

OFFICE OF THE PRINCIPAL
KRISHNAGAR GOVERNMENT COLLEGE
GOVT. OF WEST BENGAL
KRISHNAGAR, NADIA-741101

e-Tender Notice for Security Service

Memo No. 55.....

Date.11/02/23.....

Reputed private security service providers/ agencies having registered offices in West Bengal are requested to participate in the e-tender for providing private security services required for the Departments and Office of this College for 2023-2024 financial year. They are requested to follow eProcurement System of Government of West Bengal (<https://wbtenders.gov.in/>) for details. e-Tenders must be submitted from 13/02/2023 at 01:00 p.m. to 22/02/2023 01:00 p.m.


Reputed private security service providers/ agencies are also requested to quote price as only per specifications mentioned in the BOQ files.

Payment of Rs. 15,000.00 (Rupees fifteen thousand only) as Earnest Money Deposit (EMD) will be through online payment mode either through NEFT/ RTGS or NET Banking as per Finance Dept. order no. 3975F (y) dated 28.07.2016. College authority (Tender inviting authority) will not be responsible regarding refund of EMD amount.

Technical bids of the e-Tender will be opened on 23/02/2023 at 01:00 p.m. at the Principal's chamber. After opening of technical bids, if there is no sufficient number of security service providers/ agencies, then the date may be extended further. Opening of financial bid will be notified later.

Countersigned

Officer – in – Charge
Krishnagar Government College


Officer-in-Charge
Krishnagar Govt. College
Krishnagar, Nadia (W.B.)


Joint Convener

Tender and Purchase Committee

Name of the work	Providing four or more numbers of Security personnel (Male/Female) (without gun) for guarding of the Krishnagar Government College Campus. In case of Female security guards preferably retired Military/Police personnel having age group of 32 years to 50 years.
Name and address of the Office	Office of the Principal Krishnagar Govt. College Krishnagar Nadia; West Bengal. PIN-741101
Quotationers who are eligible to submit quotations	Reputed, resourceful, experienced and bona-fide registered Pvt. Security Agency having proper license and other required documents as per the govt. law.
Documents(original scanned copy) to be submitted along with applications	<ol style="list-style-type: none"> 1. Copy of valid license for carrying businesses of private security agency issued by the Home Department, Govt. of West Bengal. 2. Copy of valid Registration certificate for providing security personnel in West Bengal issued by the Home Department, Govt. of West Bengal. 3. Copy of valid ESI registration 4. Copy of valid EPF registration 5. Copy of valid PAN card in the name of the company 6. Copy of valid trade license 7. Copy of valid GST registration 8. Credentials 9. Income tax returns submitted for the last three assessment years. 10. Copy of P. tax Registration certificate 11. Latest challan of deposit of P. tax. 12. Annual report and Balance Sheet for the last five years. 13. Cancelled cheque (account in the name of company)

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 Rupees only) for **SERVICE CHARGE only in per head per day in the BOQ file.**
3. The charges to be paid to Security Agency are to be shown in two parts- a) Security charges, b) Service charges. Security charges is the minimum wage as per latest Labour Department order of these security personal


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 Krishnagar Govt. College
 Krishnagar, Nadia (W.B.)

plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates). **The bidders have to quote service charges only in the corresponding BOQ file.**

4. **No bidder could charge "Zero Price" as service charge, if so then the bidder concerned will not be considered as a valid participant in the concerned tender process.** The service charge must include all other incidental charges.

5. The responsibility of deposition of contribution for EPI, EPF etc. is to be borne by the security agency.

6. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges.

Contractor /Agency offering minimum Service Charge on Manpower Cost will be selected. Hence, lowest quotation will be selected as per rates quoted for service charges only. **The service charge should be such quoted, that GST applicable is reasonable amount.**

7. **The period of contract will be upto 31.03.2024 from the date of agreement 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.

8. No conditional /incomplete rate will be accepted under any circumstances

9. The agency engaged for this work will have to maintain 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 and other allied materials (including hand sanitizer and soaps etc.) for execution of security service will have to be supplied by the agency for which no additional allowance or charges 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 agency.

13. The College authority shall not be responsible to compensate or otherwise liable in any manner what so ever 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 listshowing the name, signature (L.T.I.), passport size photograph, Election Photo Identity Card (EPIC) and AADHAAR in duplicate of each security guards deployed duly self-attested well in time. If any change is


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Krishnagar Govt. College
Krishnagar, Nadia (W.B.)

madesubsequently 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 other special date as will be mentioned.

19. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 03 months.

20. The undersigned reserves the right to terminate the agreement at any time without assigning any reasons what so ever.

21. During the scrutiny, or in later stage, if it comes to the notice to the Tender Inviting Authority that the credentials or any other paper is incorrect/manufactured/fabricated, that bidder would not be allowed to participate in the Tender and that application will be outrightly rejected without any prejudice. The onus of the legibility of the documents will solely rest on the bidder.

22. All the security personnel likely to be engaged by the concerned agency must possess prescribed standard of physical fitness along with the adequate training as prescribed under Private Security Agencies (Regulation) Act 2005 read with the West Bengal Rules issued under Private Security Agencies (Regulation) Act, 2005 framed thereunder with other requisites. Age limit, in case of security personnel is 50(fifty) years and in case of Ex-Para Military Force/ Armed personnel in 55 (fifty five) years.

23. The Agency will abide by the Minimum Wages Act, 1948 and follow the notifications issued in accordance with the said Act by the Labour Commissioner, West Bengal from time to time. The agency shall


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Krishnagar Govt. College
Krishnagar, Nadia (W.B.)

also abide by the West Bengal Contract Labour (Regulation & Abolition) Act, 1970 and the West Bengal Contract Labour (Regulation & Abolition) Act, 1972 as amended from time to time.

24. a) Bill in triplicate on monthly basis as per format given in Annexure-II must be submitted within 10th of the next month
- b) Online Payment to the agency shall be made as per availability of fund from Govt. of W.B. and through IFMS portal.
- c) Statutory deduction (e.g. Income tax and GST) as applicable shall be made from the bill of the agency in each month.
- d) *This College being a part of Government vacation Department, College remains closed for certain periods of time during the calendar year but security service will continue and if it is observed/reported that security personnel are not attending their duties, the owner of the agency will be asked to report immediately by College authority to go to college and look into the matter as security of the college cannot be compromised. If any negligence is observed in this matter the agreement will be cancelled immediately.*

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