

M/S. Premier Vigilance & Security Pvt. Ltd.
100B, Park Street
Kolkata - 700017

28.03.2016

Sub: Security Contract

Dear Sir,

This has reference to your letter dated 25.12.2016 & our subsequent discussion had with you, we are pleased to offer you the security service contract at our factory premises at P-4, Transport Depot Road; Kolkata - 700088 on the following terms & Condition as discussed with you.

1. NATURE OF WORK

You shall render Watch and Ward Services for our factory premises at P-4, Transport Depot Road, Kolkata-700088. It is agreed that that the nature of the services required by us and listed in Annexure I to this letter may be modified by us depending on your own experiences and on the basis of the study reports submitted by you from time to time.

2. SCOPE OF SECURITY SERVICES

a) You will deploy your Security Guards Shift wise in the following manner on normal working days:-

SHIFT TIMING	SECURITY GUARDS
A (6:00 A.M - 2:00 P.M)	Four (4)
B (2:00 P.M - 10:00 P.M)	Four (4)
C (10:00 P.M - 6:00 A.M)	Five (5)
G (8:00 A.M - 4:30 P.M)	Four (4)
SUB TOTAL	Seventeen (17)
Off Day Coverage	Two (2)
NET TOTAL	Nineteen (19)

Contd..P/2



REGISTERED OFFICE : 1, MIDDLETON STREET, KOLKATA- 700 071
Website : www.evereadyindustries.com
CIN No. : L31402WB1934PLC00PLC007993

: 2:

You will deploy your Security Guards Shift wise in the following manner on Sunday & Festival Holidays:-

SHIFT TIMING	SECURITY GUARDS
A (6:00 A.M – 2:00 P.M)	Four (4)
B (2:00 P.M – 10:00 P.M)	Four (4)
C (10:00 P.M – 6:00 A.M)	Five (5)
SUB TOTAL	Thirteen (13)

The above distribution of Security personnel in Shifts is subject to change, review, and modification and can be determined depending on the need and the exigencies arising from time to time.

You will maintain the above Service round the Clock.

b) The said security personnel shall wholly be under your control and supervision and you shall be fully responsible for them as employer for payment of wages and other benefits, if any, and legal dues arising out of any statutory requirement. You shall also discharge all other statutory obligations like E.S.I, P.F, HRA, Bonus, Gratuity etc. as well as Health, Hygiene, Safety and Welfare requirements in respect of your employees and fully indemnify us (the company) against any claims by your employees arising out of their services with you and / or duties discharged by them at our factory premises, as your employees. You will have to submit photocopy of previous month ESIC, PF, P.TAX and Other statutory monthly Challan and return along with your monthly bill. Otherwise your bill will not be processed.

c) You shall provide your security personnel suitable smart attire including safety shoes as stated in Annexure I and ensure that they wear the same while on duty.

d) We shall reserve the right to bring to your notice any case of dereliction of duty or indiscipline or misconduct committed by and / or reported against any of your employees in connection with their duties at our factory premises and you shall, in any such an event, take immediate action and if found necessary replace such employee(s) suitably. Any change or unusual rotation of your security personnel shall be made with prior information to us. You will ensure that security personnel on duty at our premises discharge their duties towards smooth functioning of the operation.

Contd.P/3



: 3:

e) On your part, we will not require or demand exclusive service of any of your security personnel for our premises and will be free to relocate / replace your security personnel as per your company policy with prior intimation/concurrence of us.

3. CODE OF CONDUCT

Your Security personnel will follow such Code of Conduct befitting to disciplined group of security personnel in discharging their duties as may be assigned by you.

4. STATUTORY RECORDS

To ensure proper attendance of your security personnel, you will provide at the Labour Office gate of our Factory premises an Attendance Register and Duty Roster for the Security personnel posted by you. We will have the right to inspect this Attendance register and the Duty List any time without giving prior notice for that purpose. Besides this, you will maintain such Records, Registers and Forms as may be required under various statutes applicable to your employees.

5. YOUR LIABILITIES

a) You will be wholly responsible for the Security arrangement including, but not limited to, any theft, pilferage or any unauthorized removal of goods from the said premises provided, however, that you will not be so responsible where having regard to the quantity involved and nature of the circumstances existing it can be safely presumed that you have no means of checking the removal of such quantity. It is agreed that all items which may be taken out of the premises by anyone irrespective of his position, will be allowed to be so taken out only if a Challan / Gate Pass is issued by us authorizing such removal. However, in case of any material is taken out from the factory premises without authenticated Challan or Gate pass or if any theft or pilferage is happened in the factory premises then you will be solely responsible for the same and valuation of such materials/items will be recovered/deducted from your monthly Bill.

