deduction from the invoiced amount on account of the absence of any security staff, found asleep during duty, wearing improper/shabby dress, found receiving gifts during duty or on duty site, or otherwise engaged in unauthorized or other activities which may be harmful to UoT, which shall be determined by sole reference to UoT.
5. Security guards will be considered to be on effective pay Roll of the (Name Of Company) from the date they report at the post of UoT.
6. The (Name Of Company) shall arrange & provide accidental insurance cover for all his deployed security guards, valid from the commencement date to the end of the contract period.
7. The (Name Of Company) shall submit attested copies of insurance policy certificates/cards to UoT for its reference, record, and security reasons. In case of failure to provide the required documents, UoT may withhold/deduct a part of the payable amounts as per the prevailing rates of these departments, while making the monthly payments to the contractor till the required information and the record is duly submitted by the contractor.
8. In case the contract period is extended, the (Name Of Company) shall have to ensure payment of Insurance contributions and renewal and extension of insurance cover accordingly and submit the copy of the extended policy to UoT before the expiry of the existing terms of the contract.

9. The deployed security guards of the (Name Of Company) shall be considered to be solely on the effective payroll of the (Name Of Company) from the date they report for services provided to UoT and their pay shall be disbursed by the (Name Of Company) under his own arrangements positively by or before 5th of each month without waiting for payment of monthly invoice, whereas no such security guard/ personnel would bear any lien against UoT.
10. Payment towards workers Insurance or any other dues that may become applicable will be paid by the (Name Of Company) at no extra cost to UoT.

(Signature & stamp of the bidder)

SECTION 4

Inspection and Discipline

1. Besides supervision of the (Name Of Company), UoT will also exercise supervision on required security guards and report any misconduct of deployed security guards to the (Name Of Company) for prompt remedial measures. If UoT finds that any security guard has committed serious misconduct or has been charged with criminal activity or UoT will have reasonable cause to be dissatisfied with the performance of any security guard, then, the (Name Of Company) shall be under obligation to remove/replace such guard.
2. The (Name Of Company) will replace any security person(s) as and when desired by UoT and provide an appropriate substitute at once.
3. The security guards will be properly dressed in the prescribed uniforms while on duty. They will wear uniforms as prescribed by the Licensing Authority and display the Identity Card of the (Name Of Company).
4. Security Officer UoT will exercise command and control of security staff. Security guards of the (Name Of Company) will follow the instructions of UoT authorized officials as and when directed.
5. Security Guards deployed at locations/offices other than UoT Main campus will be surprise checked by (Name Of Company) and the report on prescribed Proforma will be furnished to UoT on weekly basis. The supervisor of the company appointed should take rounds of duty at regular intervals to check the presence/absence of guards and brief them.

SECTION 5

Notices

All notices to be served under the Contract shall be in writing and delivered by hand or courier service at the address herein below;

Mailing Address of UoT

Registrar, University of Turbat, M8,
Ginnah, Turbat, District Kech
Ph. 0852-400529-400514

Mailing Address of Contractor

SECTION 6

Governing

1. This contract shall be governed by and construed in accordance with the laws of Pakistan and conditions spelled out in this Annex will be binding on the parties.
2. The parties can amend the contract terms and conditions through a written request and mutual understanding upon the approval of the Competent Authority.
3. No failure or delay on the part of UoT to exercise any power, right, or remedy under this Contract shall operate as a waiver thereof nor shall any single or partial exercise by UoT of any power right or remedy preclude any other or further exercise thereof or the exercise of any power right or remedy. The remedies provided in this Contract are cumulative and are not exclusive of any remedies provided by the law.
4. The (Name Of Company) shall not assign this Contract or its rights and obligations hereunder to any other person or entity, except with the prior written permission of the UoT.
5. Headings in this Contract are for convenience only and shall not be used to interpret or construe its provisions.
6. This Contract along with its Annex constitutes the complete and final obligations between the (Name Of Company) and the UoT and supersedes any and all prior agreements, understandings, communications, and arrangement whether oral or written between the parties with respect to the subject matter hereof.
7. If any provision of this Contract is held illegal or invalid under present or future laws or regulations effective and applicable during the term of this Contract, such provision shall be fully severable and this Contract shall be construed as if such illegal or invalid provision had never comprised a part of this Contract and the remaining provisions of this Contract shall remain in full force and shall not be affected by the illegal or invalid provision or by its severance from this Contract.
8. In witness whereof, the parties hereto have set their respective hands on the day month, and year first written.

