



GOVERNMENT OF WEST BENGAL
OFFICE OF DISTRICT INFORMATION & CULTURAL OFFICER
MURSHIDABAD

Memo No :- 12- INF/MSD

Date: 07 /01 /2022

In compliance with order no 157-ICA(R)/310112(12)/1/2020/DI Wing Dated 21st December, 2021 of Department of I&CA, Govt of West Bengal the undersigned invites sealed tenders from eligible resourceful private security agencies having adequate experience of providing security personnel in any reputed organization within the State of West Bengal, for providing security to the following office through **One unarmed Security guard** on contractual basis, for the period of one year, as per the following terms and conditions :-

| Name of the Office | Working hours | Security charges | Service charges (% of Security charges) | Remarks |
|---------------------|---|---|---|---|
| S.D.I&C.O Domkal | As per requirement of the office on daily basis | Not to be quoted. Rate for such engagement as prescribed by Labour Department per day will be applicable (Unskilled & Zone A) | Only % to be quoted. Should not be more than 5% of the security charges | Work order will be issued and payment will be made from the end of D.I&C.O, Murshidabad |
| S.D.I&C.O, Jangipur | As per requirement of the office on daily basis | Not to be quoted. Rate for such engagement as prescribed by Labour Department per day will be applicable (Unskilled & Zone A) | Only % to be quoted. Should not be more than 5% of the security charges | Work order will be issued and payment will be made from the end of S.D.I&C.O, Jangipur |

*Rate without GST to be quoted . G.S.T, if applicable, will be paid extra .

A. Documents to be submitted along with tender:

Valid Trade License , Proof of Office Address in West Bengal , GST Registration Certificate , PASARA Certificate/ license, PAN Card details, IT Certificate

B. Terms and conditions:

1. The selected agency shall provide the deployed security guard(s) accessories and proper uniform needed to perform the assigned duty properly.
2. The agency shall indemnify the Government, for any damage or loss of property during the duty period of the Security guard.
3. Any other terms and conditions considered necessary shall be included in the work order issued or thereafter to the successful bidder.
4. The agency has to provide minimum wages to the security guard provided for the said purpose as fixed by Govt. of West Bengal.
5. The engagement will be as per requirement of the concerned office from time to time.
6. Taxes, if applicable, will be deducted at source as per Govt. rules.
7. Engagement of the agency will be valid for one (01) year from the Date of engagement.
8. The selected agency can be terminated by the Tender accepting Authority on the ground of violation of any clause/ directions of the Tender on one month prior notice.

9. The office shall not bear any responsibility to compensate or be liable in any case whatsoever for any injury or death of the personnel on duty.
 10. The Bidder should read all clauses/ points of the entire tender document very carefully and sign an agreement with the Tender Accepting Authority declaring his/ her consent to abide by all terms and conditions of this tender .
 11. Tender papers sent through post shall not be accepted.
 12. The Bidder shall be responsible for the deployment, transportation, accommodation and other requirements of all its employees required for the execution of the work and for all costs/charges in connection thereof.
 13. The Bidder shall provide and deploy only those manpower resources who are competent to execute or manage the assigned work in a proper and timely manner.
 14. The work order issuing authority may terminate the engagement in whole or in a part by giving the bidder prior and written notice indicating its intention to terminate the engagement.
 15. The undersigned reserves the right to accept or reject any or all quotation (s) without assigning any reason whatsoever.
- C. **Last date of submission:-Sealed Tenders should be submitted to the office of the undersigned on all working days up to 12.00 Noon on 18/01/22.**
- D. **Opening of Tenders:-**The tender box will be opened at 2 PM on the last date of submission of tender as mentioned above, in presence of willing tenderers, if any.

This tender is issued with approval of District Tender Committee (I&CA), Murshidabad .

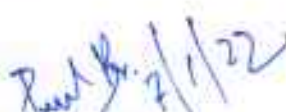

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Murshidabad

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Copy forwarded for kind information to :

- 1) A.D.M (Dev), Murshidabad
- 2) N.D.C, Murshidabad
- 3) DIO NIC, Murshidabad, with request to upload the notice in district website
- 4) Treasury Officer , Berhampore Treasury II
- 5) Post Master, Berhampore Post office
- 6) S.D.I&C.O, Jangipur
- 7) S.D.I&C.O, Domkal
- 8) Rabindra Sadan
- 9) Office copy
- 10) C.A to District Magistrate, Murshidabad


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