

NIT No. DRDC/COB/2018/ 27 / 1-50

Date: 19.11.2018

**NOTICE INVITING TENDER**

Sealed quotation are invited from reputed security agencies having experience of at least 5 years in this service for providing security guards (Unarmed) for 8 hrs. shift duty on contract basis in order to provide security for the SHG Residential Training Centre behind the office of the Project Director, D.R.D Cell, Cooch Behar Zilla Parishad.

**Terms & Conditions:**

- (i) The security personnel deployed has to be with sound health and no criminal complications & clearance of CA has to be obtained from local Police station..
- (ii) Rate to be quoted for 24 hrs. services for 365 days.
- (iii) The agencies should have the registration under Labour laws. All legal compliance will be responsibility of the agency.
- (iv) The agency shall provide security services by deploying adequately trained and well disciplined security personnel, who shall safeguard the Training Centre building, movable and immovable assets, equipments and other items at the above address from any thefts, pilferage or damage and also ensure safety of the trainee, employees, visitors, guests or any other persons working in its premises.
- (v) The agency shall supervise the cleaning of the premises and water pump operation.
- (vi) The security personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipments installed at the training center.
- (vii) It shall be binding on the agency that it does not directly or through its security personnel divulge any secret or sensitive information of the Office of the undersigned which comes to their knowledge in the discharge of their duties.
- (viii) The undersigned will make payment to the agency per month as per agreement contract.
- (ix) In case of any loss or damage caused to the property of office of the undersigned where involvement of security personnel is proved, compensation so finalized is to be paid by the agency.
- (x) In case of any lapses in the services provided by the agency or any complaint, the contract is liable to be cancelled on 1 (one) day notice.
- (xi) The period of contract shall be two years with effect from the date of signing of agreement.

(xii) Sealed Tender should be submitted on any working day within 03.12.2018 upto 2.00 p.m. through Registered / Speed Post or By Hand in the drop box which will be kept at the office chamber of the undersigned. Tender brought by Post / Courier after the closing date and time will not be entertained. Tender through FAX / E-mail will not be entertained.

(xiii) The envelope containing the tender should be sealed. If the envelope containing the quotation is not sealed properly, the undersigned will assume no responsibility for its misplacement or premature opening.

(xiv) The tender will be opened on 03.12.2018 at 3.00 p.m. at the office chamber of the undersigned. The interested agencies may remain present during opening of the tender if they desire so, at their own expenditure.

(xv) If the above stated date opening date or closing date happens to be Govt. holiday(s) / Bandh, the submission / opening of the tenders will be on the next working day as per time scheduled.

(xvi) The undersigned reserves the right to accept or cancel any rate without assigning any reason thereof.

  
Addl. District Mission Director, DMMU  
& Project Director, D.R.D Cell  
Cooch Behar Zilla Parishad

Memo No. DRDC/COB/2018/ 898(6)/I-82

Date: 19.11.2018

Copy of Detailed Tender Notice forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the :-

1. The Hon'ble District Magistrate, Cooch Behar
2. The Respected Addl. Executive Officer, Cooch Behar Zilla Parishad
3. The Sub-Divisional Officer, Sadar, Cooch Behar
4. The Respected Chairperson, Cooch Behar Municipality
5.  The District Informatics Officer, NIC, Cooch Behar with a request to upload the notice in the district web portal.
6. Notice Board.

  
Addl. District Mission Director, DMMU  
& Project Director, D.R.D Cell  
Cooch Behar Zilla Parishad