

IMPORTANT INFORMATION DATES & TIME SCHEDULE
IN RESPECT OF NIT No. ILGUS/2E-09/2022/448 Dated 26.09.2022

Items	Dates and Time
Name of the Work	Security Guarding, Scavenging Services, Maintenance (Civil, Electrical & Plumbing) Works etc. for cleaning and Upkeep of all the Buildings and / Offices in the ILGUS Bhavan Campus including the Hostel, Guest House & Canteen of ILGUS at Block - HC ; Sector - III ; Bidhannagar, Kolkata - 700 106.
Eligibility for Submission of Tender	Firms & Agencies having experience and credential in similar type of work and also holding valid licenses (1) under West Bengal Private Security Rules, 2006 of the Home (Pol.) Department, and (2) Contract Labour (Regulation & Obligation) Act and also holding the requisite licenses and authorisation from statutory authorities under prevailing rules & regulations of the GOI and / GoWB required to perform the abovenoted work.
Earnest Money Deposit (EMD)	Earnest Money : The amount of earnest money at a ₹ 1,00,000/- (Rupees One Lakh) only should be paid online through NEFT / RTGS or Net Banking as per Order No.3975-F(Y) dated 28 th July 2016 of Finance Department, Government of West Bengal.
Inspection of site	On and from 28.10.2022 to 18.11.2022 between 12.00 Noon and 15.00 Hours (IST) except Saturday, Sunday & Holidays.
Last Date of submission of Tender	24.11.2022 up to 15.00 Hours (IST)
Bid opening date for Technical Proposals	28.11.2022 up to 12.00 Hours (IST)
Date & Time for opening of the Tender (Financial Proposal)	To be notified later on

As (As)
27/9/22

As (As)
27/9/22



No. ILGUS/2E-9/2022/ 448

Date: 16.09.2022

NOTICE INVITING E-TENDER

The Director, Institute of Local Government & Urban Studies (ILGUS) under the Department of Urban Development and Municipal Affairs, Government of West Bengal invites e-Tenders from the bona fide agencies / company having qualification and experience (details of which are given below) for Security Guarding, Scavenging Services, Electrical, Plumbing and minor civil Maintenance works (brief description of work is enclosed with the Tender Document as Scope of Work) for the ILGUS Bhavan Campus at Block - HC ; Sector - III ; Bidhannagar; Kolkata - 700 106.

1. Submission of Tender Documents.

- 1.1 The intending applicant shall have to make an application to the Director, ILGUS (as per enclosed format) in his respective Letter Head at the time of submission of e-Tender.
- 1.2 The scanned copy of the following documents are to be submitted by the applicant at the time of submission of e-Tender:
 - A) Valid License under West Bengal Private Security Rules, 2006 (Obtaining from Home & Hill Affairs Department, Government of West Bengal)
 - B) Labour License as per Labour Contract Act
 - C) Trade License [Private Security Agencies (Regulation) Act, 2005]
 - D) PAN Card
 - E) Income Tax Return (F.Y. 2019-2020, 2020-2021, 2021-2022 or Last 3Years)
 - F) **Profession Tax Payment Certificate** (PTPC) with Challan
 - G) GST Registration Certificate
 - H) Professional Tax Certificate
 - I) EPF Registration along with EPF Code
 - J) ESI Registration along with ESI Code
 - K) Certificate of successful completion of Job (Issued by preferably MNC / Govt, Organization, not older than one year.)
 - L) Credential for last three years experience in works of a similar nature.
 - M) Credential of achieving at least in one financial year during the last three financial years; minimum turnover of ₹ 45.00 Lakh in similar nature of work.
 - N) Evidence of adequacy of Working Capital (Credit facility / availability of other financial resources)
 - O) Report of financial standing such as Profit & Loss Account and Auditor's Report for last three years.

