

**GOVERNMENT POLYTECHNIC
RAGADI, JAJPUR**



**ସରକାରୀ ଚତୁର୍ଥମ ଶ୍ରେଣୀ
ଶିକ୍ଷାନୁଷ୍ଠାନ ରାଗଡ଼ି, ଯାଜପୁର**

At-RAGADI, Via-JAJPUR ROAD, DIST-JAJPUR Pin-755019
Tel/Mob: 9437155107, e-mail: principalgpjajpur@rediffmail.com, www.gpjajpur.org

Letter No. 644 /Dt. 20/03/20

To

M/s Jagannath Placement & Security Services Private Limited
Plot No. 425/6185 Chakeisihani, Rasulgarh Bhubaneswar- 751010

Sub: *Partial modification on Execution of Award of Contract to provide the services of manpower under Outsourcing basic at this institution for one year.*

Ref:- *This office Tender no. 1508/dt 28.09.18 / G.P.Jajpur (Ragadi) & Letter No. 1458/Dt. 6.11.19 & your letter no 6839/Dt. 30.11.19*

Sir,

In inviting a reference to the subject cited above, it is being informed that the followings Outsourcing persons are being required for a period of one year wef 01.12.19 to 30.11.20 on basis of new tender call notice no: 1508/dt 28.09.18 / G.P.Jajpur (Ragadi) & agreement as given below based on nature of Job.

| SI No | Nature of Job | No of Person engaged |
|-------|----------------------------|----------------------|
| 1 | Typing & official work | 02 |
| 2 | Catrtaker work | 01 |
| 3 | Sweeper work | 02 |
| 4 | Attendant work | 02 |
| 5 | Attendant work | 04 |
| 6 | Watch & ward work | 05 |
| 7. | Drivering & maintance work | 01 |
| TOTAL | | 17 |

The terms and conditions of engagement is as below:

01. *The monthly remuneration as per agreement will be released on receipt of bills. The payment to the engaged personnel should be made every month after receiving of Grant from the Government & on the satisfaction performance rendered by the deployed persons.*
02. *No accommodation will be provided to the above personnel by the Institution.*
03. *The **Jagannath Placement & Security services Private Limited(JP&SSPL)** will take the total statutory liabilities of above persons such as P.F., G.S.I., Bonus etc. & maintain the provisions of statutory Acts & Rules thereof.*
04. *The duty hour of each Security Guard (Other personnel) would be **8 hour (Eight) per day** & 24 hours security service for 7 days in a week should be provided by **the Jagannath Placement & Security services Private Limited** as per our routine arrangement.*
05. *The duty hours of other personnel would be 8 hour (Eight) per day. If required, the personnel will be engaged beyond office hours as and when required.*
06. *No payment on Sunday otherwise engaged on essential basis except Security Guards.*
07. *The personnel should not be a member of any Union/organization. They should be most honest, well disciplined, loyal & presentable in duty hours and in all respects during the period of duty.*
08. *The personnel should maintain proper discipline inside the campus.*
09. *They should obey all the rules & regulations of Institution & obey the orders of authorities / office.*

10. The **JP&SSPL** shall nominate a coordinator/supervisor who shall be responsible for immediate interaction with the concerned Officers of Govt. Polytechnic, JAJPUR (RAGADI), Odisha- 755019 so that optimal services of the persons deployed could be availed without any disruption.
11. The Govt. Polytechnic, JAJPUR (RAGADI), Odisha- 755019 shall not be responsible for any financial loss or any injury to any person deployed by the manpower service provider In the course of their performing the functions/duties, or after expiry of the agreement.
12. The person deployed by the manpower service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the current or after expiry of the agreement.
13. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the manpower, Service Provider shall not be entitled to and shall have no claim for any absorption in regular or In other capacity.
14. The **JP&SSPL** Service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the **JP&SSPL** Service Provider.
15. The **JP&SSPL** service Provider shall be responsible for contribution towards Provident Fund and Employees State Insurance, wherever applicable.
16. The persons deployed by the Manpower Service Provider should have clean track records and no criminal case should be pending against them.
17. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and change the image of the Department or office concerned. The **JP&SSPL** Service Provider shall be responsible for any act of indiscipline, misbehaviour, misconduct by the persons deployed.
18. The renewal will be made after satisfactory performance of the person engaged.

You're faithfully,


Principal

Govt. Polytechnic, Jajpur

Memo No: 645 /Dt. 20/03/20

Copy to the Account section of Government Polytechnic, Jajpur, Ragadi for information & necessary action.

Principal

Govt. Polytechnic, Jajpur