



सत्यमेव जयते

GOVERNMENT OF WEST BENGAL

Office of the Principal

Government General Degree College at Keshiary

P. O. Tilaboni Mahisamura, Dist. Paschim Medinipur, Pin – 721135

Website: www.ggdckeshiary.ac.in; Email: principalkeshiarygovtcollege@gmail.com

Memo No. - 114/GGDCK/2020,

Date: 24/07/2020

NIT NO: **SG-1/GGDCK/001/2020**

NOTICE INVITING TENDER

For and on behalf of Govt. General Degree College at Keshiary, the Officer-in-Charge, Govt. General Degree College at Keshiary, invites online item rate e - tenders for the following works by two cover system. Pre-qualifying documents in a separate cover and Bid document with BOQ rate in another cover are to be submitted by the Qualified Service Provider as detailed in the table below. Intending bidders may download tender documents from e-procurement portal of Govt. website www.wbtenders.gov.in The pre-qualifying and bid documents duly filled in all respect should be submitted on-line through e-portal from (**as per Server Time**). Govt. General Degree College at Keshiary does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. for on-line bids.

1.	Name of Work	:	Providing 4 (four) Nos. Security Guard (Ex-servicemen without Gun) for guarding the Govt. General Degree College at Keshiary
2.	Name and Address of the Office	:	Government General Degree College at Keshiary, P.O. Tilaboni Mahisamura, P.S.Keshiary, Dist. Paschim Medinipur, PIN 721135, West Bengal
3.	Eligibility of the bidders	:	Reputed, resourceful, experienced & bona-fide registered Private Agencies having experience of giving security service to at least two Govt. Colleges of West Bengal.
4.	Documents to be submitted along with the application	:	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 3. Copy of EPF registration 4. Copy of PAN Card, 5. Copy of Trade License 6. Copy of Service Tax registration 7. Credentials
5.	Quotation papers	:	e-Tender as per format given in Annexure-I

Sd/-

Officer-in-Charge

Government General Degree College at Keshiary

ANNEXURE-I

1	Description of work	PROVIDING SECURITY SERVICE WITHIN THE PREMISES OF GOVT. GENERAL DEGREE COLLEGE AT KESHIARY
2	Security Charge (per head per shift) Minimum wages (B Zone)	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
3	Service charge (per head per shift)	TO BE RATE QUOTED BY THE SERVICE PROVIDER**
5	E.S.I CHARGE	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
6	E.P.F	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
7	Bonus	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
8	GST	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.

**** Selection of agency will be made on the basis of Service Charge only. As this tendering exercise is meant for “ HIRING OF SERVICE, AGENCY SHOWING ZERO SERVICE CHARGE WOULD BE SUMMARILY REJECTED. THE QUOTED RATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING”**

Name of the Agency :

Mailing address :

Telephone No :

Mobile No :

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

1. In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. *The notarized supporting documents of the lowest bidder (L1) has to be submitted to the office of the Principal, Government General Degree College at Keshiary before obtaining work order/offer letter.*

2. **Tender Fees:** Nil

3. Tender documents may be downloaded from website <https://wbtenders.gov.in>. and submission of Technical Bid and Financial Bid will be done as per time schedule.

