



Govt. of West Bengal
Office of the Principal
Chunaram Gobinda Memorial Government College
(Formerly Government General Degree College, Manbazar-II)
Susunia, Purulia, West Bengal- 723131

MEMO. No. OC-96/CGMGC/security E-Tender/25

Date- 01-03-2025

E-TENDER

NOTICE NO: CGMGC/SEC/NieT-5 of 2024-25

NOTICE INVITING PRE-QUALIFYING DOCUMENT CUM TENDER (TWO COVER SYSTEM)

For and on behalf of Chunaram Gobinda Memorial Government College Susunia, PO- Kumari, Purulia, West Bengal-723131, invites online item rate e-tenders for the following works by two cover system. Pre-qualifying documents in a separate cover and Bid document with BOQ rate in another cover are to be submitted by the Qualified Service- Provider. Intending bidders may download tender documents from e-procurement portal of West Bengal Govt. website www.wbtenders.gov.in. The pre-qualifying and bid documents duly filled in all respect should be submitted on-line through our e-portal from (as per Server Time). Chunaram Gobinda Memorial Government College, Susunia, PO- Kumari, Purulia, West Bengal-723131 does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. for on-line bids.

Name of the Work	Providing four (04) number of security Personnel (Without Gun) for Guarding Chunaram Gobinda Memorial Government College, Susunia, Purulia, West Bengal- 723131 Building and Premises
Name and Address of the office	Chunaram Gobinda Memorial Government. College, Susunia, P.O- Kumari, Purulia, West Bengal-723131
Company eligible to submit quotation	Reputed, resourceful, experienced & registered Private Agencies having experience of giving security service to at least one Govt. Organization or Govt. aided Organization.
Compulsory Documents to be submitted	<ul style="list-style-type: none">• Copy of license for carrying on business of private Security agency issued by the Home Department. Govt. Of West Bengal.• Copy of GST registration certificate.• Copy of ESI registration certificate.• Copy of PF/EPF registration certificate• Copy of Pan Card• Copy of P.Tax• Copy of Trade License• ITR of Last Financial Year• Annexure-II of clause No. 8 in General Terms & Conditions of the Notice
EMD Amount	10,000.00 (Rupees Ten Thousand Only)

Website: www.ggdcm.ac.in

e-mails: ggdcmmanbazar@gmail.com

Mob. 8944027161



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Earnest Money Deposit (EMD)	Earnest Money Deposit (EMD) - Scanned copy of online payment receipt towards EMD as prescribed in the Government Memorandum No. 3975-F(Y) dated 28 th July, 2016.
Date & Time Schedule	Follow Annexure-III in General Terms & Conditions of the Notice
General Procedure of Tender	Follow 2320-F(Y) dated 07.06.2022
Tie Breaking conditions in financial bid	Clause No. 8 in General Terms & Conditions followed by the records or data given by the bidders in Annexure-II

SUBMISSION OF TENDERS

General process of submission:

- Tenders are to be submitted online through the website <https://wbtenders.gov.in>. All the documents uploaded by the Tender Inviting Authority form an integral part of the bid. Bidders are required to upload all the tender documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender
- Bidders must submit the Tenders in two covers i.e., "Technical" & "Finance". Bidders must download tender specific documents (NIT, BOQ etc.) from <https://wbtenders.gov.in> prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations.
- Bidders have to fill up the BOQ in the designated cell of the spreadsheet and upload the same in the designated location of "Finance" cover.
- The documents uploaded must be scanned and digitally signed using the Digital Signature Certificate (DSC). Bidders should specifically take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.



ANNEXURE-I

1	Description of work	PROVIDING SECURITY SERVICE WITHIN THE PREMISES OF CHUNARAM GOBINDA MEMORIAL GOVERNMENT COLLEGE, SUSUNIA, PO-KUMARI, PURULIA, WEST BENGAL- 723131
2	Security Charge (Minimum wages per head per day) *	TO BE FIXED BY GOVT. ORDER (As per G.O No. Issued by the Office of the Labour Commissioner, Govt. of West Bengal and further orders of the concerned department)
3	Service charge (per head per day)	RATE MUST BE QUOTED BY THE SERVICE PROVIDER IN PER HEAD PER DAY BASIS**
4	E.S.I CHARGE* (per head per day)	TO BE FIXED BY LATEST GOVT. ORDER
5	E.P.F* (per head per day)	TO BE FIXED BY LATEST GOVT. ORDER
6	Bonus* (per head per day)	TO BE FIXED BY LATEST GOVT. ORDER
7	GST* (per head per day)	TO BE FIXED BY LATEST 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 SHOWING ZERO 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.

Name of the Agency :

E-mail id :

Telephone No :

Mobile No :

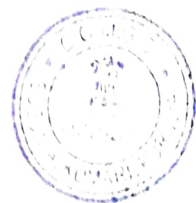
**Signature of the agency authority
(Designation of the signing authority)**



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GENERAL TERMS AND CONDITIONS

