



**Government of West Bengal**  
**Office of the District Magistrate**  
**(Panchayat & Rural Development Section)**  
**Jalpaiguri**

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**INVITATION OF TENDER NOTICE**

Sealed tenders are hereby invited from reputed & efficient Security Agencies for providing Security Service at District Panchayat Training & Resource Centre, Raninagar, Jalpaiguri.

The authority shall verify & scrutinize the matters of agencies, who will participate in this bidding with subject to the following Terms and Conditions. The following documents shall be submitted along with Tender applications for verification.

1. The agency shall submit the valid credential certificates of at least five years similar work.
2. The agency shall submit the valid updated registration as well as Tax clearance certificate of Central and State Government with all compliance for related services.
3. The rate of service should be quoted with Security Service Charges as per minimum wage under West Bengal Labour Act and others taxes, duties as applicable by the Central & State Government time to time and all the compliance of Provident Fund and Employee's State Insurance Act. Government of India.
4. The agency shall submit the valid up to date Home Department Security Licence.
5. The agency shall submit the valid up to date Trade Licence.
6. The agency shall submit the valid up to date Labour Licence.
7. The agency shall submit the valid up to date EPF Registration Certificate.
8. The agency shall submit the valid up to date ESIC Registration Certificate.
9. The agency shall submit the valid up to date Professional Tax Payment Certificate.
10. The agency shall submit the valid up to date Professional Tax Challan.
11. The agency shall submit the valid up to date Income Tax Return Copy.
12. The agency shall submit the valid up to date CA balance sheet.
13. The agency shall submit the valid up to date GST Certificate.
14. The agency shall submit the valid up to date GST Challan.
15. The agency shall submit the valid up to date ESCI Challan.
16. The agency shall submit the valid up to date EPF Challan.
17. The tenure of service will be for two year from the date of agreement signed; there would be no provisions to continue further at any stage.
18. The agency must have minimum 20(Twenty) efficient security personnel.
19. The agency must have the capacity of shifting duty on 24x7 basic (i.e. 6 A.M to 2 P.M, 2 P.M. to 10 P.M., 10 P.M to 6 A.M.).