(Application shall not be considered without abovenoted documents)

 - P) Valid license of Head Electrician, Electrician and Pump Operator cum Head Plumber.
 - Q) Copy of statements (duly signed by the authorized person) along with full details of the personnel, their wages and statutory deduction against EPF, ESI, P. Tax etc.

2. Terms & Conditions:

- 2.1 The registered **Head Office** of the agency shall be situated within the jurisdiction of Kolkata / Bidhannagar Municipal Corporation.
- 2.2 The tender is to be addressed to the Director, ILGUS, ILGUS Bhavan, HC Block, Sector-III, Bidhannagar, Kolkata - 700 106. The name, telephone & mobile no. and address of the applicant must be written in the 'Application Form'.
- 2.3 The wages of **all categories of staff** shall be in accordance with the '**Minimum Wages Rate**' as guided by **Labour Department, GoWB** and the same shall be revised as per revision of **Labour Department, GoWB** from time to time through their notification.
- 2.4 Withdrawal of Tender or any revision thereof (after submission of the tender) shall not be allowed. EMD of the applicant shall be liable to forfeiture upon:
 - i) Withdrawal by any applicant at any stage subsequent to the opening of tender.

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Failure / refusal to enter into agreement for providing service at accepted rate and terms and conditions within specified time.

ii) Detections of any false or incorrect information in the tender papers/corrupt practice in canvassing, offering, giving, receiving or soliciting of anything to influence public, officials or working persons of the existing agency.

- 2.5 The tendering authority reserves the right to withdraw the tender at any stage. The tendering authority also reserves the right to reject any tender in whole or in part thereof at any stage without assigning any reason whatsoever without thereby incurring any liability to the affect bidder/bidders or any obligation to inform the affected bidder/bidders on the grounds of the office action.
- 2.6 Security deposit will be liable to forfeiture without prejudice to any other action in the event of failure / refusal to provide the service at the contracted rate, terms and conditions. The security deposit will be released after one month from the expiry of the contract period and on satisfactory completion of the contract.
- 2.7 Any monetary loss occurring to the campus of ILGUS Bhavan and / any other offices situated in the campus of ILGUS Bhavan to provide the contracted services at the contracted rate, terms & condition (as caused due to inaction on wrong action on the part of selected bidden) shall be recovered from any pending bill(s) / EIVID of contractor with this office.
- 2.8 Any notice intended to be served to the applicant will be deemed to have been duly served if, sent by registered post to the address mentioned in the Tender Form and/or displayed on the notice board of this office.

3. **UNIFORM :**

- 3.1 The agency shall provide uniforms and other necessary accessories as required for proper and efficient functioning of personnel of all categories at their own cost and arrangements. The personnel of all categories including Site Supervisor deployed by the Agency in the ILGUS Bhavan campus shall have to be well-dressed and well - disciplined up to satisfaction of the authority of ILGUS at all the times. The name of the agency should be inscribed / stitched clearly over the uniform for identification. Refusal to wear uniform by any personnel will be treated as an act of indiscipline.
- 3.2 The dress of all categories of personnel shall be distinguished in colour and type according to their nature of job.
 - A. **Site Supervisor**
 - 3.3 The Site Supervisor shall have to be provided two sets of terry cotton dress along with Cap, Shoes, belt, stockings etc. by the agency. The dress of Site Supervisor shall be distinguished and different from other personnel.
 - B. **Security Guards**
 - 3.4 The Security Guards shall be provided two sets of terry-cotton dresses, belt, line, yards, shoes, whistles & stockings along with their shoulder and cap badges.
 - 3.5 Besides above, the agency shall provide winter and monsoon clothes / protective gears, torch etc., to enable them to perform their duties efficiently and perfectly during all the seasons.
 - 3.6 Three numbers of large Umbrellas shall be provided to the Security Guards.



C. Sweeper cum Zamadar

3.7 The male sweeper cum Zamadars shall be provided two sets of terry-cotton dress whereas the female sweeper cum Zamadars shall be provided two Nos. Apron each.

