

## **Scope of work (SECURITY GUARD)**

### **A. Responsibilities: Scope of work SECURITY GUARD**

#### **DUTIES AND RESPONSIBILITIES OF SECURITY STAFF**

1. The Agency shall be responsible for overall security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the premises.
2. Controlling the crowds.
3. Protection of persons and property.
4. Evacuation of occupants in case of the fire or natural calamities.
5. Prevention of unauthorized entry of personnel including all types of outside vendors in the entire campus.
6. The vehicles that enter into the premises must be identified, noted in the Register and parked at designated places.
7. Firefighting.
8. The Agency staff shall work on duty and they will be deployed in three shifts **i.e. 6 AM to 2 PM / 2 PM to 10 PM / 10 PM to 6 AM**. The guard of the previous shift will submit the attendance of the incoming guard within 15 minutes of the commencement of the shift to the caretaker on duty for verification.
9. The Agency shall provide proper uniform, whistle, and baton for the day shift workers and five cell Torch Light and 5 ft. long stick for staff on night duty.
10. The Agency shall be fully responsible for the performance and fitness on the duty of their personnel (Guards). For this, the Agency will have to keep close liaison with Kendriya Vidyalaya authorities, and Officer-in-charge.
11. The Agency shall have to maintain a round-the-clock Control Room with Telephone No., Mobile No., names of persons manning the Control room in their office for any urgent communication regarding any extra-ordinary situation.
12. The Agency shall conduct surprise visit to Vidyalaya campus and shall submit written report to the Principal, Kendriya Vidyalaya NO.2 Dhanbad periodically at least twice a month.
13. The agency shall provide their own communication system to their staff for the coordination with Officers/officials of the Vidyalaya.
14. The Agency shall undertake any other work of similar nature assigned to them by the Principal from time to time.
15. The security personnel shall watch that there are no unidentified /unclaimed /suspicious objects /persons in the buildings/premises.
16. The security personnel shall also ensure that all the electrical equipments/instruments/ lights and fans must be switched off at the time of closure of the office or part of the office.
17. The security guards must be deployed in such a way that no part of the building /premises remains unnoticed /unattended.
- 18. The security personnel should not leave the point unless and until the reliever comes for shift duties.**
19. The security supervisor will maintain all the registers, which are kept at the main gate and other points.
20. To check people on entry/exit base on production identity cards system, issue of passes, etc., and maintain visitor's record.
21. Thorough checking of incoming and outgoing material against proper Gate pass duly signed by the authorized signatory.
22. To ensure that no hawkers, marketing persons or vendors are allowed into the campus without permission.
23. The security guards must take round of the buildings at fixed intervals.
24. Collecting intelligence about anti-social and other subversive elements in the crowd, and also be alert in tackling the mischief – mongers trying to gain entry in the campus.
25. The security personnel must have the telephone numbers of the nearest Police Station, Fire Station, Ambulance, etc. for the sake of emergency if any.
26. The Agency shall have to provide the Mobile Phone Nos. of all the security guards for records.

#### **B. REQUIREMENTS FROM THE STAFF OF THE AGENCY THEIR DUTIES, BEHAVIOUR ETC.**

1. The contractor shall comply with all the laws and regulation applicable in the matter of such workers as are engaged by it
2. The Contractor's Staff shall not disturb the employees of the Institution or make any sort of noise in the Institute premises.
3. The contractor's worker shall be polite, courteous, well behaved and honest.
4. The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
5. The antecedents of all the workers will be got verified from police by the agency before deployment for work. The Police Verification Certificate of each individual to be engaged by the contractor along with their Profiles & photos should be submitted by the contractor. As far as possible the contractor shall not change the persons engaged without prior information and permission from the Principal. If under un-avoidable circumstances, any replacement is to be

made, the contractor shall provide his Police Verification Certificate, Profile & Photo to the Principal at the time of introducing the new person/replacement.

6. The contractor's workers shall not enter into any unlawful activity within the KENDRIYA VIDYALAYA premises and shall have a good moral character.

7. The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amount from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.

8. The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the Central Government for the state and will include such other benefits as may be available to its employees under the relevant acts and Regulations applicable in the state. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it. The payment of wages will have to be made through e-payment (NEFT/RTGS) on 5th of every month.

9. Insurance and accident risks of the workers will be the responsibility of the Contractor.

10. The contractor shall in no case transfer the services required to be performed under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya in writing.

11. The contractor shall employ required number of workers to ensure that the work is done in time to the satisfaction of the Institute. Required number of workers will be employed for discharging the responsibility with supervisors to supervise the work.

12. The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his/ her presence at any time is felt undesirable.

13. The contractor shall submit the proof of deposit of EPF, ESI & Service Tax etc. to the concerned authorities.

14. Kendriya Vidyalaya being a "No Tobacco Zone", the contractor shall ensure that employees engaged by the firm don't take tobacco or alcohol in any form in the office premises.

# Scope of work (CONSERVANCY)

## **A. Responsibilities: Scope of work (Conservancy)**

### **a Daily work (from 7 AM to 3 PM) or as may be decided by the Kendriya Vidyalaya NO.2 Dhanbad.**

1. Sweeping of entire area of the Institute and surrounding of Building including residential complex and collection of all waste material and disposal of the same as per the instructions of the Principal.
2. Cleaning of the floor area with floor duster and mopping with detergent/ disinfectant etc. once in the morning before opening the Institute and thereafter every 02 hours especially in the areas like corridors, stairs and reception etc. Spray of phenyl etc. in the rooms for keeping the rooms free from mosquitoes flies etc.
3. Cleaning and washing of toilets and urinals using deodorant, detergent & disinfectants Three Times a day or as may be specified by the teacher in-charge or Principal.
4. Cleaning of Carpets, durries etc. using vacuum cleaner.
5. In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
6. Sweeping and cleaning of open areas, roads, passage, lawn etc. within the boundary of the institute & residential area and the area adjacent to main gate.
7. Regular dusting /cleaning of furniture (table & Chair) and equipment, telephones, books cases, filing cabinets, almirahs and doors and windows of rooms and other spaces of the Institute before opening of the Institute.
8. The choking of sanitary installation e.g. Traps Bottle, traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
9. All complaints of leakage in the G.I. pipes etc. also to be attended within 24 hours.

### **b. ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK.**

1. Washing and scrubbing of floor areas with detergents and dirt removing agent of the entire Vidyalaya plant.
2. Acid cleaning of sanitary installation and tiles without damaging their shine.
3. Removing stains from floor, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
4. Cleaning of filled surfaces in the corridors and staircases.
5. Cleaning of water storage tanks and water coolers, if any.
6. Polishing of brass name plates and number plates and cleaning of all other name plates/ Boards.
7. Dusting and cleaning of fans, Electrical Fittings, Window Panes with Glass cleaning chemical/agents and cleaning of partition paneling, washing and pressing (Ironing) on curtains & Table cloths.
8. Removal of cobwebs in the rooms and other spaces of the Institute.
9. Any other work assigned by the Authority.

### **c. REQUIREMENTS FROM THE STAFF OF THE AGENCY THEIR DUTIES, BEHAVIOUR ETC.**

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6. The contractor's workers shall not enter into any unlawful activity within the KENDRIYA VIDYALAYA premises and shall have a good moral character.
7. The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amount from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
8. The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the Central Government for the state and will include such other benefits as may be available to its employees under the relevant acts and Regulations applicable in the state. The Kendriya Vidyalaya shall not entertain any such claim of the person employed by the contractor and shall not be liable for it. The payment of wages will have to be made through e-payment (NEFT/RTGS) on 5th of every month.

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