



GOVERNMENT OF WEST BENGAL
Office of the Principal
Kabi Jagadram Roy Govt. General Degree College

Memo No.: 080-B/0518/Tender-Notice/2018-2019/Pvt.-Security

Date: 22nd. May 2018.

**TENDER NOTICE INVITING QUOTATIONS FOR ENGAGEMENT OF PRIVATE SECURITY PERSONNEL AT
KABI JAGADRAM ROY GOVT. GENERAL DEGREE COLLEGE, MEJIA – 722 143.**

Sealed quotations in original on official pad of the company/agency as per format given in **ANNEXURE I** are hereby invited by the Principal/Officer-in-Charge of Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143, through college website and advertisement in the reputed newspapers, for the aforementioned services (specifications given below). Quotations shall be received in the Tender Box kept in the college office up to the date and time mentioned below. Agencies/companies who have submitted quotes or their authorized representative(s) may be present on the date and time of opening of quotations – mentioned below – in the chamber of the Principal/Officer-in-Charge of Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.

1.	Name of work:	Providing 04 (four) security personnel (without guns) for guarding the premises of Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.
2.	Name and address of the office:	Office of the Principal Kabi Jagadram Roy Govt. General Degree College (Beside NH-60) P.O.: Mejia, Distt. Bankura PIN: 722 143.
3.	Eligibility to submit quotations:	Reputed, resourceful, experienced and bonafide registered private security agencies/companies
4.	Last date and time of submitting of quotations:	Wednesday 13th. June 2018 up to 13:00 hrs.
5.	Date and time of opening of quotations:	Wednesday 13th. June 2018 at 14:00 hrs.
6.	Documents to be submitted along with applications:	(a) Copy of license for carrying on the business of private security agency issued by the Home Department, Govt. of West Bengal (b) Copy of ESI registration (c) Copy of EPF registration (d) Copy of PAN card (e) Copy of Aadhaar card (f) Copy of trade license (g) Copy of Service Tax registration (h) Copy of GST registration with GSTIN (if applicable) (i) Credentials (j) Photocopy of first page of passbook of designated bank account
7.	Details of quotation papers:	On official pad of the agency/company as per format given in <u>ANNEXURE I</u>



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TERMS & CONDITIONS:

The following terms and conditions must be adhered to while submission of quotations:

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 figures and in words.
3. The charges to be paid to the Security Agency are to be shown in two parts: (a) Security charges & (b) Service charges. Security charges are the minimum wage (as per latest order of the Labour Department) of the security personnel 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 and shall lie with 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 shall 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. However, security charge may vary time to time and will be paid as per the latest Govt. notification.
8. Conditional/incomplete rate will not be accepted under any circumstances.
9. The agency engaged for this work shall have to maintain regular contact with the college authority.
10. The persons engaged for the duty will have to wear the same uniform and carry identity card for identification at all times. Uniforms shall have to be supplied by the agency for which no additional allowance or charges will be entertained.
11. The duty hours will be 8 (eight) hours for each Security Personnel and specific timings shall be fixed by the College authority.
12. The College authority shall not bear responsibility to supply rain coat/umbrella/Torch/oil etc, if required. The same are to be supplied by the agency.
13. The College authority shall not be responsible to compensate or otherwise liable in any manner whatsoever for 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 a list showing the name, signature and L.T.I., passport-sized photograph, Electoral Photo Identity Card (EPIC) in duplicate of each security guard deployed duly self-attested. If any change in personnel is made subsequently by the agency, the change(s) (in name, signature etc.) is also to be intimated to the college authority as and when such change(s) 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 college authority shall be recovered from bills of the agency.
18. The agency must be prepared to take up the work within seven (07) days from the date of issue of work order or from any other special date as might be decided upon by the college authority.



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19. The agency shall not be entitled to withdraw from the agreement without serving a written notice of withdrawal to the authority prior to three (3) months from the date of withdrawal.
20. The undersigned reserves the right to terminate the agreement at any time without assigning any reason whatsoever.
- 21.
- (a) Bill in triplicate on monthly basis as per format given in ANNEXURE-II must be submitted within 10th of every month.
- (b) Payment to the agency shall be made as per availability of government funds/allotment.
- (c) Statutory deductions as applicable shall be made from the bill of the agency.
22. Quotations and all bills must be addressed to "**The Principal/Officer-in-Charge, Kabi Jagadram Roy Government General Degree College, Mejia – 722 143.**"
23. Quotation documents are non-returnable.
24. As per govt. rules, income tax at the following rates shall be deducted at source for payments against bills submitted:

Bill Amount	Rate of Deduction of Income Tax	
	For Individual Proprietors	For Partnership Firms etc.
Less than Rs. 30,000/-	1%	2%
Rs. 30,001 – Rs. 50,000/-	2%	3%
Rs. 50,001 – Rs. 1,00,000/-	5%	10%
Above Rs. 1,00,000/-	10%	

25. All quotations shall remain valid up to 31st March 2019.

The last date for submission of quotations to the college office shall be Wednesday 13th June 2018 up to 13:00 hrs., and quotations shall be opened on the same date at 14:00 hrs.

