

Government of West Bengal,
Office of the
District Panchayat & Rural Development Officer,
South 24 Parganas,
Office :: New Treasury Building, 2nd Floor,
12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata-700 027
Phone : 033-2479 1011; Fax : 033- 2479 5880
Email : dprdos24pgs@gmail.com, dprdos24pgs@yahoo.co.in



Memo No. 526 /P&RD

Date :29.05.2023

INVITING TENDER NOTICE

Sealed Tenders are invited from intending bonafide reputed security agencies for engagement of 4 (Four) Unarmed Security Guards for the District Panchayat Training and Resource Centre Baruipur, Kulpi Road, Kolkata 700144 (Beside SDO Office) for round the Clock on shifting basis, i.e 6A.M-2 P.M (1 Security Guard), 2P.M-10 P.M(1 Security Guard), 10 P.M-6 A.M (2 Security Guards). The Security service rendered at the DPTRC should be as follows:

The interested Security agencies may apply with their own letter heads and monthly rate including all taxes should be quoted for this purpose.

1. Tender form is available at District Panchayat& Rural Development Section, New Treasury Building (2ND floor), and South 24 Parganas. Tenders are to be dropped into a box kept in the office of DP&RDO from **29/05/2023 to 06/06/2023 up to 2:00 p.m. Date of opening of Tender on 07/06/2023 at 2:30 p.m.** at the office of the undersigned. The authorized representatives of the agencies may remain present at time of opening the tender.
 2. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
 3. Rate in Rs. should be quoted both in figures and words including all taxes.
- The bidders should submit the copies of the following:-


- A. PAN/TAN (as applicable).
- B. Valid GST return up to date (Certificate of GST to be attached).
- C. Up-to-date Professional Tax Return & Professional Tax Registration Certificate along with last Professional Tax payment Certificate
- D. Last three years income tax return.
- E. Trade License up to date.
- F. Credential Certificate for work in similar nature.
- G. Bank solvency Certificate for current year

Terms and Conditions

1. The Payment will be made through PFMS at the end of every month with a satisfactory service of the Security Guard. No Claim whatsoever for delay in payment, if any, will be entertained. All taxes will be deducted as per existing norms.
2. During scrutiny if it comes to the notice of the tender inviting authority that the credential or any other paper (A-G, as mentioned above) found incorrect/manufactured/fabricated, the bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
3. In case of any accident to the personnel employed by the agency during the working time, the agency alone is liable to pay Security Personnel's compensation. The DPT&RC will not be liable for any payment, thereof.
4. The Proprietor of the Agency or their authorized representative(s) shall visit the Security office/officials twice in a month to review the security system.
5. The security personnel working at the DPT&RC shall cover the area earmarked by the administration for patrolling.
6. The Security personnel at the DPT&RCs shall check and ensure that all the sections/units/buildings are properly locked after the office hours. They will be the custodian of keys of all sections of DPT&RC
7. If any theft or loss of property is reported at DPT&RC Campus due to the negligence or improper action or any trespass of unauthorized persons, the security agency shall be responsible and the DPT&RC shall have right to recover damages from the payment of the security personnel.
8. The Security Agency should be responsible for guarding entire the premises of the DPT&RC, i.e., Training Halls, Library, Kitchen, Residential Area, Office Room, Store, Generator room, CCTV etc, round the clock.
9. The Guards deployed at service will be responsible for operating the generator & water pump as and when required.
10. The Guards deployed at service will be responsible for registration and allotment of rooms to the trainees at arrival and collecting the same on departure.
11. The Guards at service cannot leave the DPT&RC premises until arrival of the second. If any guard is absent at duty, the agency will be responsible for providing the replacement immediately.

12. The contract is limited to one year and may be renewed on satisfactory services. The contract will be completely temporary in nature.
13. The agency should deploy energetic and trained security personnel between the age group of 20-50yrs.
14. The Security guards deployed will not be treated as the DPT&RC staff in any case and no fooding will be provided to them.
15. If the Services are not satisfactory, the authority has every right to cancel the contract at any time, by giving one month's notice.
16. The rates accepted shall include expenditure towards uniform, seasonal clothing, rain coats and the essential items like lathis, torch with batteries, whistle, cycle etc. The batteries for the torch shall be replaced at regular intervals by the agency to keep the torch functional and effective. The agency has to ensure cleanliness of the uniforms of the security personnel.
17. Conditional bids shall not be accepted.
18. The agency should provide the photographs and copy of ID Proof mentioning name and address of the security guards deployed at the DPT&RCs. Any security found without wearing ID. Cards shall be treated as absent and shall not be allowed in the campus.

The authority reserves the right to cancel the NIT due to unavoidable Circumstance and for that no claim will be entertained.



District Panchayat &
Rural Development Officer,
South 24 Parganas

Memo No. 526/1(12) /P&RD

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Copy Forwarded for information to:

1. The NDC, South 24 Parganas, with a request kindly arrange to display the notice through his notice board.
2. The DIO, NICSouth 24 Parganas, is requested to upload the tender notice in the official website of South 24 Parganas District.
3. The DICO, South 24 Parganas with a request kindly arrange to Publish in News Paper.
4. CA to District Magistrate, Zilla Parishad, South 24 Parganas, with a request to place it before DM Sir
5. CA to Additional District Magistrate (ZP), South 24 Parganas. with a request kindly arrange to display the notice through his notice board.
- 6-10. CA to Sub Divisional Officer (All) South 24 Parganas, with a request kindly arrange to display the notice through their notice board.
11. The establishment Section, South 24 Parganas with a request kindly arrange to display the notice through his notice Board.
12. ADTC, South 24 Parganas with a request to publish it in the notice board of DPT&RC, Baruipur.


District Panchayat &
Rural Development Officer,
South 24 Parganas

**TENDER FORM FOR SECURITY AGENCY AT DISTRICT PANCHAYAT TRAINING &
RESOURCE CENTRE, BARUIPUR, SOUTH 24-PARGANAS**

To,
The District Panchayat & Rural Development Officer,
New Treasury Building (2nd Floor),
Alipur, South 24 Parganas.
Respected Sir,

With reference to your Tender Notice No. _____ / P&RD, Dated _____ the rate has been given as follows for your kind consideration.

1	Name & Address of Tenderer	
2	Rates offered per head per month	Rs _____ (rupees _____)
3	Whether up to date Income Tax has been cleared Last 3 years I.T return details along with acknowledgement to be submitted	Yes / No
4	Whether up to date P. Tax has been cleared P.Tax return certificate and the last payment certificate to be submitted	Yes / No
5	Whether up to date Trade License has been cleared	Yes / No
6	Bank Solvency Certificate for current year	Yes / No
7	Whether required credential certificate as per Notification is attached	Yes/ No
8	GST Registration Certificate along with last 3 years annual return copies	Yes/No
9	PAN/ TAN of the organization/ Pan of the key personnel of such organization	Yes/No

Full signature of tenderer with official seal