

## **Terms and Conditions**

The terms and conditions of Security Services at National Law University and Judicial Academy, Assam, NEJOTI Building, Ulubari, Guwahati -7 and Permanent Campus of the University at Amingaon are as:

### Scope of Work:

1. Area:
2. The Security Service should cover the following requirements:
  - a) One Security Guard at Main Gate round clock (2x3) = 6
  - b) One Security Guard at nearby boys hostel round clock (3 x 2) = 6
  - c) One Female Security Guard at nearby girls' hostel round clock (3 x 2) = 6
  - d) One Security Guard at Administrative Building
  - e) One Security Guard at Academic Block

\* Number of security to be deployed shall be variable of the decision of competent authority.

### Terms and Conditions:

1. To man the main gate round the clock and to keep the gate closed and locked during the night.
2. To keep a register to record for every entry and exit of personnel and vehicle.
3. Patrolling of the main campus including boys hostel and girls hostel
4. To switch on and off the generator in case of power failure.
5. Every Security Guard should have one baton and one torchlight.
6. Security Guards should be well behaved and uniformed.
7. Under normal circumstances they will prepare a situation report at 9:00 AM in the morning and 5:00 PM in the afternoon every day.
8. Security Guard should maintain telephone numbers of nearby Police Stations, Fire Station, Hospital and all the officials of the University.
9. The Security personnel should keep details of the personnel engaged by the Housekeeping and Catering services providers. Proper record of entry and exit of these people should also be kept. The Security Firm should ensure proper supervision of the security guard everyday and apprise the University with a proper security information management report.

Other Terms and Conditions:

1. The service may be terminated by giving one month prior notice by either of the parties.
2. Payment will be made through cheque within one week of the following month on submission ESI, PF deposit and other related documents.
3. The security agency shall have to deposit security amount as decided by the University Authority on negotiation.

**REGISTRAR**

**N.B.:** Subject to modification on mutual agreement from time to time as per requirement of National Law University and Judicial Academy, Assam.