You will be solely responsible for rotation/transfer of your Security Guard in every 6 months alternate or as and when required. If the new Security Guards are not fit for us or unable to discharge the duty then you will change the Security Guards within 3 days from the day of report. You will not be allowed to rotate within inter units of this company.

Contd.P/4



REGISTERED OFFICE : 1, MIDDLETON STREET, KOLKATA- 700 071
Website : www.evereadyindustries.com
CIN No. : L31402WB1934PLC00PLC007993

: 4:

You will provide your Security Guards to go outside of Factory premises along with injured workmen/staff to provide medical treatment by outside hospital or any other emergency situation if arise.

You will be responsible to provide us substitute security guard during absenteeism, leave, and sickness periods of the above security Guards and for that replacement you will not be paid any extra charges.

You will provide various training (like Fire fighting, First Aid, Mock drill, etc) to upgrade your Security Guards so that they can discharge the duty very efficiently and timely. The records of such trained/certified personnel to be intimated to us.

You will make surprise rounds particularly on Holidays' nights and submit your reports to us after each visit. You will also keep us informed of the political / industrial situation in and around the Factory.

You shall keep liaison with the police / local authorities & fire Brigade in order to get timely assistance from them in case of an emergency.

b) You will be fully responsible for complying with the necessary requirements under various industrial legislations applicable from time to time for persons employed by you to render security service.

c) You shall at your own cost, comply with the provisions of all Laws, Rules, Regulations, Orders and Notifications whether Central, State or Municipal as applicable to this contract from time to time.

d) You shall obtain at your own cost necessary permits, license, registrations etc. as required under various laws whether Central, State or municipal from time to time for performing and rendering services under the contract. Metals & Ores Plant do not take any liability what so ever on this account. If any of your security guards indulges in theft, negligence or any illegal/irregular activities, misconduct then you will take appropriate action against your guards accordingly intimate to us.

e) You will not assign any other person, agency or firm the obligations or benefits of the agreement.

f) You will provide at your own cost identity card duly signed by you to all your employees subject to checking at any time. You will provide three nos metal detector & suitable communication devices for your security guards to facilitate security operation at our factory premises.

Contd.P/5



: 5:

6. REPORTING

You will submit to the Factory Management a Monthly Report, Shift Report & others required report on the working of the Security system to our Manager-Personnel or his representatives.

7. COMPENSATION

You will be paid an all inclusive amount of Rs. 482.00/- (Rupees Four Hundred Eighty Two Only) per security guard per shift on a monthly basis as charges for providing security services and meeting statutory and other liabilities in this regard, including Wages and other benefits for your employees as per Annexure II.

A purchase order shall be handed over to you and based on actual posting of Security Guard in a calendar month you will submit the bill for payment.

Except for the Minimum Wages and the statutory benefits all other benefits will be fixed for one Years. The Wages and the consequential will be revised as per Minimum Wages Act.

We will reimburse the monthly food expenses / bill at actual of your security guards based on the consumption of canteen food or otherwise.

8. DURATION OF CONTRACT

This Contract shall remain for a period of One Years effective 01.04.2016 to 31.03.2017.

At any time during the present tenure either Party can terminate this Agreement by giving one month's notice in writing to this effect. The Company, however, reserves the right to terminate the Agreement forthwith without giving any notice and without assigning any reason whatsoever in the event your services are found unsatisfactory or your failure to abide by the terms and conditions contained herein, in which you will be required to withdraw your personnel in a peaceful manner and vacate the Factory premises immediately on such termination.

9. INDEMNITY

You will indemnify us against any claims lodged by us or any of your employees on account of non-payment of Wages, or Compensation for injuries, sickness benefits,

Contd.P/6



EVEREADY >>>

INDUSTRIES INDIA LTD.

UNIT : METALS & ORES PLANT
P-4, TRANSPORT DEPOT ROAD, KOL - 88
FAX NO.: 033-2449-3169 TEL: 2448 0268/0365
E-mail : contactus@eveready.co.in

: 6:

Compensation for Fatal Accidents and / or death or any other account that may be entitled to as per prevailing Industrial Laws. You will also indemnify us against any damage to your person or property of any one in and around the Factory premises, which can be attributed to negligence or breach of duty of responsible case on the part of your employees

10. CONTRACT LABOUR (REGULATION & ABOLITION) ACT.

You have confirmed that you have obtained necessary License under the Contract Labour (Regulation & Abolition) Act, 1971. You will comply with all the provisions of Contract Labour (Regulation & Abolition) Act, 1971 and the Rules there under including payment of Wages to your employees posted at our Factory.

