

GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER ::::: GOLAGHAT
(DISTRICT DISASTER MANAGEMENT AUTHORITY)

No.DDMA/GLT/20/2013/Pt-I/134

Dated Golaghat the 29th May/2019

ADVERTISEMENT

Application/Quotations are invited in Standard Form from Agencies/NGO/Institutes (Service provider) for placing services of four contractual personnel for running the District Emergency Operation Centre (DEOC) (Round the clock) based at District HQ. The tender Box will be available on working days from 10:00 am to 3:00 P.M at Disaster Management Branch, D.C's Office Golaghat. **The last date of receiving the applications/quotations is 15/06/2019 and the same will be opened on 15/06/2019 at 3.00 PM** in the presence of the concerned Agency/NGO/Institute in the Office Chamber of the Addl. Deputy Commissioner (Disaster Management), D.C's Office Golaghat. No. Application/Quotations will be entertained after the last date. Preference will be given to the registered /approved Firm/Institute/NGOs.

The Terms and Condition for placing services of four contractual personnel for running the District Emergency Operation Centre (DEOC) at Golaghat are stated below:

The Agency/NGO/Institute: The service provider applying for the contract should have requisite experience in providing the similar services on the following Terms and Conditions.

1. 4 (Four) nos. of personnel with requisite qualification preferably graduate in any discipline with computer skill in MS Office will be placed at the DEOC.
2. The service provider will be paid a lump sum remuneration of Rs. 8700/- (Eight Thousand Seven Hundred) only including service Tax and Administrative charge per person per month from the date of placement of personnel to DEOC. The service provider in turn will have to pay remuneration to the personnel engaged.
3. The service provider shall fill up any vacancy that may arise within 24 hours. However, if the vacancy cannot be filled up within the stipulated time, a penalty @ Rs. 100 per day shall be chargeable which may be deducted from the amount of administrative expenses paid by DDMA to the service provider.
4. No person shall be withdrawn without intimation to DDMA, Golaghat.
5. The DEOC shall be in operation 24 x 7 x 365 basis. The service provider shall prepare Duty Roster of the personnel in advance in such a way that at least (one) personnel is/are available in the DEOC at any point of time.
6. The duty hours of the personnel placed at the DEOC will be for 8 hours.
7. The Supervising Officer of the personnel placed at the DEOC will be the ADC cum CEO, DDMA, Golaghat and the Controlling Officer will be the Deputy Commissioner as Chairperson, DDMA, Golaghat.
8. The DDMA concerned shall have the right to revert any personnel without assigning any reason thereof and the service provider shall make replacement within 24 hours.
9. The service provider shall furnish complete Bio Data of the 4 (Four) personnel to DDMA concerned.
10. The service provider will also arrange for verification of the character and antecedents of the personnel provided through police.
11. The service provider shall submit the bill on the 1st day of each month for the services rendered during the previous month. The DDMA will release the due amount after verification and scrutiny.
12. The service provider shall disburse the amount to the actual payee as per procedure fixed by the service provider in the contract terms and conditions with the personnel.
13. The service provider shall also deposit the Service Tax and furnish a copy of the Challan/any other instruments to DDMA for record and placing before audit.
14. Application/Quotations may be addressed to the Deputy Commissioner, Golaghat.

Sd/-

Deputy Commissioner &
Chairman, DDMA, Golaghat

Dated Golaghat the 29th May/2019

Memo No.DDMA/GLT/20/2013/Pt-I/134 - A,

Copy to:-

1. The Chief Executive Officer, ASDMA, Dispur, Guwahati-06 for favour of kind information.
2. The SDO (Civil) Bokakhat/Dhansiri Sarupathar, Sub-Division, requested to hang the advertisement in office notice board.
3. The Circle officer, Golaghat/Khumtai/Morongi/Dergaon/Bokakhat/Sarupathar Revenue Circle. He/she is requested to hang the advertisement in office notice board.
4. The DIO, NIC, Golaghat request to upload the advertisement in the district website.
5. The DI & PRO, Golaghat for information.
6. Office notice board.
7. Office file.

Addl. Deputy Commissioner &
CEO, DDMA, Golaghat