D. Electrician and Pump Operatorcum Head Plumber

3.8 The Agency shall have to provide two sets of terry-cotton dress to all the abovenoted personnel.

E. Hostel Caretakers (Residential)

3.9 The Hostel Caretakers shall be provided two sets of terry-cotton dress by the agency. The authority of ILGUS shall provide a room to the Hostel Care Takers at free of cost. But no family member of the Hostel Caretakers shall be allowed to stay along with the Hostel Caretakers under any circumstances.

4. MANPOWER:

4.1 The agency should deploy Security Guards and all other personnel with proven good track record and have sound knowledge and experience in respect of his / her work and shall be 'Physically Fit' to perform his / her respective duty as per Terms & Conditions. The details of which are mentioned below.

4.2 The agency should have composite infrastructure to provide service in respect of security guarding, and maintenance work which includes sweeping, sanitation & plumbing, street/compound lighting, Internal electrical installations, electrical panel, switch gears of medium and high voltage lines, pump, generator, and other electrical, civil and garden maintenance in the entire complex ILGUS Bhavan. Besides this, special care is to be taken for maintenance and up keep of Hostel & Guest House of ILGUS.

4.3 The duties of all categories of personnel should be rotated (Day & shift wise) periodically.

5. DEPLOYMENT TERMS:

5.1 The agency shall arrange for replacement of personnel in case of absence from duty for any reason whatsoever on the same day, or positively on the next day, failing which a sum of ₹ 200/- (Rupees Two Hundred) only for each absence will be deducted towards penalty from the current monthly bill in addition to payment against daily wage for the said day / days.

5.2 The agency shall pay the wages directly to the deployed personnel engaged by them. The wages of the personnel of all categories shall be inclusive of **EPF, ESI** etc. and the agency shall not claim any employment benefit or any other benefits from the Government under any circumstances at any point of time.

5.3 All categories of personnel deployed by the agency shall perform duties in well-dressed uniform provided by the agency under the instruction of the authority of ILGUS. Any personnel of the agency without wearing uniform shall not be allowed to perform duty.

5.4 The deployment will be normally for a period of one year or as approved by the Department of Urban Development and Municipal Affairs, GoWB, but it can be terminated by 60 day's notice from either side. If required, the contract may be extended at the same terms & conditions subject to the final approval of the Department of Urban Development and Municipal Affairs, GoWB.

5.5 The agency should arrange Attendance Register of all categories of deployed personnel. Besides this, a 'Daily Attendance Report' (Category of Personnel & Shift wise) duly signed by the 'Site Supervisor' shall be submitted daily to the authorized person of ILGUS.

5.6 All categories of staff deployed by the agency in the campus of ILGUS Bhavan may be utilized or entrusted with any other work / duty, in the interest of public service on exigency and / emergent situation, any refusal shall cause permanent removal from the site. Any personnel on duty shall be withdrawn and replaced if reported for his / her misbehavior / act of indiscipline/negligence in duty.

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- 5.7 Decision in respect of acceptance of the tender shall rest with the Director, ILGUS. He / She does not bind himself / herself to accept the lowest tender and reserves the right to reject any or all Tenders received without assigning any reason thereof.
- 5.8 Manpower in any category may be reduced or increased at the same rate, terms & conditions at any time during the contract period.
- 5.9 Possession of requisite valid License for Head Plumber and Electrician is mandatory.
- 5.10 All personnel shall have to perform shift duties as required. Interchange of duties amongst the personnel of any categories without knowledge and approval of the authorised person of ILGUS shall not be accepted. Such change of duty without knowledge and approval of the authorised person of ILGUS shall be treated as absence. No payment against such duty shall be admissible.
- 5.11 Personnel of any category including Site Supervisor shall not be allowed to leave complex during his / her hour of duty without prior approval of the ILGUS authority / the person authorised by ILGUS.
- 5.12 It is the responsibility of the agency to inform the personnel deployed by him to render service in ILGUS Bhavan campus in respect of the Terms & Conditions accepted by the agency on the basis of which the work has been awarded. ILGUS shall not face any troubles and / difficulties due to ignorance of any Terms & Conditions by the personnel of any category deployed by the agency.

