



**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 agencies for providing two efficient gardeners for maintaining and beautification of garden at District Panchayat Training & Resource Centre, Raninagar, Jalpaiguri.

1. The agency shall submit the valid credential certificates of at least five years.
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 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 agency must have the capacity of duty shall be six days of each week. Time span of duty shall be 10 A.M to 6 P.M of each working day)
18. The tenure of service will be for two years from the date of agreement signed; there would be no provisions to continue further at any stage.
19. The authority has the right to discontinue the service relating to gardener during the agreement period without giving any prior notice or otherwise communication.

