



# Eastern Zonal Cultural Centre

Ministry of Culture, Government of India



## Notice Inviting Tender No.-2

Sealed tenders are invited from agencies having proven experience and credentials in providing following services at this Centre

**Monitoring the incoming and outgoing movements of materials and safety and security of office, installations and other assets of Eastern Zonal Cultural Centre, Kolkata and at Santiniketan complex.**

Prescribed registration forms may be obtained on any working day between 10.00 a.m. and 5.00 p.m. or downloaded from our website [www.ezccindia.org](http://www.ezccindia.org). Duly completed registration forms with credentials shall be submitted to the Director, EZCC on or before 18.04.2018. Only those agencies who have worked in the Central Govt. /Central Govt. Autonomous body should apply against NIT.

Tender papers shall be issued at a cost of Rs.1000/- (Rupees One Thousand only) from Engineering section w.e.f. 23.04.2018 to 26.04.2018 only to the agencies duly short-listed by the Centre. Decision of the Centre in this regard shall be final and binding.

Tenders shall be received up to 12.00 noon on 26.04.2018 at EZCC and will be opened at 1.00 p. m. on the same day at the same venue in presence of the tenderer.

Date : 09.04.2018

Director In Charge



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**Registration Form for the service of monitoring the incoming and outgoing movements and materials and safety and security of office, installations and other assets at EZCC Kolkata and Santiniketan complex.**

Sl.no.	Particulars	Details of the agency
1.	Name of Agency	
2.	Full postal address	
3.	Telephone/Fax number(s)/E-mail ID Office Residence	
4.	Whether proprietorship or partnership Business or company	
5.	Name & address of Proprietorship/all Partners/ Directors of Company	
6.	Whether you have trade license to carry out the contract work(enclose Xerox copy of the license)	
7.	Whether you have license issued by the competent authority under the contract Labour (Regulation & Abolition Act)(enclose Xerox copy of the license obtained for any such contracts recently) The Agency shall obtain necessary License etc, as required under Contract Labour (Regulation& Abolition) Act, 1970 .	
8.	Name & address of the Central Govt./Central Govt. Autonomous where agency have worked.	
9.	Number of employees in the office	
10.	Total number of employees employed in all sites for monitoring the incoming and outgoing movements and materials and safety of office, installations and other assets	
11.	Name & full address of all organizations where the Agency is presently having monitoring the incoming and outgoing movements and materials and safety of office, installations and other assets	
12.	Name & full address of Banker	
13.	Whether Income Tax is paid by the Agency(If so latest Income Tax clearance certificate/Pan Card)	
14.	Whether the firm has got valid Service Tax Registration and, if so, copy of the same may be enclosed.	
15.	Valid EPF Registration No	
16.	Valid ESI Registration No.	

**Bhartiyam Cultural Multiplex, IB-201, Sector-III, Salt Lake City, Kolkata – 700 106**

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