



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
STATE INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT
KALYANI, DIST. – NADIA, WEST BENGAL, 741235

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Gandhi Bhavan (Campus-A)

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N.I.T. NO - 10 of 2012-13

Benoy Bhavan(Campus-B)

Phone : (033) 2582 9640

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Date: 20/09/12

NOTICE INVITING TENDER

Sealed Tenders are hereby invited by the Director, SIPRD, Kalyani, Nadia from bonafide and reputed Security Agencies having minimum five years experiences in this regard for providing security guards round the clock in both the Bhavans of SIPRD, (Gandhi Bhavan near Kalyani Market No. 2 & Benoy Bhavan near Central Model School (Nimtala), Kalyani, Nadia) for the period from 1st Oct. 2012 to 30th Sept.,2013. Security Agency shall be responsible for strict vigilance over all the government properties within the respective Bhavans for preventing:

- Preventing loss of properties due to theft, arson or vandalism;
- Trespassing by unauthorized persons;
- People from making nuisance;
- Any other form of anti-social activities and unauthorised activities.

In submitting the rate(s), the intending Tenderer should follow the condition as set forth herein below:

- The Tenderer should quote rate(s) in their company's Letter Head in lump both in figures and words for 23 No of security guards (showing rates per security per month). He will also furnish an analysis of the rate quoted on the day of opening tender.
- Intending Tenderer should submit credentials in support of their satisfactory performance in different offices/organization for a period of not less than five years.
- Date & Time of Dropping Tender : 27th Sept.,2012 from 11.00A.M to 3.00P.M.. at SIPRD,Gandhi Bhavan.**
- Date & Time of opening :27th Sept,2012 at 3 p.m. in the office chamber of Deputy Director (Admn) at Gandhi Bhavan in presence of all intending tenderers.**
- The Tenderer who will sign the Tender on behalf of the Company or Agency must produce the letter of authority issued by the Company or the Agency, failing which such Tender will not be considered for acceptance.
- The Tenderer shall be solvent enough to make payment of monthly remuneration to the Security Personnel on the 1st day of the next month without waiting for any bill payable to him.
- Tenderer will have to deposit Rs. 20,000/- lump sum as Earnest Money along with the rates by Bank Draft in favour of Director, SIPRD, Kalyani payable to SBI, Kalyani.
- The Tenderer whose tender will be accepted will be required to furnish security for the fulfillment of Contract in the form of Security Deposit @ 8 % of the accepted value of the tender.
- The successful Tenderer must execute a formal agreement within 7 (Seven) days from the date of issue of work order failing which the tender will automatically be cancelled.
- The approved Tenderer will be responsible for making fool proof security arrangements for the Institute round the clock. The Authority reserves the right to terminate the contractual agreement any time for unsatisfactory performance of any part of the contracts and negligence to carry out of orders for rectification of defects pointed out to him/them and/or paying no heed for suggestion for improvement and/or for any loss damage / theft of the properties of the Institute.
- The duty for guarding will be round the clock i.e.24 (twenty four) hours of each by rotation of three shift of 8 (eight) hours .
- The accepting authority reserves the right to reject any or all the tenders without assigning any reason and he does not bind himself to accept the lowest tender offer or any of the offers.
- The Tenderer should submit their **Bank A/c. details** with the turnover amount for a period of last five years along with Audit Reports etc.

The following papers should be enclosed with the Tender at the time of dropping.

- PAN Card
- Current Income Tax clearance certificate.
- PAN No.
- P. Tax clearance certificate
- Credentials regarding past experience.
- ESI Registration No. with upto date deposit challan.