Kindly sign the duplicate of this letter as a token of your acceptance of the terms and conditions set forth herein above as well as those described in the Annexure.

Thanking You,

Very truly yours,
METALS & ORES PLANT

Manas Mitra

Manas Mitra
Sr. Manager - Materials

Encl.: Annexure I & II

I accept the above terms and conditions

For Premier Vigilance & Security Pvt. Ltd

For Premier Vigilance & Security Pvt. Ltd.

Sandip Alkhandh
Director.

Signature, Date & Seal



REGISTERED OFFICE : 1, MIDDLETON STREET, KOLKATA- 700 071
Website : www.evereadyindustries.com
CIN No. : L31402WB1934PLC00PLC007993

ANNEXURE I**PLANT SECURITY: DUTIES, RESPONSIBILITIES & OBLIGATIONS OF THE
SECURITY AGENCY ON CONTRACT OF SERVICE**

- 1.1 The Security Agency shall ensure attendance of the Security Guards.
- 1.2 Allocate, deploy the Guards at various posts.
- 1.3 Accountable person of the Security Agency will supervise the Duties and jobs of the Guards.
- 1.4 One Security Guard will be in G - Shift Duty on Weekly Rotation and maintain all records such as :
 - 1.4.1 All copies of Gate Passes / Challans meant for the Gate will be filled in a File and entries made in a Register specified for the purpose.
 - 1.4.2 A year to date of materials received under Returnable Challans and not returned by Vendors should be prepared and submitted to Works Office at the end of every month.
 - 1.4.3 Records of all Visitors / Vendors etc. shall be maintained in a Register as specified.
 - 1.4.4 The Duty List of Security men will be kept in a separate File at the Gate office and shall be available for inspection.
 - 1.4.5 Attendance records of the Security men shall be kept in the Labour office Gate office.
 - 1.4.6 A monthly report will be prepared by the Security Agency and submitted to the Company.
 - 1.4.7 All Entry / Exit of Materials / Personnel will be as per the prevailing procedures of the Company which will be intimated to you and which may be modified / revised from time to time.
 - 1.4.8 Receive all Courier Mails / Vendor Bills and deliver to respective "Mail Box" after maintaining necessary Register and endorsing proper receipts.
 - 1.4.9 Switching "on/off" of certain Early Relay Operation and monitoring of the operation during such period, if any.
 - 1.4.10 Issue of Late Slips to Workmen as per Company guidelines.
 - 1.4.11 Contract employee's attendance monitoring and maintaining necessary records and ensuring statutory requirements.
 - 1.4.12 Monitoring ETP operation / Drain cleaning / Start stop of Flood works pump.
 - 1.4.13 Monitoring Garden Maintenance.



: 2:

1.5 Security Guards at the Gates will operate & perform the jobs as scheduled below:-

1.5.1 Guards at Gate No. 1 in A shift (6 AM – 2 PM)

- Will operate the Gate.
- Will maintain records of Office Car Entry & Exit.
- Will open the Administrative building before the office hour's start.
- Will maintain records of Visitor's entry & exit & keep records of all visitors' slip. They will maintain the above record in a specified register.
- Others security related job as & when required.

Guards at Gate No. 1 in B shift (2 PM – 10 PM)

- Will operate the Gate.
- Will maintain records of Office Car Entry & Exit.
- Close the Administrative building after Office Hours.
- Will maintain records of Visitor's entry & exit & keep records of all visitors' slip. They will maintain the above record in a specified register.
- Others security related job as & when required.

Guards at Gate No. 1 in C shift (10 PM – 6 AM)

- Will operate the Gate
- Others security related job as & when required.

1.5.2 2 Guards at Gate No. 2 in A shift (6 AM – 2 PM)

- Will attend all telephone calls & maintain records of Incoming mails.
- Will Maintain attendance records of Contract Labour and keeps records of the time of Entry into the factory premises and exit from the factory premises.
- Keep records of the Incoming, Outgoing & returnable materials. They will maintain the procedures which may be modified / revised from time to time.
- Will maintain records of Visitor's entry & exit & keep records of all visitors' slip. They will maintain the above record in a specified register.
- Will give First Aid as & when required.
- Will monitor Loading & Unloading and verify materials with the Challans.
- Others security related job as & when required.



: 3:

Guards at Gate No. 2 in B shift (2 PM – 10 PM)

- Will attend all telephone calls & maintain records of Incoming mails.
- Will Maintain attendance of Contract Labor and keep records of the time of Entry into the factory premises and exit from the factory premises.
- Keep records of the Incoming, Outgoing & returnable materials. They will maintain the procedures which may be modified / revised from time to time.
- Will maintain records of Visitor's entry & exit & keep records of all visitors' slip. They will maintain the above record in a specified register.
- Will give First Aid as & when required.
- Will monitor Loading & Unloading and verify materials with the Challans
- Others security related job as & when required.

