



पश्चिमबङ्ग पश्चिम बंगाल WEST BENGAL

AS 575577

**CONTRACT AGREEMENT BETWEEN DR.B.C.ROY ENGINEERING COLLEGE, DURGAPUR (SOCIETY) AND M/S SECRET EYE SECURITY SERVICES, DURGAPUR (HEREINAFTER REFERRED TO AS CONTRACTOR) EFFECTIVE 01<sup>st</sup> AUGUST, 2024.**

The First Party to this Agreement - Sri Tarun Bhattacharya, General Secretary, Dr. B. C. Roy Engineering College, Durgapur - a Society registered under The Societies' Registration Act XXVI of 1961 and bearing Registration Number S/93521 of 1998- 99 and having its Registered Office at "Management House", Dr. B. C. Roy Engineering College, Jemua Road, Fuljhore, Durgapur - 713 206, and hereinafter referred to as THE COLLEGE which includes 1) Dr. B. C. Roy Engineering College, 2) Dr. B. C. Roy Engineering College Academy of Professional Courses, Jemua Road, Fuljhore, Durgapur - 713 206 3) Dr. B. C. Roy College of Pharmacy and Allied Health Sciences and 4) Dr. B. C. Roy Polytechnic, Dr. Meghnad Saha Sarani, BidhanNagar, Durgapur - 713 206.....on the First Part."

The Second Party to this Agreement - " **M/s SECRET EYE SECURITY SERVICES** ", owned by a Partnership Firm registered under the Indian Partnership Act, 1932 (Act IX of 1932), bearing registration No. 166874 and having its registered office at G.T.Road, Faridpur, P.O. Durgapur , PIN 713 213, in the District of Paschim Burdwan, in the State of West Bengal, and represented by its Partners - Sri Lakshminarayan Mondal and Sri Tarun Kumar Pathak (hereinafter referred to as THE LABOUR CONTRACTOR ) on the second part....."

"Whereas, the First party is desirous of outsourcing Security Services for the four Colleges here-to- before named including Precincts, Perimeters and premises , and all installations , buildings , laboratories and Student Hall of Residences in the College located within the Colleges named ....."

Dr. B. C. Roy Engineering College  
General Secretary  
Tarun Bhattacharya  
18/8/2024

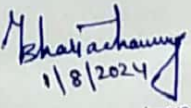


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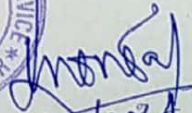
" .....And whereas, the Second Party is engaged in the business of providing Security Services within the jurisdiction of Durgapur Municipal Corporation and has adequate strength of trained manpower to provide these services."

This Agreement has been executed between both Parties by mutual consent effective **First day of August (01.08.2024)**, and shall be governed by the following Clauses, Terms and Conditions:

1. That the Contractor shall provide requisite manpower that the College shall determine and suitably advise the Contractor. This shall not include requirements of intermittent or seasonal nature, which shall be intimated and the compensation payable to retained labour determined by mutual consent in lump sum, as intermittent nature of job or seasonality of job(s) do not come under the Contract Labour (Regulation and Abolition) Act, 1970.
2. That the Contractor shall be in possession of valid licenses/Certificate of Enlistment in respect of **M/s SECRET EYE SECURITY SERVICES** granted by licensing authorities, and shall comply with all statutory provisions that the Contract Labour (Regulation and Abolition) Act, 1970, specifies. The Contractor shall be obliged to submit the following document/s :
  - (a) Certificate of commencement of business issued by the Municipal Authorities of Durgapur and valid for one year as on the date of the Agreement.
  - (b) Certificate /Authorisation from The Labour Commissioner, Government of West Bengal for engagement of unskilled workers in establishments as per Order No. 466-MW/2W-10-2007 dated 22.9.2011.
  - (c) Register to be maintained by the Agency — the register required to be maintained under the Act by the Agency shall be in Form VIII.
  - (d) Photo identity card — the photo identity card shall convey a full-face image in colour, full name of the Security Staff retained by the Contractor, name of the Agency and the identification number of the individual to whom the photo identity card is issued. The P-I-C shall mention the date until which the PIC is valid, and it shall be conspicuously/prominently displayed by the Security Staff while on duty.
  - (e) That the Contractor shall engage all such persons who do not have any criminal records, and who shall not resort to acts subversive of discipline within the premises of the College within official duty hours allotted to them by the Contractor.
  - (f) The Contractor shall remove such contract labour who in the opinion of the College, may cause disruptions to the maintenance of security activities of the College within the premises of the College, or such contract labour who have failed to provide adequate security services or have resorted to undisciplined behavior within the premises of the College, or have indulged in riotous behavior under the influence of alcoholic and narcotic substances. Matters relating to

  
11/8/2024  
Tarun Bhattacharya  
General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur



  
01/08/2024

Indiscipline by all or any staff of the Contractor shall be the responsibility of the Contractor, and the College shall in no way be involved in this regard, but the College Authorities must be kept informed.

