

Government Girls' General Degree College

7, Mayurbhanj Road , Kolkata-700023
Website : www.govtgirlsekbalpur.com

NOTICE INVITING QUOTATION

Quotations are invited as per format given in Annexure-1 for the year 2021-2022 on company's letter head and will be received by the Principal's office of Govt. Girls' General Degree College, Ekbalpur, 7, Mayurbhanj Road, Kolkata-23 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. Having experience of giving security service to Govt. offices & institutions.
4.	Last date of submission of quotations.	:	16.08.2021 till 5.p.m
5.	Announcement of tender result	:	On 17.07.2021. at 4.30 .p. m. on our College Website/ Notice Board.
6.	Documents to be submitted along with the Quotations.		<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 Bengal2. Copy of GST registration certificate3. Copy of ESI registration4. Copy of PF/EPF registration5. Copy of Pan Card6. Copy of Trade License7. Credentials of similar nature of work including the proof of Experience of serving at least in one (01) Govt. Institution or office.
7.	Quotation Paper		On company Letter Head as per format given in Annexure-1

ANNEXURE-1

1.	Description of work	PROVIDING SECURITY SERVICE WITHIN THE PREMISES OF Government Girls' General Degree College, Ekbalpur. 7, Mayurbhanj Road, Kolkata 700023.
2.	Security Charge (Minimum wages per head per shift) * [ZONE-A)	TO BE FIXED BY GOVT. ORDER
3.	Service charge (per head per shift) To be Quoted in Rs.) *	RATE MUST BE QUOTED BY THE SERVICE PROVIDER IN Rupees**and not in percentage.
4.	E.S.I CHARGE*	TO BE FIXED BY GOVT. ORDER
5.	E.P.F*	TO BE FIXED BY GOVT. ORDER
6.	Bonus*	TO BE FIXED BY GOVT. ORDER
7.	GST*	TO BE FIXED BY 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 and convincing.

Mere quoting the lowest service charge, which appears to be no reasonable and difficult to be calculated in round figure of Rupees will not ensure the agency to claim right for getting selected.

Name of the Agency:

E-mail id :

Mobile No :

Signature of the agency authority

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 personnel 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.
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 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 quotationer 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 an 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 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.

Principal

Govt. Girls' General Degree College, Ekbalpur