

**Work Order**  
(GSTIN No. of NICSI: 07AAACN2185J1ZE)

Work Order No.:-	M1900538	Date	15-APR-2019
Project No.:-	S180199MPJH	PI Number:	
Project Name:-	Jharkhand State Pollution Control Board		
Issued to:	Name: Velocis Systems Pvt. Ltd. Address: A-25, Sector-67, Noida Contact Person: Mr. Rahul Rajput Phone No.: 9990688602 Email ID: rahul.raiput@velocis.in		

Subject: Work Order for providing the support services under the project as mentioned above.

Sir,

In reference to your Empanelment No:10(35)/2015-NICSI-Velocis-Rev3 Valid Till: 30/09/2019 with NICSI, issued with the approval of the Competent Authority, I have been directed to place an order for Providing the support services as per the details and Terms & Conditions given below:-

S No	HSN/ SAC Code	Description	No of Persons Required	Required Period (No. of Months/ days)	Unit Rate per Month (excluding Taxes)	Date of Deployment (From/To)	Total Amount (AxBxC)	CGST (%) /Amount	SGST (%) /Amount	IGST (%) /Amount
			(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
1	998313	Database Administration Support - Level 2 for Region-1	1	Four Month(s)	39,383.88	01/04/2019 To 31/07/2019	1,57,535.52	0.00% 0.00	0.00% 0.00	18.00% 28,356.39
Total Amount in Rs.							1,57,535.52	0.00	0.00	28,356.39
Grand Total (in Rs.):										1,85,892

(A) Deployment of manpower:

1. The services of Manpower are to be provided at the office of Jharkhand State Pollution Control Board, Location: Jharkhand State Pollution Control Board, T.A. Building, HEC Campus, Dhurwa, Dhurwa-834004, Jharkhand.

The contact person is Mr/Ms Anil Kumar, TO (Contact nos: 9810224894 and email-id: anil.kumar@nic.in, blagrawal@nic.in, sio-jhr@nic.in).

2. The details of multi location deployment of Manpower, if any are attached in Annexure-I.

3. The details of the Manpower deployed at client/ user-department shall be sent to NICSI-New Delhi within one week of such deployment.

4. The vendor has to deploy the Manpower with proper verification and as per the eligibility criteria defined in the empanelment and also as per the skill-set required by the concerned client/user-department.

5. For the manpower deployed, the vendor will keep with them, their Aadhaar Number, Permanent Account Number (PAN), present and permanent address, educational and qualification details, character verification certificates, specimen signature and two passport size photographs and furnish these details/information to NICSI, as and when required. On NICSI projects only character verified resources would be deployed and it will be the responsibility of the vendor to verify the details of its deployed manpower.

6. Joining Report/Leaving-Report of the deployed/hired Manpower will be issued by the concerned client/user-department to the vendor for disbursing their salary based on that.

7. The vendor has to immediately provide the replacement of the deployed Manpower if the client/user-department is not satisfied with their performance or whenever the Manpower leaves in between before the expiry of the term.

8. It is the binding duty of the agency empanelled to regularly pay (before 10th of every month) the deployed manpower their entitlements like monthly salaries/wages. NICSI does not expect any employee related complaints to escalate to the organization where the support services are provided or NICSI. A penalty of 1% of agency's billed value shall be applicable for the month in which such instance is brought to the notice of NICSI.

9. It is the binding duty of the empanelled agency to regularly pay the deployed manpower their entitlements like monthly salaries/wages and the documentary proof of the salary paid as per the terms and conditions of the empanelment may be asked to be submitted to NICSI, whenever deemed necessary for the processing of the bills.

(B) Invoicing and Payment

1. A pre-receipted bill (in triplicate having details of concerned WO-Number, Date and Project-Number of NICSI) has to be submitted on monthly basis in the name of "National Informatics Centre Services Incorporated (NICSI)-New Delhi" to our office at Hall No 2 & 3, 6th Floor, NBCC Tower, 15-Bhikaji Cama Place, New Delhi-110066 by the 5th day of the succeeding month along with individuals Monthly-Performance-Report(s) by client/user-department and other necessary documents as per the terms and conditions of the said Tender/empanelment. Payment will be made within 30 days of submission of the Bill along with all the required documents and after deducting the applicable penalty etc.

2. The penal interest and penalty as per GST Act against reversal of input tax credit will be deducted from vendor payment if invoices are not submitted to NICSI within 30 Days from the date of issue of invoice by vendor.

3. Payment will be made within 30 days on receipt of bills with complete document subject to availability /receipt of fund from User Department.

4. In case any Tax liability comes on NIC/NICSI because of the late submission of bills by the vendor, the same will be recovered from the respective vendor.

5. All the Payments to the vendors will be subject to deductions of any amount for which the empanelled vendor is liable under the empanelment and subject to deduction of TDS (Tax deduction at Source) as per the Income-Tax Act, 1961 and any other taxes if any as per the Government of India rules.

6. All payments will be made to vendor through RTGS only and subject to 100% realization of advance from concerned user-department.

7. Any taxation, over and above factored in PO, applicable at time of invoicing will be paid by NICSI.

8. The payment to the agency will be made on monthly basis depending upon the actual duration of the support services rendered at NICSI/Client office after availing service.