SECTION 7

DISPUTE SETTLEMENT

The parties shall use their best efforts to settle amicably all disputes arising out in connection with this contract or its interpretations. The disputes which cannot be settled amicably within sixty (60) days after receipt of notice by either party for an amicable settlement, the same may be submitted to the arbitrator for settlements in accordance with the provision of Arbitration Act-1940 and of the rules thereunder and any statutory modification thereto. One arbitrator shall be appointed by each of the parties of their own choice. The two arbitrators shall appoint an umpire to resolve the dispute submitted to them in case of their failure to reach a consensus. The arbitrator and the umpire shall each be either a retired judge of the provincial High Court or the Supreme Court of Pakistan. The decision of the arbitrators or the umpire shall be final and binding upon the parties. The arbitration shall be preconditioned to any action at law and each of the parties shall bear its own cost of arbitration, regardless of the arbitral outcome. The venue of the arbitration proceedings shall be decided with mutual agreement.

SPECIMEN - INDEMNITY BOND

This DEED of INDEMNITY is made on the (date of commencement) between (name of company) of the one part hereinafter called "The Contractor";

AND

(University of Turbat) being an autonomous body, established under The University of Turbat Act. 2012, of the other part, hereinafter called "UoT";

WITNESSETH AS FOLLOWS:

1. By this deed of indemnity, the Contractor agrees to provide such indemnity as hereinafter the bearer has signed or given and may hereinafter from time to time sign or give through an instrument in favor of UoT. Indemnity pertains to all or any loss, damage stealing, or removing of any movable or immovable property, owned and possessed by UoT, during the subsistence of accompanying agreement for providing security services by (name of company) ("Agreement") to restore all or any loss, damage, stealing, during the surveillance and security of UoT Employees and assets.
2. Pursuant to the agreement (name of company) shall indemnify and hold UoT harmless against all losses, claims, suits, proceedings, actions, costs, charges, and expenses, which shall or any be referred, instituted, or arise in consequence of (name of company), its employees or agents, negligent or willful acts or omissions".
3. That (name of company) further declares and covenant that if UoT suffers any loss in the event of default on part of (name of company) or any action brought by a third party against UoT in connection with (name of company) performance of the agreement, UoT shall hereby recover the amount of loss or claim from (name of company).
4. The contents of the deed shall not restrain UoT from invoking all or any other remedies available to them, at law.

IN WITNESS WHEREOF, were hereby set our hands upon the date mentioned, hereinabove.

(Name, Designation, Stamp, and Sign of Parties Representatives and Witnesses)

SPECIMEN - CONTRACT AGREEMENT

CONTRACT AGREEMENT FOR PROVISION OF SECURITY SERVICES TO UOT

This AGREEMENT is made at UoT Turbat on the day _____ and will be called "Security Services Agreement".

By and Between

The University of Turbat at its Main Campus M8, Ginnah, Turbat and its sub-campuses (hereinafter referred to as "UoT") which expression shall, where the context requires, to be deemed to mean and included its successors-in-interest and assign;

AND

(Company Name), a company incorporated in Pakistan with its Head office at _____ (hereinafter referred to as _____), which expression shall, where the context requires, be deemed to mean and include its successors-in-interest and assign;

(UoT and (company name) shall, where the context requires collectively be preferred as the "Parties" and individually as "Party")

Witnesses:

UoT requires security services in respect of its Main Campus at M8 Ginnah, Law Department at Near Commissioner House Turbat, and sub-campus at Panjgur Campus;

(Company name) is a company providing on contract basis, security services, and system and has represented that it possesses the required ability to provide the security services at the level of competence, reliability, and expertise at the places required by the UoT.

NOW, THEREFORE, in consideration of the mutual benefits to be derived and the representations and warranties, conditions and undertakings contained herein and in the documents & Appendices annexed hereto, and intending to be legally bound, the Parties hereby agree as follows."

The Term of this security services agreement shall be for an initial one year contract, which shall commence from _____ to ("Effective Date") and shall, subject to termination provision thereof, expire on _____ ("Term"), Unless otherwise A by the parties and subject to the termination provisions hereof, the Term may be extended and renewed further for periods ("Renewed Term") at least one month prior to the expiry of the Term or Renewed Term, as the case may be.

WEAPONS SERVICEABILITY STATE QUARTERLY

It is certified that weapon as per the details given below has been personally inspected/tested by me and found serviceable/operationally fit for deployment.

S No	Type of Weapons	Serial number of weapon	License Number	Deployed at (Locations)	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

(Signature of Technical)

(Counter Signed) Manager Operations

(Name of Company)

REPORT ON SURPRISE CHECK OF SECURITY GUARDS DEPLOYED AT (NAME OF UoT OFFICE) ATTACHED OFFICES

Date:

S No	Location	Name of Guards	Date/Time	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Cell No.:

Signature Name
(Mobile Supervisor)