



ভারতীয় স্টেট ব্যাঙ্ক  
भारतीय स्टेट बैंक  
State Bank of India

আঞ্চলিক ব্যবসায় কার্যালয় (ক্ষেত্র-১), নেটওয়ার্ক-২  
ত্রিভল, এস.বি.আই শিলচর শাখা, পার্ক রোড, শিলচর-১, জেলা : কাছাড়, আসাম  
আঞ্চলিক ব্যবসায় কার্যালয় (ক্ষেত্র-১), নেটওয়ার্ক-২  
তিসরী মঞ্জীল, এস.বি.আই শিলচর শাখা, পার্ক রোড, শিলচর-১, জেলা : কাছাড়, আসাম  
Regional Business Office (Region - I), Network-II  
3rd Floor, SBI Silchar Branch, Park Road, Silchar-1, Dist. Cachar, Assam

TEL : 03842-262134, 261798, 263155

FAX : 03842-261429, 263155, 261272

E-mail : agmr4.rosilchar@sbi.co.in  
cmadmin.rbosilc3@sbi.co.in

NO. RM/R-I/PREM/ 147

DATE: 20/06/2017

M/S. HRD Commercial & Industrial Security Force Pvt.Ltd  
Registered Office  
S T Road ,Badarpur  
District. Karimganj  
PIN- 788803

Dear Sir,

**ENGAGEMENT OF HOUSEKEEPING STAFF  
ON CONTRCT BASIS IN THE BANK'S PREMISES**

Please refer to your tender ref. No C&I.S.F.P.L/GHY/Qoutation/17/133 dated 19/06/2017 on the captioned subject.


We are pleased to advise that the Bank has decided to award the contract to your concern for providing Housekeeping services on contract basis at Branches of our Region,Silchar. The contract will be effective from July 01,2017 for a period of one year.

You are requested to call on us to execute the formal agreement within 7 days from the date of receipt of this letter.

In this regard the list of our Branches along with number of Housekeeping personnel required will be made available for your perusal and necessary formalities.

Please acknowledge receipt of this letter.

Yours faithfully,

  
Regional Manager



भारतीय रिज़र्व बैंक  
RESERVE BANK OF INDIA  
[www.rbi.org.in](http://www.rbi.org.in)

Guwa. HRMD No. 3243 /01.09. 49 /2015-16

December 21, 2015

M/s HRD Commercial & Industrial Security Force Pvt. Ltd.  
Regional Office  
Gita Nagar, House No. 22  
Zoo-Narengi Road  
Guwahati 781024  
Kamrup (Metro), Assam

Dear Sir

**Engagement of Housekeeping staff on contract basis in the Bank's Premises**

Please refer to your tender quotations dated October 20, 2015 and subsequent clarification dated November 26, 2015 on the captioned subject.

2. We are pleased to inform you that the Bank has decided to award the contract for providing Housekeeping services on contract basis at our Main Office premises, Reserve Bank of India, Station road, Guwahati- 781001 with effect from January 01, 2016 for a period of one year.
3. You are requested to call on us to execute the formal agreement within 10 days from the date of receipt of this letter.
4. You are further requested to furnish the names of the housekeeping employees (Supervisor-1 & Cleaner- 6) with their latest police verification reports.
5. Please acknowledge receipt of this letter.

Yours faithfully

(Gautam Dhar)  
Manager

मानव संसाधन प्रबंध विभाग, स्टेशन रोड, पानबाजार, गुवाहाटी - 781 001, असम  
Human Resource Management Department, Station Road, Panbazar, Guwahati - 781 001, Assam

Tel: (0361) 2540037/2541860-61 Fax: (0361) 2540033.

**हिन्दी आसान है, इसका प्रयोग बढ़ाइए**

चेतावनी: रिज़र्व बैंक द्वारा ई-मेल, डाक, एसएमएस या फोन-कॉल के जरिये किसी की भी व्यक्तिगत जानकारी जैसे बैंक के खाते का व्यौरा, पासवर्ड आदि नहीं मांगी जाती है। यह धन लखने या देने का प्रस्ताव भी नहीं करता है। ऐसे प्रस्तावों का किसी भी तरीके से जवाब मत दीजिये।  
Caution: RBI never sends mails, SMSs or makes calls asking for personal information like bank account details, Passwords, etc. It never keeps or offers funds to anyone. Please do not respond in any manner to such offers.



भारतीय रिज़र्व बैंक

Reserve Bank of India

[www.rbi.org.in](http://www.rbi.org.in)

Guwa. HRMD No. 5009 / 01.09.49 / 2016-17

June 27, 2017

M/s HRD Commercial & Industrial Security Force Pvt. Ltd  
Lachit Lane, House No.04, Rajgarh  
Guwahti 781007

Dear Sir,

**Engagement of housekeeping staff in Main Office Premises**  
**Extension of contract**

Please refer to your letter Ref C&ISFPL/GHY/GEN/17/365 dated June 21, 2017 on the captioned subject.

