Government of West Bengal
*Office of the Principal*
# GOVERNMENT GENERAL DEGREE COLLEGE AT MANGALKOTE
PANCHANANTALA, KHUDRUN DIGHI, MANGALKOTE, DIST.–BURDWAN
PIN - 713132
Phone: +919232687601, +919732215232, e-mail: ggdcmangalkote@gmail.com

Memo No:545/MGC Date: 2/3/2020

**TENDER NOTICE**

Sealed Quotations in original on company pad as per format given in Annexure- I are hereby invited and will be received by the Officer- in- Charge of Government General Degree College at Mangalkote in the Tender Box kept in his office till the date and up- to the time specified herein. Quotations will be opened tentatively on the next day at 2:00p.m. after the time of receipt of quotation in presence of such intending quotationer or their agents as may choose to attend.

| | | | |
|---|---|---|---|
| 1. | Name of the Work | : | Providing 4 (four) Nos. Security Personnel (without Gun) for guarding of the Government General Degree College at Mangalkote |
| 2. | Name and Address of the Office | : | Office of the Principal<br>Government General Degree College at<br>Mangalkote, Panchanantala, Khudrun<br>Dighi,Purba Bardhaman, Pin-713132<br>Email- ggdcmangalkote@gmail.com |
| 3. | Quotationers who are Eligible to submit Quotation | : | Reputed, resourceful, experienced & bonafide registered Private Agencies. |
| 4. | Last Date & Time of submitting quotation Papers | : | 16-03-2020 up to 04.30 P.M |
| 5. | Opening of quotations | : | 17.03.2020 at 2.00 P.M |
| 6. | Documents to be submitted along with the application | ; | 1. Copy of License for carrying on business of private Security Agency issued by the Home Department, Govt. of West Bengal.<br>2. Copy of ESI registration<br>3. Copy of EPF registration<br>4. Copy of PAN Card<br>5. Copy of Trade License<br>6. Copy of Service Tax registration<br>7. Copy of Trade License<br>8. Credentials |
| 7. | Quotation Papers | : | On company pad as per format given in Annexure-I |

Sd/-
Officer-in-Charge
Government General Degree College at Mangalkote

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**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 charges. Security charges is the minimum wages (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.
6. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges. Hence, lowest quotationer will be selected as per rates quoted for service charges 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 questioners 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 quotationer.
13. The College authority shall not 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 of each security guard 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 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 3 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 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.

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Annexure-I

QUOTATION FOR PRIVATE SECURITY GUARDS

| | | | |
|---|---|---|---|
| 1. | Description of work | : | Providing four private security guards for guarding the Government General Degree College at Mangalkote |
| 2. | Security Charge/Wages per day per head as per Labour Department order | : | Rs ..... (Minimum wage) |
| 3. | Contribution for EPF per day per head | : | Rs ..... (& **in % of sl. No. 2**) |
| 4. | Contribution for ESI per day per head | : | Rs ..... (& **in % of sl. No. 2**) |
| 5 | Contribution for Bonus per day per head | : | Rs ..... (& **in % of sl. No. 2**) |
| 6 | **Service Charge per day per head** | : | Rs ..... (& **in % of sl. No. 2**) |
| 7 | Sub total | : | Rs…… |
| 8 | GST per day per head | : | Rs ..... (& **in % of sl. No. 7**) |
| 9 | Total per day per head | : | Rs…… |
| 10 | Total per head per month | : | Rs…… |

Name of Agency:……

Mailing address:……
……
……

Telephone No. ……

……
(Signature of the agency authority)

……

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(Designation of the signing authority)

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