(g) That the Contractor shall be required to regularly monitor the activities of all Security Staff employed by the Firm, and ensure adequate supervision over the personnel engaged during the eight - hour duty cycles allotted to such personnel by the Contractor.

(h) The Contractor shall be required to maintain a Duty Roster for staff deployed, location - wise and have the same prominently displayed. Inadequate and improper services may attract commensurate penalties or deductions, and the College shall be free to cause such deductions and penalties.

(i) The Contractor shall maintain all records that are required under the provisions of The Contract Labour (Regulation and Abolition) Act, 1970, and submit returns to appropriate authorities specified under law. If, for the failure of the Contractor to comply with the requirements, the Principal Employer (i.e., the College) becomes vicariously responsible and if the Statutory Authorities impose any penal measures, including fines, the College shall realize the fines levied and paid by the College from the Contractor.

(j) All statutory liabilities, damages, compensation etc. will be paid and borne by the Contractor who agrees and undertakes to indemnify and keep indemnified the College against all claims arising out of negligence on the part of the Contractor and/or labour under its Muster Roll. This indemnification shall also extend to any claims preferred by any third party.

(k) Security Staff deployed by the Contractor should be physically fit and they should not suffer from any contagious diseases that may affect the health and well-being of students. If it is found that any of the guards is suffering from contagious diseases or is physically unfit, the College reserves the right to ask the Contractor to remove such personnel, and it shall be complied forthwith by the Contractor.

(l) The Contractor or the supervisor detailed by the Contractor shall ensure that the labour deployed for duty report for work on time, and observe the duty hours strictly. **Any person, who has been deployed by the Contractor for a duty cycle, is found to be absent or missing from the duty /place allotted even for a partial duration, the College reserves the right to impose commensurate penalties and/or deductions from the Bills payable to the Contractor. The Contractor shall also ensure that the Contract labourers do not indulge in riotous behaviour or the Supervisors do not man - handle the labourers (which may result in Police intervention) that the supervisor is supposed to supervise. Any reported case of violence and ill - behaviour of the Contractor's labourers must be suitably dealt with and disciplinary action taken report must be provided to the College Authorities if such undisciplined acts occur within the College premises**

*M. Bhattacharya*  
11/8/2024  
Tarun Bhattacharya  
General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur



*M. Bhattacharya*  
01/08/2024

(m) *The Contractor must ensure that Security functions/ activities remain uninterrupted during the duration of the day and/or Contract period. It has been experienced that on certain days, the Security Staff abstain from duty en-bloc for extraneous considerations. The Contractor shall be obliged to replace such Security Staff who absent themselves on any day so that the Security functions/jobs are not hampered. Mere deduction in daily wages is not an appreciable solution, and disciplinary action must be taken as per your Organization' rules. It is to be noted that their performance on duty is to be monitored by the Supervisors and they should, in turn, apprise the Deputy Campus Administrator/Campus Administrator of Dr. B. C. Roy Engineering College of any departure from the laid down norms.*

(n) **The Contractor shall diligently pay wages and benefits that The College hereto agrees to reimburse to all labour engaged by the Firm on College duty, and also agree to allow officials of the College to periodically inspect records of payments made. Copies of all remittances made to Provident Fund Authorities and Employees' State Insurance Authorities/ Salary (or Wages) Disbursement Sheet in the previous month of payment should be submitted to the College Authorities before the College releases payment for the next wage period. Insurance coverage taken, if any, for personnel under the Contractor's control shall be the responsibility of the Contractor, and the College accepts no responsibility in this regard. *The Contractor shall be obliged to furnish on a quarterly basis, the list of employees engaged in BCREC Group of Institutions, certifying that statutory (PF/ESI/Profession Tax) payments have been duly deposited with such Authorities within the stipulated time.***

(o) The Contractor, and all personnel under his employ, shall not permit any unauthorized removal of materials /equipment and removable properties of The College without a valid Gate-pass issued by officials of the College. If any Security Staff of the Contractor is found to be negligent in this regard, the purchase cost of materials/equipment so removed or caused to be removed, regardless of the date of the material/equipment, shall be levied from the Contractor's dues.

(p) The Contractor shall be solely responsible for the selection, employment and training of employees under his employ, and the College will not be responsible in this regard.

