



GOVERNMENT OF WEST BENGAL

OFFICE OF THE PRINCIPAL

Govt. Physical Education College for Women, Hooghly

Rice Research Station Campus, Chinsurah

P.O. Chinsurah (R.S.) Dist-Hooghly. 712102

Landline No: 26861080

E.mail: principal.gpecwhooghly@gmail.com

Website: <http://gpecwhooghly.org>

Memo No : 1210/16-QTP/23

Date : 13/03/2023

Notice Inviting Quotation – 2/SG/2023

Sealed quotations on company pad as per format given in annexure-A are hereby invited and will be received by the Principal of Govt. Physical Education College for Women, Hooghly in the tender Box kept in his Office till the date and up to the time specified herein Quotation will be opened on the same day one hour after the time of receipt of Quotation in presence of such intending quotationer or their agents as may choose to attend.

| | | |
|---|--|---|
| 1 | Name of work | Providing 2(Two) Nos Security Personnel (Without Gun) for guarding of the College Campus of Govt. Physical Education College for Women, Hooghly |
| 2 | Name & Address of the College | Govt. Physical Education College for Women, Hooghly Rice Research Station Campus, Chinsurah P.O. Chinsurah (R.S.), Dist – Hooghly Pin – 712102, Landline No. – 26861080 |
| 3 | Quotationers who are Eligible to submit Quotation | Reputed, resourceful, experienced & bona-fied registered Private Agency |
| 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 | | On Company pad as per format given in annexure-A |
| 6 | Earnest Money Deposition (EMD) | Payment of Rs. 5,000.00 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 |

Date Criteria:

| | |
|--|----------------------|
| Published Date | 15-Mar-2023 11:00 AM |
| Document Download / Sale Start Date | 15-Mar-2023 11:00 AM |
| Bid Submission Start Date | 15-Mar-2023 11:00 AM |
| Document Download / Sale End Date | 23-Mar-2023 11:00 AM |
| Bid Submission End Date | 23-Mar-2023 11:00 AM |
| Technical Bid Opening Date | 25-Mar-2023 12:00 AM |
| Financial Bid Opening Date | Will notify Later |

Terms & Conditions :-

1. Below one rupee (1.00) will not be accepted as service charge.
2. The accepting authority reserves the right to reject any or all the quotations without assigning any reasons thereof.
3. The participating bidders are required to quote their rate in per head per day both in figure and words.
4. 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 personnel plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates.)
5. The responsibility of deposition of contribution for EPF, ESI etc is to be borne by the security agency.
6. The service charge must include all other incidental charges.
7. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges. Hence lowest quotation will be selected as per rates quoted for service charges only.
8. The period of contract will be for one year 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.
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 uniforms and identity card for identification. Uniforms will have to be supplied by the quotationers for which no additional allowance or charges will be entertained.
12. The duty hours will be 8(eight) hours for each Security personnel and will be fixed by the college authority.
13. The college authority shall not be responsible to supply raincoat/umbrella/torch/oil etc, if required. The same are to be supplied by the quotationer.
14. 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.
15. No claim will be entertained for the permanent services of the guards engaged.
16. T.A, D.A, Overtime allowance will not be paid to the security guards by the college authority.
17. Immediately after receiving the work order, the agency must submit to the college authority list showing the name, signature (LTI), 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.

18. 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.
19. 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.
20. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 (Three) months.
21. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
22.
 - a) Bill in triplicate on monthly basis as per format given in annexure-II must be submitted within 10t 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.

Special Note:

In case of tie bid

In addition to what has been stated in situation I and II above, the following procedure should be adopted when there is a tie among the L1 Bidders:

Keeping the discovered L1 rate as ceiling , sealed bids may be invited from all the L1 bidders and out of those the lowest one may be selected.


If none of the L1 bidders is ready to offer further reduced rates:

A. For items divisible in nature-

- i) The work may be distributed equally among the consenting L1 bidders.
- ii) If none of the L1 bidders is ready to accept reduced quantity, the bidder with higher credential based on the following parameters, may be selected among L1 bidders in the following manner:
 - a) In case of supply of goods, last three years average turnover of the bidder shall be considered.
 - b) In case of execution of work/supply of service, value of single work/service of similar nature completed during last 3 years shall be considered.
 - c) In case of supply of man power, number of personnel supplied in a single contract during the last 3 years shall be considered.

B. For items not divisible in nature-

- i) If none of the L1 bidder is ready to offer further reduction of rates, the bidder with higher credential base on parameters, as mentioned in A(ii) above may be selected among L1 bidders.


Principal 13/03/2023
Govt. Physical Education College for Women
Chinsurah (RS), Hooghly

Principal
Govt. Phy. Edn. College for Women
Hooghly

ANNEXURE I

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 for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order & user list, if yes) | Yes/No (Please put tick mark) |
| 9 | Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET | FY 2019-20: Rs..... FY 2020-21: Rs..... FY 2021-22 : Rs..... Average Annual Turnover: Rs..... |
| 10 | Status of the bidder(Please enclose copy authenticating your status) | Manufacturer/Dealer/Distributor/Selling Agent/Stockiest/Supplying Agent (Please put tick mark) |

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.

Signature of the Bidder
(With Seal)

ANNEXURE II

APPLICATION FOR TENDER

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

To
The Principal,
Govt. Physical Education College for women,
Rice Research Station, Chinsurah (RS),
Dist: Hooghly, Pin Code:712102, West Bengal

Sub: NIT for the Supply of Private Security Guards for the purpose of College requirement

Ref: - _____N.I.T. Nodated

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of
.....in the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document vide **Clause 9** and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the housekeeping staff and security personnel as per your requirement.
5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date :

Signature of applicant including title and
capacity in which application is made.
Contact no:
E-mail address:
Postal Address::



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Estimate Sheet (ANNEXTURE-A)

| | |
|---|--|
| 1. Wages for security guard per head per day | |
| 2. Contribution of EPF, ESI and Bonus etc. per day per head | |
| 3. Service Charge per day per head | |
| 4. GST per day head per day | |
| 5. Total Charge per day per head | |

Note : Service Charge below Rs. 1.00 will not be accepted and fractional digit to be avoided.