

## 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 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 charges. 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 incidental charges.
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6. As security charges are to be quoted as per latest Govt. order, there will be no verification in security charges. Hence, lowest quotationer will be selected as per rates for service charges only.
  7. The period of contact 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 this work will have to wear same uniform and identity card for identification. Uniforms will have to be supplied by the quotationers for which no additional allowances or charges will be entertained.
  11. The duty hour will be eight (08) 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 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 list showing the name, signature (L.T.I.), passport size photograph, election photo identity card (EPIC) in duplicate for each security guards deployed duly self-attested well in time. If any changes 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 7 (seven) days from the date of issue of the work order or from any other special date as will be mentioned.
  19. The agency will be not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 (three) months.
  20. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
  21. A) Bill in triplicate on monthly basis as per format in Annexure II must be submitted within 10<sup>th</sup> 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.

By Order

# Government Girls' General Degree College

7, Mayurbhanj Road , Kolkata-700023  
Website : [www.govtgirlsekalpur.com](http://www.govtgirlsekalpur.com)

## NOTICE INVITING QUOTATION

Quotations are invited as per format given in Annexure-A for the year 2020-2021 on company letter heads and will be received by the Principal/Officer-in-charge of Govt. Girls' General Degree College, Ekbalpur, through email ([tendergggdcekbalpur2020@gmail.com](mailto:tendergggdcekbalpur2020@gmail.com)) within the date and time mentioned below.

|    |  |   |  |
|----|--|---|--|
| 1. | Name of Work   | : | Providing 4 (four) Nos. Security Guards of the Govt. Girls' General Degree College.  |
| 2. | Name and Address of the office                       | : | Govt. Girls' General Degree College, 7, Mayurbhanj Road, Kolkata-700023.   |
| 3. | Eligibility for submitting Quotations                | : | Reputed, resourceful, experienced & bona fide registered Private Agencies.   |
| 4. | Last date of submission of quotations.               | : | 24.09.2020 till 11.59.p.m  |
| 5. | Announcement of tender result                        | : | On 25.09.2020. at 3 .p. m. on our College Website  |
| 6. | Documents to be submitted along with the Quotations. |   | <ol style="list-style-type: none"><li>1. Copy of License for carrying on business of private Security Agency issued by the Home Department, Govt. of West Bengal.</li><li>2. Copy of ESI registration.</li><li>3. Copy of EPF registration</li><li>4. Copy of PAN Card.</li><li>5. Copy of Trade License.</li><li>6. Copy of Service Tax registration.</li><li>7. Copy of Trade Licence.</li><li>8. Credentials.</li></ol> |
| 7. | Quotation Paper                                      |   | On company Letter Head as per format given in Annexure-1   |

QUOTATION FOR PRIVATE SECURITY GUARDS

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

Name of agency: .....

Mailing address: .....  
 .....  
 .....  
 .....

Telephone No. ....

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