

## AGREEMENT

This Agreement made on 4<sup>th</sup> day of June, 2025 by and between

BANASTHALI VIDYAPITH, an Institution deemed to be University, notified by the Government of India vide its notification no. F.9-6/81-U.3 dated 25<sup>th</sup> October, 1983 under Section 3 of the UGC Act, 1956 and having its office at Banasthali Vidyapith P.O. Banasthali Vidyapith-304022, Rajasthan, through its Offg. Secretary, Professor Dharma Kishore (Which expression shall unless repugnant to the context thereof, mean and include its successors and assigns) of the First Part (hereinafter referred to as BV).

AND

M/s. SIS Limited Corporate Centre-Delhi, A-28 & 29, Phase 1, Okhla Industrial Area, New Delhi and Branch Office: 3rd Floor, Dreamax Plaza, Sahakar Marg, Jyoti Nagar, Lalkothi, Jaipur (Raj.) (hereinafter referred to as SIS is a Security Company in Delhi as well as in Jaipur catering the security and facility needs to the esteemed clients across the country.

WHEREAS SIS is a Company provided Security Services catering the security and facilitating the security needs of its esteemed clients across the country.

AND WHEREAS BV regularly hires security personnels for maintaining the security in its campus. SIS represented to BV that it has trained and experienced security personals as per the requirement of BV.

AND WHEREAS based on the representation of SIS, BV agreed to enter into a covenant for hiring, engaging security personnel through SIS as per requirement of BV.

NOW IT IS HEREBY AGREED BETWEEN THE PARTIES AS UNDER:

1. SIS will provide 40 Security Guards (Civil) & 4 Security Supervisor to BV and deploy them at the places as earmarked by BV. The number of the Security Guards & Security Supervisor may increase or decrease in future as per requirement of BV.
2. SIS is to ensure that the Security Guards shall be well trained, disciplined, obedient, having faultless character, teetotalers and physically fit to discharge their duties in a proper manner.
3. BV will pay Rs. 14,500/- per month to each Security Guards (Civil, Rs. 18,000/- per month for each Security Supervisor for eight hours 30/31 days & Rs. 25,000/- per month to each Security Officer for eight hours 26 days duty. Above rate are excluding GST.
4. SIS shall submit the related documents (10<sup>th</sup> Mark Sheet, Medical Certificate, Police Verification, Address proof) of each Security Personals on or before the date of their deployment.
5. BV may at any point of time may require the SIS to provide additional strength of security personnels at a short notice. The SIS shall always keep the reserve ready.
6. BV can terminate the services of any security guard from his deployment, if in the opinion of BV he is found to be not suitable for whatsoever reasons. The decision of BV shall be final in this regard. SIS upon termination or removal of any security personnel shall ensure that the removed personnel leaves the premises of BV within 24 hour from the notice of removal. Under such situation SIS shall deploy replacement within two days.

7. SIS shall be bound to follow the instructions given by BV or its authorized representative.
8. No residential accommodation for any security staff will be provided by BV.
9. BV shall provide access to SIS for day to day activity of Security personal.
10. SIS will provide a copy of security agency license of the authority concerned to BV before deploying the Security Personnels.
11. SIS shall observe and confirm to all rules and regulations of the local authority concerned and comply with all statutory regulations specially relating to Labour Law, Provident Fund, ESI and other laws in any way relating to Security Agencies. It will be the sole responsibility of SIS to adhere to all the provisions and compliances under law and BV not be responsible for the same.
12. SIS shall ensure to pay the taxes, and other levies, if any in respect of Security Agency to the Government or any local authority.
13. It is also hereby agreed that in case BV is not satisfied with the services provided by SIS the Vice-Chancellor of BV shall be at liberty to impose any penalty or recover the cost paid to SIS.
14. In case of any dispute on payments or other matters of the contract between SIS and BV, the decision of the mutually agreeable arbitrator will be final and binding on both of us. The Arbitration shall be governed by the provisions of Arbitration & Conciliation Act, 1996. The place of arbitration shall be Tonk.
15. This agreement shall be valid for a period of 1 year from June 20, 2025 to June 19, 2026. The agreement can, however, be renewed on mutually agreed terms and conditions between BV and SIS beyond the said period.
16. It is hereby agreed between the parties hereto that BV has the option to terminate the agreement at any time by giving one month's notice without assigning any reasons whatsoever to SIS.
17. Following the eligibility criteria of Security Personnels who can be deputed in the campus of BV as well as the scope of work. The BV may make any changes to the eligibility criteria as well as to the scope of work at any time with a notice in writing to SIS.

(i) Security Manpower Selection Criteria	<ul style="list-style-type: none"> <li>• He should be minimum 10<sup>th</sup> Standard pass for Security Guard</li> <li>• Police Verification</li> <li>• No security guard to be hired preferably within the periphery of 30 Km from site.</li> <li>• Any time during deployment maximum age of security personnel should not exceed maximum of 45 years.</li> <li>• Basic training is given at our Training Centre.</li> <li>• Physical Standards: Minimum Height: 5 ft.6in. weight: 56 Kgs</li> <li>• Vendor shall not engage the existing security manpower</li> <li>• On-Site training conducted every 3 months.</li> <li>• Before joining Medical checkup/Physical test and written test is conducted and shared with BV.</li> <li>• Basic Training Course covers the following subjects: <ul style="list-style-type: none"> <li>a. Code of conduct.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>b. Telephone procedures</li> <li>c. First Aid</li> <li>d. Fire Fighting</li> <li>e. Emergency Procedures</li> <li>f. Gate House Duties</li> <li>g. Patrolling</li> <li>h. Crowd control</li> <li>i. Vigilance</li> </ul>
(ii) Timing	Duty hours for security staff will be 8 hrs 30 days.
(iii) Code of Conduct	<ul style="list-style-type: none"> <li>• Are always smartly turned out and vigilant.</li> <li>• Are punctual and arrive at least 15 minutes before start of their shift.</li> <li>• Take charges of their duties properly and execute their duties meticulously.</li> <li>• Shall be polite and courteous with the visitors and ask them to sit till the concerned staff arrives.</li> <li>• Perform their duties with honesty and utmost sincerity.</li> <li>• Read and understand their Post and site instructions and follow the same.</li> <li>• Extend respect to all the Managers and staff of BV.</li> <li>• Shall not drink alcohol on duty, or come drunk and report for duty.</li> <li>• Shall not gossip or chit chat or smoke while on duty.</li> <li>• Shall not leave the post unless their reliever comes.</li> <li>• Shall never sleep while on duty.</li> <li>• Shall not read newspaper or magazine while on duty.</li> <li>• Should be courteous to the clients/customers of BV.</li> <li>• Shall immediately report if any untoward incident/ misconduct or misbehavior occurs, to an authorized officer/representative of BV, when in doubt, approach concerned person immediately.</li> <li>• Shall take periodic rounds with and around BV Project Site camp.</li> <li>• Shall not leave the post without the knowledge of the shift-in-charge. If necessary, the needful arrangement will be made by the Supervisor.</li> <li>• Security personnel should get themselves checked whenever they go out by the other shift security.</li> <li>• No Security Guard will provide Services at Resident of any faculty/Staff member. He/She will discharge duty of Security Guard only, assigned to him/her.</li> <li>• Should be equipped with all security accessories like flashlight, smart phone, umbrella, whistle, security baton stick, etc.</li> </ul>
(iv) Confidentiality	<ul style="list-style-type: none"> <li>• The phone number and movement plan of the client of BV and senior staff of BV will not be given to anyone unless instructed by the authorized person of BV.</li> <li>• The following information about the inhabitants of</li> </ul>

	<p>Camp/office will not be given to anyone unless instructed by the authorized person of BV:</p> <ul style="list-style-type: none"> <li>○ Car make, color and number.</li> <li>○ Telephone number/any other information.</li> <li>○ Location and movement plans.</li> <li>○ Meetings and conference schedules.</li> <li>○ Site plan.</li> <li>○ Travel details.</li> </ul>
(v) Personal Movements	<ul style="list-style-type: none"> <li>• The Guard shall maintain a Visitor Register at the Entrance Gate to keep record of movement In/Out of all visitors/vendors.</li> <li>• Security to issue visitor card for visitors.</li> <li>• Contract staff/Casual labour-Identify the person, make an entry in the register. Keep record of the person follow-up till the time of exit.</li> <li>• Vendor/Housekeeping movements register to be maintained.</li> <li>• Visitors-Security will confirm with the person whom the visitor wants to meet. If the person is available in BV office &amp; project site, security will make an entry in the register and direct him/her to right person. In case of doubt the security can check the visitor(s) in a proper manner.</li> <li>• Polite request made to Visitors for not to leave their personal baggage at security cabin.</li> </ul>
(vi) Material Movements	<ul style="list-style-type: none"> <li>• Material moment is permitted only from the main gate, records to be maintained and checked for every In/Out moment.</li> <li>• Incoming material-Check the documents carefully and receive the items with the due entry and forward it to the concerned person.</li> <li>• Outgoing-Before sending the material, have a proper check and not to send out any material without seal and sign of the authorized person.</li> <li>• Returnable and non-returnable record has to be maintained. A periodic status reports to be submitted on monthly basis to concern BV person.</li> <li>• Documents for material incoming and outgoing should be maintained.</li> <li>• Specimen signature of authorized person to be maintained at gate for verification, while material moments.</li> </ul>
(vii) Audits, Inspection and Patrolling Procedure	<ul style="list-style-type: none"> <li>• Quarter Vigilance Report (deep check and loyalty check)</li> <li>• Random night patrolling.</li> <li>• Patrolling should be taken on an hourly basis in the entire project site campus.</li> <li>• Security guards will keep a watch on the activities of the casual labors/contractors.</li> <li>• Procedure for residential block entry-any woman visitor needs to be accompanied by security guard and BV representative.</li> </ul>

	<ul style="list-style-type: none"> <li>• Anything unusual/untoward events must be reported to the such officer as designated for such purpose from time to time by BV.</li> <li>• Frequent bank transactions checks of all the security manpower.</li> <li>• Change/rotation of security guards in 6 months.</li> </ul>
(viii) Frisking/Checking Procedures	<ul style="list-style-type: none"> <li>• All guests will be thoroughly frisked at the time of their entry/leaving the camp main gate. In case of any person resisting, the same will be clearly informed to the concerned authority.</li> <li>• All garbage being removed from project site/offices by the housekeeping personnel must be thoroughly checked before they are being taken out.</li> <li>• If anything, untoward/unattended/suspicious is found, it must be reported to such officer as designated for such purpose from time to time.</li> <li>• Housekeeping personnel should be frisked/checked on their each in and out movements.</li> <li>• Frisking for all Security Agency &amp; out sourced vendors during moment from main gate.</li> </ul>
(ix) Compliance	<ul style="list-style-type: none"> <li>• Any insurance and third party liability is on agency. BV shall not be liable for any third party liability and claim.</li> <li>• Agency shall ensure submission all the statutory documents along with invoice every month like: Monthly Challan, TIC Card for New Joinee, Monthly ECR, Accident Register, Monthly Challan, Monthly ECR, Challan and Statement, Leave Register, Monthly Challan and Contribution Statement, Wage Slip, Service Certificate, Employment Card, Register of Workmen, Muster Roll, Register of Wages, Register of Fine, Register of advance, Register of damage or loss, etc.</li> <li>• In case of any casualty BV will not be responsible for any claim. SIS will manage according to claim.</li> </ul>
(x) Changing over and Taking Over	<ul style="list-style-type: none"> <li>• Security guards will go through the log and entries of previous shift and discuss the progress plan with the reliever.</li> <li>• Both the security guards will check the entire project site thoroughly.</li> <li>• Reliever guard should check all the documents, which are related to security before taking over charge.</li> <li>• They should check all the systems which are in the facility/under security.</li> <li>• Occurrence's report registers to be maintained.</li> <li>• Reliever guard should check previous shift guard before taking over charge.</li> <li>• Apprise Reception &amp; Security Officer of change of guard. Notes to be initialed every 3 days by Security Dept.</li> </ul>
(xi) Fire Control	<ul style="list-style-type: none"> <li>• Security of all the fire-fighting equipment is to be ensured and theft/damage of any fire equipment needs to be immediately reported to such officer as designated by BV.</li> </ul>

	<ul style="list-style-type: none"> <li>• Security should know where the fire extinguishers are located/installed and be able to operate them immediately in case of any fire accidents/incidents.</li> <li>• Check the date of inspection of by Fire/Safety Officer on monthly basis. If the monthly check is not carried out for any fire appliance, then the same is to be informed to such officer as designated for such purpose from time to time by BV.</li> <li>• In case of fire, prompt action to be taken by the security to safeguard the life and property.</li> <li>• In the event of any fire, rush to the spot, muster all manpower available and take control of firefighting operations.</li> <li>• If necessary, security should call Ambulance team.</li> <li>• Concern person of BV to be made aware to respond during emergency.</li> <li>• Security agency needs to hire qualified trainer for conducting training of every security staff at site (every quarterly).</li> </ul>
(xii) Emergency Procedures	<ul style="list-style-type: none"> <li>• The guard should have all the addresses and contact numbers of nearest police station, hospital, ambulance and fire brigade.</li> <li>• Guard will immediately report if any untoward incident/ misconduct or misbehavior occurs, to such officer as designated for such purpose from time to time by BV.</li> <li>• The Guard to know the entire emergency exits doors and main entry gates, so that he can take suitable action at a short notice.</li> <li>• Identify the emergency and its gravity, ring the alarm bell/ siren (if available) and inform Building Head/Fire officer immediately.</li> </ul> <p><b><u>Emergency Procedures: Action by the Security Guard</u></b></p> <ol style="list-style-type: none"> <li>1. <u>In Case of Theft/Break in</u> <ol style="list-style-type: none"> <li>a. Detain person/vehicles</li> <li>b. Investigate the matter/case in detail and inform the Security Supervisor and also HR &amp; Admin Lead of BV.</li> <li>c. Inform the Security Agency control room/Regional Head</li> <li>d. Submit detailed incident report to HR &amp; Admin Lead of BV.</li> </ol> </li> <li>2. <u>In Case of Fire</u> <ol style="list-style-type: none"> <li>a. Try to extinguish fire</li> <li>b. In case of <b>Fire</b>, guard shall call <b>Fire Control room</b>.</li> <li>c. Inform HR Admin Lead/Safety Officer/Project Head</li> </ol> </li> <li>3. <u>In Case of Bomb Threat Call</u> <ol style="list-style-type: none"> <li>a. Inform CSO/Unit Head/Fire Officer :</li> <li>b. Police Control Room :</li> <li>c. Nearest Police Station :</li> <li>d. Nearest Hospital :</li> <li>e. Fire :</li> <li>f. Ambulance :</li> </ol> </li> </ol>

(xiii) Credit Period	• 30 days
(xiv) Accommodation & Mess	• Accommodation and mess facility of security manpower will be responsibility of SIS.
(xv) SPOC	• Vendor will provide SPOC for BV.
(xvi) Compliance for Migrant labour	• Vendor shall follow and act as far as migrant labour are concerned.
(xvii) National Apprenticeship Promotion Scheme (NAPS)	• Vendor shall explore the possibility of taking waiver under NAPS and pass on benefit to BV.
(xviii) Dashboard	• Vendor shall provide online/app based dash boards for all the security report like attendance, posts, incidents, etc.
(xix) Penalty In case of theft	• Actual amount of theft but limited to two months billing of respective project site

18. The parties hereto unconditionally and irrevocably agree to submit to the exclusive jurisdiction of the competent courts in Tonk only with regard to any question or matter arising out of this agreement and any other documents that may be executed by the parties hereto or any of them in pursuance hereof or arising herefrom.

And in the confirmation of the above Agreement, the parties have set their hands at Banasthali on the day and date mentioned hereinabove.



For Banasthali Vidyapith

*[Handwritten Signature]*

Dharma Kishore  
Offg. Secretary  
Banasthali Vidyapith  
P.O. Banasthali Vidyapith  
Rajasthan-304 022

For SIS Limited

*[Handwritten Signature]*  
SIS LIMITED  
Santosh Jha  
Branch Manager  
3rd Floor, Dreamax Plaza  
Sahakar Marg, Jyoti Nagar  
Lalkothi, Jaipur (Raj.)

Witnesses:

1. *[Handwritten Signature]*

2. *[Handwritten Signature]*  
(Dev Sahi Sharma)

Witnesses:

1. *[Handwritten Signature]*

2. *[Handwritten Signature]*