2. In this connection we advise that the Bank has decided to extend the contract for providing housekeeping staff in the Bank's Premises for a period of one year form July 1, 2017 to June 30, 2018, on the same terms and conditions.

3. It may be mentioned here that all indirect taxes as mentioned in contract may be revised on due implementation of GST. You are advised to execute the contract agreement in this regard on receipt of this letter immediately.

4. Please acknowledge receipt.

Yours faithfully,

T.K. Mahapatra  
Assistant General Manager

मानव संसाधन प्रबंध विभाग, स्टेशन रोड, पान बाज़ार, गुवाहाटी, असम HRMD, Station Road, Pan Bazar, Guwahati - 781 001, Assam

टेलीTel: (0361) 2600255 / 2517111 फ़ैक्स Fax: (0361) 2540033

हिंदी आसान है, इसका प्रयोग बढ़ाइए

चेतावनी: रिज़र्व बैंक द्वारा ई-मेल, डाक, एसएमएस या फोन-कॉल के जरिये किसी की भी व्यक्तिगत जानकारी जैसे बैंक के खाते का ब्योरा, पासवर्ड आदि नहीं मांगी जाती है। यह धन लखने या देने का प्रस्ताव भी नहीं करता है। ऐसे प्रस्तावों का किसी भी तरीके से जवाब मत दीजिये।

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केन्द्रीय विद्यालय ए.एफ.एस, बोरझार

माउन्टेन शैडो, पोस्ट ऑफिस - अजारा, गुवाहाटी- 781017 Mountain

फोन- 0361-2840324, फैक्स- 0361-2841728



**KENDRIYA VIDYALAYA, AFS, BORJHAR**

Shadow,P.O.-Azara, Guwahati -781017

Phone- 0361-2840324, Fax- 0361-2841728

([www.kvafsborjhar.org](http://www.kvafsborjhar.org), Email : [prikvb@yahoo.com](mailto:prikvb@yahoo.com))

**CBSE Affiliation No.- 200001, CBSE SCHOOL NO.- 05008, KV CODE- 1467, STATION CODE- 251**

No.F.411/KVB/2016-17/ 210

Dated: 25.06.2016

To

M/s HRD Commercial & Industrial Security  
Force Pvt Ltd, ST Road Badarpur  
Karimganj, Assam

Sub: - **Providing security, Conservancy service for the year 2016-17.**

Ref: - Your quotation dated 15.06.2016

Sir,

(1)The following rates inclusive of all charges quoted your firm for the year **2016-17** have been accepted by the Vidyalaya Management Committee:

(a) Security guard : @ Rs. 12607/- per month

(b) Conservancy service : @ Rs. 9667/- per month

- (2) For regulation, agreement as per procedure may please be executed with the Vidyalaya On or before **27.06.2016**. You are hereby informed that deposit 10% of annual contract as Performance security i.e. **(70,000/- Conservancy + Rs.30, 000/- Security service) Total =Rs.1, 00,000/- (Rs. 1, 00,000/- will be deposited by D/Draft in favour of Principal K.V. AFS, Borjhar).**
- (3) All the statutory deduction i.e. **EPF,ESI & other** should be deposited by the agency well in time & copy of such deposit amount /challan should be produced for verification.
- (4) Agency needs to pay remuneration/minimum wage by cheque to the hired worker. Xerox copy should be produced for verification.
- (5) The obligatory equipments such as **uniforms, umbrella, torch light** etc may immediately be provided to the personnels sponsored to this Vidyalaya by your agency for up- keeping the required standard.
- (6) Reports on character and antecedents in respect of all the personnels may be obtained from competent authority and submitted to this Vidyalaya for records.
- (7) Cost of agreement will be borne by your agency.
- (8) Individual- wise statements on monthly contribution of the workers towards EPF /ESIC need to be submitted after expiry of each month for workers' satisfaction failing which it will attract the attention of the Chairman for cancellation of agreement.
- (9) The Vidyalaya is in requirement of **03 security guards, 06 Conservancy service** w.e.f **01.07.2016** and workers be deployed accordingly.

