



Government of West Bengal

OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR

(Panchayat & Rural Development Section)

SagarDighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal

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NIT No-1/2018-19

Memo no-PRD/ 1307 /DPTRC/2-5(B)

Date- 09-10-2018

Sealed Tenders are invited from registered bonafied security agencies having experience of similar work at govt/semi govt organization for rendering various support services at DPTRC, Coochbehar as per following, terms and conditions.

- 1) The security service rendered at the DPTRC, COB should be as follows:
 - a) 10 P.M. to 6 A.M.- 2 Security guards
 - b) 6 A.M. To 2 P.M.- 1 Security guard
 - c) 2 P.M. to 10 P.M.- 1 Security guard

The rates quoted should be for ex-army man (if any) else trained per head per day.

- 2) The security agency should be responsible for guarding all the premises in the DPTRC i.e. training hall, kitchen, residential area, office room, store, generator room etc. round the clock.
- 3) The guard deployed as service will be responsible for operating the generator and water pump as and when required.
- 4) The guard deployed at service will be responsible for visitors book and allotment of room to the trainees at arrival and collecting the same on departure.
- 5) The guard at service can not leave DPTRC premises until arrival of the second. If any guard is absent at duty the agency will be responsible for providing the replacement immediately.
- 6) Monthly contract is limited to one year and may be renewed on satisfactory service. The contract will be temporary in nature and may be terminated on one-month notice.
- 7) The tender should be accompanied with self attested photo copies of PAN CARD, up to date IT return, GST resignation certificate, trade license of similar nature of trade.
- 8) The tender should be accompanied with requisite earnest money for Rs. 5000(Rupees Five Thousand Only) in bank draft on any nationalised bank endorsed in favour of STARPARD A/C DTC, Coochbehar.
- 9) Tender must be submitted in Tender box which will be kept at office of the District Panchayat & Rural Development Office, Coochbehar, Old Bulding, (1st Floor) , Collectorate Office, Coochbehar during office hours on working days.
- 10) Credential, if any shall have to be submitted with the tender document. Rate should be quoted in both word and figure on agency letterhead on per month basis inclusive of all services and taxes. Rate must be below 5 lakh/annum.
- 11) The authority reserves the right to cancel agreement made in this regard if services rendered by agency is found to be unsatisfactory or due to any other reason.

Last date of submission of tender is 31.10.2018 upto 2 p.m. Tender will be opened at 3.00 P.M. on the same date. Tenderers may remain present at the time of opening of tender.

(Handwritten Signature)
31/10/18

District Panchayat & Rural Development Officer
Coochbehar