



GOLDEN CITY INDUSTRIAL TOWNSHIP AUTHORITY

No. GCITA/WB(DGP)/2w-works/117

Date: 30.10.2024

To:-

**Das Facility Service
North Mathapara , Icchapur,
P.O. Nawabganj , P.S Noapara
Dist. North 24-parganas, pin - 743144**

Subject : **Work Order**

Name of Work : Hiring security services for day to day guarding on purely temporary basis.

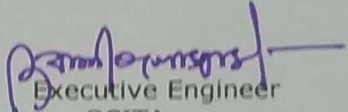
Tender No. : GCITA/NIT/ 08

You are hereby requested to provide security guards service (4 nos Unskilled and 2 nos skilled) workers at GCITA office, Andal Airport Township for a duration of One year from the first billing date. Duration may be extended at the end of each billing year on satisfactory performance of the bidder up to a maximum period of 03 (three) years. Bill should be submitted in duplicate to the A/C Section carrying necessary certificate with following relevant documents.

- 1 Attendance sheet of Security guards.
- 2 The Bank statement showing monthly salary paid through ECS to security workers.
- 3 Copy of ESI deposit challan.
- 4 Copy of EPF deposit challan.

All payments should be made following the circular of labour Commissionerate.

Yours Faithfully,


Executive Engineer
GCITA

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Copy forwarded to:

1. The Chairman & The District Magistrate (Paschim Burdwan).
2. The Executive Officer & The Additional District Magistrate, ZP (Paschim Burdwan)
3. The Urban Infrastructure Expert, GCITA.
4. The Finance Officer, GCITA

Executive Engineer
GCITA