



GOVERNMENT OF WEST BENGAL

Office of the Principal

Government General Degree College, Keshiary

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

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

Memo No. T -01/GGDCK/2023,

Date: 18/01/2023

NIT NO:SG-1/GGDCK/001/2023

NOTICE INVITING ELECTRONIC QUOTATIONS FOR ENGAGEMENT OF PRIVATE SECURITY PERSONNEL AT GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

Online item rate e-Quotation is being invited through e-tendering portal <https://www.wbtenders.gov.in> from the resourceful, reputed, bona fide, registered security agency firms for the work as mentioned below as per format given in Annexure - I, under the office of Principal, Govt. General Degree College, Keshiary, during the year 2023-24.

1.	Name of Work	: Providing 4 (four) Nos. Security Guard (without Gun) for guarding the Govt. General Degree College, Keshiary for the period from 01/04/2023 to 31/03/2024
2.	Name and Address of the Office	: Office of the Principal, Government General Degree College, Keshiary, P.O. Tilaboni Mahisamura, P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135, W.B. Email: principalkeshiarygovtcollege@gmail.com
3.	Eligibility of the bidders	: Reputed, resourceful, experienced & bona-fide registered Private Agencies having experience of providing security service of similar nature to at least two Govt. Institutions.
4.	Documents to be submitted along with the application	: 1. Copy of License for carrying on business of private Security Agency issued by the Department of Home Affairs for security services 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. Copy of MSME and NSIC Certificate (If EMD exemption Claimed), 8. Tax clearance certificate & 9. Credentials 10. Annexure-II, III and IV on official pad of the agency/company as per format.



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

General Guidance for e-Tendering



1. ACQUIRING THE TENDER DOCUMENTS:

In this event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).

2. **Submission of bids:** Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

3. EMD

In the event of e-Filing, intending bidders may download the quotation document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & Earnest Money has to be deposited by the bidder through the following payment mode as per memorandum of the Finance Department vide No. 3975-F(Y) Dated 28th July, 2016. Necessary Earnest Money of Rs 15,000/- (Rupees Fifteen thousand only) have to be deposited by the bidder electronically online through his net-banking enabled bank account, maintained at any bank or offline through any bank by generating NEFT/RTGS challan from the e-tendering portal or **Document Showing EMD Exemption is to be uploaded.** Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital signature certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., pre-defined amount as mentioned in the NIT. Beneficiary Bank name (ICICI Bank) & IFSC Code and e-procurement Reference No. and intending bidder who wants to transfer EMD through NEFT/RTGS must read and follow the instructions of the pre-filled challan generated from e-Procurement site for payment of the EMD. Bidders are also advised to submit EMD of their bid, well in advance before the bid submission closing date as it requires time for processing of payment of EMD. ICICI Bank Help desk No.: 033-10267512/033-10267513.

4. Statutory deductions (e.g. TDS etc.) shall be made from the bills as per existing rules in force (**Notification 201-F dt.18.01.2021**).

5. TENDER FEES: Nil

6. SERVICE CHARGE

- (i) Service Charge for security service including essential accessories as mentioned in 6 (iii) should be quoted only in the BOQ for the entire work in per head per day basis.
- (ii) The revision of minimum wages, ESI, PF, GST etc. as would be revised by the Govt. from time to time will be paid on submission of Tax Invoice which should be supported by relevant Govt. order. However, the percentage of Service charge of the successful bidder cannot be changed in any case during the tenure of service.
- (iii) The Quoted Service Charge should be inclusive of all charges viz. profit, cost of two sets of Uniform, Torch, Batteries, Raincoat, Gumboot, Baton & all other accessories which are necessary for maintaining the Security Service work
- (iv) Service charge cannot be quoted less than Rs.1.00 only (Rs. One only) by a bidder and if any bidder quotes below Rs. One only as service charge, the concerned bid will not be accepted.

