



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
STATE INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT

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Memo No: 1563 / V-72/2013

Date: 16.12.2015

Notice Inviting Tender

NIT No. : WBSIPRD/V-72/13 /e-NIT-03/2015-16

Sealed quotations are hereby invited from bonafide Security agencies having License of Private Security Agency issue by Home Deptt., Govt. of WB and experience and credentials in manpower deployment.

The details of works are given below:

1. **Name of the work:** Security work at Gandhi Bhavan (B-18/204, Kalyani) and Benoy Bhavan (B-4/352, Kalyani) of State Institute of Panchayats and Rural Development, Kalyani, Nadia.
2. **Location for Security Work:**
 - a. Gandhi Bhavan: 11 (eleven)
 - b. Benoy Bhavan: 5 (five)

3. Terms & Condition of the work :-

i) Agency shall be responsible for strict vigilance over all the government properties within the respective Bhavans for preventing.

- a) Loss of properties due to theft, arson or vandalism;
- b) Trespassing by unauthorized persons;
- c) People from making nuisance;

ii) 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 assignment of post will be ordered to the lowest rate quoter by this authority.

iii) There will be a roster (by name) of duty allocation of the security personnel prepared by the institution in consultation with the agency. This roster must be adhered to.

- a) Attendance register will have to be maintained under the supervision of an assigned office employee for payment of remuneration.
- b) All the personnel will have to be supplied with a specific dress to identify them by the agency.