1. The accepting authority reserves the right to reject any or
2. All the quotations without assigning any reasons thereof.
3. The participating bidders are required to quote their Service rate in per head per day both in figure and words.
4. The charges to be paid to Security Agency are to be shown in two parts-
 - (a) **Security Charges:** Security charges are the minimum wages (as per latest labour department order) of the security personnel plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates).
 - (b) **Service charges:** Service Charges are the only charges which is to be quoted by the Bidders
5. The responsibility of deposition of contribution for ESI, EPF etc. is to be borne by the security agency and documents for that matter are to be submitted on quarterly basis for clearance of the subsequent bills. It is an obligatory compulsion for the selected agency to pay all statutory charges in time. The service charge must include all other incidental charges.
6. **As security charges are to be fixed as per latest Govt. Order, there will be no variation in security charges. Hence, lowest bidder will be selected as per rates quoted for Service charges only. However, in the procurement of man power in Security Service, if the contract is not divisible and bid for the agency fee quoted by all L1 bidders is already near to Zero, there remains little scope for reduction of price by inviting selected bids. In such case, L1 bidder with highest technical qualifications may be awarded the contract. For further clarification Authority would take Govt. Order No. 3790-F(Y) dated 21st July 2014 followed by 2320-F(Y) dated 07.06.2022 into consideration in choosing L1 Bidder.**
7. This is for the information and strict condition to the Bidders that Service charge should be quoted on Per Head Per Day basis (**neither zero nor any Decimal places will be accepted in the rates of quoted Service charges**). In case the tender inviting authority receives any such quotation from any bidders, the quoted rates or the bids will be summarily rejected.
8. **After qualifying the Technical Bid, the Bidders are allowed for Financial Evaluation and in case of tie in financial bid the Bidder is to be selected as per the pro forma set in Annexure-II, attached herewith. All the bidders are requested to fill up the pro forma set in Annexure-II along with supportive documents to be attached with this notice.**



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9. The period of contract will be of Financial Year **2025-2026** (from **April' 2025** to **March' 2026**) and no enhancement of service charge is admissible during this period however security charge may vary from time to time and will be paid as per the latest Govt. notification. College Authority reserves the right to terminate the contract at any point of time or to extend the same after one year under the same terms and conditions.

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.

10. Other things being equal agency presently providing service in Government Colleges will get the preference.
11. No conditional / incomplete rate will be accepted under any circumstances.
12. The agency engaged for this work will have to maintain a regular contact with the college authority.
13. The persons engaged for the duty will have to wear same uniform and identity card for identification. Uniform will have to be supplied by the company for which no additional allowance charges will be entertained.
14. The duty hour will be 8 (eight) hours for each Security Personnel and will be fixed by the College authority advised by the Order of the Labour Department, Govt. of West Bengal.
15. The College authority shall not be responsible to supply rain coat/umbrella/ Sanitizer/Torch / oil etc. if required. The same are to be supplied by the selected company.
16. 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.
17. No claim will be entertained for the permanent services of the guards engaged.
18. T.A., D.A. & Overtime allowance will not be paid to the security guards by the College.
19. Immediately after receiving the work order, the agency must submit to the College Authority a list showing the names, signatures (L.T.I.), passport size photograph, Election Photo Identity Card (EPIC) and AADHAR Card in duplicate of each security guards to be 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.
20. If any confusion arises while or before the submission of bids in e-tender portal the participating bidder may contact the Office of the Principal through any of the following way

E-mail: ggdcmnabazar@gmail.com

Over telephone to **8944027161**



ANNEXURE-II

General Information of the Company

Registered Office Details:

Branch/Local Office Details:

The following information will be considered in case of tie in financial bid:

Information to be submitted

1. Number of personnel supplied in a single contract during last three financial year

Documents to be attached: Financial year wise relevant work orders mentioning the number of personnel to be supplied

Number of personnel supplied in a single contract		
2024-2025 F(Y)	2023-2024 F(Y)	2022-2023 F(Y)

2. No. of total contracts received in last three financial year:

Documents to be attached: Financial year wise work orders

Number of contracts received/served in last three years		
2024-2025 F(Y)	2023-2024 F(Y)	2022-2023 F(Y)

Note: 1. The participating bidders are directed that filling up this Annexure-II from Sl. 1 to Sl. 2 is a 'must do' criteria for all and it must be submitted with technical cover of the tender.

2. Documents supporting the abovementioned data must be provided by the bidders for each of the Sl. No. of Annexure-II and the documents or certification must be issued from any Govt. Organizations.

3. Supporting Documents of the above-mentioned data must be attached with this Notice (NIT) along with the technical cover of the Bid.

4. Chunaram Gobinda Memorial Government College (tender inviting authority) has all rights reserved in choosing the Agency (in case of tie) depending upon the facts provided in ANNEXURE-II and following the tie breaking rules for acceptance as per Govt. Order 2320-F(Y) dated 07.06.2022.

5. Tender will be awarded on the basis of the scores in Sl no. 1 and 2. Score corresponding to particular Serial No. is calculated by taking the average of three (3) entries (number of personnel & number of contracts received/served) in a row. The score in Sl No. 1 will be considered first. Only in case the scores in Sl no. 1 obtained by the companies coincide, to break the tie, score in Sl no. 2 will be taken into account.



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ANNEXURE-III

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	04/03/2025; 6:00 PM
2	Documents download/sell start date (Online)	04/03/2025; 6:00 PM
3	Bid submission start date (Online)	04/03/2025; 6:00 PM
4	Bid Submission closing (Online)	12/03/2025; 11:00 AM
5	Bid opening date for Technical Proposals (Online)	17/03/2025; 11:00 AM
6	Date of uploading list for Technically qualified Bidder (online)	To be notified later
7	Date of opening of Financial Proposal (online)	To be notified later
8	Date of uploading of list of bidders along with the approved rate	To be notified later

By Order,
Officer-in-Charge
Chunaram Gobinda Memorial Government College
Susunia, P.O-Kumari, P.S- Boro,
Dist: Purulia, West Bengal- 723131