



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: 56 / 20 21

Date :22/02/2021

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

NOTICE INVITING QUOTATION

Sealed Quotations on company pad as per format given in Annexure-A are through different leading newspapers and will be received hereby invited by the Principal / Officer-in-Charge of Government General Degree College at Pedong office till the date and the Tender Box kept in his up-to the time specified herein. Quotations will be opened on 13th September, 2017 at 2.00 pm in presence of intending quotationer or their agents as may

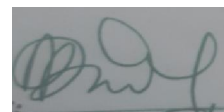
1.	Name of the Work.	Providing 04 (Four) Nos. Security Personnel (without gun) for guarding of the Government General Degree College At Pedong.
2.	Name and Address of the Office	P.O. Pedong,Kalimpong-734311,P/s Pedong
3.	Quotation those are eligible to submit the Quotation.	Reputed, Resourceful, experienced and bonafide registered Private Agencies.
4.	Last Date and Time of submitting Quotation Papers.	08/03/2021 up to time 2:00 PM
5.	Opening of Quotations	11/03/2021 up to 2:00PM
6.	Documents to be submitted along with application.	1. Copy of License for carrying on business of Private Security Agency issued by the Home Dept.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.
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 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.

Officer-in-Charge



Govt. General Degree College
At Pedong Kalimpong-734 311