



सत्यमेव जयते

## OFFICE OF THE PRINCIPAL

Govt. of West Bengal  
Office of the Principal  
Government Girls' General Degree College  
Ekbalpur, Kolkata

Memo No. 302/GGGDC/2

Date:15-01-2025

### **NOTICE INVITING TENDER**

NIT NO- WB/DHE/GGGDC/SECY/NIT-1/25-26

Online E-Tender is invited by the **Principal, Government Girls' General Degree College** from reputed, registered and professional Security Personnel supply having at least three years' experience in providing such services related to Housekeeping, Private Security Guards for the FY 2025-26 of this college (tenure of the tender in this matter will be for three years with a clause of option for renewal for one year at a time based on performance of the selected agency and observance of other conditions as per Memo No. 222(2)-HED-16014(99)/3/2024-APPSEC, Dated: 06/12/2024. It is also required from registered professional agencies to provide experienced Security personnel for the College for the FY 2025-26. Interested parties may follow the instructions as given below for submission of their tender in online mode. Price should be quoted in INR currency inclusive of all taxes.

1	Name of Work	Providing 4 (Four) Nos. Security Personnel (without Gun) for the guarding Building and Premises of <b>Government Girls' General Degree College</b>
2	Name and address of the Office	<b>Government Girls' General Degree College</b> 7 Mayurbhanj Road, Ekbalpur, Kolkata-700023
3	Company Eligible to submit Quotation	Reputed, resourceful, experienced & bona-fide registered Private Agencies having experience of giving security service to Govt. College of West Bengal.
4	Earnest Money (Earnest money only have to be submitted through online with RTGS / NEFT in case of offline payment through bank account in any bank.)	<b>Rs. 10000 (Rupees Ten Thousand Only)</b> [Earnest money Rs. 10000 (Rupees Ten Thousand Only) only have to be submitted through online with RTGS / NEFT in case of offline payment through bank account in any bank.]

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### 1. General Instructions:

In the event of E- Tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).

### 2. Submission of Bids:

Both technical Bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in> All the papers must be submitted in English language.

### 3. The eligibility criteria are given below:

- 1) Submit the quotations stating that wages to be paid to the personnel in terms of current Labour Departments' minimum wages rates and other statutory deductions also to be provided them as per State Government notification. (Wages per day per head, Contribution for ESI, EPF, and Bonus etc. per day per head, Service Charges per day per head, these rates also be given per month per head as well as per annum per head.). As per latest Labour Commission Order No. 40/Stat/14/RW/24/2023/LCS/JLC, Dated: 04/12/2024. EPF, ESI and Bonus to be fixed as per latest order.
- 2) The rates should remain valid for the period up to March 2026 after considering Labour Departments' minimum wages rate.
- 3) The tender should be submitted in the proforma along with Annexure I enclosed herewith.
- 4) The violation of any of the conditions will entitle cancellation of the order.
- 5) Scan copy of from of Income tax return for the last three financial years, GST Registration certificate, PAN No. Current Trade License, current license of Home & Hill affairs Departments, Govt. of West Bengal, P. Tax other related licenses and registration certificates, if any, and also credentials.
- 6) The tender inviting authority shall verify the above-mentioned documents (In original) which are mandatory for the participation before issuance of the work order.
- 7) The prospective tenderers as a primary agency should have satisfactorily completed the supply to any Government or Private Organizations for the last three (03) years.
- 8) The tenderers are to deposit the tender papers for the individual items.
- 9) Payment of the bills on its production will be made after successful completion of requisite services within reasonable time.
- 10) The tender bid will be out rightly rejected if it comes to the notice of the tender inviting authority during scrutiny that the credential or any other paper of a tenderer is fabricated etc.
- 11) The undersigned reserves the right of accepting or cancelling the tender without assigning any reason.
- 12) To qualify for a Package of contracts made up of this and contracts for which bids are invited in the NIT, the bidder must demonstrate having experience and resources sufficient to meet the aggregate of the qualifying criteria for individual contracts.
- 13) **In case two or more technically qualified firms quote the same lowest price for service charge, i.e. more than one L1, then the firm with the supply of highest number of personnel under a single contract for the last three years (Situation III as laid down in Finance order No: 2320-F(Y), Dated: 07/06/2022 will be considered. No other parameters will be considered for breaking the tie.**

4. Payment of 2% of total quoted rate as Earnest Money Deposit (EMD) will be through Online Payment Mode either through NEFT / RTGS or Net Banking as per Finance Order No. 3975f(y) Dated: 28-07-2016.

