

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
Phone : (03582) 2227110 # Fax : (03582) 2227110 # e-mail : dprdo-cbr@nic.in, dprdo110mpr@gmail.com

Tender Notice

Memo No: PRD/670

Date: 08/09/2016

Sealed Tenders are invited from registered bonafied security agencies for rendering various support service at DPTRC, Cooch Behar as per following, terms and conditions:

I. 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 Halls, Library. Kitchen. Residential area, Office Room, store, Generator Room etc round the clock.
3. The guard deployed at service will be responsible for opening the generator & water pump as and when required
4. The guard deployed at service will be responsible for visitors book and allotment of rooms to the trainees at arrival and Collecting the same on departure.
5. The guard at service cannot 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 current Service tax, Trade License, P. Tax Clearance, Bank Solvency Certificate.
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, Cooch Behar.
9. Tender form must be submitted in 'Tender Form which is available at Panchayat Rural development section. Old building (1st Floor), Collectorate Office., Cooch Behar, during office hours on working days by **5:30 P.M.** .
10. Preference may be given to the experienced Tenderer in the related work and any document (Xerox Copy) in this regard Should be enclosed with the tender form.
11. The Authority reserves the right to cancel all agreement of service rendered by the agency is found to be unsatisfactory or due to any other reason.

Tender may be submitted by 08/09/2016 to 23/09/2016 by 2.15 P.M. in the box which will be placed in the office chamber of Panchayat & Rural Development Officer, old building (1st Floor), Collectorate Office. Cooch Behar and will be opened on 23/09/2016 at 2.30 P.M. Tenderer may remain present at that time.

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

District Panchayat & Rural Development Officer
Cooch Behar

Memo No: PRD/670(5)

Date: 08/09/2016

Copy forwarded for information with request for wide circulation to

1. CA to District Magistrate, Cooch Behar with a request to place before District magistrate, Coochbehar.
2. Additional Executive Officer, Cooch Behar Zilla Parishad
3. District Informatics Officer, NIC, Cooch Behar with a request to upload the notice in the District Website .
4. Member Secretary, STARPARD.
5. Principal ETC, Coochbehar.

District Panchayat & Rural Development Officer
Cooch Behar