

SECTION-III

Scope of Work (SOW)

Security of satellite Station:

1. Duties of Security Personnel shall include the following:

1.1 The Bidder shall provide security services on a **24x7 round-the-clock basis and 8hrs.** bsais to safeguard the assets and materials of the Office Building, Equipment Rooms, and Transmission Compound.

1.2 The Security Personnel shall be deployed at entry points to prevent unauthorized access to the premises. They shall regulate and verify the movement of persons, materials, and vehicles, ensuring that all entries and exits are duly supported with valid documents/records. A separate register shall be maintained for this purpose.

1.3 Deal with visitors, officials, and employees courteously and politely.

1.4 Maintain integrity, orderliness, and discipline at all times.

1.5 Remain in neat and clean formal dressed while on duty.

1.6 Perform all duties and tasks assigned by the company supervisor/BSNL officers/BSNL officials sincerely and to the best of their ability.

1.7 To ensure no theft, pilferage, trespass, accident, nuisance, or disturbance of peace and order, Security Guards shall conduct patrol **at one-hour intervals**, and check the premises of satellite station during day and night. A Patrol Register (checkbook) shall be signed by the guard upon completion of each patrol.

1.8 In case of any theft FIR is to be lodged by the vendor & BSNL jointly.

1.9 Any trespasser or unauthorized person found within the premises under suspicious circumstances shall be immediately apprehended and produced before the supervisor or the competent BSNL officer.

1.10 Security guards shall seize any goods found irregular, unauthorized, or suspected to be stolen.

1.11 Any untoward occurrence on the premises shall be reported immediately to the supervisor or the competent BSNL officer/official, in writing.

1.12 Security personnel shall carry out any other duty assigned by the competent company official.

1.13 The **location of duty** shall be conveyed by the Officer-in-Charge.