(q) Each labour engaged shall be provided one - day paid "Off" after six days of work, as per Statute. ***Any other type of leave that may be granted to the labour employed by the Contractor, or treating the labour as 'absent' shall be as per the Contracting Firm's policy and the College assumes no responsibility in this regard.***

*Tarun Bhattacharya*  
1/8/2024  
Tarun Bhattacharya  
General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur



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01/08/2024

(r) Labour engaged by the Firm shall be entitled to **Four (04) National Holidays with pay on 26<sup>th</sup> January, 1<sup>st</sup> May, 15<sup>th</sup> August & 2<sup>nd</sup> October**). The College authorities shall absorb the payments made to Labourer (s) for the National Holidays extended.

(s) Theft of College properties and installations during the duty - hours of any Security staff, if proved, shall be made good by the Contractor. The Contractor must consider taking suitable action against the labour so engaged as per Contractor's policy, and the College Authorities shall not interfere in the administrative action taken by the Contractor against the labour for dereliction of duty.

(t) The College reserves the right to draw up or revise the "**Model Code of Conduct**" for Security Staff to suit the College functioning/requirement. The model code of conduct as is existing is reproduced hereunder:

**Code of Conduct:**

1. The personnel recruited by the Contractor for providing Security Services at the four Colleges should act responsibly.
2. They must not resort to any activities that are subversive of discipline within the premises of the Colleges.
3. They shall adhere to the Shift and Duty timings/locations as specified in the Contract Agreement dated 1.8.2024.
4. The Normal Duty Hours for Security Staff as specified in the relevant Government Order No. 765/Stat/RW/68/564/LCS/JLC dated 11<sup>th</sup> November, 2011 is eight (8) hours, and since the Agreement provides for duty -cycles of eight hours, the Security Staff must perform the 8-Hour duty cycle. **The duty hours shall be from 06.00 IST to 14.00 IST for Morning Shift (A) , from 14.00 IST to 22.00 IST in (B) Shift, from 22.00 IST to 06.00 Hrs IST the following day in Night Shift(C) . And 09.30 Hrs to 17.30 Hrs IST at the Main Gate/ APC Bhawan/and ME Building. From 10.00 IST to 18.00 IST at the Central Library and between 10.00 Hrs to 18.00 Hrs. at the Management House and Main Academic Building.** Physical presence of Security Staff at work -place during duty hours must be ensured by the Contractor. The duty hours may only be changed by mutual understanding and consent by the Competant Authority (depending on contingencies).
5. Partial absence or absence from the place of duty without authorization or reporting late for duty shall not be permitted, and will invite commensurate deduction of wages.
6. They should report for duty in complete Uniform during summers/ winters and in Monsoon, and the responsibility for supplying Uniforms / equipment shall rest with the Contractor.
7. That the personnel in the employ of the Contractor must be free from any contagious diseases.

*M. Bhattacharya*  
1/8/2024  
Tarun Bhattacharya  
General Secretary  
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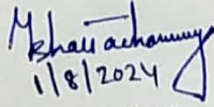


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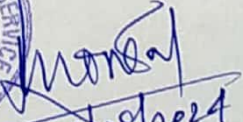
8. They **must not report for duty in drunken condition.**
9. They **must not consume liquor/drugs during their duty tenure/timings.**
10. The personnel engaged on duty shall comply with the requirements of the Colleges as mentioned in the Contract Agreement, especially with regard to preventing unauthorized removal of College & Hostel Assets and equipment.
11. The College Main Gates are to be manned at all hours by reasonably literate personnel who shall be decent in their dealings with students, College Officials, Visitors and Guardians/ Parents and strictly control unauthorized entries.
12. The Security personnel should check Gate Passes that are issued for removal/ of College assets and materials. Unauthorized removal of assets and materials from the College must be prevented. They shall issue Visitor Slips to visitors duly mentioning the Visitor details, Mobile Numbers/ Contact Address etc. and the name of the College Official that the Visitor intends to visit. Vehicle (including two - wheelers) entries must be under control. Suitable control must be exercised at the College Hostels to prevent "unauthorised" entries during College hours and at "Odd - hours".
13. For Unauthorized absence from duty/ Partial absence from duty, the Contractor must take suitable administrative action against erring staff under his employ.
14. The Contractor must provide suitable replacement against absentees to make the full complement of Security personnel for the daily duty cycles specified above.
15. During university Examinations/ College Examinations, the Security personnel must assist Faculty/ Examination Department, and exercise vigil to prevent unlawful entry of those not connected with the Examination System. They must also operate the Water Pumps if needed.
16. Security personnel must assist College Officials/ Faculty during times of students' agitation and unrest. They cannot remain as silent spectators and stay aloof during crisis situations, and during the start of the academic year when fresh students' who have been admitted, join the College so as to curb the menace of "Ragging" as per directives conveyed by Hon'ble Supreme Court Orders on the subject.

