

Syama Prasad Mookerjee Port, Kolkata/ श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
Hydraulic Study Department/ तोयालिकी अध्ययन विभाग
20, Garden Reach Road Kolkata-700043/ २०, गार्डन रीच रोड कोलकाता-७०००४३
Phone/ दूरभाष: 033 24093032 Fax/ फ़ैक्स: +91-33-24093036

पत्र क्रमांक/ Letter No. Hyd/2099.VI/197

Date/दिनांक: 28.05.2021.

✓ L. K. Engineering Works
49/5/H/3L, Karl Marx Sarani, Kidderpore
Kolkata - 700 023

Sub: 'Hiring of Services for supply of 2 (two) semi-skilled labourers at Upper Reaches Research Station Phalta, P.O. + P.S. Falta, Dist.- South 24 Parganas-743504, under Hydraulic Study Department, SMP, Kolkata to carry out works of housekeeping, upkeepment, cleaning, cooking & other support operations of Upper Reaches Research Station, Phalta for a period of 1 (One) year'

Ref: Your offer dt. 09.02.2021 in response to this office NIT No. Hyd/2099.VI/44 dt. 22.01.2021, Item ID: 01

Sir,

Reference above, your offer for the subject work at your quoted fixed percentage of profit @ 24.49% (Twenty Four Point Four Nine Percent Only) over the Minimum Wages only (as per the Orders of central or state government published from time to time, whichever is higher) including statutory obligations like EPF, ESI, EDLI, Administrative charge and Bonus (if applicable) etc. has been accepted by the Competent Authority of SMP, Kolkata (Erstwhile Kolkata Port Trust).

2. Further to the "letter of intent" issued vide letter No. Hyd/URF/22/21 Dt. 03.05.2021 and upon payment of security deposit vide Demand Draft dt. 20.05.2021, you are requested to commence work within seven (07) calendar days from the date of placement of Work Order in consultation with Sri R. Kumar, Master Hydrographer (Mob: 9433188381). On receipt of the work order, you will be required to execute a contractual agreement with SMP, Kolkata as per laid down norms in General Condition of Contract (GCC) of SMP, Kolkata. The work has to be performed as per NIT, GCC and all other accepted conditions as referred during finalization of tender.

3. The work order will remain operative for a period of one (1) year from the date of commencement of work in accordance with the terms & conditions of NIT, General Condition of Contract (GCC) of SMP, Kolkata & other relevant documents.

4. Payment will be made through ECS directly to your bank account on monthly basis against submission of monthly bills in triplicate, along with documentary evidence towards statutory obligations like EPF, ESI, EDLI, Administrative charge & Bonus (if applicable) etc. The total payable amount is to be clearly indicated showing the component of statutory taxes (GST) separately. The bill should contain the following particulars for processing through ECS:-

A. PAN No.

B. ECS Particulars:

- Name of the Centre
- Name of the bank with code
- Name of the branch with code
- Name of the contractor
- Bank A/C No. of the Contractor
- Type of A/C (Savings/ Current/ Cash Credit)

5. You are requested to acknowledge the receipt of 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**.


(B. P. Das) 28/5/21
Commander

Upper Reaches Research Station, Phalta
For Chief Hydraulic Engineer

Copy to:

1. The Commissioner of Income Tax (TDS), 10B, Middleton Row, Kolkata-700071
2. Chief Vigilance Officer, SMP, Kolkata for favour of information please.
3. CHE through Dy. CHE-I for favour of information please.
4. The FA & CAO [Attn.: SAO (Collection)], SMP, Kolkata for information please. This has reference to Dy. Chairman's concurrence on 07.12.2020 thru' E-Office.
5. Sr. DD (EDP) for hoisting in SMP, Kolkata website. Softcopy of the relevant tabular information has been emailed to hocc@kolkataporttrust.gov.in.
6. Accounts Cell, HSD [Thru': PA (E)] for information and necessary action please.

(B. P. Das)
Commander

Upper Reaches Research Station, Phalta
For Chief Hydraulic Engineer