9. In case of a milestone based assignment, the payment to the agency shall be made after completion of the milestone on the basis of actual man-month of services rendered for achieving the particular milestone.

*[Signature]*  
15/4/19



**(C) Penalty Clause:**

1. So whether the agencies get their personnel trained after receipt of the work order from NICS/ or in advance, the support service in response to a work order (viz. the deployment of all the manpower resources mentioned in the work-order as per the date-of-joining mentioned against each in the work-order) should start as under- i) Within 4 weeks (for Domains 1 and 2) and 10 days (For Domains 3, 4, 5 and 6) of the "Date-of-joining mentioned in the work-order against each support service/positions" in all the Metros (Delhi/NCR, Chennai, Mumbai, Bangalore & Kolkata) OR within 6 weeks (for Domains 1 and 2) and 20 days (For Domains 3, 4, 5 and 6) of the "Date-of-joining mentioned in the work-order against each support service/positions" in all the places outside Metros (Delhi/NCR, Chennai, Mumbai, Bangalore & Kolkata); ii) Any unjustified and unacceptable delay in extending the support service as mentioned above will render the agency liable to pay Penalty Charges @1% per day of the total value (excluding Taxes etc.) of that resource mentioned in the work-order for next 15 days, beyond which NICS/ will be free to cancel the work order and get the work done through alternate sources at the cost and risk of the defaulting agency. The work order will be cancelled and work order cancellation charges @10% of the work order value will be applicable, which will be realized from pending payments of the agency or from the security deposit or by raising claims; iii) In order to avoid amendments in the work-orders, the empanelled agencies are advised not to deploy any resource after the expiry of its permissible time line including the applicable penalty period (viz. Date-of-joining plus 10 or 20 days as the case may be plus 15 days penalty period); the concerned work-order will be automatically treated as restricted or cancelled for all the non-deployed resources; iv) Further, in case the Date-of-joining plus 10 or 20 days as the case may be plus 15 days penalty period then also there is no requirement of any amendment in the work-order and the FROM and END date of that particular resource of the work-order will be automatically treated as amended based on the actual date-of-deployment & period of deployment.
2. The agency staff would strive to render the support services to the satisfaction of NICS/ client within the time line agreed in consultation with NICS/ or its client. For three defaults on the time-frame, NICS/ will have the option to cancel the contract/agreement/work-order and forfeit the EMD/Security Deposit and get the work done through alternate sources at the cost and risk of the agency. The work order will be cancelled and work order cancellation charges @10% of the work order value will be applicable, which will be realized from pending payments of the agency or from the security deposit or by raising claims.
3. NICS/ will not make any payment for the duration when the required services are not rendered by the appointed agency and in case no substitute has been deployed, the Penalty equivalent to 2 times of the per day cost of the hired services (for the next 10 days) shall be deducted from the respective monthly bill of the agency if the replacement has not been made within 2 working days. In case the empanelled agency does not provide any replacement of the resource even after 10 days of his/her leaving, the work-order will be automatically treated as restricted for the period equal to actual period of services rendered by the leaving resource.

**(D) General Conditions:**

1. The above-mentioned prices are exclusive of Taxes and as per your empanelment with NICS/. The Taxes would be payable as per the rates in-force from time to time.
2. Acknowledgement of this Work-Order and confirmation of its acceptance may be sent immediately to NICS/-New Delhi.
3. The vendor should ensure that the deployed Manpower do not tamper the Data or cause any Loss/damage to the client/user-department. In case of any such incident or happening the consequences or the loss has to be borne by the vendor.
4. In addition to above, all the other clauses which are not mentioned in this Work-order but are a part of the concerned Tender No. NICS/SUPPORT SERVICES/2015/22 and the Empanelment No. 10(35)/2015-NICS/Valocis-Rev3 Valid Till: 30/09/2019 shall be ipso-facto applicable.
5. NICS/ may by written notice, sent to the selected agency, terminate the work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination will specify that termination is for NICS/ convenience, the extent to which performance of work under the work-order and/or the contract is terminated and the date upon which such termination becomes effective. NICS/ reserves the right to cancel the remaining part and pay to the selected agency an agreed amount for partially completed Services.
6. Objection, if any, to the Work Order must be reported to NICS/ by the selected vendor within five (5) working days counted from the Date of Issue of Work Order for modifications, otherwise it is assumed that the selected vendor has accepted the Work Order in totality. This is applicable in case of electronic publishing/delivery of Work Order also.
7. In case any query or clarification is required relating to this Work-order, the concerned Project Manager ( Shiy Shankar Sharma, Deputy General Manager) at NICS/-New Delhi shall be contacted. The contact number is 011-22900533 and email-id is sshanker@nic.in

For National Informatics Centre Services Inc

( Shiv Shankar Sharma )  
Deputy General Manager &  
Project Manager

**Copy To:**

1. HOF(TSS) or GMDGM, Manpower, NICS/-New Delhi
2. Accounts Section, NICS/-New Delhi (Email: nics-account1@nic.in)
3. Project Manager (Shiv Shankar Sharma, Deputy General Manager), NICS/-New Delhi (Email: sshanker@nic.in )
4. Concerned NICS/ State Coordinator.
5. PO Section NICS/-New Delhi (Email: po-ponics@nic.in)
6. Guard File.