Yours faithfully

(Dhirendra Kumar Jha)  
Principal

प्राचार्य

के०वि० बोरझार/K.V. Borjhar  
गुवाहाटी-१७/Guwahati-17

N. F. Railway

BY REGISTERED POST WITH A/D

Office for the  
Sr. Divisional Engineer/Co-ord  
Maligaon, Guwahati-11

Dated: 05.08.2016

No.W/362/A/94

To

✓ HRD Commercial & Industrial Security Force Pvt. Ltd.,  
Regd. Office: S.T. Road, Badarpur, P.O. Badarpurghat,  
Pin-788803, Dist- Karimganj (Assam)

Dear Sir/Sirs,

**Sub:- At MLG- Outsourcing for maintenance (House keeping) of Luigarh, VIP & Kamakhya Officers' Rest House, Lawns, Gardens of Rest House under the jurisdiction of Divisional Engineer/N.F.Railway/MLG**

**Ref:- Sr.DEN/C/MLG's Tender Notice No.05 of 2016.**

Your offer in connection with the tender for the above noted work has been accepted by the **Sr.Divisional Engineer/Co-ord, N.F.Railway, Maligaon** for and on behalf of the President of India with the face value of ₹ 32,74,741/- (Rupees Thirty two lakhs seventy four thousand seven hundred forty one) only as per schedule of items of works, rates & quantities enclosed.

You are hereby authorized to commence the work on the strength of this letter to ensure completion of the work within **365 days (Three hundred sixty five days)** time from the date of issue of LOA as per condition of the tender and in this regard, you may contact **ADEN/I/MLG & SSE/W/NMB, N.F.Railway** at the earliest.

Please deposit a Performance Guarantee in any form as per item no.6(e) of tender document (2<sup>nd</sup> sheet) amounting to ₹ 1,63,737/- (Rupees One lakh sixty three thousand seven hundred thirty seven) only which is 5% of the contract value in the name of FA&CAO/N.F.Rly./Maligaon, within 30 (thirty) days from the date of issue of letter of Acceptance (LOA). Extension of time for submission of PG beyond 30 (thirty) days and upto 60 days from the date of issue of LOA may be given by the Authority who is competent to sign the contract Agreement. However, a penal interest of 15% per annum shall be charged for the delay beyond 30 (thirty) days i.e. from 31st day after the date of issue of LOA. In case the contractor fails to submit the requisite PG even after 60 days from the date of issue of LOA, the contract shall be terminated duly forfeiting EMD and other dues, if any payable against that contract. The failed contractor shall be debarred from participating in re-tender for that work.

The validity of Performance Guarantee will be up to the date of completion of the work plus sixty days i.e. upto **02.10.2017** or onward duly issued by authority concerned. You are also requested to give PAN number, Bank A/c No. & VAT certificate before signing the "Contract Agreement".

The total security deposit for this work will be ₹ 1,63,737/- (i.e. 5% of the contract value). The Earnest Money of ₹ 1,11,010/- deposited by you along with the tender has been retained as part of initial security deposit. The balance security deposit money of ₹ 52,727/- will be recovered from the running bills of the contract as per condition of the tender.

D:\Accept\_15\House keeping.doc

05.08.2016  
मंडल अभियंता, माली.  
पू.सी. रेलवे, मालीगांव  
Divisional Engineer/MLG  
N.F. Railway, Maligaon

You are required to submit a programme of work as to how you propose to complete the work within the stipulated time in accordance with the acceptance letter.

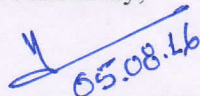
This acceptance letter shall be legal and enforceable contract between you and Railway. If you fail to execute the work or fail to execute formal Contract Agreement in accordance with the stipulation in the acceptance letter, it would make you liable for breach of the contract and Railway Administration shall be entitled to take recourse to any action as deemed fit in accordance with stipulation of the tender.

While every care has been taken to fully incorporate the decision of the Accepting Authority regarding acceptance of your offer, the Railway administration reserves the rights to correct the inadvertent mistakes which may have occurred in communication of the accepted rates and other terms and conditions at the time of signing the formal contract agreement between the Contractor and Railway administration.

Please attend or direct your authorized representative holding power of attorney to this office with 30 (thirty) days from the date of issue of this letter along with Performance Guarantee to sign the "Contract Agreement". The stipulated date of completion of the work is 365 days (Three hundred sixty five days) from the date of issue of acceptance letter i.e. upto **04.08.2017**

DA/- One schedule Rates.

Yours faithfully,

  
मंडल अभियंता, मालीगोण.  
Divisional Engineer/MLG  
for Sr. Divisional Engineer/Coord  
N.F. Railway, Maligaon.

**Copy to:-**

1) DFM/GHY -- with a copy of acceptance schedule of rates for information and future guidance please.

DA/- As above.

2) ADEN/I /MLG

3) SSE/W/NMB


4) SSE/Drg./IC at office

} For information and necessary action with a copy of acceptance schedule of rates.  
Please ensure execution of work as per tender schedule and accepted rate. If any variation occurs prior approval of competent authority must of obtained without fail.

DA/- One schedule of rates to each.

5) Employment officer/Guwahati.

6) Labour Commissioner (Enforcement), } for information & necessary action please.  
Ashram Road, Guwahati -7.

  
मंडल अभियंता, मालीगोण.  
Divisional Engineer/MLG  
for Sr. Divisional Engineer/C  
N.F. Railway, Maligaon