

# 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. 475/33-MISC/20

Date. 04/05/2020

## Notice Inviting Quotation - 1/2020

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 upto 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 4(Four) Nos Security Personnel (without Gun) for guarding of the Collage 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. 712102 Landline No: 26861080
3	Quotationers who are Eligible to submit Quotation	Reputed, resourceful, experienced & bona-fied registered Private Agency
4	Last date & Time of submitting quotation papers	03/06/2020 up to 2.00 PM
5	Opening of Quotations	03/06/2020 at 3.00 PM
6	Documents to be submitted along with the application	1. Copy of Licence 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 Licence. 6. Copy of Service Tax registration 7. Credentials
7		On Company pad as per format given in annexure A

### 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 EPF, EPI etc is to be born 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 quotation 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 charges 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 Collage authority.
10. 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.
11. The duty hours will be 8 (eight) hours for each Security Personal and will be fixed by the College authority.
12. 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.
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 (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.
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 (Three) 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 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.

*Shyamal*  
04/05/2020  
Principal

Govt. Physical Education College for Women, Hooghly

**Principal**  
Govt. Phy. Edu. College for Women  
Hooghly



# GOVERNMENT OF WEST BENGAL

পশ্চিমবঙ্গ সরকার

## OFFICE OF THE PRINCIPAL

GOVERNMENT PHYSICAL EDUCATION COLLEGE FOR WOMEN, HOOGHLY  
CHAWKBAZAR, P.O. & DIST-HOOGHLY, PIN-712103  
(Recognised by NCTE) ESTD-1984 Phone : 2680 3155  
Website : www.gpecwhooghly.org  
E-mail : principal@gpecwhooghly.org

অধ্যক্ষ

সরকারী মহিলা শারীর শিক্ষা মহাবিদ্যালয়, হুগলী  
চকবাজার, পোঃ এবং জেলা-হুগলী, পিন-৭১২১০৩  
(এন.সি.টি.ই. দ্বারা স্বীকৃত)

স্থাপিত-১৯৮৪ সূত্রসংখ্যা : ২৬৮০ ০১৫৫

Dated, Hooghly, the 27<sup>th</sup> May, 2020

Memo No. ....

From : The Principal  
Govt. Physical Education  
College for Women, Hooghly

To :

## IMPORTANT NOTICE

In continuation of the notice inviting quotation - 1/2020 vide memo no. 475/33-MISC/20 dated 04/05/2020 for providing 4(Pom) nos of Security Personnel (without gun) for guarding of the College Campus of the Govt. Physical Education College for Women, Hooghly, the Undersigned is hereby informed to all interested bidders to submit a detail breakup of the security personnel charge per day per head as per format stated below in their official letter head and properly signed and sealed along with other relevant papers as mentioned in the above quotation notice 1/2020

Sl. No.	Purpose	Amount in Rs.
1.	Wage per day per head as per latest Labour Department order	
2.	Contribution of EPF, ESI and Bonous etc. per day per head.	
3.	Service Charge per day per head	
4.	GST per day per head	
5.	Total Charge per day per head	

NOTE: Without the above stated format quotation will not be entertained

*Shyamal*  
27/05/2020

Principal  
Govt. Phy. Edu. College for Women  
Hooghly