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Officer-in-Charge
Govt. General Degree College
Manbazar-II, Purulia

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

Reference No. 17/GGDC/MAN/Tender/Security-Equip-Lab-Office/19

Date- 20.09.2019

NOTICE INVITING QUOTATION

Sealed Quotations on company pad as per format given in annexure-A are hereby invited and will be received by the Principal/Office-in-Charge of Govt. General Degree College, Manbazar-II, Purulia,, College in the Tender Box kept in his office till the date and up-to the time specified herein. Quotations will be opened on 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. General Degree College, Manbazar-II, Purulia,
2	Name and Address of the office	Govt. General Degree College, Manbazar-II, Vill –Susunia, P.O – Kumari, P.S- Boro, Purulia- 723131 W.B
3	Quotationers who are Eligible submit Quotation	Reputed, resourceful, experienced & bona-fide Govt. registered Private Agencies.
4	Last Date & Time of submitting quotation Papers	24 st October upto 1:00 P.M, 2019
5	Opaning of quotations	At 2: P.M, 30 st October - 2019
6	Documents to be submitted along with the application	<ol style="list-style-type: none">1. Copy of License for carrying on business of Private Security Agency issued by the Home Department, Govt. of West Bengal.2. Copy of ESI registration3. Copy of EPF registration4. Copy of PAN Card5. Copy of Trade License6. Copy of Service Tax registration/GST Reg.7. Copy of Credentials
7	Quotation Papers	On company pad per format given below (Annex-1)

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 charge. Security charges is the minimum wage(as per latest labour 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 incidentals 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 will be selected as per rates quoted for service charge 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. No conditional/incomplete rate will be accepted under any circumstances.
9. The agency 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 allowance or charge 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 are to be supplied by the quotationer.
13. The College authority shall not be responsible to compensate or otherwise liable in any manner whatsoever 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 to the College authority list showing the name, signature (L.T.I.), passport size photograph, Election Photo Card (EPIC) in duplicate of each security guards 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 change 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 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 special date as will be mentioned.
19. The agency will not be allowed 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 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 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.

QUOTATION FOR PRIVATE SECURITY GUARDS

1	Description of work	Providing four private security guards for guarding the college
2	Security charge (per head per day)	Wage: (in Rs.) (Minimum wage) contribution for ESI, EPF and Bonus (in Rs.)
3	Service charge (per head per day)(in % minimum wage)
4	Service Tax (per head per day) (in Rs.)

Name of agency:

Mailing address:

Phone No.

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



Government of West Bengal
Office of the Labour Commissioner, Statistics Section,
6, Church Lane, 3rd floor, Kolkata – 700 001.

No. 218/703/Stat/2RW/29/2016/LCS/JLC

Dated: 24.06.2019

CIRCULAR

The Government of West Bengal in the Labour Department has fixed minimum rates of wages in the employment of **Establishment as defined under the Shops & Establishments, Act, 1963** in the State of West Bengal as per notification number Labr/650/(Law)/MW/2W-32/13 Dated 29.12.2016, as published in the Kolkata Gazette Extraordinary dt. 30.12.2016.

(a) Now, with reference to the said notification, the following shall be the minimum rates of wages in the said employment for the period from **01st July 2019 to 31st Dec 2019**.

Categories of Employees	Monthly Minimum Rates of Wages	
	Zone A	Zone B
Unskilled	Rs. 8177.00	Rs. 7176.00
Semi-Skilled	Rs. 8996.00	Rs. 7891.00
Skilled	Rs. 9895.00	Rs. 8681.00
Highly Skilled	Rs. 10884.00	Rs. 9551.00

(b) **Implementing areas: Zone 'A'**=(i) Areas under Municipal Corporations, Municipalities, notified Areas/ Authorities, Development Authorities, Thermal Power Plants Areas including Industrial Township Areas;

Zone 'B'=Rest of the West Bengal.