#### UNIFORM ENTITLEMENT OF SECURITY STAFF:

- (i) Uniform Shirts - 2 sets per year
- (ii) Uniform Trousers - 2 sets per year
- (iii) Shoes - one pair per year
- (iv) Monsoon Equipment - One set every two years (of durable quality)
- (v) Winter Pull Over / Sweaters - One set every three years (of durable quality)

  
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 Tarun Bhattacharya  
 General Secretary  
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 Durgapur



  
 01/08/2024

(vi) Shoulder epaulettes – One set every two years.

(vii) Belts/ Waist Bands – One set every three years

(viii) Caps – One set per year.

#### FINANCIAL CONSIDERATIONS:

1. Each Labour engaged by the Contractor must be paid monthly emoluments specified by the Labour Commissioner, Government of West Bengal and notified from time to time by the Government regarding the Minimum Wages paid to unskilled labour. Government notifications are usually issued every six months.
2. They shall be also covered under the ESIC as per Government regulations. The College will reimburse "Employers Contribution" portion of the payments made to ESIC.
3. Provident Fund entitlement of each labour must be honoured. The College shall reimburse "Employers Contribution" only.
4. The Annual Bonus @ 8.33 % due to employees shall be paid by The Labour Contractor, and shall be reimbursed by The College Authorities. Payments made towards ESI/EPF shall not be counted towards Bonus payments. **Regular attendance will be the qualifying norms for Bonus payments. Bonus disbursement sheet shall be provided as a proof for subsequent reimbursement claim.**
5. GST payable to the Government shall be reimbursed by the College.
6. **The Contractor shall be entitled to reimbursement of Administrative Costs in the engagement of Security Staff at the rate of twelve percent (12%) of gross monthly wages.**
7. It is to be expressly understood that the Administrative Charges are admitted to meet expenses on Uniform and other administrative requirements. No additional or extra reimbursement shall accrue to the Contractor for providing Uniforms to the Security Staff under the employ of M/s. SECRET EYE SECURITY SERVICES.
8. For the deployment of Hostel Security Staff, please bill on a 60 : 40 ratio to Dr. B. C. Roy Engineering College(60%) and Dr. B. C. Roy Academy of Professional Courses (40%) to enable us determine and apportion costs relating to Hostel expenses in our Book of Accounts. Likewise, the same ratio may be adopted for BCRCP & BCRP deployment of Security Staff at the Hostels at Bidhan Nagar Campus.
9. It is also to be expressly understood that the Labour deployed by the Contractor for Security services are to mark their daily attendance and/or provide bio-metric attendance as directed, and they shall be under the overall control of the Campus Administrator during the duration of their working shift/ working day.

*M. Bhattacharya*  
1/8/2024  
Tarun Bhattacharya  
General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur



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01/08/2024

10. The shift timings/ duty timings are to be strictly adhered to, and absence from work spot shall be treated suitably. Penalties/deductions from Contractor's dues may be resorted to.

11. Collective Work desertion after providing attendance for whatsoever reasons shall be construed as "Illegal Strike" and the College Authorities may take suitable deterrent action like loss of wages for the entire working day.

12. In case any Security Staff has proceeded on Leave with prior intimation/sanction his /her replacement shall be provided by the Contractor.

13. It shall be your decision to provide workers/labour under your employ to provide weekly - Off day on a rotation basis to suit your administrative requirement.

The Security Staff requirement effective August, 2024 shall be as follows:

**Manpower requirement per day (reckoned as 24 Hours) for Security Staff:**

Security Posts	A Shift	B Shift	C Shift	General Shift	Reliever for weekly off
Main Gate at BCREC	02	02	02		01
Mother Teresa Hostel	01	02	02		
Nivedita Hostel	01	01	01		01
Nivedita Lady Guards	01	01	01		
Asutosh Bhavan	01	01	02		01
APC Gate				01	
Satyen Bose Hostel	01	02	02		01
Chittaranjan Hostel	01	01 02 from August,23	01 02 from August,23		
Main Academic Bldg at BCREC				01	
Management House				01	
Mechanical Building				01	
Vidya Sagar Building				01	
Central Library(BCREC)				03	
BCRCP/ BCRP	02	02	03 except Sunday (02)		01

*Tarun Bhattacharya*  
1/8/2024  
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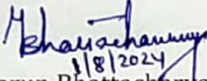


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15. In addition, three Security Supervisors who should be Ex Service personnel, One per Shift (A/B/C) or( designated as Site - In - Charge) shall be engaged by the Security firm at a consolidated salary of Rupees Fifteen Thousand per month for Supervisors of A, B & C Shift. Administrative Charges shall remain at 12 (twelve) percent for Supervisors / Site - In - Charge, as well.

