



Government of West Bengal

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, COOCH BEHAR

UTKARSH BANGLA

Sagar Dighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal
Phone : (03582) 227101 # Fax : (03582) 227000/225000 # e-mail : dm-cbr@nic.in, dmcoochbehar@gmail.com

Memo No: 52/UBCBR-02

Date: 03 / 07 /2019

Notice inviting Quotation (2nd Call)

Sealed quotations are invited from the interested parties for 1 (One) round the clock "Security cum Support Staff" and 1 (One) "Sweeper" in the Office of the District Magistrate & Collector, Utkarsh Bangla, Cooch Behar as per below mentioned terms & conditions.

1. The above quotation must be submitted in sealed envelope.
2. Quotation to be submitted with photocopy of certificate of IT, Trade Licence, Credential Certificate of last 3 years.
3. The tenure of agreement for the above mentioned "Security cum Support Staff" and "Sweeper" with the agency will be for 1 year or may be terminated earlier with a notice of 7 (seven) days and extension of the agreement will depend on the consideration of the esteemed authority.
4. The monthly rate of the above mentioned "Security cum Support Staff" and "Sweeper" shall not be more than MGNREGA Unskilled wages rate.
5. The agency shall be responsible for ensuring
 - i. Engagement of one sweeper on daily basis- twice in the forenoon and afternoon to clean the office and toilets.
 - ii. Engagement of Security cum Support Staff in (3) three shifts for round the clock service.
6. The agency has to ensure able-bodied men with fit and proper character antecedents and Security cum Support Staff to be in uniform to serve daily with proper office decorum.
7. All dues, statutory and remuneration must be borne by the agency.

Last date of submission of bid: - 10/07/2019 till 2.00 PM.

Date and Time of Opening of bid: - 10/07/2019 at 3.00 PM.

Place of submission of bid and opening of bid: - Chamber of the ADM (Dev), Office of the District Magistrate, Cooch Behar.

Quotation inviting authority reserves right to annul/cancel without showing any reason.

**Addl. District Magistrate
Cooch Behar**

Date 03 / 07 /2019

Memo No.: 52 (20) / UBCBR -02

Copy forwarded for information & taking necessary action to:

1. All Sub-Divisional Officer & Block Development Officer.
2. The NDC, Cooch Behar with request to display in Notice Board of the Office of the District Magistrate, Cooch Behar.
3. The DICO, Cooch Behar with request to display in Notice Board of his office for wide publicity.
4. The DIO, NIC Cooch Behar with request to display the notice in the website of the Coochbehar.gov.in.

**Addl. District Magistrate
Cooch Behar.**