

Central Pollution Control Board
Eastern Zonal Office
'Southend Conclave'
Block No. 502 (5th Floor)
Kolkata-700 107

No. EZO/Admn/F-126/SS/2012/1225 fo 1237

Dated : 17.1.2013

To

As per attached list

Sub : Arrangement of Security Guard – reg.

Dear Sirs,

Central Pollution Control Board (CPCB) is a Government of India organization (under the Ministry of Environment & Forests). We intend to engage Security Guards from 1st April 2013 for our office located at 'Southend Conclave', Block No. 502, 5th Floor (Office) and Block No. 601 and 602, 6th Floor (Laboratory), 1582, Rajdanga Main Road, Kolkata-700 107 and also at 247 Deshpran Sasmal Road, 1st Floor, CIT Building, Kolkata-700 022 (old office cum laboratory) on the following terms and conditions :

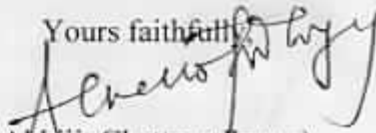
1. Responsibility of the FIRST PARTY (Security Agency) will provide the requisite number of manpower with effect from the date of commencement of the agreement on the approved rates.
2. The Security Guards shall be changed or replaced as per the requirement of the Central Pollution Control Board (SECOND PARTY) and perform duties round the clock and shall be in proper uniform always. No guard will be allowed to perform duty beyond 8 (eight) hours hence the FIRST PARTY herein after known as Security Agency will not force its security guards to perform duty for more than 8 hours duty. The SECOND PARTY will pay for their service charges strictly in accordance with the monthly bill as per the agreed rates and no bill will be accepted by the SECOND PARTY if the same is found beyond the agreed terms and conditions. Any additional staff required shall be provided within a fortnight from the date of intimation and any reduction in staff shall be effected within a period of one month from the date of information from the SECOND PARTY.

3. Both the parties shall lay down the procedures relating to the controls of personnel, their coming in and going out, security of boundaries, building, plant and equipment in consultation with each other. These procedures are liable to alternate or amend. The FIRST PARTY shall be responsible for adhering strictly to the procedures so worked out in consultation with the SECOND PARTY and shall maintain such records and registers as may be required by the SECOND PARTY.
4. All the necessary equipment to carry out the duties like metal detectors, whistles, torches etc. to the security personnel shall be provided by the FIRST PARTY. Subsequent replacement and maintenance of these equipments including uniforms etc. shall also be the responsibility of the FIRST PARTY.
5. The FIRST PARTY shall be responsible to provide E.S.I. facility as per E.S.I. Act to the guards supplied to the SECOND PARTY and such other facilities as are applicable to such employees. The SECOND PARTY i.e. Central Pollution Control Board shall not be responsible for this or any other liabilities.
6. The FIRST PARTY will also be responsible to provide Provident Fund facilities as per Provident Fund Act, to their guards supplied to the SECOND PARTY.
7. The SECOND PARTY will make payment on or before 5th of each following month against bill to be submitted by the FIRST PARTY.
8. For all purpose employment, terms and conditions of services, payments, attendants, disciplinary matters in respect of the personnel provided by the FIRST PARTY to the SECOND PARTY for security, they shall remain fully under the administrative and financial control of the FIRST PARTY. They will be governed by the rules and regulations of the FIRST PARTY in force from time to time. They shall not be treated as employees of the SECOND PARTY either directly or indirectly in any form whatsoever under any circumstances. All the liabilities in this regard that may arise shall rest with the FIRST PARTY. The Security Guards supplied by the FIRST PARTY to the SECOND PARTY for security shall not claim any employment and payment from the SECOND PARTY i.e. Central Pollution Control Board.
9. Payment will be made only through Crossed Cheque payable in Kolkata to the FIRST PARTY. At any cost no advance amount will be given to the FIRST PARTY.
10. No other allowance /payment / charges whatsoever on any account shall be payable by the SECOND PARTY except as agreed to between the two parties.
11. The consent of the SECOND PARTY to be obtained in writing by the FIRST PARTY. Initially this contract will be valid for ONE YEAR subject to extension upto maximum of THREE YEARS with effect from the issue of the letter. It will require to be renewed before the date of expiry after every year.