16. For any special /seasonal requirement of Security Staff (for requirements of intermittent nature), the College shall inform the Contractor in advance to arrange for additional strength but the charges for such extra engagement must be negotiated. The usual routine wages shall not apply for such extra deployment.

This agreement is signed by mutual consent and shall remain valid from 1<sup>st</sup> August, 2024 for one calendar year (Ending 31<sup>st</sup> July, 2025).

  
(Tarun Bhattacharya)  
General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur



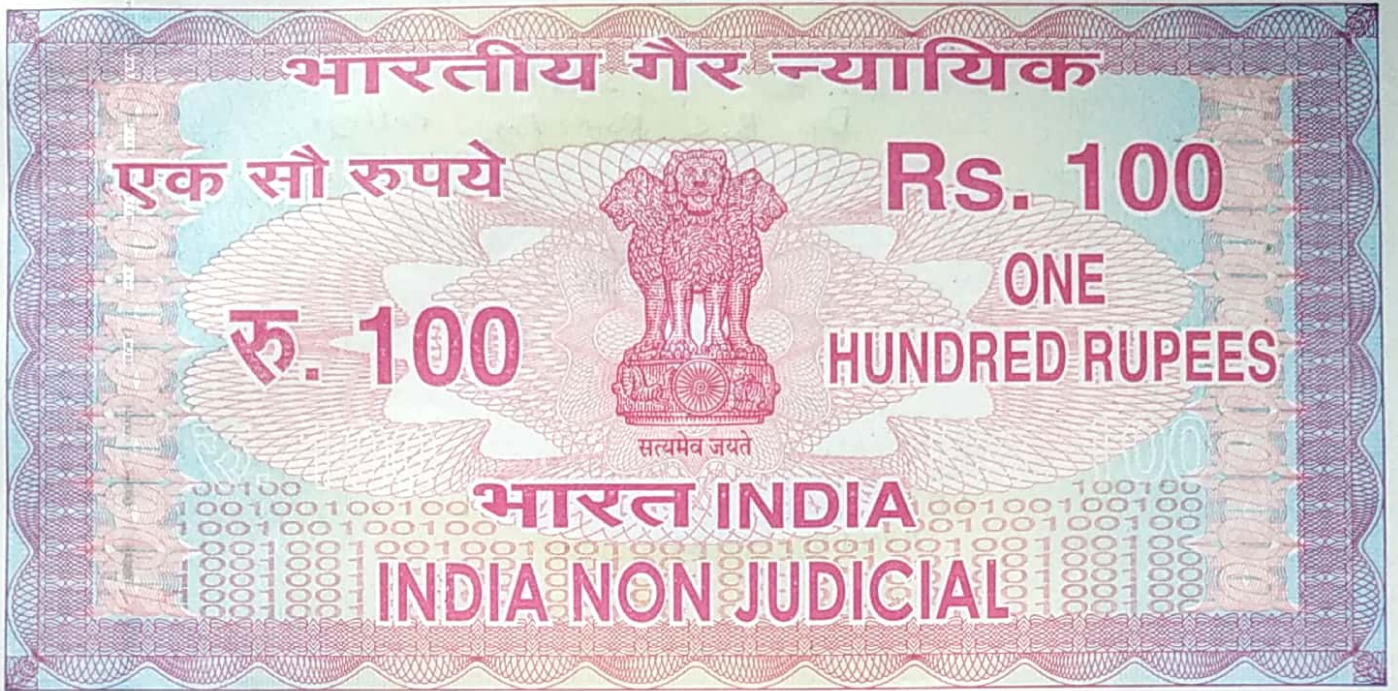
  
(Partner)  
01/08/2024

Dr. B. C. Roy Engineering College, Durgapur. M/s SECRET EYE SECURITY SERVICES,  
Durgapur

Dated, 1<sup>st</sup> August, 2024

Witness 1:

Witness 2:



पश्चिमवङ्ग पश्चिम बंगाल WEST BENGAL

AS 577047

**CONTRACT AGREEMENT BETWEEN DR.B.C.ROY ENGINEERING COLLEGE, DURGAPUR [SOCIETY] AND M/S ZED FACILITY SERVICES, DURGAPUR (HEREINAFTER REFERRED TO AS CONTRACTOR) EFFECTIVE 01 AUGUST, 2024.**

