



GOVERNMENT OF WEST BENGAL GOVERNMENT GENERAL
DEGREE COLLEGE, SINGUR JALAGHTA, SINGUR, DIST:
HOOGHLY, WEST BENGAL PIN-712409
Email: oicsingur@gmail.com

Memo No. GGDCS/2023/14

Date: 21/1/2023

NOTICE INVITING "e-tender"

NIT NO- WB/DHE/SECY/ GGDCS /NIT-1/23-24

e-Tenders on company pad as per format given in annexure-A are hereby invited and will be received by the Principal, Govt. General Degree College, Singur completely on ONLINE mode till the date and up-to the time specified herein. Quotations will be opened online and the List of successful tenderers will be listed in wbtender site and in college website.

1.	Name of Work	Providing 4 (four) Nos. Security Personnel (without Gun) for guarding of the GOVERNMENT GENERAL DEGREE COLLEGE, SINGUR
2.	Name and Address of the Office	JALAGHTA, SINGUR, DIST: HOOGHLY, WEST BENGAL - PIN-712409
3.	Tenderers who are Eligible to submit Tender	Reputed, resourceful, experienced & bona-fide registered Private Agencies.
4.	Documents to be Submitted Online	1. Copy of License for carrying on business of private Security Agency issued by the Home Department, Govt. of West Bengal. 2. Copy of ESI registration and latest challan 3. Copy of EPF registration and latest challan 4. Copy of PAN Card, 5. Copy of IT Return Latest 3 Year 6. Copy of GST Registration 7. Copy of Trade license Latest 22-23 8. Credentials of similar nature not older than last 3yr. (Preferably in Educational Institution)
5.	EMD	Rs. 5000.00 (Five Thousand only) (Online Payment Mode either through NEFT/RTGS OR NET BANKING as per Finance order No 3975F(y) Dated: 28/07/2016.)
6.	Hard Copy	All Bidder Have to Submit the Hard Copy To The Office Of The Principal before opening date.
7.	Quotation papers	e-Tender as per format given in Annexure-I

Principal
Govt. General Degree College, Singur

ANNEXURE-I

1	Description of work	Providing 4 (four) Nos. Security Personnel (without Gun) for guarding of the GOVERNMENT GENERAL DEGREE COLLEGE, SINGUR
2	Security Charge (Minimum wages per head per shift) * [ZONE-A)	TO BE FIXED BY GOVT. ORDER (As per G.O No. 204/Stat/2RW/76/266/LCS/JLC dated 31.12.2020 by Office of the Labour Commissioner, Govt. of West Bengal
3	Service charge (per head per day) To be Quoted in %) *	RATE MUST BE QUOTED BY THE SERVICE PROVIDER IN PERCENTAGE**
5	E.S.I CHARGE*	TO BE FIXED BY GOVT. ORDER
6	E.P.F*	TO BE FIXED BY GOVT. ORDER
7	Bonus*	TO BE FIXED BY GOVT. ORDER
8	GST*	TO BE FIXED BY GOVT. ORDER

*All statutory rates are subject to change by Government.

** Selection of agency will be made on the basis of Service Charge only.

As this tendering Exercise is meant for HIRING OF SERVICE AGENCY, QUOTATIONS SHOWING ZERO SERVICE CHARGE WOULD BE SUMMARILY REJECTED. THE QUOTED RATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING.

Name of the Agency:

E-mail id :

Telephone No :

Mobile No :

Signature of the agency authority
(Designation of the signing authority)

6. Dates & Information:

1	Documents download start date (Online)	25-01-2023 AT 9.00 PM
2	Bid Submission starting (On line)	25-01-2023 AT 9.00 PM
3	Bid Submission closing (On line)	08-02-2023 AT 6.55 PM
4	Documents Submission (Hard Copy) (Offline)	Upto 09-02-2023 3.00 PM
5	Date & for opening of Technical Proposal (Online)	11-02-2023 AT 1.00 PM
6	Date & for opening of Financial Proposal (Online)	To be declared later