The Principal/Officer-in-Charge, Kabi Jagadram Roy Government General Degree College, reserves the right to accept or reject any or all of the quotations without assigning any reasons thereof.

Officer-in-Charge.

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.

QUOTATION FOR PRIVATE SECURITY GUARDS

1.	Name of work:	Providing 04 (four) security personnel (without guns) for guarding the premises of Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.
2.	Security Charge (per head per day):	Wage (in Rupees): _____ (Minimum Wage) Contribution for ESI, EPF & Bonus (in Rupees): _____
3.	Service Charge (per head per day):	_____ (in % of Minimum Wage)
4.	Service Charge/GST (per head per day):	Rs. _____

1. Name of agency: _____

2. Complete Mailing address: _____

3. Telephone/Mobile number: _____

4. E-mail address: _____

(Signature of Agency Authority)

Date: _____

Designation of
Agency Authority: _____

(S E A L)

1. Number of security guards: _____
2. Wage per head per day (in Rupees): _____
3. Contribution towards E.S.I., E.P.F. and Bonus per day per head: _____
4. Service Charge per head per day (in Rupees): _____
5. Service Tax/GST per head per day (in Rupees): _____
6. Total Claim per head per day (in Rupees): _____
7. Total Claim per month (in Rupees): _____
8. Total for _____ number of security guards for the month of _____ 20__ : _____

(Signature of Agency Authority)

Date: _____

Designation of
Agency Authority: _____

(S E A L)

TERMS OF AGREEMENT FOR DEPLOYMENT OF PRIVATE SECURITY GUARDS

TERMS and CONDITIONS:

1. The charges to be paid to the Security Agency are to be shown in two parts: (a) Security charges & (b) Service charges. Security charges are the minimum wage (as per latest order of the Labour Department) of the security personnel plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates).
2. The responsibility of deposition of contribution for EPI, EPF etc. is to be borne by and shall lie with the security agency.
3. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges. Hence, lowest quotation shall be selected as per rates quoted for service charges only.
4. The period of contract will be for **ONE YEAR** and no enhancement of service charge is admissible during this period. However, security charge may vary time to time and will be paid as per the latest Govt. notification.
5. Conditional/incomplete rate will not be accepted under any circumstances.
6. The persons engaged for the duty will have to wear the same uniform and carry identity card for identification at all times. Uniforms shall have to be supplied by the agency for which no additional allowance or charges will be entertained.
7. The duty hours will be 8 (eight) hours for each Security Personnel and specific timings shall be fixed by the College authority.
8. The College authority shall not bear responsibility to supply rain coat/umbrella/Torch/oil etc, if required. The same are to be supplied by the agency.
9. The College authority shall not be responsible to compensate or otherwise liable in any manner whatsoever for injury and/or death of Security Guards while on duty.
10. No claim will be entertained for the permanent services of the guards engaged.
11. T.A., D.A., Overtime Allowance, Bonus will not be paid to the security guards by the college authority.
12. Immediately after receiving the work order, the agency must submit to the college authority a list showing the name, signature and L.T.I., passport-sized photograph, Electoral Photo Identity Card (EPIC) in duplicate of each security guard deployed duly self-attested. If any change in personnel is made subsequently by the agency, the change(s) (in name, signature etc.) is also to be intimated to the college authority as and when such change(s) is made.
13. The agency will be fully responsible for any losses, shortages, damages, of Govt. property and the cost of the same as fixed by the college authority shall be recovered from bills of the agency.
14. The agency must be prepared to take up the work within seven (07) days from the date of issue of work order or from any other special date as might be decided upon by the college authority.
15. The agency shall not be entitled to withdraw from the agreement without serving a written notice of withdrawal to the authority prior to three (3) months from the date of withdrawal.
16. The undersigned reserves the right to terminate the agreement at any time without assigning any reason whatsoever.
- 17.
- (a) Bill in triplicate on monthly basis as per format given in ANNEXURE-II must be submitted within 10th of every month.
- (b) Payment to the agency shall be made as per availability of government funds/allotment.
- (c) Statutory deductions as applicable shall be made from the bill of the agency.

(Signature of Agency Authority)

Designation of Agency Authority:

Principal/Officer-in-Charge
Kabi Jagadram Roy Government Degree College
Mejia – 722 143.

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.

(S E A L)

(S E A L)