

পশ্চিমবঙ্গ সরকার

তথ্য ও সংস্কৃতি বিভাগ

জেলা তথ্য ও সংস্কৃতি আধিকারিকের করণ

পশ্চিম মেদিনীপুর

জিলা পরিষদ কমপ্লেক্স, মেদিনীপুর

পশ্চিম মেদিনীপুর, পিনকোড : ৭২১১০১

দূরভাষ নং : ০৩২২২-২৭৫৫৯৪

ইমেল : dicopaschimmedinipuradv.t@gmail.com,

dicopaschimmedinipur@gmail.com



Government of West Bengal

Information & Cultural Affairs Department

Office of the District Information and Cultural Officer

Paschim Medinipur

Zilla Parishad Complex, Medinipur

Paschim Medinipur, Pin-721101

Telephone No. : 03222-275594

Email : dicopaschimmedinipuradv.t@gmail.com,

dicopaschimmedinipur@gmail.com

স্মারক নং

/ তথ্য / পশ্চিম মেদিনীপুর

তারিখ :

Memo No.

1278 / ICA / Paschim Medinipur

Dated : 18.8.2020

**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 –

Name of office	Nature of requirement for contractual night guard as of now	Duration of Duty Hours	Consolidated rate per month inclusive of all incidental	
O/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
O/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.		

**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 others 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.

*sdf*  
District Information & Cultural Officer  
Paschim Medinipur

Date : 18/08/2020

**Memo No. 1278/1(11)/ICA/ 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 SDICO ( Ghatal), Paschim Medinipur
9. The Post Master, Medinipur, Head Post Office
10. The DIO, NIC, Paschim Medinipur with a request to published the same in the District Website
11. Office Notice Board

*[Signature]*  
District Information & Cultural Officer  
Paschim Medinipur