



व्यावहारिक प्रशिक्षण बोर्ड (पूर्वी क्षेत्र)  
**BOARD OF PRACTICAL TRAINING (EASTERN REGION)**

भारत सरकार के शिक्षा मंत्रालय के उच्चतर शिक्षा विभाग के अधीन  
UNDER MINISTRY OF EDUCATION, GOVT. OF INDIA, DEPARTMENT OF HIGHER EDUCATION



सशक्त युवा, समर्थ भारत  
www.mhrdnats.gov.in

BOPT/EOI/290/9/2020-21/156

12.01.2021

To,  
M/s HRD commercial & Industrial Security Force Pvt. Ltd.  
4 B, Khelat Babu Lane, P.O.- Belgachia  
District-Kolkata, PIN- 788803  
West Bengal

**Subject: Supply order for award of contract for outsourcing of security services in BOPT (ER).**

**Ref. Open invitation of bids (BID) bearing Tender No. BOPT/BID/290/9/2020 Dated 25<sup>th</sup>  
September, 2020**

**(CPP e-publish Tender ID 2020\_BOPT\_563461\_1) and your response bid dated 02.11.2020**

Dear Sir,

The undersigned is pleased to award the contract for outsourcing of security services of 1 no. of security supervisor (Semi-skilled category) and 7 nos. of Guards (Un-skilled category) in BOPT(ER) Kolkata office. Wages will be as per the minimum wages applicable to central Govt. sphere and other statutory provisions like EPF, ESIC etc. The minimum wages and applicable statutory provisions shall be revised as and when the same is revised by the competent authority. The break-up of work value in respect of these 2 categories of staff is enclosed as annexures A.

**Terms & Conditions:**

1. The service provider shall provide 1 No. of security supervisor (semi-skilled) and 7 nos. of Guard (un-skilled) in Board of Practical Training (Eastern Region), Kolkata.
2. Initial period of engagement shall be for twelve months w.e.f. 01.02.2021 and may be extended subject to satisfactory performance of the service provider at the agreed rate and terms and conditions up to maximum 3 years.
3. The service provider is to supply the requirement of the security personnel as mentioned above. During the tenure of contract the requirement of personnel may increase/decrease, change the timings as per the needs of the Board from time to time.







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4. Service provider should enter into an agreement on a non-judicial paper of Rs. 100/- within 15 days of the receipt of this award of the contract failing which offer of contract is liable to be cancelled and the earnest money if any will be forfeited.
5. Service provider should deposit an amount of Rs. 40,000 (Forty thousand) only towards performance Guarantee (security deposit) by Demand Draft/Bank Guarantee drawn in favour of "Board of Practical Training, Eastern Region" payable at Kolkata.
6. The employees engaged, shall be treated solely as employees of the service provider and BOPT shall not have any liability whatsoever on account of these contract workmen.
7. The service provider shall be responsible for the orderly and discipline behaviour of his workmen towards all stakeholders including BOPT employees. The contractor shall be bound to withdraw immediately any workman responsible for misconduct and if found not performing up to the expectations mentioned in job specification to be reviewed by the competent authority of the BOPT (ER).
8. The service provider shall ensure that any dispute between him and his workmen is settled outside the BOPT premises, and they shall in no way utilize the premises property etc., for this purpose.
9. The service provider shall not substitute any of their workmen engaged by him with another/any of their workman, without prior approval of BOPT (ER).
10. The service provider should have independent EPF & ESI & Service Tax codes. The service provider has to produce the ESI/EPF/Tax/Challans/Receipts of remittances & detailed monthly wage sheet to BOPT (ER) – Project along with monthly bills. The service provider shall have to issue Identity Cards and monthly salary slips to his contract workmen.
11. The service provider shall be fully responsible for timely compliance of all statutory requirements in respect of his employees. The Board shall not be responsible for the payment of any amount to his employees/statutory authorities on account of non-compliance of statutory provisions applicable to them. In such cases service provider shall be held responsible.
12. It shall be ensured by service provider that Saving Bank Accounts of all workers employed by him are opened with Scheduled Bank and that monthly wages are







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credited into their Saving Bank Accounts in order to minimize the chances of improper wages on or before 7<sup>th</sup> day of the following months. Any violation of these instructions will be viewed very seriously by the BOPT (ER) and this will be considered as a valid ground to black list the firm.

13. Manpower provided by the service provider shall have to undergo Police verification at the instances of Agency.
14. Service provider will not be allowed to sublet the work under any circumstances.
15. Manpower provided by service provider shall always remain employees of service provider for all intents and purposes and service provider alone shall be liable for any dispute which may have any sort of legal repercussions in a court of law.
16. In case any employee of service provider is on leave or absent from the duty for any reasons, upon such intimation service provider would provide substitute/ replacement within 24 hours failing which service provider shall be liable to pay the double amount of wages to BOPT (ER) till such period his substitute is provided. This amount shall be chargeable against the Performance Bank Guarantee/ Indemnity Bond. The Board reserves the right to assign duties to any person against absent employee of the service provider during this period.
17. If this offer is accepted, you may sign on the duplicate of this letter as a token of your acceptance and return the same to this office immediately.

Thanking you,

Yours faithfully,

(SM Ejaz Ahmed)  
Director

Encl : As stated.

Copy to : Accounts Section





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**Annexure- A**

**Break up of work value for outsourcing of security staff**

Elements of wages	Security Supervisor	Guards
Minimum Wages(Semi-Skilled)for 26 days+VDA	18382	N/A
Minimum Wages(Un-Skilled)for 26 days +VDA	N/A	16614
EPF Employer (13% on Rs.15000) including PF admin charge and EDLIS @ 0.5%.	1950	1950
ESI Employer(3.25% on M. Wages)	597.40	539.95
Ser. Charge(.01% on minimum wages and bonus)	1.84	1.66
TOTAL OUTFLOW before GST	20931.24	19105.61
GST @ 18%	3309.09	2990.82
TOTAL	24240.33	22096.43

*[Handwritten signature]*