The First Party to this Agreement - Sri Tarun Bhattacharya, General Secretary, Dr. B. C. Roy Engineering College, Durgapur - a Society registered under The Societies' Registration Act XXVI of 1961 and bearing Registration Number S/93521 of 1998-99 and having its Registered Office at "Management House", Dr. B. C. Roy Engineering College, Jemua Road, Fuljhore, Durgapur - 713 206, and hereinafter referred to as THE COLLEGE which includes 1) Dr. B. C. Roy Engineering College, 2) Dr. B. C. Roy Engineering College Academy of Professional Courses, Jemua Road, Fuljhore, Durgapur - 713 206 3) Dr. B. C. Roy College of Pharmacy and Allied Health Sciences and 4) Dr. B. C. Roy Polytechnic, Dr. Meghnad Saha Sarani, BidhanNagar, Durgapur - 713 206..... on the First Part"

The Second Party to this Agreement - " **M/S ZED FACILITY SERVICES** ", owned by a Partnership Firm registered under the Indian Partnership Act, 1932 (Act IX of 1932), bearing registration No. 166874 and having its registered office at G.T.Road, Faridpur, P.O. Durgapur , PIN 713 213, in the District of Paschim Burdwan , in the State of West Bengal, and represented by its Partners - Sri Lakshminarayan Mondal and Sri Tarun Kumar Pathak (hereinafter referred to as THE LABOUR CONTRACTOR ) on the second part.....".

"Whereas, the First party is desirous of outsourcing Conservancy Services - Cleaning, Sweeping, Gardening and Horticulture for the four Colleges here-to-before named including Precincts, Perimeters and premises , and all installations , buildings , laboratories and Student Hall of Residences in the College located within the Colleges named ....."

Dr. B. C. Roy Engineering College  
Durgapur  
General Secretary  
1/8/2024  
M. Bhattacharya



01/08/2024  
Sri Tarun Kumar Pathak

" .....And whereas, the Second Party is engaged in the business of providing Conservancy Services within the jurisdiction of Durgapur Municipal Corporation and has adequate strength of trained manpower to provide these services."

This Agreement has been executed between both Parties by mutual consent effective **First day of August (01.08.2024)**, and shall be governed by the following Clauses, Terms and Conditions:

1. That the Contractor shall provide requisite manpower that the College shall determine and suitably advise the Contractor. This shall not include requirements of intermittent or seasonal nature, which shall be intimated and compensation payable to retained labour determined by mutual consent in lumpsum, as intermittent nature of job or seasonality of job(s) do not come under the Contract Labour (Regulation and Abolition) Act, 1970.
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  - (d) Photo identity card — the photo identity card shall convey a full-face image in colour, full name of the Conservancy staff retained by the Contractor, name of the Agency and the identification number of the individual to whom the photo identity card is issued. The P-I-C shall mention the date until which the PIC is valid, and it shall be conspicuously/prominently displayed by the conservancy staff while on duty.
  - (e) That the Contractor shall engage all such persons who do not have any criminal records, and who shall not resort to acts subversive of discipline within the premises of the College within official duty hours allotted to them by the Contractor.
  - (f) The Contractor shall remove such contract labour who in the opinion of the College, may cause disruptions to the maintenance activities of the College within the premises of the College, or such contract labour who have failed to provide adequate conservancy services or have resorted to undisciplined behavior within the

*Tarun Bhattacharya*  
11/8/2024

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11/8/2024

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General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur



*[Signature]*  
01/08/2024

*taken report must be provided to the College Authorities if such undisciplined acts occur within the College premises.*

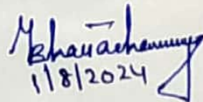
(m) *The Contractor must ensure that Conservancy and House - Cleaning activities remain uninterrupted during the duration of the day and/or Contract period. It has been experienced that on certain days, the conservancy staff abstain from duty en-bloc for extraneous considerations. The Contractor shall be obliged to replace such conservancy staff who absent themselves on any day so that the College jobs are not hampered. Mere deduction in daily wages is not an appreciable solution, and disciplinary action must be taken as per your Organization' rules. It is to be noted that their performance on duty is to be monitored by the Supervisors and they should, in turn, apprise the Deputy Campus Administrator/Campus Administrator of Dr. B. C. Roy Engineering College of any departure from the laid down norms.*

(n) *The Contractor shall diligently pay wages and benefits that The College hereto agrees to reimburse to all labour engaged by him on College duty, and also agree to allow officials of the College to periodically inspect records of payments made. Copies of all remittances made to Provident Fund Authorities and Employees' State Insurance Authorities/ Salary (or Wages) Disbursement Sheet in the previous month of payment should be submitted to the College Authorities before the College releases payment for the next wage period. Insurance coverage taken, if any, for personnel under the Contractor's control shall be the responsibility of the Contractor, and the College accepts no responsibility in this regard. The Contractor shall be obliged to furnish on a quarterly basis, the list of employees engaged in BCREC Group of Institutions, certifying that statutory (PF/ESI/Profession Tax) payments have been duly deposited with such Authorities within the stipulated time.*

