

01. SECURITIES: SCOPE OF WORK

- The agency is to provide security services/watch and ward services for the students, staff, campus, School building and all the assets of PM SHRI Kendriya Vidyalaya No. 2 Satna MP 485113 for a period of One Year.
- The services will be provided on 24 hours basis on all working days, non-working days inclusive of Sundays and holidays.
- Only Unarmed Security guards in proper uniform with verified antecedents will be employed.
- Three unarmed guards in uniform with minimum One (01) guard for First shift, One (01) Guard for II shift & One Guard for Night shift will be provided on 8 hours per shift for security. (One Reliever)
- The agency will be responsible for payment to these guards/security personnel. No payment or honorarium what so ever will be paid by Vidyalaya to the security personnel deployed by the agency.
- The agency will be responsible for ensuring proper conduct and discipline of the security personnel. Principal/VMC will have the right to direct the agency to remove/change any security guard without assigning any reasons.
- The agency will be responsible for taking all possible measures to safeguard the property, building and Vidyalaya premises. The agency will be held responsible for any loss of property due to negligence or failure to provide adequate security and will be liable to pay compensation. The agency will also be responsible for losses due to the negligence on the part of personnel employed by it.
- The security staff employed will be responsible for locking and opening of all class rooms, doors/windows and switching off all electric gadgets at the time of opening and closing of the Vidyalaya. The security staff will also be responsible for checking of water taps if left open. Any property left outside by school staff in any class room or office left unlocked by school staff should be reported to the Principal immediately. The Principal/VMC will have the right to assign any other security/safety related duties to the security staff employed by the agency.
- The main gate should not be left unattended at any time. In case Security Guard is gone for checking Vidyalaya property the main gate should be locked from inside.

Handwritten signature
28/07/26

PRINCIPAL
प्राचार्य/Principal

पीएम श्री केन्द्रीय विद्यालय क्र.-2, सतना

वार्ड-17, कृपालपुर, सतना (म.प्र.)

PM SHRI KENDRIYA VIDYALAYA No.-2, SATNA

Ward No.-17, Kripalpur, SATNA (M.P.)