

DIRECTORATE GENERAL RESETTLEMENT

EMP NO. _____



GOVERNMENT OF INDIA, MINISTRY OF DEFENCE, WEST BLOCK IV,
RK PURAM, NEW DELHI - 110066

EMPANELMENT CERTIFICATE - INDIVIDUAL PROPRIETOR OF SECURITY AGENCY (VALID WITH DGR SPONSORSHIP ONLY)

0. This is to certify that

- (a) (Rank) Name (Retd) Service Number
proprietor of M/S SECURITY Agency is empanelled with the Directorate
General Resettlement, Government of India, Ministry of Defence, Department of Ex-servicemen Welfare
vide Empanelment Number with effect from to
The details of Individual Proprietor are as under :-

S.No.	Description	Details
(iii)	Date of Birth
(ii)	Cell Phone Number
(iii)	Permanent Account No. (PAN)
(iv)	Permanent Address	H.No.
(v)	Email ID
(viii)	Aadhar Card No.

PHOTOGRAPH



- (b) The above mentioned security agency is authorized to operate and provide security service within the state of when sponsored by Directorate General Resettlement.
- (c) The validity of this certificate is from to or sixty years of age of the proprietor whichever is earlier or when made non-operational by DGR as reflected on DGR website.
- (d) The above mentioned security agency is not to seek any security contracts from any Central Public Sector Undertaking without sponsorship from Directorate General Resettlement.
- (e) The above mentioned security agency shall adhere to all the provisions of the Private Security Agencies (Regulations) Act, 2005 and any other rules/acts and regulations issued by or on behalf of Central and State Government, in this regard, from time to time.
- (f) The above mentioned security agency shall adhere to all the provisions of Ministry of Defence, Dept of Ex-servicemen Welfare OM No. 28(3)/2012-D(Res-1) dated 09 Jul 2012 and amdt to O.M. dated 16 Jan 2013.

Signature of proprietor

Date :
Seal of Directorate General Resettlement

Signature of representative of
Directorate General of Resettlement

Signature of representative of
Directorate General of Resettlement

Salient Aspects : MoD OM No 28(3)/2013-D(Res-I) dated 09 July 2012 and amendments vide OM No. 28(3)/2012-D(Res-I) dated 16 Jan 2013)

❖ **Dealings with Principal employer and DGR / DRZ's** : The Proprietor will present himself in person for all dealings with Principal Employers and DGR / DRZ's as and whenever called. No dealing through representatives on Power of Attorney are permitted (refer Para 25(d) of the MoD OM). Further, holder of Power of Attorney / representative of Proprietor / Director is NOT Authorized to conclude / administer the contract with the Principal Employer.

❖ **Percentage of ESM to Employed** : At least 90 percent ESM will be employed by the ESM Proprietorship Concern as per Para-14(a) of the Office Memorandum. (Only the Female Guards (if) requisitioned by the Principal Employer in their original Requisition letter will be granted exemption under this rule).

❖ **Participation in tendering process** : All security Agencies mentioned in a DGR Sponsorship letter are bound to participate in the Limited tendering process carried out by the PSU for Selection of Security Agency. Administrative action will be taken by DGR against all those Security Agencies who did not participate in the tendering process.

❖ **Tender Closure Report** : The Security Agency / Company / State ESM Corporation are to intimate DGR the outcome of the sponsorship within 30 days from the expiry of the validity of the sponsorship letter as per Para 23 (a) of Office Memorandum (**Tender Closure Report : Format available on DGR Web Site**).

❖ **Commercial Quote** : While prospective service providers are free to quote the price for service(s) outlined in the Tender Enquiry by the Principal Employer, **the price so quoted will not be below the Minimum Scales given in DGR Wage Notifications duly incorporating all the instructions given therein**. The Security Agency will be **paid service charges @ 14 % of the total bill** (Refer Para 16(a) MoD OM and Para 2 of DPE OM No. DPE-GM-12-0001/2016-GM-FTS-5410 dated 14 Feb 2019) by the Principal Employer. The expenses towards GST / any other statutory taxes will be borne by the Principal employer as per prevailing rates. The costing by these service providers is to factor all quality expectations outlined in the Tender Enquiry and the MoD OM. The prospective service providers are encouraged to survey the environment to assess the realistic cost of delivering the expected services in effective and efficient manner.

❖ **Earnest Money Deposit / Contract Performance Guarantee (CPG) / Bank Guarantee** : DGR sponsored ESM are not required to deposit Earnest Money Deposit (EMD). However depending on the nature of service being provided a DGR sponsored ESM may be asked to deposit CPG or Bank Guarantee up to a maximum limit not exceeding 10 percent of One month's wage bill. The CPG will be deducted from the ESM's Monthly service charges in installments as mutually agreed by the ESM Security Agency and the Principal Employer.

Date

Seal of DGR

Signature of ESM(O) Proprietor

Signature of DGR Representative