

**Annexure-VI**

**SCOPE OF WORK**

The duties of security guards will be as follows:-

- 1) To keep vigil & Patrolling of the office buildings tabled below :

S. NO	NAME OF THE OFFICE AND ADDRESS	LOCATION	MINIMUM NO. OF GUARDS TO BE DEPLOYED
1	OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, COIMBATORE ZONE, COMMISSIONER OF CENTRAL EXCISE, COIMBATORE AND COMMISSIONER (APPEALS-I), 6/7 A.T.D. STREET RACE COURSE, COIMBATORE 641018	RACE COURSE, COIMBATORE	3 GUARDS FOR 24 HOURS (EACH 8 HOURS)
2	OFFICE OF THE DEPUTY/ ASSISTANT COMMISSIONER OF CENTRAL EXCISE, COIMBATORE I / II / III / IV DIVISIONS & CBE II A / II B / IV B / IV C, III C RANGES, 1237 ELGI BUILDINGS, TRICHY ROAD, COIMBATORE 641018	TRICHY ROAD, COIMBATORE	2 GUARDS for 16 hours ( each 8 hours) (excluding the timings from 10.00 a.m to 6.00 p.m)
3	OFFICE OF THE DEPUTY/ ASSISTANT COMMISSIONER OF CENTRAL EXCISE, POLLACHI DIVISION, JOTHI NAGAR D COLONY, POLLACHI 642 001.	POLLACHI	2 GUARDS for 16 hours ( each 8 hours) (excluding the timings from 10.00 a.m to 6.00 p.m)

**FOR THE FINANCIAL YEAR 2017-18 i.e. from 01.04.2017 to 31.03.2018** and safeguard the properties, assets and other materials from theft, pilferage, destruction, sabotage, fire and subversive activities by anyone during the period of contract.

- 2) Services for security to be provided during the period of contract on round the clock all days on 8 hrs. Shift basis.
- 3) Any untoward incident which is a threat to the security at the above mentioned locations have to be intimated to the respective controlling officers of the Office buildings in the respective locations.
- 4) The security personnel shall ensure that authorized persons / vehicles are permitted to enter/ exit the area covered under their security.
- 5) The Security guard is required to maintain a register in the format prescribed so as to ensure that all the persons other than the officers/employee of the Department are allowed entry only after entering particulars such as name, vehicle number, purpose, the person or the house they intend to go / meet, etc.
- 6) The security guards will also attend to any other work as & when directed by the Central Excise, authorities by mutual arrangement / agreement.