6. PROCESS OF SELECTION :

- 6.1 The process of selection of the successful agency will be made primarily on the basis of:
 - i) Verification of Tender Documents including the credentials and other information and documents submitted by the agency in the e- Tender,
 - ii) Afterwards, the amount i.e., percentage on Bill amount quoted towards A & OE Charges (Before GST & Service Tax) by the applicant in the BOQ.

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PLEASE NOTE THE A & OE CHARGES SHALL BE INCLUSIVE OF UNIFORM FOR ALL CATEGORIES OF STAFF & UNIFORM & OTHER GEARS AS REQUIRED FOR PERFORMING OF DUTY OF SECURITY GUARD

7. WAGES & STATUTORY PROVISIONS :

- 7.1 The agency shall pay the remuneration to its personnel commensurate with **Minimum Wages** as per latest order of Labour Department, GoWB and shall provide statutory coverage of **EPF, ESI, Bonus, Leave and Professional Tax.**
- 7.2 In case of revision of wages by the State Government, the agency shall apply to ILGUS along with the copies of relevant order(s) and revision of wages shall be implemented in accordance with the guidelines of the GoWB.
- 7.3 As a Principal employer the agency will indemnify ILGUS against any claim on account of any deployed strength.
- 7.4 The agency shall take license under contract labour (Regulation and Obligation) Act and also requisite licenses and authorization from statutory authorities under prevailing rules and regulations of the Central/State Government.



8. DUTIES & RESPONSIBILITIES OF PERSONNEL DEPLOYED BY THE AGENCY

A) Security Guard

- i) To protect & guard all the properties of the various offices in the campus of ILGUS Bhavan.
- ii) To keep close vigilance of entry and exit of all visitors in the campus of ILGUS Bhavan and Trainees/ guests / boarders of ILGUS Hostel & Guest House.
- iii) To keep close vigilance on various labour, service personnel, other visitors particularly those who are carrying any materials, tools, books, forms etc at the time of exit.
- iv) To keep close vigilance of entry and exit of vehicles and its passengers.
- v) To hoist the National Flag at the roof top of ILGUS Building in the morning and brought down in the evening daily.
- vi) Any other duties as assigned by the authority of ILGUS from time to time.

B) Hostel Caretaker (Residential)

- i) To attend Trainees, Boarders and Guests at the time of their arrival in the ILGUS Hostel & Guest House and handing over the key of respective room.
- ii) To keep close vigilance of proper use of the furniture, fittings, TV Sets & its accessories and other machineries installed in the room, lobby and common passage of ILGUS Hostel and Guest House.
- iii) To supervise the cleaning and maintenance of entire area of ILGUS Hostel and Guest House including the rooms, toilets and balconies. The Caretaker shall report to the authorized person of ILGUS in respect of any malfunctioning of electrical equipments including AC Machine, Geyser and other items installed at the room, lobby, toilet and the common passage of ILGUS Hostel and Guest House.
- iv) To maintain proper stock of all types of linen, Bucket, Jug, Mug and other materials placed at the room and toilet of ILGUS Hostel and Guest House.
- v) To make necessary arrangements of cleaning of linens, Mosquito Net and Towels etc. including handing over and receipt of the same to and from Washer man authorised by ILGUS regularly.
- vi) The Hostel Caretaker shall have to perform duty as assigned to him by the authority of ILGUS outside the hostel but within ILGUS Campus in the interest of Office.

