



# Sidho-Kanho-Birsha University

Ranchi Road, P.O.- Sainik School  
District - Purulia, PIN - 723104, W.B.  
Phone : 03252- 202419 Website-www.skbu.ac.in

Ref No: FO/144/SKBU/20

Date: 21/12/2020

To

**HRD Commercial and Industrial Security Force Pvt Ltd**  
**4B Khelat Babu Lane,**  
**PO- Belgachia, Dist- Kolkata- 37**  
**Email :cisf.pvtsecforce@gmail.com**

**Sub: Work order for Engagement of security personal at SKB**  
**University**

This is to inform that you have been selected as per E tender ID 2020\_SKBU\_300233\_1 for engaging security personal at SKB University, Ranchi Road, P.O. Sainik School, Purulia- 723104. You are requested to engage security personal as per following requirement with effect from 01/01/2021.

The scope of work includes the following:-

1. Initially work order will be for 1 yr and it may increase for another 2 yr. if performance is satisfactory.
2. You shall be liable to execute a written agreement on a non-judicial stamp paper of ₹10/- before taking over charge.
3. You have to report of work to the Security Officer, SKBU and the worker will have to work under instruction/supervision of Security Officer.
4. A Security Deposit of ₹1,00,000/- (Rupees one lac only) has to be deposit to SKBU through online transfer within 7 days of award. This will refunded to the party after 3 months of expiry of the contract
5. All terms & condition will be followed as per tender documents.

**Payment terms:**

1. Contractor have to submit bill with a copy of certified attendance sheet As per Wb Govt rate of minimum wages and Service charges of Contractor @ Rs. 1/- per person per shift basis per month.
2. University will make payment via a/c payee cheque or NEFT.

  
Registrar

Registrar  
Sidho-Kanho Birsha University  
PURULIA

Copy To:

1. Security Officer, SKBU
2. Finance Officer, SKBU