



**GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF ANIMAL RESOURCES AND ANIMAL HEALTH  
STATE LIVESTOCK FARM, KALYANI, DIST. NADIA.**

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Memo No: WBARD/SLF/JDARD/NIT-SECURITY/T-03A/30/22-23

Date: 26.07.2022

To  
HRD COMERCIAL & INDUSTRIAL SECURURTY FORCE PVT.LTD,  
4B KHELAT BABU LANE,  
BELGACHIA, KOLKATA-37  
E-mail - hrd.kolkatabranch@gmail.com

**Sub:-Engagement of Personnel for watch and ward service (2<sup>nd</sup> Phase) at (1) State Livestock Farm, Kalyani, Nadia to protect round the clock in 3(Three) shifts. Total Security Personnel required in 3 (three) Shifts (a) 48(forty eight) Nos. including 8(eight) Gunman for ,3 (three) supervisor and 37 (thirty seven) unarmed personnel.**

**Ref:**The Directorate N.I.T. Vide no- WBARD/SLF/JDARD/NIT-SECURITY/T-03A/12/21-22 ,Date: 08.12.2021 (Tender I.D. 2021\_ARD\_355127\_1 )

Dear Sir,

In reference to the above cited subject and as you have executed contractual agreement & deposited requisite amount of Security Money, work order is issued to undertake job for watch & ward service at at (1) State Livestock Farm, Kalyani, Nadia to protect round the clock in 3(Three) shifts. Total Security Personnel required in 3 (three) Shifts (a) 48(forty eight) Nos. including 8(eight) Gunman for ,3 (three) supervisor and 37 (thirty seven) unarmed personnel. at Decimal Zero one percent (0.01%) service charge in addition to minimum wages of security personnel per month as determined by the labour Dept. Govt. of West Bengal and employer contribution towards EPF &ESI in response to tender Notification under reference, is hereby accepted for the period of 6(six) months 01.08.2022 to 31.01.2023 subject to extension in two phases for another 12(eighteen) months depending upon satisfactory performances & requirement .

Place	Area to Protect the round clock in 3 (Three)Shifts	Total Security Personnel Required in 3(Three) Shifts.	Service Charge	Service Charge In Words
State Livestock Farm, Kalyani, Nadia, 741235	Area of State Livestock Farm, Kalyani, Nadia	48(forty eight) Nos. including 8(eight) Gunman for the specific areas of SLF	@0.01%	@ decimal Zero one Percent
*** The revision of minimum WAGES, ESI, PF, GST etc. as would be revised by the Govt. from time to time will be paid on submission of Tax Invoice which should be supported by Govt. Order. However , the percentage of Service Charge of the successful bidder cannot be changed in any case during the tenure of service of contract***				

The schedule work must be maintained as per direction of Officer In-charge Security Section of the State Livestock farm. You will be held responsible for any loss, theft or any damage, wastage of Govt. articles during the time of execution of such job shall have to compensate either in money value or kind as will be decided by the authority concern.

The undersigned reserved the right to reject or suspended the contract without signing any reason at any time during the period of contract.

You are requested to submit your Bill of Cost in triplicate along with valid documents month wise after satisfactory completion of work to the Assistant Director, ARD,(Accounts), State Livestock Farm through Assistant Director, ARD, Security Section, State Livestock Farm for verification and payment. This order is covered by all others terms & conditions of tender notification no - N.I.T. Vide no- WBARD/SLF/JDARD/NIT-SECURITY/T-03A/12/21-22 ,Date: 08.12.2021 (Tender I.D. 2021\_ARD\_355127\_1 )and agreement execute by you.\*\* There will be Daily Attendance Register kept in Security Section as well as Biometric Time Attendance system for every Security Personnel deployed in the said area and should be submitted in duplicate along with ESI, PF, GST etc with the bill in regular basis \*\*\*

(Rabindranath Mandal)  
Joint Director, A.R.D.,  
State Livestock Farm, Kalyani, Nadia