(o) *The Contractor, and all personnel under his employ, shall not permit any unauthorized removal of materials /equipment and removable properties of The College without a valid Gate-pass issued by officials of the College. If any Conservancy staff of the Contractor is found to be negligent in this regard, the purchase cost of materials/equipment so removed or caused to be removed, regardless of the date of the material/equipment, shall be levied from the Contractor's dues.*

(p) *The Contractor shall be solely responsible for the selection, employment and training of employees under his employ, and the College will not be responsible in this regard.*

(q) *Each labour engaged shall be provided one - day paid "Off" after six days of work, as per Statute. Any other type of leave that may be granted to the labour employed by the Contractor, or treating the labour as 'absent' shall be as per the Contracting*

  
11/8/2024  
Tarun Bhattacharya  
General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur



  
01/08/2024

**Firm's policy and the College assumes no responsibility in this regard.**

(r) Labour engaged by the Firm shall be entitled to **Four (04) National Holidays with pay on 26<sup>th</sup> January, 1<sup>st</sup> May, 15<sup>th</sup> August & 2<sup>nd</sup> October**). The College authorities shall absorb the payments made to Labourer (s) for the National Holidays extended.

(s) Theft of College properties and installations during the duty - hours of any Conservancy staff, if proved, shall be made good by the Contractor. The Contractor must consider taking suitable action against the labour so engaged as per Contractor's policy, and the College Authorities shall not interfere in the administrative action taken by the Contractor against the labour for dereliction of duty.

(t) The College reserves the right to draw up or revise the "**Model Code of Conduct**" for Conservancy Staff to suit the College functioning/requirement. The model code of conduct as is existing is reproduced hereunder:

**Code of Conduct:**

1. The personnel recruited by the Contractor for providing Conservancy Services at the four Colleges should act responsibly.
2. They must not resort to any activities that are subversive of discipline within the premises of the Colleges.
3. They shall adhere to the Shift and Duty timings as specified in the Contract Agreement dated 1.8.2024.
4. The Normal Duty Hours for Conservancy Staff as specified in the relevant Government Order No. 765/Stat/RW/68/564/LCS/JLC dated 11<sup>th</sup> November, 2011 is eight (8) hours, and since the Agreement provides for duty -cycles of eight hours, the Conservancy Staff must perform the 8-Hour duty cycle. **The duty hours shall be from 08.00 IST to 16.00 IST with one hour break between 13.00 IST to 14.00 IST.** Physical presence of Conservancy staff at work -place during duty hours must be ensured by the Contractor through the Supervisor engaged by the Firm.
5. Partial absence or absence from the place of duty without authorization or reporting late for duty shall not be permitted, and will invite commensurate deduction of wages.
6. They should report for duty in complete Uniform during summers/ winters and in Monsoon, and the responsibility for supplying Uniforms / equipment shall rest with the Contractor.
7. That the personnel in the employ of the Contractor must be free from any contagious diseases.
8. They **must not report for duty in drunken condition.**
9. They **must not consume liquor/drugs during their duty tenure/timings.**

*Tarun Bhattacharya*  
18/08/2024

Tarun Bhattacharya  
General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur



*[Signature]*  
21/08/2024

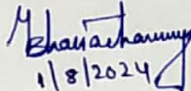
10. The personnel engaged on duty shall comply with the requirements of the Colleges as mentioned in the Contract Agreement, especially with regard to preventing unauthorized removal of College Assets and equipment.
11. The College premises must be tidily maintained and regularly cleaned. The Contractor's personnel shall not litter the Campus/College precincts.
12. For Unauthorized absence from duty/ Partial absence from duty, the Contractor must take suitable administrative action against erring staff under his employ.
13. The Contractor must provide suitable replacement against absentees to make the full complement of Conservancy personnel.

**UNIFORM ENTITLEMENT OF CONSERVANCY STAFF:**

- (i) Uniform Shirts - 2 sets per year
- (ii) Uniform Trousers - 2 sets per year
- (iii) Shoes - one pair per year
- (iv) Monsoon Equipment - One set every two years (of durable quality)
- (v) Winter Pull Over / Sweaters - One set every three years (of durable quality)

**FINANCIAL CONSIDERATIONS:**

1. Each Labour engaged by the Contractor must be paid monthly emoluments specified by the Labour Commissioner, Government of West Bengal and notified from time to time by the Government regarding the Minimum Wages paid to unskilled labour. Government notifications are usually issued every six months.
2. They shall be also covered under the ESIC as per Government regulations. The College will reimburse "Employers Contribution" portion of the payments made to ESIC.
3. Provident Fund entitlement of each labour must be honoured. The College shall reimburse "Employers Contribution" only.
4. The Annual Bonus @ 8.33 % due to employees shall be paid by The Labour Contractor, and shall be reimbursed by The College Authorities. Payments made towards ESI/EPF shall not be counted towards Bonus payments. **Regular attendance will be the qualifying norms for Bonus payments. Bonus disbursement sheet shall be provided as a proof for subsequent reimbursement claim.**
5. GST payable to the Government shall be reimbursed by the College.