C) Sweeper cum Zamadar

- i) The office floors, chambers, stair cases, common areas, open spaces, campus roads, training halls, Library, Conference rooms, and its balconies, canteen and its adjacent areas, of the offices of ILGUS, SUDA, and CDMC Building shall be swept daily by stick brooms, brush, jute etc. and shall be carried out daily before 9.30 a.m. or at other times as necessary. Periodical dusting of books at ILGUS Library shall be made.
- ii) The pump room, electrical sub-station building rooms and their roofs and the roof tops of all the buildings including Hostel and Canteen block shall be swept once in a week.
- iii) The entire Hostel Building shall be swept and cleaned daily when there is a boarder otherwise the sweeping and cleaning shall be made at least twice in a week.
- iv) The Bucket, Mug, Basin, Commodes etc., of all the toilets of ILGUS Hostel and Guest House shall be cleaned periodically.
- iii) The windows, glass panels of all the offices i.e., ILGUS, ILGUS Hostel & Guest House, SUDA and CDMC Building including the lobby, common areas of all the premises and Hostel shall be cleaned weekly.



- iv) Dusting of the furniture of all the offices i.e., ILGUS, ILGUS Hostel & Guest House, SUDA and CDMC Buildings and furniture of Conference Hall of ILGUS and SUDA shall be made daily.
- v) Periodical cleaning of the sewage lines overhead Tanks of all the Office Buildings, Hostel, Guest House and Canteen and Underground Reservoir of the Campus shall be made with additional cost. Cost of such work shall be approved by the authority of ILGUS and separate work order will be issued by ILGUS.
- vi) The waste baskets / Dust Bins of all the offices in all floors shall be cleaned daily. All the garbage of entire areas of ILGUS Bhavan campus shall be cleared and disposed to the particular place daily.
- vii) Sweeping/cleaning of the floors, chambers and toilets shall be swabbed with net cloth and long handle sweep sticks daily. Stair cases will be swabbed daily. All the premises to be kept dry and clean before commencement of normal Office hours.
- viii) The toilets of all the Office Buildings shall have to be cleaned daily before working hours. These should be disinfected and kept odour-free by using good quality disinfectants. Urinals, commodes and wash basins shall be cleaned daily with good quality disinfectants and cleaning agents. In addition, the toilets attached to chambers shall be cleaned daily before working hours. The entire cleaning shall be finished before 9.30 am or the time fixed by the authority of ILGUS.
- ix) During the Training Programmes, Conferences etc. the toilets of that particular building(s) shall be cleaned at least twice or more depending on the number of participants or as per instruction of the authority of ILGUS. The garbage, food packets etc. shall be cleaned immediately after the lunch period or as per instruction of the ILGUS authority.
- x) If requires, the sweepers shall have to stay beyond their normal duty hours for which additional overtime allowance on the basis of their daily wages (except statutory provision) shall be paid.
- xi) The toilets of the Hostel and Guest House of ILGUS shall be cleaned and disinfect periodically but during the stay of any boarder(s) and / guest(s) in the Hostel and / Guest House, the room(s) and toilet(s) shall be cleaned daily.
 - xii) All Sweepers cum Zamadars will assist the Head Plumber during cleaning of underground and overhead Tanks.

D) Head Electrician

- i) The agency shall deploy experienced and licensed personnel having electrical wireman permit and lass (i), (ii) (b), license. Such Electrician shall be proficient and much experienced in his work and aving sufficient knowledge of day to day petty maintenance of light, **fans, power points (Except AC, Photocopier Machines, Computers, Printers & Other Equipments)** etc., installed in all the Offices and Hostel in the campus of ILGUS Bhavan .
- ii) The Head Electrician shall look after the abovenoted electrical fittings and also inform the concerned management for any type of irregularities with the help of Electrician. Normally, if any difficulties arise in the operation of the abovenoted electrical fittings/items the concerned office shall inform the Electrician to get his views in the matter. If replacement of any electrical items as noted above is required then the concerned Office shall supply the said particular item(s) and afterwards the Electrician will replace the same. Under any circumstances the said Head Electrician shall not be permitted to procure any kind of electrical Fittings / items etc., on behalf of any Office.
- iii) If instructed by the authority of ILGUS, the Head Electrician shall have to report before his normal duty hours and / stay beyond his normal duty hours for which additional overtime allowance on the basis of his daily wages (except the statutory provision) shall have to be paid.



