

Government of Tripura
Rural Development Department
Office of the Chief Engineer
Gurkhabasti, Agartala-6

NO. F. 13(1)/CE/RD/UID(OPR)/19-20/

296

Date : 05/06/2021

Work Completion Certificate

This is to certify that HRD Commercial & Industrial Security Force Pvt. Ltd., having its Regd. Office at S.T Road, Badarpur, Karimganj, Assam-788803 have successfully completed the works as detailed below:

Name of work	Supply of certified Aadhaar enrolment Operator cum Supervisor in the Permanent Aadhaar Enrolment centres running under DM & Collectors for a period of one year from the date of signing of contract/ agreement.
Work order no.	F.13(1)/CE/RD/UID(OPR)/18-19 (Part 1)/1612 dtd 08/01/2020
Total no. of person deployed	57 (fifty seven)
Date of commencement	01/02/2020
Date of completion	31/01/2021
Executed amount	Rs. 68,73,050 (Rupees sixty eight lakh seventy three thousand and fifty) only
Amount paid	Rs. 68,73,050 (Rupees sixty eight lakh seventy three thousand and fifty) only

This is issued as per request of the company vide C & I.S.F.P.L/AGTL/GEN/21/235 dtd. 12/04/2021.

mdeb
05/06/2021

(Er. M. Deb)

Executive Engineer-I
O/o the Chief Engineer, RD Department

To,
HRD Commercial & Industrial Security Force Pvt. Ltd.
S.T Road, Badarpur, Karimganj, Assam-788803,
Branch Office: HGB Road, Melarmath, Agartala-1
M: 9706771109

Government of Tripura
Rural Development Department
Office of the Chief Engineer
Gurkhabasti, Agartala-6

NO. F. 13(1)/CE/RD/UID(OPR)/18-19 (Part 1)/ 1612

Date : 08 /01/2020

Award of contract (AoC)

HRD Commercial & Industrial Security Force Pvt. Ltd. S.T Road, Badarpur, Karimganj, Assam-788803, Branch Office: HGB Road, Melarmath, Agartala-1 may refer to their bid (**BID ID: 18447**) in response to the RFP no. RFP-1/F.13(1)-CE/RD/UID(OPR)/18-19 dtd. 01/10/2019. Their quoted rate has been approved by the department. Accordingly, the contract for supply of following number of outsourced Aadhaar Enrolment Operator cum Supervisors is being Awarded in favour of HRD Commercial & Industrial Security Force Pvt. Ltd as per following table.

Item	Total no.	Monthly pay to be paid per person	Agency charges (1%) on column 3	Total amount / person/year	Total contract value
1	2	3	4	5	6
Supply of certified Aadhaar enrolment Operator cum Supervisor in the Permanent Aadhaar Enrolment centres running under DM & Collectors as per the location given at Annexure A for a period of one year from the date of signing of contract/ agreement.	57 nos	Rs.10000.00 (inclusive of employees share of EPF & ESI)	Rs. 100.00 (inclusive of out of pocket expenses, all applicable taxes, EPF, ESI and any other allied charges)	Rs.1,21,200.00	Rs. 69,08,400.00

Rupees sixty nine Lakhs eight thousand and four hundred only.

2. All Terms Condition of the RFP will be applicable for the above contract. Few of the clauses of the RFP which will be required frequently are appended below:

- The supplied manpower should be residing in Tripura.
- The supplied manpower should be minimum Madhyamik passed and capable of speaking/understanding local languages (Bengali/ Kakborok).
- The supplied manpower should have possess necessary certification of Aadhaar enrolment operator & Supervisor.
- The supplied manpower should carry out their duties strictly in accordance with provision of Aadhaar Act, 2016 and Aadhaar (Enrolment & Update) Regulation, 2016 and on the basis of original Proof of Identity (PoI), Proof of Address (PoA), Date of Birth (DoB) documents as allowed by UIDAI and filled in format duly verified by the authorized official of the PAECs.
- In normal course, an operator should carry out minimum 35-40 enrolment/day where ever queue is there.
- The contract will be initially **for 1 (one) year** from the date of signing of contract and may be extended upto one year more depending on the performance of the Agency and mutual agreement.
- Maintain day & month wise record of enrolment/update (separately) done by them in the PAECs/Camps (if any) and submit the report to the authority of the PAEC within **5th of subsequent month**.
- HRD Commercial & Industrial Security Force Pvt. Ltd will have to accept the offer and sign an agreement with the tendering authority within **10 (ten) days** from the date of issuance of the this order and furnish a Performance Bank Guarantee @ 10% of the total AoC value through a Nationalized/Scheduled bank in favour of the Chief Engineer, Rural Development Department, Government of Tripura with a validity of 1(one) year from the date of signing of agreement.

AKS
08.01.2020

Contd.

Deployment of manpower: The agency should place the manpower for all PAECs within 15 days after signing of agreement. Detailed biodata with photographs/contact details/certification/ experience of the deployed manpower to be submitted to the tendering authority prior to deployment for necessary approval of the department. The Operators will report to the office of the respective DM & Collectors as per schedule (to be given separately after receiving of the list of operators from the agency). The engaged manpowers have to start working in the respective PAECs from **1st February, 2020**. List of the Permanent Aadhaar Enrolment Centres with number of operators to be deployed are enclosed at **Annexure A**.

- j. **Payment:-** Payment will be made to the agency on quarterly basis (in every three months). The agency shall raise the bill in duplicate in the first week of the succeeding month of each quarter along with attendance sheet/performance certificate duly signed/issued by the designated officials of the respective PAECs. Statutory deductions as per norms will be deducted at source. The process of payment to the outsourced employees deployed by the firm in this Department should be completed by the agency within **7th** of the succeeding month strictly.
- k. The firm shall open EPF & ESI accounts of all the employees deployed in this Department by them within **one month of the deployment** and furnish the details of the EPF & ESI of the employees to this Department immediately, thereafter the firm shall make the EPF and ESI payments as per statutory requirements.
- l. The Agency will arrange for an one day workshop for the outsourced operators/supervisors in consultation with the tendering authority prior to deployment. Tendering authority will conduct the workshop in support of UIDAI resource person.
5. The Bid document, all terms and conditions of the RPF, all subsequent correspondances and the AoC will constitute the agreement. The signatory of the agreement on behalf of HRD Commercial & Industrial Security Force Pvt. Ltd. should be legally authorized by power of attorney.
6. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement any amount due to the agency from this Department including security deposit shall be forfeited and also this Department shall have the right of cancellation of contract without assigning any reason.

(Er. N.G Paul)

Executive Engineer-I

O/o the Chief Engineer, RD Department

To,
HRD Commercial & Industrial Security Force Pvt. Ltd.
S.T Road, Badarpur, Karimganj, Assam-788803,
Branch Office: HGB Road, Melarmath, Agartala-1
M: 9706771109

Copy to :

1. PS to the Deputy Chief Minister for kind information of the Hon'ble Minister.
2. PS to the Secretary, RD Deptt. for kind information of the authority.
3. All District Magistrate & Collector for kind information.
4. Commissioner of Commercial Taxes for kind information.
5. Chief Engineer, RD Department for kind information.
6. Commissioner of EPFO, Agartala for kind information.
7. Commissioner, Labour Department for kind information.
8. Municipal Commissioner, Agartala Municipal Corporation.
9. All Sub Divisional Magistrates.
10. Concerned BDOs having PAECs.

Executive Engineer-I