



Government of West Bengal
Information & Cultural Affairs Department
Office of the Sub Divisional Information and Cultural Officer
Pipe Road, Bongaon, north 24 Parganas, Pin- 743235 Tele- fax:- 03215-255 177

Memo No. 833(3)/ICA/BNG

Date- 17/12/2024

To

1. **Das Facility Services**
695, North Mathpara, Ichhapur, Near Pratishruti Club, Nawabganj, Noapara, Pin-743144
2. **Alert Security Agency**
Regd. Office : Hatthuba, Habra, North 24 Parganas
City Office : 67/1A, Badridas Temple Street, Kol-700004
3. **Srijan**
8/1d, Gurudas Dutta Garden Lane, Kol-700067

Sub : Work Order for supplying one unarmed Night Guard (in two shifts) purely on a contractual basis at the Office of the Sub Divisional Information and Cultural Officer, Bongaon, North 24 Parganas.

With reference to e-tender NIT No.660/ICA/BNG Dated - 23.09.2024, the 'Das Facility Services', 'Alert Security Agency' and 'Srijan' have quoted the lowest rate. Under such circumstances the agencies have been selected by the office through e-tender process for engaging Temporary Security Guard for the Office of the SDICO, Bongaon. The agencies 'Das Facility Services', 'Alert Security Agency' and 'Srijan' are hereby requested to engage Temporary Security Guard as per the following duty schedule :-

Name of the Agency	Duty Place	Requirement	Duration of Duty Hours	Contract Period
Das Facility Services	Sub Divisional Information & Cultural Office, Bongaon	One unarmed night guard (in two shifts) purely on a contractual basis	(A) Monday to Friday (excepting holidays) from 5:30 P.M. to 10:30 A.M. (next day) and (B) Saturdays, Sundays and other Government holidays from 06:00 P.M. to 11 A.M. (next day)	19th December'2024 to 18th April'2025
Alert Security Agency	Sub Divisional Information & Cultural Office, Bongaon	One unarmed night guard (in two shifts) purely on a contractual basis	(A) Monday to Friday (excepting holidays) from 5:30 P.M. to 10:30 A.M. (next day) and (B) Saturdays, Sundays and other Government holidays from 06:00 P.M. to 11 A.M. (next day)	19th April'2025 to 18th August'2025
Srijan	Sub Divisional Information & Cultural Office, Bongaon	One unarmed night guard (in two shifts) purely on a contractual basis	(A) Monday to Friday (excepting holidays) from 5:30 P.M. to 10:30 A.M. (next day) and (B) Saturdays, Sundays and other Government holidays from 06:00 P.M. to 11 A.M. (next day)	19th August'2025 to 18th December'2025

The office can cancell this Work Order for the above mentioned subject at any moment on the basis of the disruption of the service.

Sub Divisional Information &
Cultural Officer, Bongaon