

**Employer's Requirement****Bid Title**

Security Services for Local Market and Food Court - 2019

**Scope of work****Providing Security Service for Local Market and Food Court**

- 1.1. General Scope of work shall be to provide security service to Local Market and Food Court and its premises.
- 1.2. Provision of security service at the building will be as follows
  - Monitoring surveillance of the CCTV in the premises.
  - Control public access to the building and related premises during specified hours.
  - Prevent unauthorized entry, trespass, intrusion and acts of vandalism.
  - Prevent abuse of facilities provided in the building by public (including visitors).
  - Reporting all incidents, violation of regulations and matters of public safety to appropriate authorities of HDC.
  - Preventions / Reduction of incidents of any nature such as break-ins, thefts, and/or fighting occurring at the premises of the Market.
  - Respond promptly and appropriately to all security related emergencies.

**2. Required Duties**

- 2.1. The provision of security service will be 24 hours per day, 7 days per week throughout the entire contract period.
- 2.2. Duties of specific security personnel is as follows;
  - Notify the appropriate law enforcement agency and/or HDC immediately of any unlawful activity.
  - Opening and closing of Waste collection area as instructed by WAMCO and HDC
  - Guarding the whole Local Market and Food Court area.
  - Secure all the Exits and entrances during and after end of operations.
  - Make sure all the doors are locked properly after 2300hrs and open them before 0600hrs.
  - Make sure all roller shutter is shut down after 2300hrs.
  - Providing information to appropriate authorities, HDC or Supervisor and subordinates by telephone or in person.
  - Surveillance of CCTV periodically to identify disruptions or unlawful acts.

- Surveillance of the whole premise.
- Guard duties should be as follows.
  - Minimum three security officer at buildings during night time (0000Hrs to 0800Hrs)
  - Minimum two security officers at buildings during Morning time (0800 Hrs to 1600 Hrs)
  - Minimum two security officers at buildings during Evening / Night time (1600 Hrs to 0000 Hrs)
- Admit only authorized personnel to the buildings after specified hours.
- Recording entries if any.

### Requirements of Security Officers

2.1. The security officers performing duty will have the following requirements

- Be able to communicate effectively.
- Be physically and emotionally capable of performing the assignable task
- Have no criminal record.

2.2. 50% or above of the Security officers should be Maldivian

2.3. Shall not be under the influence of any alcohol or drugs/medicine that will affect the alertness and performance of the security officer before reporting for duty and whilst on duty.

2.4. Shall not sleep while on duty.

2.5. Shall not leave the place of duty without relief or proper handing over the duty to another Security officer.

2.6. Shall not divulge any information concerning the premises or their scope of duties to any third party.

2.7. Shall not smoke cigarettes or anything of that kind inside the Market area whilst on duty.

2.8. Shall not make unnecessary telephone calls while on duty.

### 3. Specified Hours

#	Time	Type	Authorized Persons
1	0600hrs to 2100hrs	Official hours	General Public
2	2100hrs to 0600hrs	Unofficial hours	Tenants/Staffs & Emergency personnel's