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**5. My Document (Non-Statutory Cover) containing as follows:**

Sl. No	Category	Sub category	Sub category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate & GSTR 3B of Last month
			Copy of ESI & EPF Registration Certificate & Latest Challan
			Copy of P. Tax Registration Certificate & Latest Challan of deposit of P. Tax & Copy of P. Tax Enrolment Certificate, P. Tax Challan (Current)
2	Company / Firm Details	Company / Firm Details	Valid Trade License Latest 2024-25
			Copy of license for carrying on business of Private Security Agency issued by the Home Department, Govt. of West Bengal
			Registration with Registrar Companies
			Memorandum of Articles for Limited Companies
3	Credential	Credential 1	Copy of the order and complication certificate for providing security personnel within last 3 years under Govt. Sector.
			Supply of Man power and number of personnel engaged in a single contract during last three years.
4	Financial Information	Payment Certificate	PL & BS & Income Tax submitted for the Assessment year 2022-23
			PL & BS & Income Tax submitted for the Assessment year 2023-24
			PL & BS & Income Tax submitted for the Assessment year 2024-25

**6. Disposal of Disputes:** In case of any dispute, the College's decision will be treated as the final and conclusive. All legal actions are subjected to Kolkata jurisdiction only.

**7. Inspection:** Before submitting the tender, the intending tenderers should thoroughly have acquainted themselves with the proposed supply and installation by local inspection of site and make into consideration the site condition and other criterion for effecting smooth supply. No claim whatsoever will be entertained afterwards.

**8. Discretion of the College:**

- I. College may take decision about non-hiring of the said personnel even after selection of agents due to its fund constraints.
- II. College may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
- III. College reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

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**9. Date and Time Schedule of the E-Tender:**

<b>Sl. No</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Date of uploading (Publishing Date) of N.I.T & other Documents (online)	17-01-2025
2	Documents download / Sale start date (Online)	18-01-2025 AT 9.00 AM
3	Bid submission start date	18-01-2025 AT 9.00 AM
4	Documents download / Sale end date (Online)	01-02-2025 AT 5.00 PM
5	Bid Submission closing (Online)	01-02-2025 AT 5.00 PM
6	Bid opening date for technical Proposals	03-02-2025 AT 5.00 PM

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ANNEXURE-I

1	Description of work	Providing 4 (Four) Nos. Security Personnel (without Gun) for the guarding Building and Premises of <b>Government Girls' General Degree College</b>
2	Security Charge (Minimum wages per head per shift) * (ZONE-A)	TO BE FIXED BY GOVT. ORDER (As per G.O No. 40/Stat/14/RW/24/2023/LCS/JLC dated 04.12.2024 by Office of the Labour Commissioner, Govt. of West Bengal)
3	Service charge (per head per day) To be Quoted in %) *	RATE MUST BE QUOTED BY THE SERVICE PROVIDER IN PERCENTAGE**
5	E.S.I CHARGE*	TO BE FIXED BY GOVT. ORDER
6	E.P.F*	TO BE FIXED BY GOVT. ORDER
7	Bonus*	TO BE FIXED BY GOVT. ORDER
8	GST*	TO BE FIXED BY GOVT. ORDER

\*All statutory rates are subject to change by 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**, QUOTATIONS SHOWING ZERO SERVICE CHARGE WOULD BE SUMMARILY REJECTED. THE QUOTED RATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING.

Name of the Agency:

E-mail id:

Telephone No:

Mobile No:

Signature of the agency authority  
(Designation of the signing authority)