

10th Nov, 2017

SCOPE OF WORK**Subject : Security Services at RAIRU & BPCL HOUSING COMPLEX AT DD NAGAR**

We are having one establishments at Rairu (Dist – Gwalior) & BPCL housing complex at DD Nagar (Gwalior). We require total 1 Supervisor, 3 Gunman & 13 guards (including one lady guard) for the Rairu Depot and 3 guard for BPCL housing complex at DD Nagar. The lady guard should have knowledge to operate the computer. The deployment of guards at the respective depot and housing complex is as under.

SHIFT	BPCL Housing Complex	Rairu Depot
FIRST	1	5 guards(incl. one Gunman)
SECOND	1	5 guards(incl. one Gunman)
THIRD	1	5 guards(incl. one Gunman)
General	-	1 Supervisor + 1 Lady Guard
TOTAL	3	17

The detail address of Locations is as follows:

A. Rairu Depot :

Bharat Petroleum Corporation Ltd.

POL depot

Near Rairu Railway station

Vill & Post- Barua

Rairu, Gwalior

B. Housing Quarters

Bharat Petroleum Corporation Ltd.

BPCL Quarters

DD Nagar, Gwalior

Contd...2/-

DUTIES OF SECURITY PERSONNEL

Security personnel will promptly execute oral and written orders issued in the course of duty by supervisory authority. He will be responsible for complete security and vigilance in and around his post within the establishment. He will assist in issuing ID cards, keeping proper control, receive and direct visitors courteously. Screening of employees / visitors entering and leaving the Installation, preparation of passes / visitors log will be done by him. He will check vehicles during entry and exit. He will take appropriate action during fires, thefts and accidents and will remain responsible for regular patrolling. He will provide adequate protection from all external threats to Corporation's personnel, plant, equipment and property to the extent possible. He will pursue and apprehend suspicious strangers, who enter premises, question them and hand them over to the supervisor.

Following Records/Registers are to be maintained:

1. Tank Lorry In/OUT registers.
2. Vehicle In/OUT registers.
3. Visitor Gate passes register.
4. Register for visiting officer.
5. Material IN/OUT registers to be maintained.
6. Register for engine/power IN/OUT.
7. Entry of the contract workman based upon entry gate pass.
8. Entry of observations made during daily rounds.
9. Entry of observations made during 24 hour CCTV monitoring.
10. Duties as mentioned in the scope of work attached.
11. Tank lorry In and out to be done in computer.
12. Upkeeping and safeguarding above records.
13. Making records/registers as and when directed by officer incharge.
14. Execution of instructions given by officer incharge.
15. Lock and open all the office rooms, switch off lights and air conditioners, heaters, room coolers and close the water tap and all other electrical gadgets.

Contd...3/-

16. maintain liaison with the local police authorities and with the permission of the Location Incharge to report any untoward incident to local police and to pursue such complaint with the police authorities.

Job Description of Security Personnel:

- 1) Taking over from previous shift security guard and ensuring proper handing over and taking over, including noting any special instructions at beginning and end of each shift.
- 2) Screening the employees and checking the ID card at the time of entry and exit. Reporting irregular working of the Time Clock or any other appropriate recording system, to the supervisor. Collecting matches / lighters before their entering the premises.
- 3) Checking contractors's tool brought into the installation with the in gate pass. When Contractor's tools are taken out checking quantity with out gate pass.
- 4) Allowing empty vehicles to enter premises against gate passes. Making spot check, especially of spark arrestor on exhaust and type of fire extinguisher carried. Also ensuring that vehicles "own use" tanks are locked. Directing drivers to go to loading gantry.
- 5) Checking the photo identity pass or any other identity badge of the driver and cleaner of tank lorry while entering the gate.
- 6) Using mirror trolleys to check the tank lorry while coming in and going out.
- 7) Ensuring entry of vehicles registration numbers, name of driver, names of transport contractor, time-in and time-out, name of product and quantity, etc. in vehicle register.
- 8) Carrying out body search, vehicle search and search of belongings of staff as instructed by Supervisors.
- 9) Carrying out detailed search of filled tank lorries when going out.
- 10) Allowing filled tank lorries to enter the installation against proper gate passes.
- 11) Asking vehicle drivers to arrange vehicles in a queue at the time of coming inside / going outside installation premises and to regulate in-flow of traffic, as directed.

- 12) Allowing empty tanklorries / wagons to leave premises after checking gate pass.
- 13) Opening and closing gate for receiving / despatching railway wagons. To inform supervisor about placement / despatch of wagons.
- 14) Taking a round of installation premises. Informing supervisor or shift in-charge about suspicious persons, materials lying out of place.
- 15) On holidays, no visitors or employees shall be allowed to enter the installation unless instructions are received from a competent officer of the installation.
- 16) Switching on and off street lights, warehouse lights, office lights etc. as and when necessary.
- 17) Ensuring to lock warehouse, administration office and all other premises at the close of operating shift and depositing keys at gate.
- 18) Receiving telephone messages during non-operating hours and shifts. Communicating the same to concerned persons as early as possible and to keep a log thereof.
- 19) Ensuring that all persons pass through door metal detector, wherever available.
- 20) Operation of siren / bell for lunch time, start and close of shift, operation of fire alarm etc., as required / as per direction of in-charge.
- 21) In the event of fire, taking immediate action to extinguish fire by making use of fire extinguishers. Rendering all possible help during accidents. Participating in fire drill and assisting in fire fighting when needed. In case of fire / any accident during non-operating hours, communicating the message to Installation in-charge, fire brigade etc. as per instructions.
- 22) On direction from supervisor, evicting from installation any contractor's workmen found misbehaving.

- 23) Reporting to Head Guard / Security Officer and Shift in-charge or Installation in-charge about abnormal happenings during shift such as theft, attempts to steal, intrusions, etc.
- 24) Assisting Installation in-charge / Security Officer in conducting investigations into theft / sabotage / destruction of property.
- 25) Screening employees / visitors with hand held metal detectors. Reporting to his supervisor any weapon or unauthorised material carried in or taken out of the installation.
- 26) At the time of exit of empty tank lorries / trucks / tank wagons, ensuring collection of empty gate passes and checking that those do not carry any material belonging to the Corporation.
- 27) Checking seals of all outgoing tank lorries and tank wagons, if loaded with product.
- 28) Informing supervisor if any street light / yard light / siren, etc not working.
- 29) On instruction from Installation in-charge, carrying out complete body search and vehicle / briefcase / handbag search on a surprise basis of any or all employees / contractors / visitors etc.

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