



Mysore Division

8. Scope of Work for Security services

A. SECURITY GUARDS

1. *Every day Security Guards will have to report to official-in-Charge or his / her supervisor and sign the Attendance Register on reporting for duty.*
2. *To be present on time as per allotted schedule. The outgoing guard / care taker will relinquish his duties only after arrival of next shift guard and will sign on the handing / taking over register together.*
3. *To be in uniform while on duty with proper Identity Card to be provided by the Service Provider along with individual identity card, should carry a whistle, torch and a lathi and the movement of the security guards must be arranged in such a way that no part of the building remain unnoticed/unattended.*
4. *To be courteous to the Officers/Employees/Visitors. They should be polite but firm, disciplined, physically fit and alert all the time while on duty.*
5. *Safeguarding Corporation"s property against theft, damage, misuse and keeping a watch over the cars, scooters, cycles etc. parked inside the premises / compound; Preventing unauthorized persons, vehicles, animals etc., from entering the premises; preventing even employees from entering office premises during the night without specific permission of the Head of the Office / without identity card / permission letter.*
6. *Taking charge of personal property found in the Corporation"s premises and handing over the same to the authorized official of the Corporation.*
7. *While on duty, observing carefully the pipelines, electrical fittings, drainage and safety of installations and taking action against damage, breakdown, leakage or wastage and bringing them to the notice of the authorized officials for further remedial action.*
8. *Preventing unauthorized additions or alterations in the premises being carried out by outsiders or tenants or employees and reporting the matter to the authorized Officials.*



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9. *No person will be allowed inside the premises without proper identity and checking; watching entire premises and patrolling the same frequently during the period of duties.*
10. *No person will be allowed to carry any prohibitive items inside the premises.*
11. *Carrying out the special orders and instructions given by the authorized officials, confidentially whenever specifically told to do so.*
12. *Closing and opening of the Office daily as per the instructions of authorized officials.*
13. *Checking that all doors, windows, ventilators etc. in the office buildings are properly closed after office hours, locking of the main door at night, checking that the electrical lights and air conditioners and other electrical gadgets are properly switched off, wherever necessary.*
14. *Informing the AO (Premises)/ Security Officer/Head of Office / Department / Building Supervisor immediately in case of theft or damage to the property or any untoward incident or unusual occurrence.*
15. *Accepting letters, telegrams, news papers received during the tenure of the duty and signing for them and handing them over to the authorized officials.*
16. *Taking care of the Office keys under their custody and handing them over to the relieving guard or to any other authorized persons/s when ever required.*
17. *Ensuring that no person is inside the premises while locking.*
18. *Taking the following precautions against fire during night time: a) To switch off all electrical heaters, air conditioners, coolers, etc; b) To switch off gas cylinders, kerosene stoves or other such appliances used in the canteen; c) To check that no inflammable items such as petrol, kerosene etc., are lying in the premises; d) To see that no cigarette or beedi ends are left smoldering;*
19. *Taking the following action in case of a fire: a) To raise alarm and muster assistance from neighboring buildings / passersby; b) To contact immediately AO (Estate), Security Officer, Head of the Department, fire brigade and the police; c) To try to put out the fire by using the fire extinguishing appliances available; d) Should act immediately in case of fire alarm alert. To identify the zone in the fire*



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panel. Check the fire sensor for any smoke or fire in the area and act promptly to put off the fire. In case of fake alarm immediately inform electrical person on duty to attend the alarm fault.

20. Preventing any person whether employee or others – from writing on the walls of the building or compound, pillars, doors or windows of the building, pasting or hanging notices, hand bills, posters, etc., or otherwise disfiguring the office or compound walls.
21. Observing strictly instructions / orders as would be given from time to time by the authorized officials.
22. All entry and exit gates will have to be closed as per the time schedule given by the Competent Authority.
23. All vehicles will have to be allowed from gate only after thorough checking.
24. A prescribed register will have to be maintained by the Security Guards at the Security Room/Entrance. Each visitor allowed will have to enter his / her name, address, date and time of entry / exit etc. in the register. No person will be allowed without proper identity, proper checking and entry in register.
25. The Security Guards must ensure timely switching on / off all the lights, fans, etc. in the premises, turning off water taps wherever water is flowing etc. every day.
26. Gate Pass (duly signed by the Competent Authority) must be insisted upon before allowing any office items to go outside the premises.
27. Take appropriate action to rescue passengers from lifts in case of lift failure, fire etc

B. Service provider/Successful Bidder.

28. The successful bidder has to enter into an agreement with the Corporation on providing the security services in tune with the terms and conditions of the tender. Such agreement few primary clauses of are reproduced herein for ready reference as Annexure F.
29. The punctuality & quality in rendering of the security services are the essence of the Agreement and the Service Provider undertakes to abide by them at all times.



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30. The Service Provider will provide security guards as per "Annexure D" under the Agreement. However, the Corporation reserves the right to increase or decrease number of SECURITY SERVICE PERSONS as against the present requirement enumerated in Annexure-D and also may decide whether SECURITY services are required or not at any office/ location. In case the corporation needs services of additional guards at other Offices of the Corporation, the Service Provider will have to provide them on the same terms and conditions of the Agreement inclusive of rate.
31. The Service Provider shall keep check on their workers in respect of the attendance /duties/vigilances regularly and will maintain complete records in this regard which shall be made available for inspection by authorized official of the Corporation at all times in the respective buildings/offices.
32. **Night checks: The Service Provider must check the security guards during nights. Minimum 4 night checks at all sites in a month must be carried out and report to be submitted to the Divisional Office.**
33. The Service Provider shall give the duty allocation chart mentioning the names of the workers deployed at various locations to the Corporation daily. Rotation of the guards will be done every fortnight.
34. The Service Provider shall provide proper uniform, shoes, thick stick (lathi), whistle, torchlight, batteries and rain coat etc to the security guards. The cost of maintenance/replacement shall be borne by the service provider and not to be charged from the guards.
35. The Service Provider of Security Services shall ensure that all Security service persons deployed by it shall be well mannered, disciplined, alert, skilled, healthy, honest, conversant with their nature of job do not suffer from any infectious disease and should not have history of any criminal nature. Person posted on security duty should have been otherwise eligible for guard as prescribed vide Section 10 of the Act 2005
36. **In the event of absence of any security personal suitable replacement has to be provided without fail, if not provided the same will attract penalty as decided by the competent authority**
37. Uniform to Security Guard is mandatory and should be provided within 15 days of awarding the tender and deployment of workers. After commencement of the Agreement, Uniform will have to be provided immediately to subsequently newly engaged security guards by the Service Provider


Manager(E&OS)