



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG
Pedong, Dist. Kalimpong – 734311

Website: www.pedonggovtcollege.in

e-mail: pedong.govt.college@gmail.com

Memo No: 69/PGC/2021

Date : 16/03/2021

Government of West Bengal
from the Office Chamber of the Principal/Officer-in- Charge
Government General Degree College at Pedong

NOTICE INVITING QUOTATION

For and on behalf of the Purchase and Tender Sub-Committee of Govt.General Degree College, Pedong, the Officer-In-Charge, Govt.General Degree College At Pedong, Kalimpong-734311 invites online item rate e-tenders for the following works, through two cover system. Prequalifying documents in a separate cover and Bid Documents with BBQ rate in another cover are to be submitted by the Qualified Service Provider or any other eligible bidders who satisfy the terms and conditions in Pre-qualifying documentation regarding e-tender for the work mentioned and detailed in the table below. Intending bidders may download tender documents from e-procurement portal of the Govt Website www.wbetenders.gov.in. The prequalifying and bid-documents duly filled in all respects should be submitted on-line through our e-portal (as per Server time). Government General Degree College, Pedong, does not take any responsibility for the delay caused due to non-availability of internet connection or poor connectivity, etc for online bids.

1.	Name of the Work.	Providing 04 (Four) Nos. Security Personnel (without gun) for guarding of the Government General Degree College At Pedong.
2.	Name and Address of the Office	P.O. Pedong, Kalimpong-734311, P/s Pedong
3.	Quotation those are eligible to submit the Quotation.	Reputed, Resourceful, experienced and bonafide registered Private Agencies.
4.	Documents to be submitted along with application.	<ol style="list-style-type: none">1. Copy of License for carrying on business of Private Security Agency issued by the Home Dept. Govt of West Bengal2. Copy of ESI registration.3. Copy of EPF registration.4. Copy of Pan Card.5. Copy of Trade License6. Copy of Service Tax registration7. Credentials of similar nature of work including the proof of experience of serving at least in (01) one of the Govt. General Degree College under Higher Education Dept, Govt. Of West Bengal, other than Govt. General Degree College, Pedong, Kalimpong.8. Declaration by the agency in letterhead about the details of serving Govt. General Degree College (as stated above) with total service period details in the format (given below)9. Agencies are instructed to upload only

		the relevant documents as stated above.
5	Quotation Papers	e-tender as per the 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 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 are the minimum wage (as per latest labour department order) of the security personal plus charges for ESI. EPF etc. is to be borne by the security agency. 5security agency.
4. The responsibility of deposition of contribution for EPI. EPF etc. Is to be borne by the
5. The service charge must include all other incidental charges.
6. As security charges are be quoted 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 be for one year and no enhancement of device charge is admissible during this period. However security charges may vary time to time and will be paid as per the latest Govt. Notification.
8. No conditional/Incomplete rate will be accepted.
9. The agency engaged for this work will have to maintain a regular contact with the college authority.
10. The person engaged for the duty will have to wear same uniform 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 hour will be 8(Eight) hours for each Security Personnel and will be fixed by the College authority.
12. The college authority shall not be responsible to supply rain coat/umbrella/torch/oil etc if required. The same has to be provided by the agency.
13. The college authority shall not be responsible to compensate or otherwise liable in any manner what so ever for any injury/death of security guards while of duty.
14. No claim will be entertained for the permanent services of the guard 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 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 changes are made.
17. The agency will be fully responsible for any losses, shortage, damage 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 (07) 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 to withdrawal to the authority prior to 3 months.
20. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
21. a) Bill 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 fund. c) Statutory deduction as applicable shall be made from the bill of the agency.

Sl.No.	PARTICULARS	DATE AND TIME
01.	Date of uploading (publishing) of N.I.T documents (online)	17.03.2021 at 09.00 Hrs
02.	Documents download start date (online)	17.03.2021 at 09.00 Hrs
03.	Document download end date (online)	24.03.2021 at 16.00 Hrs
04.	Bid proposal submission start date. (Online)	17.03.2021 at 09.00 Hrs
05.	Bid proposal submission end date. (Online)	24.03.2021 at 11.00 Hrs
06.	Bid opening date for Technical evaluation (online)	26.03.2021 at 11.00 Hrs
07.	Date of uploading list for technically qualified bidder(online)	To be notified later
08.	Date of uploading list for technically qualified bidder(online)	To be notified later
09.	Date & place for opening of financial proposal (online)	To be notified later
10.	Date of uploading of list of bidders along with their rates through (online), also if necessary for further negotiation through offline for final rate.	To be notified later

ANNEXURE-I

01.	Description of work.	Providing 04 (Four) Nos. Security Personnel (without gun) for guarding of the Government General Degree College At Pedong.From _____ to _____
02.	Security charge (per head per shift) Minimum wages*.	Security charges will be provided on the minimum wages rate (daily) declared by Office of the Labour Commissioner Statistics Section, and Govt. Of West Bengal.
03.	Service charge** (per head per shift) to be quoted in percentage rate of Security Charge (Row 2)	Must be quoted by the Service Provider in percentage rate of Security Charge (Row-2)
04.	E.S.I Charge *	To be fixed by the Govt. Order.

05.	E.P.F*	To be fixed by the Govt. Order.
06.	Bonus*	To be fixed by the Govt. Order.
07.	G.S.T *	To be fixed by the Govt. Order.

*All statutory rates are subject to change by the Government.

**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".

Mere quoting the lowest service charge is not reasonable and cannot be calculated in round figure of Rupee will not give any right to the agency for being selected.

Name of the Agency:

Mailing Address:

Telephone No:

Mobile No:

Signature of the Agency authority
(Designation of the signing authority with seal)

##Format of self declaration by the agency about their experience in serving Govt. General Degree College (should be submitted in the letterhead along with other documents).

Sl.No	Name of the Govt. General Degree College	Tenure of Service Provided	Experience (in Year and Month)



Officer-in-Charge

Govt. General Degree College
At Pedong Kalimpong-733101
Officer-in-Charge
Government General Degree College
at Pedong