



**KOLKATA PORT TRUST** (कोलकाता पोर्ट ट्रस्ट)  
**Hydraulic Study Department** (हाइड्रोलिक अध्ययन विभाग)  
20, Garden Reach Road, Kolkata -700043  
Tel: 2409-3031, Fax: 2409-3036  
Email: che@kolkataporttrust.gov.in

No.Hyd/12004.VI/AAA

Date: 09-07-19.

Martinet Facility Management Services Pvt. Ltd.  
1, Greek Church Row,  
Kolkata-700026

**WORK ORDER**

Sirs

**Sub:** Hiring of manpower services on 'per-operation' basis for routine operation and maintenance of all Pump-Motor Sets of Hydraulic Model Centre under Hydraulic Study Department of Kolkata Port Trust for a period of 3 (three) years.

**Ref:** Your offer vide e-tender in response to our NIT No. Hyd/12004.VI/105 dt. 18/02/2019.

Reference above, your offer has been accepted by the competent authority for supply of one (1) 'Skilled Labourer' and one (1) 'semi-skilled Labourer' per day at Hydraulic Model Centre under Hydraulic Study Department at a fixed service charge @28.99% on 'per operation' basis over basic Minimum Wages prevailing on 01-10-18 as mentioned in the BOQ with compliance of relevant labour laws which will inter-alia be including of PF, ESI, Bonus (if applicable). GST will be paid extra as per the prevailing rate. You are requested to commence the work w.e.f 01/08/2019. On receipt of the work order, you will be required to execute a contractual agreement with KoPT as per format given in the tender document of the NIT. You have to perform the work as per NIT, General Conditions of Contract (GCC- Available in [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in)) and all other accepted terms and conditions as referred during finalization of tender.

2. The work shall comprise of supply of one (1) 'Skilled Labourer' and one (1) 'Semi-skilled Labourer' per day at Hydraulic Model Centre under Hydraulic Study Department on 'per operation' basis. Each operation signifies actual work at Hydraulic Model Centre on all working days of Kolkata Port Trust (Generally Monday to Friday) from 9.30 AM to 5.30 PM, as detailed in the tender document of the subject NIT. These operations will be performed under the guidance of the respective departmental officer(s) of KoPT.

3. You will be held responsible for the safe custody of materials, consumables and documents etc. issued to your personnel by the Trustees from time to time during the tenure of the contract.

4. The work order will remain operative for a period of three (3) years from the date of commencement of job in accordance with the terms & conditions of NIT, KoPT's General Conditions of Contract & other relevant documents

5. Successful operation of one day's operation will require to be certified in a job card (to be produced by you) by the supervising officer of Hydraulic Model Centre for each & every operation. This will be required to be furnished during submission of bill.

6. You will be required to make payment at the rate of Minimum Wages of Central Govt. during the tenure of the contract, as per the Orders of Ministry of Labour & Employment, Govt. of India, published from time to time, for one 'Skilled Labourer' and one 'Semi-Skilled labourer'. You will also be required to meet up statutory obligations like EPF, ESI & Bonus (if applicable) for engaging such labourers

7. KoPT will make payment to you as per terms of the NIT ( Minimum wages paid to the deployed labourer + Fixed service charge on the minimum wages on pro rata basis ). If any revision in minimum wages (increase or decrease) or fresh statutory allowances or enhanced rate of EPF and ESI contribution are required to be paid by the service provider, KoPT will pay the actual amount only and no profit will be allowed on this account. No other escalation in any account is admissible during the tenure of the contract. For the calculation of any change of rate of any item if required , the rate prevailing on 01-10-2018 will be considered as the base rate.

8. You are required to submit the Security Deposit as per terms and conditions as laid down in the tender document of the NIT.
9. You shall have to submit your monthly bill, in triplicate in every month attaching the necessary documents as per terms and conditions of the tender document.
10. For any clarification regarding this contract, Sri U.Ghosh, Dy. Director (Mobile no. 9674720103) may be contacted between 09.30 AM & 05.30 PM on working days.
11. You are requested to acknowledge the Work Order by signing on each page duly stamped by authorised signatory as a mark of acceptance.

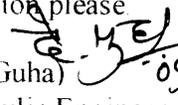
This may be treated as the formal **Work Order**.

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(D. Guha)  
Chief Hydraulic Engineer

Copy to :

- (1) The Commissioner of Income Tax (TDS), 10-B, Middleton Row, Kolkata-700071
- (2) The Commercial Tax Commissioner, Sales Tax Building, 14, Beliaghata Road, Kolkata – 700015
- (3) The Chief Vigilance Officer, KoPT for information please.
- (4) The FA & CAO [Attn : S.A.O(Booking)] for information please.
- (5) The Jt. Director (P & R) [Attn : Sr. Dy. Director (Comp)] for information & necessary publication of the tabular relevant information in the website of KoPT please. The softcopy is being emailed to [hocc@kolkataporttrust.gov.in](mailto:hocc@kolkataporttrust.gov.in) shortly.
- (6) The Dy. Director(Model) for information and necessary action please.
- (7) The Dy. Director- III for information and necessary action please.
- (8) A/c cell, HSD [Thru : Sri J. Das, PA(E)] for information and necessary action please.

(D. Guha)   
Chief Hydraulic Engineer  
    
09/07/19