



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
GOVERNMENT GENERAL DEGREE COLLEGE
AT PEDONG.
DIST. KALIMPONG- 734311

Notice No. 07/19....

Date..27/3/2019

Tender Notice.

Sealed Quotations are invited from the reputed firms/Bonafide Manpower Agencies for the deployment of four security guards for the College Security preferably local ex-army Personnels. The concern of Maximum wage fixed by Labour Department and lowest service charge shall be taken into consideration. Last date for submitting Quotation will be 3rd of April, 2019, up to 12.00 hours and the Quotation will be opened in the afternoon of the same day. Please visit the college website www.pedong.govt.college.in for tender format, terms and conditions etc.



Officer-in-Charge

Govt. General Degree College at Pedong
Officer In-charge
Govt. General Degree College
at Pedong

Keep in
Security Guards
file only

GOVERNMENT OF WEST BENGAL

GOVT. GENERAL DEGREE COLLEGE AT PEDONG

NOTICE INVITING QUATATION

Sealed Quotation on company pad as per format given in Annexure-A are hereby invited and will be received by the Principal/Officer-in-Charge of Govt General Degree College at Pedong in the Tender Box kept in his office till date and up-to time specified herein. Quotations will be opened in 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..... Govt. College.
2.	Name and Address of the Office	:
3.	Quotationers who are Eligible to submit Quotation.	:	Reputed, resourceful, experienced and bona-fide registered Private Agencies.
4.	Last Date & Time of submitting quotation Paper.	: up to 1.00 PM.
5.	Opening of Quotations	:	At 2.00 PM on.....
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. Copy of Trade Licence 8. Credentials
7.	Quotation Paper	:	On company pad as per format given in Annexure-I

TERMS AND 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 or per day both 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 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 EPI, EPF etc is to be borne 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 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 service charge is admissible during this period.
8. No conditional/incomplete rate will be accepted under any circumstances.
9. The agencies engaged for this work will have to maintain a regular contact with the college authority.
10. The persons 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 allowances or changes will be entertained.
11. The duty hours will be Eight (8) hours for such 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 are to be supplied by the quotationer.
13. The college authority shall not be 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 the College authority list showing the name, signature (L.T.I). Passport size photograph, Election Photo Identity Card (EPIC) in duplicate of each security guards deployed duty self-attested well in time. If any change is made subsequently by the agency, the change (in name, signature etc) is also to be incimated to the college authority as and when such change is made.

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17. The agency will be fully responsible for any Loses, Shortage, damages of Government 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 months.
20. The undersigned reserves the right to terminate agreement at any time without assigning any reason what so ever.
21. a) Bill in triplicate on monthly basis as per format given an 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) Stationary deduction as applicable shall be made from the bill of the agency.

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