



GOVERNMENT OF WEST BENGAL

OFFICE OF THE SUB-DIVISIONAL OFFICER
LACHMAPUR IRRIGATION SUB-DIVISION
IRRIGATION & WATERWAYS DIRECTORATE
P.O.- MIDNAPORE, DIST.- PASCHIM MEDINIPUR-721101
Tele No.-03222-275306, E-mail : sdo.lachmapur@gmail.com

Memo No: 186

Date: 06.03.2020

NOTICE INVITING QUOTATION

NIO NO.- 6^L of 2019-2020 of S.D.O./ Lachmapore (I) Sub-Division, Paschim Medinipur.

Sealed quotations are invited for from the bonafied registered company or agency for engaging security personal for "Deployment of Private Security service at Sekhpura Irrigation Colony & Office Campus under West Midnapur Division during the year 2019-20" as per the terms conduction enclosed here with. The quotation should have two parts - one part mentioning the service charge per head per month basis & the remaining mentioning the prevailing labour rate. The total charges per head will be the service charge per head per month + payable minimum labour wages per month calculating on daily basis.

The quotation should be dropped in the tender box kept in the chamber of the undersigned on or before 16.03.2020 at 2.00 p.m. and quotation will be opened in presence of the intended quotationers on 17.03.2020 at 3.00 p.m.

The Quotationers have to quote their service charge on monthly basis & on per head basis and have to agree with the terms and condition as mentioned in the attach sheet.


6-3-20

[N.K.GHOSH]

Sub Divisional Officer
Lachmapur (I) Sub-Division
Midnapore, Paschim Medinipur

GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER
LACHMAPUR IRRIGATION SUB-DIVISION
MIDNAPORE, DIST: PASCHIM MEDINIPUR

TERMS & CONDITIONS

1. The participating bidders shall quote their rate in per head / day basis both in figure and words. Schedule of work (Annexure-I) will be valid duly signed by the under signed and his / her letter head pad.
2. Validity of quotation for 1 (one) year.
3. Minimum Wages as fixed by Labour Department, Govt. of West Bengal time to time shall have to pay by the successful quotationer. Undertaking should be submitted in letter head, accordingly prior to every payment by this end.
4. Minimum wages should be paid to the engaged person.
5. Service Charges & G.S.T. should be calculated over the amount of wages only.
6. G.S.T. registration & return to be submitted with the bill of the following month.
7. The agency engaged for this work will have to maintain a regular contact with the Assistant Engineer of Lachmapur (I) Sub-Division & Sectional Officer, Anicut (Hd. Qrts) section concerned and holds discussion with him regarding performance and attendance of the guards time to time.
8. The authority will have every right to pay surprise visit to check up the duty of the Security Guard at any time.
9. The persons engaged for the duty will have to wear same uniform and identity card for identification peromptly. Uniform will have to be supplied by the quotationers for which no additional allowance or charges will be entertained.
10. No claim will be entertained for the permanent services of the guards engaged and the concerned authority shall not remain responsible in any liabilities or complication arises from the guards.
11. The duty roster of the persons to be engaged for guarding will have to be finalized by the concerned Assistant Engineer even in cases of every change of duties.
12. The concerned departmental authority shall not be responsible to supply rain coat/ umbrella /Torch and Cells and Lantern with Kerosena oil if required. The same are to supplied by the quotationer and the cost thereof to be considered in the rate quoted by the quotationers.
13. The concerned departmental authority shall not responsible to compensate or otherwise liable in any manner what so ever for an injury and/ or death of Security Guards while on duty.
14. Before taking over the charges of duties the guards will have to check up all the lock and keys of the office, rest sheds etc. and then handing over and taking the charges will be signed by both the parties concerned.
15. T. A., D. A., overtime, Bonus will not be paid by the Department.
16. Immediately after receiving the work order, the agency (for guarding) must submit to the Assistant Engineer concerned, a list showing the name, signature (L.T.I), passport size photograph in duplicate of security guards duly attested by him in time. If any change is made subsequently by the contractor the change (in name, signature etc.) is also be intimated to the Assistant Engineer as and when such change is made.
17. The agency will be fully responsible for any losses, shortages, damages, of Govt. property and the cost of the same as fixed by the authority will be recovered from bills & security deposit of the agency.
18. The agency will keep him self ready to take up the work within seven (7) days from the date of issue of work order or from any other special date as will be mentioned.
19. The agency will not be entitled to withdraw the agreement without assigning to the authority prior to 3 months.
20. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever by forfeiting the security deposit.
21. a) Bill in triplicate on monthly basis along with duly signed attendance sheet must be submitted within 10th of the next month.
b) Payment to the agency shall be made as per availability of fund.
c) Statutory deduction as applicable shall be made from the bill of the agency.
22. All bidders are requested to be present personally during opening of quotation positively.
23. 6 (six) nos. Security Personnel without arms for 3(three) shifts (in full day).



[N.K.GHOSH]

Sub-Divisional Officer
Lachmapur (I) Sub- Division
Midnapur, Paschim Medinipur



ANNEXURE-I **RATES OF SCHEDULE**

**NIQ NO.- 6^L of 2019-2020 OF THE SUB-DIVISIONAL OFFICER,
LACHMAPUR IRRIGATION SUB - DIVISION, MIDNAPUR, PASCHIM MIDNAPUR**

Sl. No.	Description of Works	Rate per head / daily basis (Both in figures & words)
1.	"Deployment of Private Security service for at Sekhpura Irrigation Colony & Office Campus under West Midnapur Division during the year 2019-20"	

[N.K.GHOSH]
Sub Divisional Officer
Lachmapur (I) Sub-Division
Midnapore, Paschim Medinipur

Director
(Signature of Quotationer with seal)