



Govt. of West Bengal
Office of the Principal
Government General Degree College
Manbazar – II, Susunia, PO – Kumari
Dist: Purulia (West Bengal, INDIA), Pin – 723131

Memo no: OC-7/GGDC/MAN/E-tender/SEC/24

Date: 08-02-2024

E-TENDER NOTICE INVITING QUOTATIONS FOR ENGAGEMENT OF SECURITY GUARDS AT GOVT. GENERAL DEGREE COLLEGE, MANBAZAR-II

Quotations are hereby invited by the Principal/Officer-in-Charge of Govt. General Degree College, Manbazar-II from reputed firms/suppliers for supply of the following categories of services through www.wbtenders.gov.in adhering to the guidelines of E-tendering:

Sl. No	Name of the work	Estimated Value	Earnest Money	Time of completion
1.	Providing: Total four (04) Security Guards (without guns), for guarding the premises of Govt. General Degree College, Manbazar-II, Purulia	Rate Quoted	10000.00	12 Months

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.



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5. The agency shall be liable to pay the yearly bonus amount due to the security guards under its employment upon the completion of one year, failing which the bill for the last month of the contract shall not be processed/ passed.
6. Conditional/incomplete rate will not be accepted under any circumstances.
7. 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.
8. The duty hours will be 8 (eight) hours for each Security Personnel and specific timings shall be fixed by the College authority.
9. 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.
10. 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.
11. No claim will be entertained for the permanent services of the guards engaged.
12. T.A., D.A., Overtime Allowance, Bonus will not be paid to the security guards by the college authority.
13. 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.
14. 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.
15. 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.
16. 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.
17. The undersigned reserves the right to terminate the agreement at any time without assigning any reason whatsoever.
18.
 - (a) Bill in triplicate on monthly basis
 - (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.



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19. The college is located at **Zone B**. Minimum wages should be charged as per the rate of **Zone B** vide latest order.

20. Selection of agency will be made on the basis of Service Charge only. As this tendering exercise is meant for “**Hiring of Service, agency should opt for one rupee or above as service charge per unit (\geq Rs.1) and Decimal Figure Service Charge would be summarily rejected. The quoted rate should be Reasonable, Logical and Convincing**”. Mere quoting the lowest service charge which is not reasonable and cannot be calculated in round figure of Rupees will not give any right to the agency for being selected.

22. a) **Security Charges (minimum wages) for 4 (four) numbers guards per month basis (Minimum wages for each guard should not be less than the wages fixed by Labour Commissioner, Govt. of West Bengal as per latest order.)**
- b) **Contribution for EPF, ESI, Bonus etc as applicable for 4 (four) numbers guards per month basis (as per Govt approved latest rates)**

23. Instructions to the bidders

- a) Service Charge Zero in case of Security Agency will not be accepted.
- b) All Technical Bids must be supported with the following information & documents:
- i. List of Government establishments where security services have been years (3 yrs.) with the respective 'Work Orders'
 - ii. Total number of year's services provided by the Security Agency at the date.
 - iii. List of organizations in rural areas of West Bengal where security services have been provided successfully
 - iv. Number of security personnel supplied in a single contract by the years with supporting documents.
- c) As per observation of Finance Dept. if there is tie in financial bid, tendering authority may select the agency on the basis of highest technical credential. {Service rendered in number of Govt. organizations in last 3 yrs. (1 credential= 1 points), Certificate for rendering security services in rural areas (1 credential = 3 points), Satisfactory certificate for rendering security service in Govt./Govt. Aided colleges in West Bengal (1 credential = 5 point), No. Of security personnel supplied in a single contract (15 personnel or more = 4 point, 10 personnel or more but less than 15 = 3 point, 5 personnel or more but less than 10 = 2 point, less than 5 personnel = 1 points}.



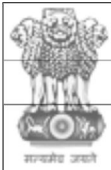
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NOTE: Once selected, the credentials of the Agency will be sent to approval, which might take time.

22. Payment of Rs. 10,000 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 and subsequent G.O No-2365-F(Y) dated 12/04/2018.