Guards at Gate No. 2 in C shift (10 PM – 6 AM)

- Will attend all telephone calls.
- Will Maintain attendance of Contract Labor and keep records of the Time of Entry into the factory premises and exit from the factory premises.
- Prepare attendance report of HRW, Trainee & Contract Labour.
- Others security related job as & when required.

1.5.3 Guards at Gate No. 3 in A shift (6 AM – 2 PM)

- Will operate as & when required
- Will open SAF dept in the morning
- Will monitor Loading & Unloading and verify materials with the Challans.
- Others security related job as & when required.

Guards at Gate No. 3 in B shift (2 PM – 10 PM)

- Will operate as & when required
- Will close SAF dept at the end of the working shift
- Will monitor Loading & Unloading and verify materials with the Challans
- Others security related job as & when required.



: 4:

Guards at Gate No. 3 in C shift (10 PM – 6 AM)

- Will make rounds of all the Factory premises, Quarters, Back side of the Factory premise, Floors & Main Gate.
- Others security related job as & when required.

1.5.4 Guards at Gate 2 area in G shift (8 AM – 4.30 PM)

- Will perform the jobs related to Reception area.
- Others security related job as & when required.

1.5.5 Guards at labeling room in G shift (8 AM – 4.30 PM)

- Will perform the security jobs related to operation as & when required and will open and lock the gates accordingly.
- Others security related job as & when required.

1.5.6 Guards at old darwan qtrs. / Rechargeable godown in G shift (8.00 AM – 04.30 PM)

- Will perform the security jobs during the shift.
- Others security related job as & when required.

1.5.7 Guards at Gate No. 4 / Gate No. 5 / Weigh Bridge Operation in B shift (2.00 PM – 10.00 PM)

- Will make rounds of the Factory premises, Quarters, Back side of the Factory premise, Floors & Main Gate.
- Others security related job as & when required.

1.5.8 Guards at Gate No. 4 / Gate No. 5 / Weigh Bridge Operation in G shift (8.00 AM – 04.30 PM)

- Will make rounds of the Factory premises, Quarters, Back side of the Factory premise, Floors & Main Gate.
- Others security related job as & when required.
- Maintain all the weigh bridge operation through computerized system.
- Operate gate no 4 & % for entry & exits of vehicles observe & loading & unloading of vehicles as per challan & authenticate documents.

1.5.9 Guards at Gate No. 4 / Gate No. 5 / Weigh Bridge Operation in C shift (10:00 PM – 6:00 AM)

- Will make rounds of the Factory premises, Quarters, Back side of the Factory premise, Floors & Main Gate.
- Others security related job as & when required.



REGISTERED OFFICE : 1, MIDDLETON STREET, KOLKATA- 700 071
Website : www.evereadyindustries.com
CIN No. : L31402WB1934PLC00PLC007993

: 5:

**1.5.10 Guards at old darwan qtrs. / Rechargeable godown in C shift
(10:00 PM – 6:00 AM)**

- Will make control the all security guard shift wise and communicate & liaison with management & security Guards. He will also responsible of front office job / reception job/ bill receiving & despatching / guest entertaining / pool car monitoring & administration/day to day security report preparation.

- Others security related job as & when required.

2. SECURITY CHECKS

- 2.1 Ensure that no unauthorized persons come inside the Plant premises.
- 2.2 Search all Workmen / Contractors' men when they go out of the Factory site and ensure that Company's property is not taken away
- 2.3 Check carefully all out going materials and ensure that the materials are authorised to be passed out only against Company's valid and proper Challans / Signature.
- 2.4 Check all out going Lorries / Transport vehicles and ensure that no Company property is taken out without a Company's authorized valid Challans / Gate Pass / Signature.
- 2.5 Check all incoming vehicles to ensure that no incriminating materials are taken inside the plant.
- 2.6 Check carefully all incoming materials to ensure that the materials so delivered tally with those mentioned in the challan.
- 2.7 Ensure that visitors and vendors are allowed entry into the factory premises only on bona-fide official business. Entry of the visitors / vendors is recorded in a register at the gate and visitors' passes issued, if advised.

P.S. Visitors accompanied by company officials will however, be allowed entry. In such case also a record will be kept in the register assigning the name of the company officials accompanying them.

