

	<div style="text-align: center;">  <p>कोल इंडिया लि. Coal India Limited</p> <p>Department: Administration Department</p> <p>Regd. Off. : Coal Bhavan, Premise No. – 04 MAR, Plot No. AF –III, Action Area – 1A Newtown, Rajarhat, Kolkata – 700156 (Corporate ID No. – L23109WB1973GOI028844) (An ISO 9001:2015 & ISO 50001:2011 Certified Company) Email: gmadmn.cil@coalindia.in</p> </div>	
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संदर्भ संख्या/Ref.No.CIL/Admn/watch & ward WO/2018/ 886

दिनांक/Date : 26 .11.2018

✓ To,

M/s. Premier Vigilance and Security Pvt. Ltd
 4B, Orient Row
 Kolkata, West Bengal
 Pin No:- 700017.

Sub: Work order for "Watch & ward Services for CIL Office and Residential Complex, New Town Rajarhat ,Kolkata".

Ref: (i) NIT No. CIL/CMC/ Watch & ward /2018-19/221 Date: 09.10.2018
 (ii) Tender ID: 2018_CILHQ_117019_1

Sir,

We are pleased to convey the approval of Competent Authority towards engagement of your firm / agency for the above mentioned work has been accepted for a value of Rs. 5,02,14,154.00 (Rupees five Crores, two lakh, fourteen thousands one hundred fifty four only) including GST@18% for a period of 730 (Seven Hundred Thirty) Days w.e.f 01.12.2018 at 12:00 AM .

1. You have to deploy 72 numbers Watch & ward personnel including reliever consisting of 56 Nos. of Watch & ward (without arms), 06 nos Watch & ward (with Arm), 03 nos. Supervisors & 07 Nos. Personal Protection Assistant (PPA) / Private protection Officer (PPO)/ PSO.
- 2.(a) Performance Security Deposit:- You have to deposit performance security @5% of awarded annualized value is Rs. 12,55,354 (i.e 5% of Rs.2,51,07,077.12) within 28 days of issuance of LOA / work order.


 (b) Retention Money:- All running on account bills shall be paid at 95% (ninety-five percent of work value). The balance 5% shall be treated as Retention Money and will be second part of security deposit. The security money will be refunded to you as per terms of the Tender Document
3. The Agency shall not deploy any Watch & ward Personnel below 18 years and above 60 years of age for performing duties in the Coal India limited.

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4. Payment:- The monthly payment of the Agency shall be made by CIL on submission of bill in triplicate with the deploying authority duly pre-receipted within 15 (fifteen) days from the date of submission of bill completed in all respect. The payment shall be made as per the details of the biometric attendance sheet / proforma specified. The duly signed proforma in triplicate will have to be submitted by the Agency under a covering letter addressed to the concerned authority's office for raising the monthly bill. Under no circumstances, clearance of the bill of Agency has any link with the payment of wages to the deployed Watch & ward Personnel on due date by Agency.
5. Bill needs to be raised by the Agency once in every month with the following enclosures:-
- I. Copy of Attendance duly certified by engaging officer of CIL for the Month against which bill is raised.
 - II. Copy of ESI & CMPF/EPF contribution receipt of last month.
 - III. Copy of Biometric attendance sheet / Acquaintance Roll, of last month.
 - IV. Copy of Check/Documentary proof confirming payment of watch & ward personal through Bank of last month.
6. The Payment to Watch & ward personnel will be done through Bank only by the agency on or before 10th of each month
7. In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by CIL for late payment.
8. The amount of CGST, SGST or IGST or GST Compensation cess (if applicable) as indicated in the tax invoice shall be normally paid only when they appear in GSTR 2A of CIL, Kolkata. Any variations in the rate of GST, GST Compensation Cess (if applicable) due to amendment of GST Act during the contract period shall be paid/ recovered as the case may be along with the invoice/bills.
9. Tax deduction at source as per Income tax act will be as per rule/ as applicable.
10. Paying Authority: General Manager(Finance), Coal India Limited, Rajarhat, Kolkata-700156.
11. The GSTIN of Coal India Limited is **19AABCC3929J1ZH**.
12. The Agency shall ensure that all statutory wages and allied benefits like CMPF/EPF, Bonus, ESI etc., as are prescribed by the Government of India from time to time, are paid to personnel deployed for the purpose of this contract. The Agency shall have to abide by the minimum wage legislations and must pay minimum wage as per law to the personnel deployed by them for the purpose at any time in the premises of the CIL Office and residential complex ,Coal Bhawan Rajarhat . Bonus shall be paid against submission of reimbursement claim as per govt. notification supporting with muster roll authenticating its disbursement.
13. Variation of minimum wages as per Central Govt. notification will be reimbursed/deducted as the case may be with increased /decreased CMPF/EPF, ESI(if applicable) (with administrative charges if any).

14. Penalty: In case the contractor fails to provide a Watch & ward person/persons of a particular category for a particular period/s, he/they will not get the per day quoted amount for that period & category and an amount @ twice the per day quoted amount will be deducted as penalty from his bill for the period of absence from duties.
15. CIL will not provide accommodation to the deployed watch and ward personnel.
16. Company will not be liable / responsible in any manner for any incident happening during the duty hour of the deployed Watch & ward persons
17. The contract period is for 02 years i.e. 730 days. However Based on the performance of the service of contractor of the first year continuity of the service shall be granted for the second year. If it is found that the bidder has done the work satisfactorily the contract may be extended for another year on the same terms & conditions if approved by competent authority
18. The contractor has to maintain all the registers and formalities and also data base upload at CLIP portal as per contract Labour act & rules as applicable.
19. All terms & conditions of tender document will form part of this contract and shall be binding on the contractor.
20. You have to enter into and execute contract agreement with CIL within 30 days from the notification of award along with the letter of Acceptance and / or Work Order issued by department.

Yours faithfully,

G.M. (Admn.), CIL  26/11/18

Copy to :

1. CVO, CIL, Kolkata
2. TS to Chairman, D(T), D(F), D(P&IR), D(M), CIL, Kolkata
3. Sr. Manager Sectt. to Chairman, D(T), D(F), D(P&IR), D(M) CIL, Kolkata
4. GM(Finance), CIL / G.M. (CMC.), CIL / G.M. (Civil.), CIL
5. CM(Fin/Bill), CIL
6. Manager(Security),CIL
7. Asst manager(C/Admn),CIL
8. Office Copy