Signature of Agency Authority

Officer in Charge
Govt. General Degree College, Manbazar II



**West Bengal
Tenders**

eProcurement System of Government of West Bengal

Tender Details

Date : 09-Feb-2024 05:37 PM



Basic Details

Organisation Chain	DEPARTMENT OF HIGHER EDUCATION GOVERNMENT GENERAL DEGREE COLLEGE - MANBAZAR II		
Tender Reference Number	GGDC/MAN/SEC/NIEt-2		
Tender ID	2024_DHE_664084_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Item Wise
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Online	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Online Bankers	S.No	Bank Name
	1	ICICI BANK
	2	ICICI NEFT/RTGS

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	Providing-Total four (04) Security Guards (without guns)
2	Finance	.xls	Providing-Total four (04) Security Guards (without guns)

Other Important Documents

S.No	Category	Sub Category	Sub Category Description	Format/File
1	CERTIFICATES	CERTIFICATES	VAT/SALES TAX REGISTRATION CERTIFICATE ALONG WITH ACKNOWLEDGEMENT , PAN, LATEST IT ACKNOWLEDGEMENT, PTAX,LABOUR LICENCE	
2	CERTIFICATES	Provident Fund Certificate	Provident Fund Certificate	
3	CERTIFICATES	Employees State Insurance Certificate	Employees State Insurance Certificate	
4	CERTIFICATES	GST Registration Certificate	GST Registration Certificate	
5	CERTIFICATES	Permanent Account Number	Permanent Account Number	
6	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA,TRADE LICENCE,COMPANY REGISTRATION CERTIFICATE	
7	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	
8	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
9	CREDENTIAL	CREDENTIAL 2	COMPLETION CERTIFICATES	
10	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1	
11	DECLARATION	DECLARATION FILE 2	DECLARATION FILE 2	
12	DECLARATION	DECLARATION FILE 3	DECLARATION FILE 3	
13	DECLARATION	DECLARATION FILE 4	DECLARATION FILE 4	
14	DECLARATION	DECLARATION FILE 5	DECLARATION FILE 5	
15	FINANCIAL INFO	PAYMENT CERTIFICATE 1	PAYMENT CERTIFICATE 1	

16	FINANCIAL INFO	PAYMENT CERTIFICATE 2	PAYMENT CERTIFICATE 2	
17	FINANCIAL INFO	WORK IN HAND	WORK IN HAND	
18	FINANCIAL INFO	TECHNICAL PERSONNEL ON CONTRACT	TECHNICAL PERSONNEL ON CONTRACT	
19	FINANCIAL INFO	SERVICE TAX	SERVICE TAX	
20	MANPOWER	TECHNICAL PERSONNEL	TECHNICAL PERSONNEL ON PAYROLL	
21	MANPOWER	TECHNICAL PERSONNEL ON CONTRACT	TECHNICAL PERSONNEL ON CONTRACT	

Tender Fee Details, [Total Fee in ₹ * - 300]

Tender Fee in ₹	300		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	Yes		

EMD Fee Details

EMD Amount in ₹	10,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

[Click to view modification history](#)

Work /Item(s)

Title	GGDCM/MAN/SEC/NIeT-2				
Work Description	Providing-Total four (04) Security Guards(without guns), for guarding the premises of Govt. General Degree College, Manbazar-II, Purulia				
Pre Qualification Details	NA				
Independent External Monitor/Remarks	NA				
Tender Stage to disclose bid details to other bidders/public domain	Yes				
Tender Value in ₹	300	Product Category	Security	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	120	Period Of Work(Days)	45
Location	Office of The Principal , GOVT. GENERAL DEGREE COL	Pincode	723131	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Office of The Principal , GOVT. GENERAL DEGREE COL
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	12-Feb-2024 09:00 AM	Bid Opening Date	26-Feb-2024 09:00 AM
Document Download / Sale Start Date	12-Feb-2024 09:00 AM	Document Download / Sale End Date	23-Feb-2024 09:00 AM
Clarification Start Date	12-Feb-2024 09:00 AM	Clarification End Date	23-Feb-2024 09:00 AM
Bid Submission Start Date	12-Feb-2024 09:00 AM	Bid Submission End Date	23-Feb-2024 09:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT	191.86

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_1439490.xls	BOQ	258.50

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	asarkar_dgc@yahoo.co.in	ABHIJIT SARKAR	ABHIJIT SARKAR
2.	somenath.prl@gmail.com	SOMENATH DEY	SOMENATH DEY
3.	dhiren.geol@gmail.com	DHIREN KUMAR RUIDAS	DHIREN KUMAR RUIDAS

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bid Details in Public Domain stage	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	3
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

Tender Inviting Authority

Name	Officer in charge/Principal
Address	Office of The Principal , GOVT. GENERAL DEGREE COLLEGE, MANBAZAR-II

Tender Creator Details

Created By	ABHIJIT SARKAR
Designation	OFFICER IN CHARGE
Created Date	08-Feb-2024 07:06 PM