

SCOPE OF WORK FOR SECURITY SERVICE for BANI Project at Bandarban

- 1) The vendor shall engage 7 person (2+2+3) unarmed Security Guards at Helen Keller Intl. Bandarban BANI Office, BHDC Rest House, Chimbuk Road, Bandarban for 24/7 (Round the clock; 2 person 6:00Am to 2:00Pm, 2 person 2:00Pm to 10:00Pm, 3 person 10:00Pm to 6:00Am). The Security Guards will be as below specification's
 - Sex: Male/Female
 - Qualification: At least SSC or experienced in relevant field
 - Age preference: 20 – 45 Years (age limit 55 years for retired armed forced personnel)
 - Experience: One Year & well trained in same field
 - Height preference: 165cm (5'-4") (minimum)
 - Residence: Permanent resident of Bandarban
 - Preference: Existing security personnel (currently working) will get priority in selection
 - Others: Physically fit (Strong), Trustworthy security personnel.
- 2) The vendor shall ensure protecting the premises, properties, assets belonging to Helen Keller Intl. from intrusion, larceny loss, theft, robbery, vandalism, unauthorized trespassed, burglary, house breaching and malicious damages.
- 3) The vendor shall make alternative arrangement in case any guard fails to report to his duty in time due to sickness or other justified grounds.
- 4) The vendor shall make arrangement for visits by vendor's Guard Supervisor/senior officials to ensure the performance of duties of the guards deployed time to time (preferably twice a month) and will sit/meet with the Helen Keller Intl. BANI Bandarban official personnel (Field Operations Manager) for necessary inputs/suggestions/advices.
- 5) The personnel employed by vendor should maintain and follow the Helen Keller Intl. BANI office rules and discipline.
- 6) The vendor shall not place the services of the duty personnel other than the assignment hired by the Helen Keller Intl. BANI.
- 7) The vendor's personnel will be free from all sorts of trade union activities, strike/Hartal etc. and as well as free from smoking and alcohol.
- 8) Vendor will provide safety items to all guards according to the COVID-19 protocol by Bangladesh Government such as Masks, Hand sanitizer, Gloves and Face shield.**
- 9) Vendor will supply and ensure all uniforms (including winter clothing) and all other related accessories, supplies and equipment (like ID card, batten, Gum Boot, heavy duty Torch Light, Umbrella, Register Books, whistle etc.) of the security personnel at its sole expense. These items should be replaced immediately if malfunctioned or broke down or wear n tear; such as Torch light, umbrella.
- 10) The most senior (in terms of experience) guard will play the lead role in arrangement of roaster and necessary administrative support to company.
- 11) The vendor will provide consultancy on security matters to Helen Keller Intl. BANI free of charge, from time to time for better service and mutual understanding of the security problems relating to Helen Keller Intl. BANI installation for which guards are being provided.
- 12) The vendor shall inform Helen Keller Intl. BANI about the duty roster in writing and also inform in writing about any alternatives. Other than the assigned personnel, no other security personnel can perform duty without prior written information to Helen Keller Intl. BANI.

- 13) Vendor shall instruct the Guards to follow the order briefings from the Helen Keller Intl. BANI or its designated person. It is agreed that no person shall be considered a designated of the Helen Keller Intl. BANI unless so specified in writing and communicated to Vendor.
- 14) Vendor shall ensure, to the best of its ability, that the Guards shall perform his/her duties, relevant to the security of the Scheduled Property, within the framework of the order given to them by Vendor or, subject to mutual agreement, by the Helen Keller Intl. BANI and/or its designated person.
- 15) Vendor shall be responsible and shall take necessary action to its personnel's if any discrepancy found in duty or misconduct or failure of compelling Helen Keller Intl. BANI office rules and discipline after getting written notice from Helen Keller Intl. designated.
- 16) It is agreed that the Guards shall not carry out any search (body or baggage) of any person entering or leaving the Scheduled Property unless requested by the Client. Such request must be communicated to the persons on whom the search is to be carried out.
- 17) Vendor shall submit to the Helen Keller Intl. BANI the following documents:
 - Photocopy of Employment copy from respective Vendor
 - One copy of Bio-data/CV.
 - Two copies of passport size photograph.
 - Photocopy of educational certificate(s).
 - Photo copies of experience certificate(s).
 - No Objection Certificate (NOC) of previous employer (if applicable).
 - Police Verification Certificate (If applicable).
 - Signed 'Individual Declaration' stating to abide by the rules and Regulations of the first Party/ Helen Keller Intl. BANI.
 - Declaration of first party/ Helen Keller Intl. BANI to abide by the rules and regulations of the second Party to be followed by the Security Personnel.