Notice Inviting Quotation

Sealed Tenders in duplicate are invited from resourceful Security Agencies having working experience in Central / State Govt. / PSU within Paschim Medinipur District for unarmed Night Guards on contract basis as per terms and conditions given hereunder:

<table>
<thead>
<tr>
<th>Name of office</th>
<th>Nature of requirement for contractual night guard as of now</th>
<th>Duration of Duty Hours</th>
<th>Consolidated rate per month inclusive of all incidental</th>
</tr>
</thead>
</table>
| Q/o D.I. & C.O. Paschim Medinipur | Temporary Night Guard required as the post is lying vacant currently | A) From 5.30 PM to 10.30 AM (Next Day) on Monday to Friday excluding holidays.  
B) From 7.00 PM to 11.30 AM (Next Day) on Saturday and Sunday including holidays. | Rate in Figures | Rate in words |
| Q/o S.D.I. & C.O. Ghatal     | Do                                                          | C) From 5.30 PM to 10.30 AM (Next Day) on Monday to Friday excluding holidays.  
D) From 7.00 PM to 11.30 AM (Next Day) on Saturday and Sunday including holidays. | Rate in Figures | Rate in words |

Terms and conditions:

1. The agency must submit copy of appropriate licence of the licensing authority for the type of work along with copies of GST registration and sales tax, Income Tax clearance certificate where applicable and credentials in support of their experience.
2. The rates quoted by them shall be firm and final inclusive of all incidental and other charges.
3. The agency shall provide the night guard accessories needed to perform his duty.
4. The agency shall indemnify the Government, for any damage or loss of property during the duty period of the night guard.
5. Any other terms and conditions considered necessary shall be included in the Work Order issued to the successful bidder.
6. The agency must be given undertaking that they will provide minimum wages to the night guard provided for the said purpose as fixed by Government of West Bengal.
7. The engagement will be as per requirement of the concerned office from time to time.
8. Taxes, if applicable, will be deducted at source as per Government rules.

For details all are requested to contact the undersigned during working hours.

The quotations should be submitted to the office of the undersigned within 26.08.2020 up to 3:00 P.M. The tender will be opened at 4:00 P.M. on that day. The work order would be issued to the lowest quotation provider by the concerned office as per requirement.

The undersigned reserves the right to accept or reject any or all quotation(s) without assigning any reason whatsoever.

District Information & Cultural Officer
Paschim Medinipur

Copy forwarded for kind information with request to wide publicity to:
1. The Director of Information, I. & C.A. Department, Nabanna
2. The Addl. District Magistrate (ZP), Paschim Medinipur
3-5 The SDO, (Medinipur Sadar/Kharagpur/Ghatal), Paschim Medinipur
6. The Secretary, Paschim Medinipur Zilla Parishad
7. Treasury Officer, Medinipur
8. The SDCCD (Ghatal), Paschim Medinipur
9. The Post Master, Medinipur, Head Post Office
10. The DIO, NIC, Paschim Medinipur with a request to publish the same in the District Website
11. Office Notice Board