



" Under Jurisdiction of Bilaspur Court Only "

साउथ ईस्टर्न कोलफील्ड्स लिमिटेड
South Eastern Coalfields Limited
सीपत रोड पो०बा० नं० 60, बिलासपुर (छ०ग०) 495 006
Seepat Road, Bilaspur 495 006 (Chattisgarh)
पंजीकृत कार्यालय

मिनी रत्न कम्पनी **सुरक्षा विभाग**
NOTING SHEET

Ref. No. SECL/BSP/SEC/COS/DGR RGL/09/ 807

Dated : 15.12.2009

Name of Company : S.E.C.L. H.Q.,BSP.

Name of Officer : Lt. Col. Ashok Kumar.

SUB : REVISED GUIDELINES FOR SELECTION OF D.G.R. REGISTERED & SPONSORED SECURITY AGENCIES IN SE.C.L.

It is proposed that the general criteria to be adopted regarding screening of Ex Servicemen Contractual Security Agencies, for Engagement / Deployment in Areas under S.E.C.L. and H.Q. needs to be revised, in continuation of noting dated 28.10.2009 (enclosed).

The broad guidelines and norms to be followed for selection of Agencies engagement / deployment will be as under :-

- 01 Order of Preference shall be State owned Ex Servicemen Corporations, E.S.M. Private Limited Companies and Single Proprietary concern sponsored by the Office of D.G.R., New Delhi.
- 02 Experience of number of years in service in the Armed Forces & Rank held by Proprietor / Senior Most Directors of sponsored Agencies will be given due weightage. Age of the Proprietor / Director should not be the criteria.
- 03 Industrial Security experience of Proprietor / Directors of sponsored Agencies will be given due Weightage, (Jobs / Works obtained through D.G.R. Sponsorship or at their own level.).

In addition to the above, it is recommended that D.G.R. Sponsored Agencies based in Madhya Pradesh / Chattisgarh States will be given preference, since the Coal Mines of S.E.C.L. fall in the States of Chattisgarh and Madhya Pradesh. The requisition will be made to the Office of D.G.R., Govt. of India, Ministry of Defence, New Delhi to sponsor the D.G.R. Security Agencies from Chattisgarh / Madhya Pradesh States preferably. However, D.G.R. Agencies of other States may be considered only if D.G.R. Agencies of Madhya Pradesh / Chattisgarh States are not available.

Accordingly, it is recommended that new D.G.R. Agencies to be sponsored against S.E.C.L. Requisition will be Graded on the following points:-

TOTAL MARKS SHALL BE 100 AND DISTRIBUTED AS INDICATED IN COLUMN 'A' TO 'D', AS LISTED BELOW :-

(A) TYPE OF AGENCY : 32 MARKS.

(I)	Single Proprietary Concern	:	28 Marks
(II)	E.S.M. Private Limited Company	:	30 Marks
(III)	Ex – Servicemen Corporation	:	32 Marks

(B) RANK STRUCTURE OF ARMY : 32 MARKS.

(I)	Capt. (IA)/ Lieutenant (IN) / Flt. Lieutenant (IAF)	:	24 Marks
(II)	Major (IA) / Lt. Commander (IN) / Sqn. Leader (IAF)	:	26 Marks
(III)	Lt. Col. (IA) / Commander (IN) /Wg.,. Cdr.(IAF)	:	28 Marks
(iv)	Col. (IA)/ Capt. (IN)/ Gp. Capt. (IAF)	:	30 Marks
(v)	Brig.(IA)/ Commodore (IN)/ Air Comdr. (IAF)	:	32 Marks

(C) INDUSTRIAL SECURITY EXPERIENCE (NOT LESS THAN ONE YEAR) : 05 MARKS.

(I)	Non – Experience Agency	:	00 Marks
(II)	Experience Agency (*)	:	05 Marks

*** Note :- Satisfactory Deployment Certificate to be submitted / issued by concered Employer's of Central Govt. / P.S.U.s.**

(D) D.G.R. AGENCIES BASED IN MADHYA PRADESH & CHATTISGARH & WEST BENGAL STATES : 31 MARKS.

(I)	D.G.R. Security Agencies based in Chattisgarh / Madhya Pradesh & West Bengal States as per the Registration Address given by the D.G.R.	:	31 Marks
(II)	D.G.R. Security Agencies based in other States	:	26 Marks

AWARD OF WORK :-

- (I) The D.G.R. Security Agency securing highest points based on the gradation criteria mentioned above, shall be considered favourably for Award of Work.
- (II) If manshift requirement is 70 and above and two D.G.R. Security Agencies get equal marks / points then, manshift will be given equally to both the D.G.R. Security Agencies.
- (III) If manshift requirement is less than 70 and two D.G.R. Security Agencies get equal marks / points then the senior empanelled Agency with the Office of D.G.R. will be given preference and second Agency will be kept in live roaster.

SERVICE TAX REGISTRATION :-

This is a Statutory requirement hence Service Tax Registration is compulsory for all D.G.R. Security Agencies. The application of any D.G.R. Security Agency, without Service Tax Registration, will not be accepted.

FOR PRIVATE LIMITED COMPANIES & STATE OWNED EX SERVICEMEN CORPORATION AGENCIES :-

Legible Photocopy of Certificate of incorporation, Memorandum and Articles of Association attested by Gazetted Officer / Notary and a legible photocopy of document indicating the Registered Address of the Company.

SERVICE CHARGE :-

As per the D.G.R. guidelines, Service Charge Rate is Negotiable between 14% to 20%. However, the D.G.R. Registered & Sponsored Security Agency quoting the lowest rate of Service Charge will be considered for Award of Work and the norms mentioned above (Gradation Criteria) will not be applicable.

“ Rates of Service Charge quoted by the Agencies must be submitted in a separate envelop as “ **Service Charges** ”. On receipt of the offers from the bidders, envelopes of the Service Charges will be opened first in presence of the bidders. ”

Submitted to the Director (Personnel), S.E.C.L. for his kind Administrative Approval please.

(**U.K. GUPTA**)
DY. C.P.M.(LEGAL/I.R.).

(**A.K. GUHA**)
DY.LEGAL MANAGER.

(**LT. COL. ASHOK KUMAR**)
DY. C. S. O.

(**KULDEEP SINGH**)
CHIEF OF SECURITY

(**N.K. GUPTA**)
G.M. (F).

(**S.S. SINHA**)
G.M. /T.S. to C.M.D.

DIRECTOR (PERSONNEL).