  
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General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur



01/08/2024

6. **The Contractor shall be entitled to reimbursement of Administrative Costs in the engagement of Conservancy staff at the rate of twelve percent (12%) of gross monthly wages.**

7. It is to be expressly understood that the Administrative Charges are admitted to meet expenses on Uniform and other administrative requirements. No additional or extra reimbursement shall accrue to the Contractor for providing Uniforms to the Conservancy Staff under the employ of M/s. ZED FACILITY SERVICES.

8. For the deployment of Hostel Conservancy Staff, please bill on a 60 : 40 ratio to Dr. B. C. Roy Engineering College(60%) and Dr. B. C. Roy Academy of Professional Courses (40%) to enable us determine and apportion costs relating to Hostel expenses in our Book of Accounts. The same procedure shall apply for Conservancy Staff engaged at BCRCP and BCRP.

9. It is also to be expressly understood that the Labour deployed by the Contractor for Conservancy services are to mark their daily attendance and/or provide bio-metric attendance as directed, and they shall be under the control of the Campus Administrator during the duration of their working shift/ working day.

10. The shift timings/ duty timings are to be strictly adhered to, and absence from work spot shall be treated suitably. Penalties/deductions from Contractor's dues may be resorted to.

11. Collective Work desertion after providing attendance for whatsoever reasons shall be construed as "Illegal Strike" and the College Authorities may take suitable deterrent action like loss of wages for the entire working day.

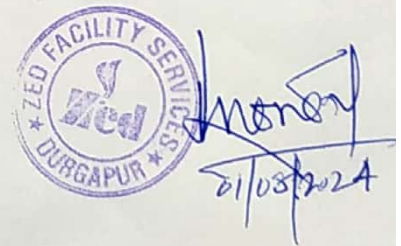
12. In case any Conservancy Staff has proceeded on Leave with prior intimation/sanction his /her replacement shall be provided by the Contractor.

13. All Conservancy Staff, other than those detailed at the Seven Hostels in four Colleges, may be provided Weekly- off day on Sunday. Those detailed at Hostels may be provided weekly - off on "rotation" basis so that the services at Hostels are available on all seven days of the week.

14. The Conservancy staff requirement effective August, 2024 shall be as follows:

*M. Bhattacharya*  
11/8/2024

Tarun Bhattacharya  
General Secretary  
Dr. B. C. Roy Engineering College  
Durgapur

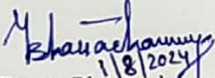


**Manpower requirement per day for Housekeeping Staff:**

Satyen Bose Hall of Residence	03
Chittaranjan Boys' Hostel	03
Nivedita Girls' Hostel	02
Mother Teresa Girls' Hostel	02
Asutosh Building	01
Academy of Professional Courses Bldg	01
AJC Bhawan	01
Main College Building	04
Management House	01
Idea Lab	01
Rabindra Bhawan	01
Mechanical Engineering Bldg.	01
Vidyasagar Bldg.	01
Civil Engineering Bldg.	01
Garden	02
Area Maintenance	01
Ground Maintenance	02
Pharmacy College at Bidhan Nagar	14 Break up
(a) Girls' Hostel	2 + 1 (lady)
(b) Boys Hostel	03
(c) UG Building	02
(d) M.Pharm Building	01
(e) Animal Farm	01
(f) Gardener	02 (Common for BCRCP & BCRP)
Polytechnic College at Bidhan Nagar	4+1 (the additional strength should be available for Conservancy of 4 <sup>th</sup> Floor where M. Pharm Courses are held also)

15. For any special requirement of Conservancy Staff the College shall inform the Contractor in advance.

This agreement is signed by mutual consent and shall remain valid from 1<sup>st</sup> August, 2024 for one calendar year (Ending 31<sup>st</sup> July, 2025).

  
(Tarun Bhattacharya)

General Secretary  
Dr. B. C. Roy Engineering College, Durgapur.

  
(Partner)  
M/s ZED FACILITY SERVICES,  
Durgapur



Dated, 1<sup>st</sup> August, 2024.

Witness 1

Witness 2.