

QUALITY ASSESSMENT SHEET
(Submit with technical bid)

Important: This carries 30% marks and the marks scored in this will be used for evaluation of tender.

Name of the Agency:_____

Name of the services provided:_____.

Period of service availed from Agency:_____ to _____

(Please tick \sqrt numerical assessment – 5 being the maximum score)

Sl.	Description	1	2	3	4	5	Remarks/ Justification
1	The agency's response has been prompt and as required by the administration						
2	All the guards positioned were professionally trained/ Qualified.						
3	The agency ensured proper dawning of uniform by guards and provided accessories such as torches, batons, rain coats, warm clothing etc to protect the image of organization						
4	Supervisors employed by the agency have been competent and ensured proper service by guards						
5	All the guards have been punctual and performed their duties with complete responsibility						
6	There have been no removals/ replacements of guards on the grounds of indiscipline, negligence etc.						
7	Agency has been prompt in taking action against any complaints or suggestions of the management.						
8	All the guards employed have been as per the age prescribed by the organization.						
9	All the guards employed have possessed the required educational qualification as prescribed by the organization						
10	The agency did comply with labour laws by ensuring timely contributions to EPF, ESI etc and provided salary slips, PF slips, ESI cards etc to individuals and the confirmation data on the same to organization on a regular basis.						

Signature of Head of Organization/Authorized Representative,
Seal & address

Date: