

SECURITY INSTRUCTIONS IN CONTRACT AGREEMENTS

1. Naval Dockyard, Visakhapatnam is a "Prohibited Area" under the provisions of Indian Official Secrets Act 1923. Firm/individual entering into contract for working inside the Yard shall strictly comply with the instructions mentioned hereinafter.
2. No information of any kind gathered from the Yard over the course of the visit or contract duration or through any other means, can be disclosed to any other person, without proper authorization from the Competent Authority at ND (V). The vendor/contractor shall ensure that the information related to the yard and its assets, provided under this agreement is used only to the extent necessary to enable the vendor/contractor to perform as per the terms of this contract. The Contractor/Vendor must ensure that the personnel working for the contract fully understand the sensitivity of the information which they may obtain over the time of working in the Yard and the consequences of careless/negligent handling of such information. Violators of this clause will be dealt with in accordance with the provisions of Indian Official Secrets Act, 1923.
3. The contractor/vendor shall ensure that contract personnel destroy all information received from the Yard, in a documented or recorded form, when the contract personnel's job or role has changed or terminated.
4. Contractor/vendor personnel are to strictly not interfere in the execution of duty by any sentry, sailor or officer who is involved in security of the yard.
5. The vendor/contractor and his employees shall be authorized to access the Yard premises in accordance with the provisions of this agreement/contract and only during the term of this contract/agreement. The entry to the establishment and other units located inside the premises is governed by the prevailing security scenario and relevant regulations issued by various authorities, as amended from time to time.
6. All personnel, their belongings, material and vehicles located in the vicinity of the Yard/whilst entering/leaving the Yard are liable to be searched by security staff.
7. Advance information should be made available to the Security office about the intended visit by any person who is not a pass holder. Any delays/difficulties faced in gaining access due to non intimation in advance shall be solely attributable to the contractor/vendor.
8. As part of the authorization process, details of the vendor's contract personnel who need access to the Yard premises will have to be submitted to the security department, through the respective User Manager, at least 48 hrs in advance, for issuance of passes.
9. The vendor/contractor, through the User Manager, shall at all times ensure that only those contract personnel, who need to access the Yard in order to fulfill the purpose of this contract/agreement, are present in the Yard. The vendor must ensure that only those contract personnel having requisite training and awareness of the sensitivity of working in a prohibited area are employed for working in the Yard premises. The vendor shall bring to the notice of the security officer if any contract personnel is/are no longer required to access the Yard, or change role for any reason whatsoever, or whose integrity is suspected or considered doubtful, or as may be notified by the Yard. Passes of such personnel are to be returned to the security office within the same day by the Contractor/Vendor.

10. Contractor/Vendor shall ensure that all contract personnel including subcontractors and their employees, agents and the employees of the vendor working in the Yard premises shall be in possession of a valid ND (V) identification pass at all times. If the Yard has any other advanced identification verification systems like biometrics, etc, the same would also apply. The Yard may redefine such verification measures from time to time.

11. Passes issued to the contractor's labourers are to be produced for inspection at any time when so demanded by security staff. The contractor is to ensure that the labourers clear the site and dockyard premises immediately after the permission has expired. The labourers, at the time of entry, shall display their passes around the neck using suitable lanyards and will remove it only at the time of exit. Entry/Exit of the contractors and their labourers will be restricted to the Gates as authorised by the Chief Security Officer of ND (V).

12. The contractor/vendor applying for the passes must indicate the Contract No. date and the period of their contract. These applications, as promulgated, must have endorsement of concerned department/unit. Any employee or labourer changing from one company to another must deposit his pass immediately and obtain a new pass in the name of the new Company.

13. Loss of passes will entail fine as promulgated by the Competent Authority from time to time. The Contractor shall ensure that the loss of pass is reported to the Security Office immediately and complaint is filed with the civil police.

14. Contractor/Vendor shall ensure that workforce do not enter any other sites, buildings, internal areas or any other locations in the Yard except as required by the terms of the contract.

15. Contractor/vendor shall ensure that verification of the character and antecedents of the workforce through authorized officials of civil police agencies is carried out well in time. Passes for entry into the Yard will be issued only on submission of police verification certificates. The firm shall personally know fair background of the personnel for whom they are applying for passes. During higher security states/alerts/security exercises, entry of Contractors and their labourers may be restricted. Only police verified personnel will be permitted to enter the Yard in those circumstances with the express approval of Chief Security Officer, ND (V), GM (Tech)/GM (R). Renewed police verification certificates shall be submitted in accordance with the extant regulations issued by the Competent Authority from time to time. It shall be the responsibility of the contractor/Vendor that personnel submit authentic police verifications for issuance of passes. Any delay in execution/continuation of the work due to non-availability of valid police verification certificates shall be the liability of the Contractor/Vendor and Navy/ND (V) shall not be liable.

16. Contractor/Vendor shall ensure that Supervisor escorts the labourers as per authorization/endorsement to this effect made on his pass by Security office.

17. Supervisor will escort his labourers at all times. They are to work ONLY at authorised location/work site and will not leave their work site and loiter around in the Naval Dockyard.

18. The supervisors/personnel are to ensure that no objectionable/unauthorised articles and contraband substances are carried in the vicinity of the Yard. The Contractors and their labourers are not to bring any prohibited articles such as liquor, narcotics, mobile phone, conventional cameras, any electronic storage devices such as pen drive/hard disc etc, which are totally banned inside Yard.

Mobile phones without camera, data and location services may be permitted by the Security Officer on case to case basis.

19. The Contractors/Vendors shall ensure that their personnel do not take computers or laptops into the Yard premises except when permission is accorded in writing by the Security Officer. Whilst taking such systems out from the Yard, Contractor/Vendor shall ensure that no classified information is stored in the system and a certificate to that effect duly countersigned by MIT or other Competent Authority, shall be submitted to the Security Office.

20. Contractor/vendor supplying any equipment or carrying any tools/instruments for the purpose of installing any equipment shall ensure that the material/equipment so supplied or carried into the Yard premises (especially electronic items/software), carries out only the task it is intended for and not any other malicious task in the background. The contractor/vendor shall ensure that the Hardware and Software being brought inside the Yard, does not contain embedded malicious code that would activate procedures to:-

- (a) Inhibit the desired and designed function of the equipment
- (b) Cause physical damage to the user or equipment during exploitation.
- (c) Tap information resident or transient in the equipment/networks.

21. All personnel are to declare any material being brought inside, at the time of entry. The contractor's labourers are prohibited from taking out material without express permission of the Security Officer.

22. Whenever a contractor is required to bring in any vehicles, either loaded or empty, permission from the Security Officer, Kakatiya gate shall be obtained in advance. Also, the contractor shall apply in advance for the provision of DSC Sentry as an escort in case material is required to be loaded from inside the Yard.

23. Traffic regulations are to be strictly adhered to by the Contractors/Vendors personnel whilst driving/riding in the Yard premises. The contractor/supervisors/workforce is not to bring their vehicles into the Yard without written permission from the Security Officer. The permitted vehicles shall carry all valid documents at all times and are liable to be checked by security staff. Personnel to comply with all regulations with respect to road traffic and follow speed regulations in force. No obstruction to the traffic by way of material stocking or dumping shall be done by the Contractor/Vendor or his personnel. While driving/riding two wheelers, the driver and pillion rider shall at all times wear ISI mark crash helmet, duly strapped. Wearing of safety helmet, in lieu, is not allowed.

24. All contractor/vendor vehicles entering the Yard should have Road Worthiness certificate issued by the RTO and valid PUC certificate.

25. Contractors are to ensure that labour laws/rules etc are followed in totality and that no dharna, strike, agitation or disturbance of any sort is carried out by their workers in the vicinity/premises of the Dockyard and its approach areas/gates.

26. Contractors/Vendors are to ensure that child labour is not employed by them. They also shall ensure that all safety aspects of their employees have been taken care of whilst undertaking work. Further, the workforce being employed should meet the age/sex criteria as envisaged in the contract.