



Government of West Bengal
Department of Information & Cultural Affairs
Office of the District Information & Cultural Officer
Murshidabad

Memo No : 63 Inf/Msd.

Dated : 20/01/2020

TENDER NOTICE

In compliance with Department Memo. 171(69)/ICA, dt. 18/09/2018 Tenders are hereby invited from agency having sufficient experience, credentials for execution of works of similar nature for the work : Temporary guarding arrangement by private security guard in the office of the District Information & Cultural Officer, Murshidabad, & All office of the Sub-divisional Information & Cultural Officer including Berhampore Rabindra Sadan due to vacancy / Absence / Leave of Permanent Night Guard as necessary .

The tenders are requested to quote their rate per head per day considering the following matters :

1) Maximum wages +EPF+ESI as per existing govt. rules and service charge. The responsibility for ESI,EPF and bonus for the security personnel to be provided by the security agency will be shouldered by the agency supplying /engaging personnel. The undersigned will check the documents that above norms are being followed .

Guarding Place	Time of Guarding (Working days)	Time of Guarding (Govt. Holy Days)
Office of the District Information & Cultural Office, Murshidabad and Sub-divisional Information & Cultural Office, Kandi/ Lalbagh/ Jangipur / Domkal / Berhampore, including Berhampore Rabindra Sadan	5 P.M. to 11 A.M.	24 Hours

The tender will be received by the office of the undersigned on or before 03-02-2020 within 2 P.M and the same will be opened at 3P.M on the same day .

The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Essential Documents Of Certificates:-

1. Professional Tax clearance and PAN card details .
2. G.S.T Registration certificate .
3. Individual deposit challan (up to date) of employees provident fund & state insurance corporation.
4. Valid trade license of running business .
5. Work credential certificate in favour of agency .

Terms and conditions regarding security guarding arrangements:-

P.T.O

The terms and condition will remain valid up to one year from the date of engagement of the guard as per work order of concerned authority . Agreement will be terminable on one month prior notice on other side.

1)Uniform and other articles relating to the uniform will be supplied by the agency. No allowance for uniform or damage will be paid to anybody by the concerned authority.

2)Torch light only shall be supplied by the office of the undersigned as per requirement in consultation with the said security guard .

3)Rain coat /umbrella/great coat will be supplied to the guard by the agency .

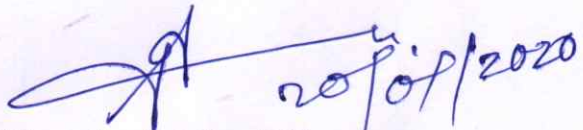
4.)The office shall not be responsible to compensate or otherwise liable in the manner whatsoever for any injury and for death of guard while on duty.

5.)In case of fire breaks out in the premises preliminary action for its extinguishment by local arrangement or by informing Fire Brigade / Police station will be made by the guard on duty and report immediately to the office .

6) In case of theft or any attempt to theft of materials the responsibility of the security to lodge FIR to the local police station after spot verification and also report to concerned authority.

7)If the service of the guard is not required by the office within the validity period then one month notice will be given before withdrawal of guard to the agency.

8)Any modification is required on the terms and condition may please be done in consultation with both the parties.

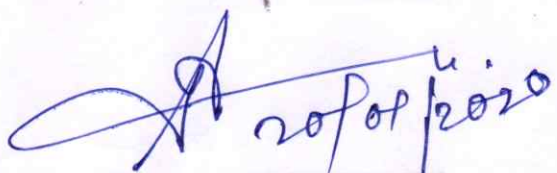

District Information & Cultural Officer
Murshidabad

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Copy forwarded to :

1. The Director of Information, Deptt. Of I & C A, Nabanna, Howrah
- 2-6. The Sub-divisional Officer, Berhampore Sadar, Berhampore/ Kandi/ Domkal/ Jangipur/ Lalbagh
7. The D.I.O, NIC for kind upload the same District website.
- 8-12 S.D.I. & C.O., Berhampore Sadar, Berhampore/ Kandi/ Domkal/ Jangipur/ Lalbagh
13. C.A. to District Magistrate, Murshidabad
- 14 C.A. to Addl. District Magistrate (Dev.), Murshidabad
15. To Jadab Mondal to take necessary action for Publish the same in at least Two local news paper
16. Office Notice Board
17. Rabindra Sadan Office Notice Board
18. Office Copy


District Information & Cultural Officer
Murshidabad