- x) The Site Supervisor shall be the overall In-charge of all categories of personnel and all categories of personnel shall have to obey and carry out the instruction and order of the Site Supervisor.
- xi) Primarily the Site Supervisor shall be answerable to ILGUS authority for providing proper and adequate guarding, maintenance and up keep of ILGUS Bhavan campus and responsible for providing all kind of services as per Terms & Conditions agreed by the Agency.

9. Payment Terms:

Payment will be made against the gross amount of the bill (after deduction of IT, GST as per law) for the first three months. From the fourth month the agency shall have to provide a certificate on quarterly basis towards payment and deposit of EPF, ESI, Professional Tax, etc. to the concerned authority. The agency shall have to produce original deposit Challan of EPF, ESI, Professional Tax, etc. as and when demanded by the authority of ILGUS. Failing which, payment of bills will be temporarily withheld. Monthly bill shall be verified on the basis of Attendance Register and payment will be made on actual attendance of all categories of personnel.

- 9.1 Basic wages on which the EPF, ESI, P.T., Bonus will be calculated shall be governed by the Minimum **Wages Act of the State Government.**
- 9.2 At the time of raising of bill the 'Overtime Duties' shall be shown separately and the wages against the 'Overtime Duty' shall be excluded of statutory (except ESI) payments.

10. Other Terms & Conditions

- 10.1 The agency shall have to carry out petty maintenance work (Civil, Electrical, Carpentry, Plumbing etc.,) of the campus of ILGUS, the rate of which shall be in accordance with the current schedule of PWD Department, GoWB.
- 10.2 The duty Roaster (rotationally) shall be prepared in such a manner so that everyone can enjoy weekly off-day as per rules. The agency shall have to pay wages for National Holidays (Not more than three days) in a calendar year and submit the claim for reimbursement of such payment.
- 10.3 A sum of ₹ 1,00,000/- (Rupees One Lakh) only shall have to be deposited by the LI agency as 'Security Deposit'. The Earnest Money already submitted by the said agency shall be converted into Security Deposit and will be kept as Security Deposit.
- 10.4 After selection, a formal contract shall have to be executed by the selected agency with ILGUS, Government of West Bengal. >
- 10.5 The contractor shall have the right to deduct salary from all categories of personnel deployed by them for their unauthorized absence.
- 10.6 The authority ILGUS reserves the right to terminate the contract prematurely in case of failure to satisfy the terms of contract.
- 10.7 All the terms and conditions laid down in tender documents shall have to be accepted by the applicant and no representation in respect of modifications, alterations etc., of any Terms & Conditions, rates, benefits etc. shall be entertained by the ILGUS authority.
- 10.8 It is the duty of the Agency to make clear all the Terms and Conditions to all the personnel deployed by them on the basis of which the Contract has been awarded to the Agency.
- 10.9 Disputes, if any, arise during the period of this contract the decision of the authority of ILGUS shall be final and absolute.
- 10.10 The legal jurisdiction of this contract shall be restricted within judicial jurisdiction of the High Court, Calcutta.

**ANNEXURE - A****Scope of Work****A. Security Guarding**

The agency has to provide adequate and proper guarding round the clock by deploying Security Guard to protect the properties owned by the ILGUS and other offices within the campus of ILGUS Bhavan and to vigil and check the entrance and exit of the guests, visitors, and other personnel during their visit at ILGUS, SUDA and CDMC Buildings. They also keep a close vigilance on the entry and exit of all trainees, boarders and guests in the Hostel and Guest House of ILGUS and vehicles as mentioned under Clause No. 8A of the Tender Document.

