

পশ্চিমবঙ্গ সরকার
তথ্য ও সংস্কৃতি বিভাগ
জেলা তথ্য ও সংস্কৃতি দপ্তর, উত্তর ২৪ পরগণা
ঋষি বঙ্কিম সরণী (কাছারি ময়দানের বিপরীতে)
বারাসাত, কোলকাতা - ৭০০১২৪
টেলিফোন : (০৩৩) ২৫৫২-৩৩৫৪



Government of West Bengal
Department of Information & Cultural Affairs
District Information & Cultural Office, North 24 Parganas
Rishi Bankim Sarani, (Opposite Kacchhari Maidan)
Barasat, North 24 Parganas, Pin-700124
Phone-033-2552-3354,
E-mail : dico12n24pgs@gmail.com

Memo No.2309/DICO/N24 Pgs

Date-28.12.2020

TENDER NOTICE

Tenders are hereby invited from reputed & bonafied Security Agencies 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, North 24 Parganas for a period of 1 year from the month of actual engagement.

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

- 1) **Minimum 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 (on Working Days)	Time of Guarding (on Govt. Holidays)
Office of District Information & Cultural Officer, North 24 Parganas.	5P.M To 11 A.M	24 Hours

Sealed tenders should be dropped in the box, kept in the office of District Information & Cultural Officer, North 24 Parganas, for this purpose on any working day between 11.30 AM to 4.30 PM. The last date of submission of the tenders is 05.01.2021 by 1 PM & the same will be opened at 3 p.m. on the same day at the office of the District Information & Cultural Officer, North 24 Parganas.


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

Essentials Documents / Certificates to be submitted:-

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 & Employees 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:-

- (1) The terms and condition will remain valid up to one year from the month of engagement of the guard as per work order of concerned authority. Agreement will be terminable on one month prior notice on either side.
- (2) 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.**
- (3) **Torch light only shall be supplied by the office** of the undersigned as per requirement in consultation with the said security guard.
- (4) **Rain Coat/Umbrella/Great Coat will be supplied to the guard by the Agency.**
- (5) **The office shall not be responsible to compensate or otherwise liable in the manner whatsoever for any injury and /or death of guard while on duty.**
- (6) In case of fire breaks out in the premises preliminary action for its extinguishment by local Arrangement or by informing Fire Bridge/Police Station will be made by the guard on duty and reporting shall be made immediately to the head of the office.
- (7) In case of theft or any attempt to theft of materials it will be the responsibility of the security to lodge FIR to the Local Police Station after spot verification and also report to concerned Authority.
- (8) 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.


28.12.20
District Information & Cultural Officer,
North 24 Parganas

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Copy forwarded for information & wide publicity to the:-

1. Sub Divisional Officer, Barasat (Sadar).
2. DIO, NIC, North 24 Parganas, with a request to upload the Tender Notice in the District Website.
- 3-6. SDICO (All)
7. Executive Officer, Barasat Municipality.
8. Post Master, Barasat Head Post Office.
9. PA to the Additional District Magistrate (Development), North 24 Parganas, with a request to place before authority.
10. Office Notice Board.

ADutta
28.12.20
District Information & Cultural Officer,
North 24 Parganas