



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF INFORMATION & CULTURAL AFFAIRS.
OFFICE OF THE DISTRICT INFORMATION AND CULTURAL OFFICER, BIRBHUM,
SURI, BIRBHUM

Memo No : 1874 / Inf / Bir

Dated : 11-02-2020

TENDER NOTICE

In compliance with I & CA Department Memo No. 171/(69)/ICA(R), Dated: 18/09/2018 tenders are hereby invited from resourceful Security Agencies having sufficient experience, credentials for supply of Unarmed Night Guard on contract basis for the office of the District Information & Cultural Officer, Birbhumi and Sidho Kanhu Tribal Research Centre, Suri, Birbhumi as per Terms and Conditions laid down by the Director of Information, Department of Information and Cultural Affairs, Government of West Bengal.

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

Name of the Work	Duration of Duty Hours	Consolidated Rate per day
Supply of Unarmed Night Guard on contract basis for the office of the District Information & Cultural Officer, Birbhumi and Sidho Kanhu Tribal Research Centre, Suri, Birbhumi.	<u>Working day :</u> 5 P.M to 11 A.M (Next day)	
	<u>Government Holiday :</u> 24 Hours	

Terms & Conditions :-

1. The contractor must submit copy of appropriate licence of the licensing authority for the type of work along with the copies of certificates of relevant Taxes - applicable and Credentials in support of their claim and experience.
2. The rates quoted by them shall be firm and final inclusive of all incidental charges.
3. The contractor must provide the Night Guard the accessories needed to perform his duties.
4. The contractor must specify that the Night Guard will be provided with the Wages as fixed by the Govt. of West Bengal.
5. The contractor shall indemnify the Government for any damage or loss of property during the Duty Hours of the Night Guard.
6. The contract and the terms & conditions will remain valid up to 1 year from the date of engagement as per Work Order of concerned authority.
7. 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.
8. 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.
9. 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.
10. 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.
11. An amount of Rs. 10,000 in DD is to be deposited in favour of DICO, Birbhumi as security deposit.
12. The tender will be received by the office of the undersigned from 11-02-2020 (12 p.m.) to 18-02-2020 (4 p.m.) and the same will be opened at 5 p.m. on the same day.
13. The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.


DICO,
Birbhumi

Memo No : 1874/1(2) / Inf / Bir

Dated : 11-02-2020

Copy forwarded for kind information to

1. District Magistrate, Birbhumi.
2. Director of Information, I & CA Department.


DICO,
Birbhumi