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GOVERNMENT OF WEST BENGAL

OFFICE OF THE PRINCIPAL

GOVERNMENT COLLEGE OF EDUCATION (C.T.E.)

Banipur, North 24 Parganas, PIN- 743233

Memo No. 610/Estt.

Dated, Banipur, the 20th June 2022

NOTICE

Sealed quotations are invited from reputed and eligible agencies for providing only 02 (Two) Nos. Security Personnel (without Gun) on company pad as per Annexure-I (Notice with Memo No. 610/Estt. dated 20th June, 2022) on and from **23rd June, 2022** to **08th July, 2022** till 2pm and the date of opening of the same sealed quotation papers is **fixed at 1pm on 11th July, 2022.**

Those, willing to submit the quotation, are requested to follow the instructions as notified.

Dr. Amlan Ganguly

Officer -in-Charge

Govt. College of Education, Banipur

Dr. AMLAN GANGULY (WBES)

Officer-in-Charge

Govt. College of Education (CTE)

Banipur, North 24 Parganas

GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
GOVT. COLLEGE OF EDUCATION, BANIPUR,
PIN-743233, NORTH 24 PARGANAS, WEST BENGAL

Memo No.: 610/Estt

Date: 20/06/2022

Notice for Inviting Tender

Sealed Quotations (Order No 610/Estt. dated 20th June, 2022) from reputed and eligible agencies for providing 02 (Two) Nos. Security personnel (without Gun) on company pad as per format given in annexure-I are hereby invited and will be received by the Principal/ Officer-in-Charge of Govt. College of Education, Banipur in the Tender Box kept in his office till the date and up-to the time specified herein. Quotations will be opened on 11/07/2022 at 1pm in presence of such intending quotationer or their agents as may close to attend.

1.	Name of Work	:	Providing 02 (Two) Nos. Security Personnel (without Gun) for guarding the entire premises of Govt. College of Education, Banipur.
2.	Name and Address of the Office	:	Officer-in-Charge, Government College of Education, Banipur, North 24 Parganas (Habra Municipality implementing area Zone A)
3.	Quotations who are Eligible to submit Quotation.	:	Reputed resourceful experienced and bona-fide registered Private Agencies.
4.	Last Date & Time of submitting quotation Papers.	:	Upto 2pm on 08-07-2022
5.	Opening of Quotations.	:	At 1pm on 11-07-2022
6.	Documents to be submitted along with the application.	:	I. Copy of License for carrying on business of Private Security Agencies issued by the Home Department, Govt. of West Bengal and should be updated. II. Copy of ESI registration. III. Copy of EPF registration. IV. Copy of PAN Card. V. Copy of Trade License. VI. Copy of Service Tax registration. VII. GST registration documents. VIII. Credentials: A. No of institution (Govt. & Private) served in last (03) three years, B. Average turnover in last (03) three years as per IT return file. C. Work experience (in years).
7.	Quotation Papers.	:	On company pad as per format given in Annexure –I.

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 requiring quoting their rate in per head per day in figures and words.
3. The charges to be paid to Security Agencies are to be shown in two parts- a) Security charges, b) Service charges. **Security charges** are 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) and **Service charges should be positive value** (in Integer).
4. The service charge must include all other incidental charges.
5. The responsibility of deposition of contribution for EPI, EPF, etc. is to be borne by the security agency.

6. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges. Hence, lowest quotationer will be selected as per rates quoted for service charges only.
7. The period of contract will cover only current financial year i.e. 2022-23 and which will end on 31st March 2023 and no enhancement of service charges is admissible during this period. However, security charge may vary time to time and will be paid as per the latest Govt. notification only.
8. In case of tie bid for L1, in that case L1 will be selected as per bidders' credentials. Two (2) percentages of Tender Value needs to deposit to the College Account as Earnest Money Deposit (Receipt of Earnest Money Deposit should be enclosed with Tender Papers). **College Account Details: Account No - 35777884510, Bank Name – SBI, Branch Name – Habra.**
9. No conditional / incomplete rate will be accepted under any circumstances.
10. The agency engaged for this work will have to maintain a regular contact with the college authority.
11. The persons engaged for the duty will have to wear same uniform and identity card for identification. Uniforms will have to supply by the quotationers for which no additional allowance or charges will be entertained.
12. The duty hour will be as per latest Govt. Labour Law for each Security Personnel and will be fixed by the college authority.
14. 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 quotationer.
15. The College authority shall not be responsible to compensate or otherwise liable in any manner what so ever for injury and / or death of Security Guards while on duty.
16. No. claim will be entertained for permanent services of the guards engaged.
17. T.A. & D.A., Overtime allowances will not be paid to the security guards by the college authority.
18. 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 in 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 changes is made.
19. The agency will be fully responsible for any losses, shortages, damages of Govt. property and cost of the same as fixed by the authority will be recovered from the bill of the agency.
20. The agency will keep itself ready to take up the work within seven (07) days from the date of issue of the work order or from any other special date as will be mentioned.
21. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 months.
22. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
23. 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 the fund.
 - c) Statutory deduction as applicable shall be made from the bill of the agency.

Sd/- Officer-in-Charge
Government College of Education(C.T.E.),
Banipur, North 24 Parganas.

Annexure-I

1	Description of work	:	Providing Two private security guards for guarding thecollege.
2	Security charge (per head per day)	:	Wage:(in Rs.) (Minimum wage) Contribution for ESI, EPF and Bonus(in Rs.)
3	Service charge (per head per day)	:(in % of minimum wage)
4	Service Tax (per head per day)	:(in Rs.)

Name of agency:

Mailing address:

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Telephone No.:

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(Signature of the agency authority)

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(Designation of the signing authority)

DEMAND FOR SANCTION OF FUND FOR PRIVATE SECURITY GUARDS

1. No. of security guards :
2. Wage per head per day in Rs. :
3. Contribution for ESI, EPF and Bonus Per head per day in Rs. :
4. Service charge per head per day in Rs. :
5. Service Tax per head per day in Rs. :
6. Total claim per head per day in Rs. :
7. Total claim per head for one month in Rs. :
8. Total for Number of security guards per month:
9. Total requirement for months in Rs. :