7. IMPORTANT DATE AND TIME SCHEDULE:

Sl.	PARTICULARS	DATE & TIME
1	Date of uploading (Publishing) of N.I.T. Documents (Online)	19.01.2023 at 03:00 PM
2	Documents download start date (Online)	19.01.2023 at 03:00 PM
3	Bid proposal submission start date (Online)	19.01.2023 at 03:00 PM
4	Document download end date (Online)	08.02.2023 at 11:00 AM
5	Bid proposal submission end date (Online)	08.02.2023 at 11:00 AM
6	Bid opening date for technical evaluation (Online)	10.02.2023 at 11.00 AM

8. Submission of Technical Bid and Financial Bid will be done as per time schedule.

9. 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

10. Technical proposal should be substantiated with 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. 5. Copy of ESI registration. 6. Copy of EPF registration. 7. Copy of MSME & NSIC Certificates.
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. Agencies having experience of giving security service to at least two Govt. Institutions of West Bengal. 2. Copy of the work order for engagement of Security Guards at least for last 2 years in an Institute of Higher Learning, Govt. Organization etc.
D	Financial Information	Profit & Loss A /c. and Balance Sheet for the financial year 2021 -2022.	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 2020 - 2021	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 2019-2020.	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 of Organization.
F	Declaration-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. 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 c) The bidders who have been delisted or debarred by any government department shall not be eligible in anyway

11. Format for self-declaration by the agency about their experience in serving Government Institutions (Should be submitted in letter head along with relevant credentials/document):

S.No.	Name of the Government College	Tenure of Service	Experience (in years and Months)

12. The rates should remain valid for the period up to 31st March 2024, subject to actual market price. The rates once accepted will not be changed under any circumstances.

13. *In case there exist any tie in the quoted financial bids*, preference would be given to the agency whose experience in serving Government institutions is more, the distance of security agency office is nearer to the college and other norms as mentioned in Memo no 2320-F(Y), dt.07.06.2022 of **Finance Department, Audit Branch**, Government of West Bengal.

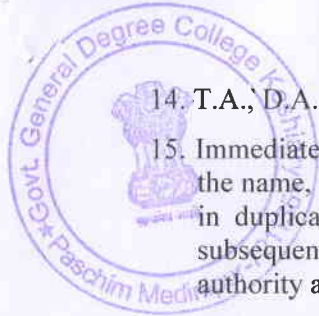
14. An undertaking should be given stating thereby that the firm has not been debarred or penalized for and reason for being out of work by any Govt. Department.
15. **The documents to be submitted by the lowest bidder (L1) before obtaining work order/offer letter should be the same uploaded one properly notarized and indexed.**
16. Inspection: Before submitting the tender, the intending tenderers should thoroughly acquainted themselves with the proposed work by local inspection of site and make into consideration the site condition and other criterion for effecting smooth Service. No claim whatsoever will be entertained afterwards.
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 have to take immediate redressal measure on receipt of any intimation from the authorized representative of the undersigned as to the irregular/improper performance of duties by the Guard failing which action will be taken by the undersigned as per condition of contract.
19. For payment of the services rendered, the successful bidder shall furnish the monthly acquaintance roll of the payment of wages to the guards made by him to the concerned officer along with the Bill in triplicate on monthly basis.
20. Disposal of Disputes: In case of any dispute, **the College's decision will be treated as the final and conclusive.** All legal actions are subject to Kolkata jurisdiction only.

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

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. No bidder could charge less than Rs.1.00 (Rs. One only) only as service charge. The service charge must include all other incidental charges viz. profit, cost of two sets of Uniform, Torch, Batteries, Raincoat, Gumboot, Baton & all other accessories.
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. Time of guarding arrangement will be of 24x7 nature within the contract period. 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 uniform/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. Payment of **Rs. 15,000.00 as Earnest Money Deposit (EMD)** will be through Online Payment Mode either through NEFT/RTGS OR NET BANKING as per Finance order No 3975F(y) Dated : 28/07/2016.
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.



Chakraborty 18/01/2023

Principal / Officer-in-Charge
Govt. General Degree College, 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 (A 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. No bidder could charge less than Rs.1.00 (Rs. One) as service charge. (THE QUOTED RATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING)**

ANNEXURE – II
FURNISHING BASIC INFORMATION
 (To be furnished in the Company's official letter pad)

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade Licence No. (Please enclose copy of Trade Licence)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST)	
8	Do you have previous experience of serving educational Institutions specifically government colleges) (Please enclose copy of orders if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	2019-20 : Rs..... 2020-21: Rs..... 2021-22: Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder (Please enclose copy authenticating your status)	Type of Agency (Please Specify in Detail)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the College authority.

Signature of the Bidder
(With Seal)



ANNEXURE – III

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr (Name),
employee of this Organization as (Official Designation)
is hereby authorized to submit tender online , Vide NIT No.....Dated
on behalf of the Organization.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal



ANNEXURE IV

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

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.