4. The Bid/Proposal is to be submitted in two parts. The two parts of the proposal are:-

(i)	Part-1	:	Technical proposal
(ii)	Part-2	:	Financial proposal

5. **Non –statutory cover containing the following documents:**

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	1. GST Registration Certificate & Acknowledgement. 2. PAN. 3. P Tax (Challan)(Latest). 4. Latest IT Receipt.
B	Company Detail(s)	Company Detail -1	1. Proprietorship Firm (<i>Trade License</i>) Section –B Form-II [Structure &Org.] 2. Partnership Firm (<i>Partnership Deed, Trade License</i>) 3. Ltd. Company (<i>Incorporation Certificate, Trade License</i>) 4. Society (<i>Society Registration Copy, Trade License</i>) 5. Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C	Credential	Credential -1	1. Similar nature of work done & completion certificate which is applicable for eligibility in this tender.
D	Financial Information	Profit & Loss A /c. and Balance Sheet for the financial year 2019 -2020.	Profit & Loss A /c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A /c. and Balance Sheet for the financial year 2018 - 2019	Profit & Loss A /c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A /c. and Balance Sheet for the financial year 2017-2018.	Profit & Loss A /c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
E	Man Power	Technical Personnel	List of Technical Staffs with Qualifications & Experience along with Structures & Organization.
F	Declaretion-1	Technical Data	a) The prospective bidder must have the credential of satisfactorily completion as a prime agency during the last 3 (three) years from the date of issue of this notice under authority of state / central Govt., state / central Govt. Undertaking / statutory bodies constituted under the statute of the state / central Govt.

			<p>b) The prospective bidders must have valid up to date clearance of GST return (last receipt of challan) / Income Tax return / Professional Tax clearance certificate / P.T (Deposit Challan) / PAN Card / Voter ID Card for self identification and Income Tax acknowledgement receipt for latest assessment year</p> <p>c) The bidders who have been delisted or debarred by any government department shall not be eligible in anyway.</p> <p>d) The prospective tenderer shall establish field testing laboratory equipped with requisite instruments and technical staff according to the requirements of works to be executed.</p>
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6. The rates should remain valid for the period up to 31st March 2021, subject to actual market price.

The rates once accepted will not be changed under any circumstances.

7. An undertaking should be given stating thereby that the firm has not been debarred or penalized for any reasons out of work by any Govt. Dept.

8. The documents to be uploaded by the bidders should be notarized, properly indexed & digitally signed.

9. The documents to be submitted by the lowest bidder (L1) before obtaining work order/offer letter should be the uploaded document which is notarized and properly indexed.

10. 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.

11. Payment of bills on its production will be made after successful supply of the items within reasonable time.

Sd/-
Officer-in-Charge
Government General Degree College at Keshiary

IMPORTANT DATE AND TIME SCHEDULE:

Sl.	PARTICULARS	DATE & TIME
1	Date of uploading (Publishing) of N.I.T. Documents (Online)	24.07.2020 at 09:00 am
2	Documents download start date (Online)	24.07.2020 at 10:00 am
3	Document download end date (Online)	31.07.2020 at 12:00 noon
4	Bid proposal submission start date (Online)	24.07.2020 at 10:00 am
5	Bid proposal submission end date (Online)	31.07.2020 at 02:00 pm
6	Bid opening date for technical evaluation (Online)	03.08.2020 at 10.00 am
7	Date of uploading list for technically qualified bidder(Online)	To be notified later.
8	Date & place for opening of financial proposal (Online)	To be notified 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 2 parts- a) Security charges, and 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. 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.
7. No conditional / incomplete rate will be accepted under any circumstances.
8. The agency engaged for this work will have to maintain a regular contact with the college authority.
9. 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 bidders for which no additional allowance or charges will be entertained.
10. The duty hour will be 8 (eight) hours for each Security Personnel and will be fixed by the College authority.
11. 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 bidder.
12. 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.
13. No. claim will be entertained for the permanent services of the guards engaged.
14. T.A., D.A., Overtime allowance will not be paid to the security guards by the college authority
15. 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, Photocopies of Election Photo Identity Card (EPIC) in duplicate of each security guard 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.
16. 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.
17. 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.
18. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 months.
19. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
20. a) Payment to the agency shall be made as per availability of fund.
b) Statutory deduction as applicable shall be made from the bill of the agency.

Sd/-

Principal / Officer-in-Charge
Govt. General Degree College at Keshiy

ANNEXURE II
DECLARATION

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.

2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

4. I/We do hereby undertake that complete security of the Department shall be ensured by our Security Agency, as well as any other Point considered by our Agency. Our Security Service shall be covered under the loss on account of theft, if any, shall be recoverable from me/us.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone No.