- 2.8 Close and lock the gates etc. as required at the end of the working shifts / office hours and unlock the doors and gates before the start of the operation next day and take full responsibility of the company property during all hours as well as the safe keeping of the keys entrusted.



SECURITY TURNOUTS, DUTIES & RESPONSIBILITIES

- 3.1 Security men will wear proper dress / uniforms with smart turnouts be Clean shaven and well disciplined as prescribed by us.
- 3.2 Security men will not leave the duty spot without the permission of their higher authority / Personnel Dept keeping the post unmanned and before a replacement is posted.
- 3.3 The security men should be well behaved, shall not attend duty in a drunken condition, unsound or physique.
- 3.4 The Security men will be held responsible for all thefts, pilferages of company (Metco) property.
- 3.5 The acts if thefts, pilferages or other acts detected which would endanger company property or personnel shall be promptly reported to responsible officials of the company.
- 3.6 Security men will not discuss matters with outsiders derogatory to the interest of the company.
- 3.7 The securities men will responsible for rounds in the night and during certain specified hours and operate the Tell Tale clock.
- 3.8 The Security men will obey law full instructions of the company officials not herein provided.
- 3.9 The security men will be responsible for switch off / switch on of the lights or mains as may be advised or scheduled from time to time.
- 3.10 The security men will be responsible for Fire Fighting Drill and First Aid and take all necessary steps to fight the fire if any to safeguard company property and also will take due care off all the fire fighting equipments.
- 3.11 First Aid. In case of any Accident in the Factory premises, One Security man will accompany the employee to Hospital & provide necessary assistance.
- 3.12 The security men will be responsible for sounding the hooters as may be scheduled.
- 3.13 The security men will not indulge in gossiping, reading newspapers etc. or while away time when on duty.
- 3.14 The security men will not indulge in money lending business within the company premises.
- 3.15 The security men, while taking over or handing over charges must ensure that everything is in order.
- 3.16 The security men will perform such other functions as may be warranted not provided herein.
- 3.17 Receive and divert all incoming telephone calls to the respective departments round the clock in the factory. Inform respective managers in case of emergency over telephone whenever required.



ANNEXURE II

METALS & ORES PLANT
SERVICE CHARGES FOR SECURITY CONTRACT

SL	COMPONENTS	Service charges w.e.f. 01.04.16 to 30.06.17		
		GUARD (17)		
		DAILY (Rs.)	Wage Guard/Month	Total Monthly Bill
1	Number	19		
2	WAGE (Payment of Wages as per Minimum Wages of Construction of Roads & Maintenance (Half Yearly Revised)			
2.1	Daily Wage (as per Min. Wage , JAN '16)	278.08	7230.08	
3	HRA @ 5% of Minimum Wage	13.90	361.50	
4	Night Allowance Rs.20/- per day	20.00	160.09	
5	B Shift Allowance @ Rs.10/- per day	10.00	64.04	
6	Special Allowance @ Rs.4/- per day	4.00	104.00	
	SUB TOTAL		7919.71	
3	CONSEQUENTIALS :			
3.1	PF @ 13.36%		965.94	
3.2	ESI @ 4.75%		376.19	
3.3	Bonus @ 8.33%		602.26	
3.4	Gratuity		Yes	
	SUB TOTAL		1944.38	
4	FH, LEAVE & OFFS :			
4.1	Festival Holidays - 3 ,(26/1, 1/5, 15/8)		81.50	
4.2	Statutory Leave - 1:20 days		380.76	
4.3	Wdy Offs		Yes	
	SUB TOTAL		462.25	
5	OTHERS :			
	Uniforms per day			
5.1	Two sets Tericotton / Year = 1000	3.19	83.07	
5.2	Shoe - One pair / 18 months = Rs. 650	1.38	36.00	
5.3	Sweater -One piece /18 months = Rs.400	0.85	22.15	
5.4	Umbrella -One piece /18 months = Rs.150	0.32	8.31	
5.5	Belt / Cap./ Badge/ Socks - One set each year - Rs. 300	0.96	24.92	
5.6	Washing Charges	1.83	47.58	
5.7	Soap		50.00	
	SUB TOTAL		272.02	
6	TOTAL		10598	201369
7	Contractor's Own Service Charges Monthly			7000
8	Service Tax @ 14.5%			30213
9	Monthly Bill Amt.			238582

Rupees Two Lakhs Thirty Eight Thousand Five Hundred Eighty Two Only
NB : SERVICE TAX @ 14.5% from 15.11.2015



REGISTERED OFFICE : 1, MIDDLETON STREET, KOLKATA- 700 071
Website : www.evereadyindustries.com
CIN No. : L31402WB1934PLC00PLC007993