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5. During his duty hours the guards on duty shall take all necessary steps to ensure that no untoward incidence or suspicious movement of persons occur inside the premises.
6. In case of any abnormally, the guard may report the matter immediately to the Director, Social Welfare or his authorized official for further action.
7. The guard may carry out the instructions of the Director, Social Welfare or his authorized official in respect of ensuring security in day-to-day basis.
8. The contractor shall be responsible to post the Personnel as mentioned above at Sl.No 2 page 1. The guard will be at main gate, round the clock for making entry/movement of vehicles in the campus and will make frequent rounds in the entire campus.
9. Contractor shall ensure the maintenance of upto date security records as required. The security personnel shall be of good physique and well conversant in English/Hindi.
10. The contractor shall ensure that the Working Women Hostel, Dollygunj and Directorate building at Goalghar is guarded 16 hrs daily, and 24 hours daily at Rehabilitation Centre, Brookshabad through out the year.
11. The contractor shall deploy only persons in the age around of 30 to 45 years as security guards in all the three establishments.
12. Security personnel shall be imparted basic training by the Contractor with regard to discipline, keeping confidential information received from the Department watchfulness and in attending visitors, besides normal requirements of security personnel. They shall always wear and maintain presentable neat uniforms. The contractors shall be responsible to replace security personnel periodically at least once in six months. The contractors shall replace any of the security staff at the instance of the Director, Social Welfare if any time he feels so.
13. The Contractor shall make surprise checks at least once in a week to assess the degree of alertness of the security personnel posted at the premises at his own cost. He shall furnish his reports with regard to the surprise checks made at the premises to Director, Social Welfare. Authorized representative of Dte. of Social Welfare may also carry out surprise checks. The findings of such checks would be communicated to the contractor for suitable action by the Contractor, if any, desired by the Director, Social Welfare.
14. Uniforms and other items like cap, belt lanyard with a whistle, shoes, badges, Lathis, gumboots, torch/search light, raincoats, shall be supplied by the Contractor.
15. The Contractor will be principal employer of the security guards deployed at the Working Women Hostel, Dollygunj, Directorate Building Goalghar and Rehabilitation Centre, Brookshabad and shall be solely responsible for payment of wages as per the minimum wages fixed by the Administration to the security purposes. They should abide with the labour laws in force from time to time.

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