TERMS&CONDITIONS

1. The accepting authority reserves the right to reject any or all the quotations without assigning any reasons thereof.
2. The participating bidders are required to quote their rate in per head per day both in figure and words
3. The charges to be paid to Security Agency are to be shown in two parts- a) Security charges, b) Service charges. Security charges is the minimum wage (as per latest labour department order) of the security personal plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates).
4. The responsibility of deposition of contribution for EPI, EPF etc is to be borne by the security agency.
5. The service charge must include all other incidental charges.
6. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges. Hence, lowest tenderer will be selected as per rates quoted for service charges only.
7. The period of contract will be for one year and no enhancement of service charge is admissible during this period. However, security charge may vary time to time and will be paid as per the latest Govt. notification.
8. No conditional / incomplete rate will be accepted under any circumstances.
9. The agency engaged for this work will have to maintain a regular contact with the college authority.
10. The persons engaged for the duty will have to wear same uniform and identity card for identification. Uniforms will have to be supplied by the tenderer for which no additional allowance or charges will be entertained.
11. The duty hour will be 8 (eight) hours for each Security Personnel and will be fixed by the College authority.
12. The College authority shall not be responsible to supply rain coat / umbrella / Torch / oil etc if required. The same are to be supplied by the tenderer.
13. The College authority shall not responsible to compensate or otherwise liable in any manner what so ever for an injury and / or death of Security Guards while on duty.
14. No. claim will be entertained for the permanent services of the guards engaged.
15. T.A., D.A., Overtime allowance will not be paid to the security guards by the college authority.
16. Immediately after receiving the work order, the agency must submit to the College authority list showing the name, signature (L.T.I), passport size photograph, Election Photo Identity Card (EPIC) in duplicate of each security guards deployed duly self-attested well in time. If any change is made subsequently by the agency, the change (in name, signature etc.) is also to be intimated to the College authority as and when such change is made.
17. The agency will be fully responsible for any losses, shortages, damages, of Govt. property and the cost of the same as fixed by the authority will be recovered from bills of the agency.
18. The agency will keep itself ready to take up the work within seven (7) days from the date of issue of work order or from any other special date as will be mentioned.

19. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 months.
20. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
21. a) Bill in triplicate on monthly basis as per format given in Annexure-II must be submitted within 10th of the next month.
 b) Payment to the agency shall be made as per availability of fund.
 c) Statutory deduction as applicable shall be made from the bill of the agency.
22. However the procurement of Security Service. If the contract is not divisible and bid for the agency fee quoted by all L1 bidders is already near to zero, there remains little scope for reduction of price by inviting selected bids. In such case, L1 bidder with highest technical qualification may be awarded the contract
23. In case of any doubt about e-tendering call: 8334031053 / 9433171054

AGREEMENT FOR DEPLOYMENT OF PRIVATE SECURITY GUARDS

TERMS & CONDITIONS

1. The charges to be paid to Security Agency has two parts- a) Security charges, b) Service charges. Security charges is the minimum wage (as per latest labour department order) of the security personal plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates).
2. The responsibility of deposition of contribution for EPI, EPF etc are to be shouldered by the security agency.
3. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges.
4. The period of contract will be for one year and no enhancement of service charge is admissible during this period. However security charge may vary time to time and will be paid as per latest Govt. notification.
5. No conditional / incomplete rate will be accepted under any circumstances.
6. The persons engaged for the duty will have to wear same uniform and identity card for identification. Uniform will have to be supplied by the tenderer for which no additional allowance or charges will be entertained.
7. The duty hour will be 8 (eight) hours for each Security Personnel and will be fixed by the College authority.
8. The College authority shall not be responsible to supply rain coat / umbrella / Torch oil etc if required. The same are to be supplied by the tenderer.
9. The College authority shall not be responsible to compensate or otherwise liable in any manner what so ever for an injury and / or death of Security Guards while on duty.
10. No claim will be entertained for the permanent services of the guards engaged.
11. T.A., D.A., Overtime, Bonus will not be paid by the college authority.
12. Immediately after receiving the work order, the agency (for guarding) must submit to the College authority a list showing the name, signature (L.T.I.), passport size photograph in duplicate of security guards duly attested by him well in time. If any change is made subsequently by the agency, the change (in name, signature etc.) is also to be intimated to the College authority as and when such change is made.
13. The agency will be fully responsible for any losses, shortages, damages, of Govt. property and the cost of the same as fixed by the authority will be recovered from bills of the agency.
14. The agency will keep its self ready to take up the work within seven (7) days from the date of issue of work order or from any other special date as will be mentioned.
15. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 months.
16. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.

17. a) Bill in triplicate on monthly basis as per format given in Annexure-II must be submitted within 10th of the next month.
- b) Payment to the agency shall be made as per availability of fund.
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Principal
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