- The guards to be posted will always be got approved from SECOND PARTY before posting and the FIRST PARTY will maintain the full strength. In case of any shortage in strength, the deductions will be made from the bill at proportional rates. Any loss that may happen to the Board due to the negligence of the security guards will also be deducted from the bill of the FIRST PARTY after proper enquiry by both the parties.
13. The SECOND PARTY can check the security personnel on duty. If any short-coming is observed, the SECOND PARTY can ask the explanation and also deduct the servicing charges of such guard/guards. Such security personnel shall be called back immediately by the FIRST PARTY.
 14. It shall be the responsibility of the FIRST PARTY to give proper character verification report of the guards posted by them to the SECOND PARTY alongwith proper credentials.
 15. The guards will always be in proper clean and smartly dressed uniform and will perform their duties efficiently and will not sleep on duty or do anything which is sub-service of discipline. The area Incharge of the FIRST PARTY will make a surprise check in the night at least once in a fortnight and will submit his reports to the FIRST PARTY as well as to the SECOND PARTY.
 16. The SECOND PARTY will not employ any guard or worker of the FIRST PARTY during the contract period.
 17. The FIRST PARTY will deposit an amount of Rs. 30,000.00 (Rupees Thirty thousand) only with the SECOND PARTY towards security to cover theft and loss of property, if any, due to the negligence of security personnel provided by the FIRST PARTY.
 18. If there is any revision in the minimum wages by local government, the contract rates will be get revised proportionately by the SECOND PARTY accordingly on submission of relevant document.
 19. This agreement can be terminated by the SECOND PARTY during the period of its currency with one month's notice or without any notice by paying one month's wages to the SECOND PARTY.
 20. In case of any dispute between the FIRST PARTY and SECOND PARTY on any matter, the decision of the Chairman, CPCB, shall be final and binding upon both the parties.

You are requested to submit your rates inclusive of statutory taxes with detailed breakup such as Trade License No. and its expiry date, Employees Provident Fund Code No., ESI No., WBST No., CST No., Vat No., Pan and last year's Income Tax Assessment Clearance Certificate (photocopy) for the same under sealed cover so as to reach this office on or before 8th February, 2013 by 3.30 PM. The envelope will be superscribed as 'Quotation for Security Guard' alongwith telephone number and mobile

number. The quotations will be opened within a week. The date and time will be informed to the agency over phone to make their presence, if felt.

Yours faithfully,

(Abhijit Chattopadhyay)
Scientist 'D' & Incharge

Copy to :

1. Notice Board : (a) 5th Floor (b) 6th Floor
2. Accounts Unit, CPCB, ZO-Kolkata
3. The Purchase Committee, CPCB, ZO-Kolkata.


(Abhijit Chattopadhyay)

List of Addressees

1	M/s. Group One, GA-79, RIC More, Upendranath Banerjee Road, Parnasree Pally, Kolkata-700 060.
2	M/s. Winland Security & Facilities Pvt. Ltd., 124, Gr. Floor, Bangladesh High Commission, Karaya Road, Park Circus, Circus Avenue, Kolkata-700 0-17.
3	M/s. Cheetah Security & Maintenance Services, 620, Commercial Complex-1, 1st Floor, Room No. 1/33, Behala, Opposite of Vivekananda Womens College, Diamond Harbour Road, Behala, Kolkata-700 034.
4	M/s. Sunshine Security Services, 8/16, Ballygunge Station, Cornfield Road, Ballygunge, Kolkata-700 019.
5	M/s. Royal Group & Allied Services, 28, Chandi Market, Chandni Chawk Street, Princep Street, Kolkata-700 072.
6	M/s. Nice Intrelligence Security Bureau, CA 226, Opp. Salt Lake School, Salt Lake City, Salt Lake, Kolkata-700 064.
7	M/s. Heritage Security & Intelligence Services, 73-A, Nrisingha Dutta Road, 11E, Bose Para Road, Ground Floor, Sakher Bazar, Kolkata-700 008.
8	M/s. Standard Security & Safety Management, 80/1M, Ballygunge Station, Kankulia Road, Deshapriya Park, Kolkata-700 029.
9	M/s. Sterling Security Agency, 72, Rafi Ahmed Kidwai Road, Kolkata-700 016.
10	M/s. Gorkha Securitas, 9, Rafi Ahmed Kidwai Road, Kolkata-700 013.