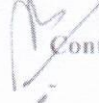
(c) The classification of employees in the above employment is as follows:-

Unskilled: Peon, Cleaner, Sweeper, Security Guard, Bearer, Messenger;

Semi-skilled: Duftry, Assistant Accountant.

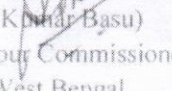
Skilled: Clerk, Typist, Office Assistant, Office Maintenance and Inventory Management Staff, Data Entry Operator, Accountant;

Highly Skilled: Head Assistant, Senior Accountant, Computer Operator, Research And Development Staff/Executive, Market Research Staff/Executive, Godown-in-Charge, Office Supervisor, Sales Representative/Sales Promotion Employees.


Contd. P/2.

- (d) To arrive at daily rates, monthly rates shall have to be divided by 26 and to be rounded off to the nearest rupee and to arrive at weekly rates, daily rates shall have to be multiplied by 6.
- (e) A normal working day shall consist of eight and half hours of work including interval for half-an-hour for rest.
- (f) One day in any period of seven days as may suit the local convenience shall be the day of weekly rest.
- (g) The minimum rates of wages include the wages for weekly day of rest. Payment for work done on the day of weekly rest and for work done beyond the normal working hours shall be double the ordinary rate of wages.
- (h) Where the existing rates of wages of any employee based on contract or agreement or otherwise are higher than the rates notified herein, the higher rates shall be protected and treated as minimum rates of wages applicable for the purpose of this notification to such employees.
- (i) The minimum rates of wages are applicable to employees employed by contractors also.
- (j) The minimum rates of wages for disabled persons shall be same as payable to the workers of appropriate category.
- (k) The men and women employees shall get the same rates of wages for same work or work of similar nature.
- (l) The minimum rates of wages and Variable Dearness Allowance, if any, both together shall constitute the minimum rates of wages to be enforceable under the Minimum Wages Act, 1948 (11 of 1948).

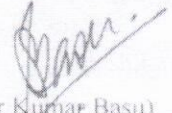
This is issued with due approval of the Labour Commissioner, West Bengal.


(Samir Kumar Basu)
Joint Labour Commissioner,
West Bengal.

MEMO. NO. 218 /1(4)/703/Stat/2RW/29/2016/LCS/JLC

Dated: 24.06.2019

1. The Principal Secretary, Labour Department, New Secretariat Buildings, 12th floor, I, K.S. Roy Road, Kolkata – 700 001.
2. The Labour Commissioner, West Bengal, N. S. Buildings, 11th Floor, Kolkata-1. This has reference to his kind approval dated 24 .06.2019
3. The Secretary (Central Trade Unions/ All Chambers of Commerce),with the request to circulate this among his constituents.
4. The Joint/Deputy/Assistant Labour Commissioner.....With the request to circulate this among the Inspectors, M.W. under his jurisdiction.


(Samir Kumar Basu)
Joint Labour Commissioner,
West Bengal.

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

Memo No. 144/C/GDC/Man-II/18

Date. 31/05/2018

NOTICE INVITING QUOTATION

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2	Name and Address of the office	Govt. General Degree College, Manbazar-II, P.O. Susunia, P.S.- Bora, Purulia-723131
3	Quotationers who are Eligible submit Quotation	Reputed, resourceful, experience & bona-fide registered Private Agencies.
4	Last Date & Time of submitting quotation Papers	31 st June upto 1:00 P.M, 2018
5	Opening of quotations	At 2: P.M. 12 th July - 2018
6	Documents to be submitted along with the application	<ol style="list-style-type: none"> 1. Copy of License for carrying on business of Private Security Agency issued by the Home Department, Govt. of West Bengal. 2. Copy of ISI registration 3. Copy of IPI registration 4. Copy of PAN Card 5. Copy of Trade Licence 6. Copy of Service Tax registration/GST Reg. 7. Copy of Credentials
7	Quotation Papers	On company pad 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.