

DIRECTORATE GENERAL OF RESETTLEMENT

<u>Correspondence Address</u>	<u>Tele Fax No.</u>	<u>E-mail Id</u>	<u>Remarks</u>
Administration and Coordination Officer Directorate General of Resettlement Ministry Of Defence, Govt of India West Block-IV, RK Puram New Delhi - 110066	Tele :- 011-26192357 Fax :- 011-26171456	ercelldgr@desw.gov.in	Requisition to reach DGR six (06) months before commencement of the new contract.

REQUISITION SEEKING SPONSORSHIP FOR SECURITY AGENCIES (FOR TWO YEARS)

1.	Name of PSU/Company/Principal Employer	
2.	Correspondence Address of the Principal Employer	
3.	Details of Contact Person of Principal Employer	
4.	Tele No. with STD code of the representative of the Principal Employer Office & Mob.	
5.	Fax No. with STD Code of the representative of the Principal Employer	
6.	Letter No. Dated vide which requisition for security agencies forwarded to DGR* (Mandatory field. Unique number/ID for each requisition be given)	
7.	E-mail id of the representative of the Principal Employer	
8.	District & State in which required	
9.	Location/Locations at which required	
10.	Type of guards required (Armed/Unarmed/Supervisor)	
11.	Type & Number of Guards required in each location	
12.	No. of posts to be manned	
13.	Total No. of guards required (Armed + Unarmed + Supervisor) (Total of Ser No. 10)	
14.	Expected date of commencement of Proposed contract	
15.	No. of agencies/Companies/Corporations required by limited tendering	
16.	Period of Contract (a) 2 years (1 year extendable by another 1 year subject to satisfactory services) (b) Reasons if specifically required for only 1 year	
17.	Name of Security Agency/Company/Corporation providing service at present & Its Emp No.	
18.	Date of commencement of previous contracts	
19.	Date of expiry of previous contracts	
20.	No. of guards deployed by the present Security Agency/Company/Corporation	
21.	Performance of Guards deployed by the present Security Agency/Company/corporation	

Stamp
Date & Place

Signing Authority