

SILIGURI MAHAKUMA PARISHAD
NOTICE INVITING QUOTATION

NIQ NO. :09..... of 2017 -18 of SMP Dated21...../09/17

Sealed quotation are hereby invited from the bonafied Govt. Registered Security Agencies for providing 6(six) nos. security personnel in the premises of Siliguri Mahakuma Parishad Administrative Building. The security personnel will act under full of control and direction of the Siliguri Mahakuma Parishad Authority.

Start date of submission of Sealed Quotation : 21.09.2017 (during office hours)
Last date of submission of sealed quotation : 12.10.2017 (during office hours)
Opening date of quotation : 12.10.2017 at 12.30 P.M. in the presence of the bidder
Tender box will be kept in the chamber of District Engineer, Siliguri Mahakuma Parishad

Necessary valid document must be submitted along with the sealed quotation :-

- 1) Registration Certificate. 2) E.S.I. Certificate. 3) Valid Trade license upto 31.03.2017. 3) Professional Tax Challan 2016-17.
- 4) Valid Income 5) Copy of Pan Card. 6) Experience Certificate. 7) Earnest Money to be deposited of Rs. 5000.00(five thousand) only in the form of D.D in favour of Addl. Executive Officer, SMP. 8) Valid 15 digit Services Tax payer Identification Number(GSTIN) under GST Act. 2017.

Necessary Terms and Conditions:-

1. The security Guards to be engaged must be male, in good health and disciplined. The personnel should always be in proper and neat uniform with Photo Identity card.
2. Security personnel should be employed round the clock without any break i.e. 6 AM to 2.00 PM, 2.00 PM to 10.00 PM 10.00 PM to 6.00 AM and should be handed over the charges to all relievers and they should be provided with all necessary equipments like Torch etc. by the Agency.
3. Duty roster of each security personnel have to be submitted by the Agency well in advance to the office.
4. Attendance register of each on duty personnel have to be maintained everyday and should be signed by the SMP officials.
5. All details of the security personnel deployed like Postal Address, Mobile No., Voter Identity Card etc must be submitted to the SMP Authority by the Agency immediately.
6. The agency must replace any security personnel as and when instructed by the SMP authority for negligence, disobedience, indiscipline or any other reasons assigned.
7. The undersigned reserves the right to cancel or terminate the work order and increase or decrease the numbers of guards even after acceptance of this quotation at anytime without assigning any reasons what so-ever and after giving 7(seven) days notice to the agency.
8. Agency will abide by any other terms and conditions as and when imposed by the SMP authority.
9. Security personnel who have any complaint/Police Diary or Police Case should not be deployed under any circumstances.
10. A demonstration to be placed before the authority at the time of opening the Tender.

21/9/17
Addl. Executive Officer

Siliguri Mahakuma Parsiahd

SILIGURI MAHAKUMA PARISHAD

Haren Mukharjee Road, Hakimpara,

Date21...../09/2017

Siliguri Memo No. 1380 /1(16)/SMP/IX-11

Copy forwarded for information to:-

1. The Sabhadhipati, Siliguri Mahakuma Parisha
2. The Sahakari Sabhadhipati, Siliguri Mahakuma Parishad
3. The Adhyaksha, District Panchayet Council, Siliguri Mahakuma Parishad
4. All Karmadhyaksha and Member, Siliguri Mahakuma Parishad
5. The Executive Officer, Siliguri Mahakuma parishad
6. The Addl. Executive Officer, Siliguri Mahakuma parishad
7. The Commissioner, Siliguri Municipal Corporation, Siliguri with a request to display the Notice in the office Notice Board.
8. The Chief Medical Officer of Health and Secretary, District Health welfare office, Siliguri Mahakuma Parishad
9. The Sub. Divisional Officer, Siliguri Sub-division, Siliguri with a request to display the Notice in the office Notice Board.
10. The Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Siliguri with a request to display the Notice in the office Notice Board.
11. The Project Director, D.R.D.C, Siliguri Mahakuma Parishad
12. The Executive Engineer/District Engineer, Siliguri Mahakuma Parishad
13. The F.C.& C.A.O, Siliguri Mahakuma Parishad
14. The D.P.O., SSM, Siliguri
15. The Nodal Officer, M.G.N.R.E.G.A, Siliguri Mahakuma Parishad
16. Sahaj Tathya Mitra Kendra, SMP, with a request to publish the notice on SMP website.
17. Notice Board

21/9/17
Addl. Executive Officer

Siliguri Mahakuma Parsiahd