



एन एच पी सी लिमिटेड

(भारत सरकार का उद्यम)

NHPC Limited

(A Government of India Enterprise)

संख्या एनएच/स. का. (कोल)/2020/ 461

दिनांक : 07/10/2020

To

मेसर्स एचआरडी कमर्शियल एंड
इंडस्ट्रियल सेक्युरिटी फोर्स प्रा. लि.
एसटी रोड, बदारपुर
करीमगंज, आसाम-788803

M/s HRD Commercial and
Industrial Security Force Pvt. Ltd.,
ST Road, Badarour.
Karimgang, Assam-788803

विषय / Sub:- **"Up keeping services & Supervision thereof for NHPC Ltd, Liaison Office Complex, Salt Lake City, Kolkata" - regarding.**

संदर्भ /Ref: (i) LoA No.NH/RO(Slg.)/Contract/SM(C)/2020/6492-96 dated: 23.09.2020
(ii) Your letter No. C&I.S.F.P./KOL/GEN/20/107 dated 30.09.2020 regarding commencement of job.

महोदय,

This has been reference to the above vide which contract for **"Up keeping services & Supervision thereof for NHPC Ltd, Liaison Office Complex, Salt Lake City, Kolkata"** has been awarded to your firm. In this regard, following compliances are required to be fulfilled by adhering terms and conditions of the contract at the earliest.

- (i) The Contractor shall furnish to the Engineer-in-Charge a performance security in the form of Demand Draft/ Bank Guarantee from an Indian Nationalized Bank or any Scheduled Bank in India as per the clause 6.0 of LOA and GCC clause 5.0 of the aforesaid contract.
- (ii) Formal agreement & duly executed integrity pact of the aforesaid contract needs to be signed and shall be submitted to Contract Division, RO, Siliguri as per as per the clause 18.0 & 19.0 of LOA at the earliest.
- (iii) The Contractor shall maintain all the documents necessary such as Age, Sex, educational qualifications, Addresses of the Labourers, payment vouchers, Attendance Register (In the form of biometric record), Leave, and Weekly off particulars etc. to satisfy the provisions of the Labour Act. Further, the Contractor shall maintain all relevant registers and records as per Contract Labour (R&A) Act, 1970 with up to date amendments as per the GCC clause 12.3.
- (iv) The Contractor or his authorized supervisor/ engineer will come regularly to site within duty hours to ensure that the work is being performed following all Rules, Regulations and Acts as specified in clause 3.0 above. The Contractor shall appoint at his own expense adequate number of supervisors/ engineers with sufficient experience to supervise the Works as per clause 16.0 of GCC. Besides above, necessary coordination, taking instruction from Dept. and supervision of the work shall also be the responsibility of the Contractor.

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सम्पके कार्यालय, ब्लाक-डी.पी. प्लॉट-3, से.-V, साल्ट लेक सिटी, कोलकाता-700091 (प.ब.), फोन-033-2367 3969 फैक्स नं.2367 3349

Liaison Office, Block-DP, Plot-3, Sec-V, Salt Lake City, Kolkata-700091(W.B.) Ph No. 033-2367 3969, Fax: 2367 3349, Email: nhpcckolkata@gmail.com

पंजीकृत कार्यालय- एनएचपीसी आफिस काम्पलेक्स, से.33, फरीदाबाद, हरियाणा-121003

Read. Office: NHPC Office Complex, Sector-33, Faridabad, Haryana-121003(India)



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- (v) The Contractor or his authorized supervisor/ engineer will come to site to ensure that the work is being performed as per LOA terms and conditions and, necessary instruction from Engineer-In-Charge for the work shall be taken regularly.
- (vi) The Contractor should ensure that workers engaged in the said contract should wear uniforms, badges, shoes and safety and security items during their duty hours. The Contractor shall also provide the mobile no. / telephone no. to contact the service personnel.
- (vii) The Contractor shall provide and maintain upon the works sufficient, proper and efficient life-saving appliances and first-aid equipment in accordance with the requirement of ILO Convention No. 62. The appliances and equipment shall be available for use at all time.
- (viii) The manpower employed by the contractor shall wear neat & clean uniform, safety shoes while on duty. The contractor shall issue photo Identity Card (ID card) to the persons engaged by him mentioning the name of contract work & a copy of the same along with affixed passport size photograph may be submitted to EIC with details. The contractor has to give details of the persons such as name/age/sex/address experience in years with proof along with passport size photo prior to actual deployment for approval of EIC on award of work as per clause no 7 of SCC.
- (ix) The contract workers engaged by the contractor shall mark their attendance through bio-metric machines. It would be mandatory for the contractor to attach the attendance sheet of the contract workers recorded through biometric machines along with RA bill. If attendance of any manpower found missing in Biometric attendance sheet due to Machine error/Input error, certificate/verification of attendance shall be required from the concerned EIC as per clause no. 17 of SCC.
- (x) The contractor must provide all the consumable items as per the tender document SECTION - IV (C), SCOPE OF WORK (Details of Consumable items) within day 07th of every month.

Therefore, you are requested to comply the above points at the earliest please.

सधन्यवाद ।

24/11/20
04/10/2020

सुजाता भूषण

वरिष्ठ प्रबन्धक (मा.सं)
Engineer-In-Charge

प्रतिलिपि : महाप्रबंधक (अनु), संपर्क कार्यालय कोलकाता - कृपया सूचनार्थ।

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सम्पर्क कार्यालय, ब्लॉक-डी.पी., प्लॉट-3, से.-V, साल्ट लेक सिटी, कोलकाता-700091 (प.ब.), फोन-033-2367 3969, फैक्स नं.2367 3349
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