B. Maintenance & Up keep of ILGUS Bhavan Campus**i) Cleaning & Sweeping**

Cleaning & sweeping of all the buildings in the campus. Hostel, Guest House and Canteen blocks including the internal roads, common areas, passages, rooftops, transformer room, pump room etc. and as mentioned under Clause No. 8C of the Tender Document.

ii) Electrical Maintenance

Daily and periodical maintenance of various electrical equipments i.e., light, fans, power points (Except AC, Photocopier Machines, Computers, Printers & Other Equipments) etc., installed in the various offices / buildings, Hostel, Guest House & Canteen blocks including internal roads, common areas, passages, rooftops, transformer room, pump room etc. Besides this, the Agency shall have to take care of the above mentioned electrical fittings and fixtures (**Except AC, Photocopier Machines, Computers, Printers & Other Equipments**) the Conference Halls of ILGUS & SUDA and Training Halls of ILGUS and as mentioned under Clause No. 8D of the Tender Document.

iii) Operation of Pump & Plumbing Work

Daily and periodical maintenance of all sorts of plumbing lines, various taps, basins, urinals, and commodes fitted in toilets of offices, hostel, guest house and canteen and other taps fitted in the entire campus. The Plumber shall check all the water lines periodically for uninterrupted supply of water for drinking and other purposes in the various offices, buildings including hostel, guest house and canteen. The Plumber is also responsible for daily operation and primary maintenance of pump for lifting and supplying of the water in all the Offices, Canteen & Hostel of ILGUS Bhavan.

iv) Other Maintenance Work

- i) The Agency shall have to do the petty maintenance works as and when required against additional cost with the prior approval of the authority of ILGUS.

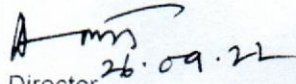


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Details of Manpower Required

Sl. No.	Name of Post	Category of Personnel	Total Personnel/ Day
1	Site Supervisor	Field Supervisor	01
2	Hostel Caretaker (Residential)	Semi skilled	03
3	Security Guard (Unarmed)	Unskilled	20
4	Head Electrician	Skilled	01
5	Assistant Electrician	Semi Skilled	01
6	Pump Operator-cum- Head Plumber	Skilled	01
7	Sweeper	Unskilled	14

- NB. I) Out of 14 sweeper cum Zamadar at least 04 Sweeper cum Zamadar shall be lady.
- II) Necessary Certificates as mentioned in P. No. 6 (D) for Head Electrician and P. No. 7 (E) for Electrician is essential.
- III) Necessary certificate per norms are required for Head Plumber is essential.
- IV) In case of Security Guards a Certificate of Physical Fitness to perform duty of 'Security Guard' issued by a registered Physician is essential.


26.09.22
Director

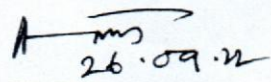
Institute of Local Government & Urban Studies.
Government of West Bengal

No. ILGUS/2E-9/2022/448/1(5)

Date: 26.09.2022

Copy forwarded for information and wide circulation to :

1. The Director of Local Bodies, West Bengal, Pura Prashasan Bhawan, DD-I, Sector-I, Salt Lake City, Kolkata - 700 064Purta Bhavan, Bidhannagar, Kolkata - 700 064.
2. The Director, State Urban Development Agency, West Bengal ILGUS Bhavan, Bidhannagar, Kolkata - 700 106.
3. The Chief Engineer, Municipal Engineering Directorate Bikash Bhavan, Bidhannagar, Kolkata - 700 091.
- ✓ 4. The Special Secretary, Urban Development and Municipal Affairs Department, Govt. of W. B. NAGARAYAN, DF-8, Sector-I, Salt Lake, Kolkata - 700 064.
[With a request to upload the Abridged Notice in the website of Department of U.D. & M.A.]
5. Notice Board of ILGUS.


26.09.22
Director