

**Terms & Conditions for Hiring a Security Agency for Day-to-Day maintenance of Rail Vihar Society: -**

1. Security Guard /Electrician for 12 hrs.
2. Plumber, Sweeper, Gardner, RajMistri, Helper, Painter, Housekeeping for 8 hrs. With weekly rest. Electrician will be given weekly rest
3. Weekly rest for security guard will be compensated by the agency no extra payment will be made for rest.
4. If any staff absent more than two days double the wages will be deducted.
5. All consumable material like torch, cells, Dhanda, whistle, stationary requirement, drinking water, tea, will be given by the agency. Proper uniform will be provided by the agency. Mobile phone with requirement to be given to one guard on duty day and night.
6. Police verification of all staff will be submitted within one week.
7. Police verification of all new residing tenant's members will be submitted within one week to Society office.
8. Qualification for guard minimum matriculation, for electrician minimum I.T.I. holder/ minimum 3 years' experience in housing society, plumber 2 years minimum experience in housing society.
9. The above security for initial for..... & contract can be terminated by giving one month notice on either side.
10. Any persons will be increased or decreased as per site requirement.
11. All statutory requirements like ESIC, EPF, and LEF will be responsibility of the agency.
12. If any equipment like firefighting fittings is stolen from this complex it will be responsibility of the agency & cost will be deducted from the agency salary bills.
13. For any dispute with allottee/outsider will be dealt by agency.

14.All salary bill must be submitted along with GST registration before 5 th of every month.

15.In charge/supervisor must attend the meeting with allottee /RWA staff as and where called for.

16.All green area to be maintained by agency as per Society members satisfaction.

**Electrician duties: -**

- a. Attend all the electrical faults immediately.
- b. Attend all the common area faults immediately and report to RWA office after rectification.
- c. Attend all the faults of entire area of flats after prior permission of RWA office.
- d. Record time of DG sets running with Diesel consumption record register.
- e. Recordings all the electrical consumption through maintain a daily recording electrical units in a register.

**Plumber duties:**

- a. Attend all the plumbing defects immediately and rectify within 48 hrs.
- b. Operate all pumps according to instructions by RWA.
- c. Maintain all the record of pumping time in a register.
- d. Maintain all the electrical pumps according to requirements.
- e. Attend all leakages in common area immediately.
- f. Attend all the plumbing faults entire area of flats after prior approval of RWA.

**Security Guard Duties: -**

- a. Keep all the record of entry and exit members in the Society.
- b. Any unauthorized person entered in the Society immediately inform to RWA office.
- c. Continuous patrolling within Society area for safety of all residents.