



GOVERNMENT OF WEST BENGAL
GOVERNMENT GENERAL DEGREE COLLEGE, SALBONI
Office of the Principal

BHIMPUR

PASCHIM MEDINIPUR

NOTICE INVITING e-TENDER (NIT)

NIT NO. –SGC/ET/01/22-23

Memo. No.: 34/Q2Date: 21.01.2023

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

For and on behalf of the **Purchase and Tender Sub-committee** of Government General Degree College, Salboni the Officer-in-Charge, Government General Degree College, Salboni, Bhimpur, Paschim Medinipur invites online item rate e-enders for the following works through two cover system. Prequalifying documents in a separate cover and Bid documents with BOQ rate in another cover are to be submitted by the Qualified Service-Provider or any other eligible bidders who satisfy the terms and conditions in Pre-qualifying documentation regarding e-tender for the work mentioned and detailed in the table below. Intending bidders may download tender documents from e-procurement portal of the Government Website www.wbtenders.gov.in. The pre-qualifying and bid documents duly filled in all respects should be submitted on-line through our e-portal (**as per Server Time**). Government General Degree College, Salboni, Bhimpur, Paschim Medinipur does not take any responsibility for the delay caused due to non-availability of internet connection or poor connectivity, etc. for online bids.

Name of the Work:	Providing four (04) number of security Personnel (Without Gun) for guarding the Main Building and Student Activity Centre and the Premises of & at Government General Degree College, Salboni, Bhimpur, Paschim Medinipur, 721516 from April 2023 to March 2024
Name and Address of the Office:	Government General Degree College, Salboni, Bhimpur, Paschim Medinipur, PIN 721516
Company / Agency eligible for submitting Quotations:	Reputed, resourceful, experienced & registered Private Agencies having experience of giving security service to at least one Government General Degree College under Higher Education Department, Government of West Bengal, other than Government General Degree College, Salboni.

Documents to be submitted	<p>1. Copy of License for carrying on business of Private Security Agency issued by the Home Department, Government of West Bengal</p> <p>2. GST Registration Certificate</p> <p>3. Copy of ESI Registration</p> <p>4. Copy of PF/EPF Registration</p> <p>5. Copy of Pan Card</p> <p>6. Copy of Trade License</p> <p>7. Last Updated valid P-Tax Challan</p> <p>8. IT-Return of last three financial years.</p> <p>9. Credentials of similar nature of work including the proof of experience of serving at least in one(01) Govt. General Degree College under Higher Education Department, Government of West Bengal, other than Government General Degree College, Salboni.</p> <p>10. Declaration by the agency in letter head about details of serving Government General Degree Colleges (as stated above) with total service period details (format ## given below). (Agencies are instructed to upload only the relevant documents as stated above)</p> <p>11. Detail of the companies in prescribed format# in letter head</p>
Quotation papers	e-Tender as per format given in Annexure-I

ANNEXURE-I

01.	Description of work	Providing four (04) number of security Personnel (Without Gun) for guarding the Main Building and Student Activity Centre and the Premises of & at Government General Degree College, Salboni, Bhimpur, Paschim Medinipur, 721516 from April 2023 to March 2024
02.	Security Charge (per head per shift) Minimum wages*	Security charges will be provided on the minimum wages rate (daily) declared by Office of the labour Commissioner, Statistics Section, and Government of West Bengal.
03.	Service charge**(per head per shift) To be quoted in fixed rate.	must be quoted by the Service Provider in fixed rate
04.	E.S.I Charge*	to be fixed by Government Order
05.	E.P.F*	to be fixed by Government Order
06.	Bonus*	to be fixed by Government Order
07.	GST*	to be fixed by Government Order.
08.	Earnest Money Deposit	EMD consolidated amount of Rs. 10,000.00 (Rupees Ten Thousand only)

***All statutory rates are subject to change by Government.**

**** Selection of agency will be made on the basis of Service Charge only. This service charge should not be pure decimal of Rupee. As this tendering exercise is meant for “HIRING OF SERVICE, AGENCY SHOWING ZERO SERVICE CHARGE/ PURE DECIMAL WOULD BE SUMMARILY REJECTED. THE QUOTED RATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING”.**

However, the procurement of Hiring Services for 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/ credential may be awarded the contract.

In case of same rate is quoted by multiple agencies, selection will be made on basis of credential such as i) more number of Govt. General Degree College (under Higher Education Department, Government of West Bengal, other than Government General Degree College, Salboni) served by the agency and total year of their service period and experience (year of experience will be counted only when number of colleges served will be same for multiple agencies quoted same financial bid), and, ultimately, if those factors mentioned above would turn out same, iii) the Distance of the Office of the Company/Agency from Government General Degree College, Salboni

Mere quoting the lowest service charge which is not reasonable and cannot be calculated in round figure of Rupee will not give any right to the agency for being selected.

##Format of self-declaration by the agency about their experience in serving Government General Degree College (Should be submitted in letterhead along with other documents):

Sl. No.	Name of the Government General Degree College	Tenure of Service Provided	Experience (in Year (s) and Month (s))
1			-----year(s)----- month(s)
2			

#Format of self-declaration by the Company in letter head

Name of the Agency :

Mailing address :

Telephone No :

Mobile No :

**Signature of the Agency Authority
(Designation of the signing authority with seal)**

General Terms and Conditions

1. Company/authorized agent must have office in West Bengal
2. The bidder who has been de-listed or debarred by any government department shall not be eligible in any way
 - a. The accepting authority reserves the right to reject any or all the quotations without assigning any reasons thereof.
 - b. The participating bidders are required to quote their rate in per head per shift/day both in figure and words.
 - c. The charges to be paid by the Security Agency are to be shown in two parts- a) Security charges, b) Service charges. A security charge is the minimum wage (as per latest order of Labour Department, Go WB order) of the security personnel plus charges for ESI, EPF and Bonus (as per latest Government approved rates).

Earnest Money Deposit:

3. The prospective bidder needs to deposit the consolidated amount of EMD of Rs. 10,000.00 (Rupees Ten Thousand only). The exemption of EMD will be allowed as per rule of Government of West Bengal.
4. For deposition of said EMD, Bidders must follow the online receipt and refund of EMD of e-procurement through State Government e- procurement portal vide Finance department's (Audit branch) order no 3975-F(Y) dated 28th July, 2016 read with other subsequent order related to the said matter, of Government of West Bengal i.e. by NET Banking through ICICI bank payment gateway or through RTGS/NEFT as laid down in the said order.
5. The responsibility of deposition of contribution for EPI, EPF etc. are 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.
6. The service charge must include all other incidental charges.

As security charges are to be paid as per latest Government order, there will be no variation in security charges. Hence, lowest bidder will be selected as per rates quoted for Service Charges only. This service charge should not be pure decimal of Rupee. As this tendering exercise is meant for "HIRING OF SERVICE, AGENCY SHOWING ZERO SERVICE CHARGE/ PURE DECIMAL WOULD BE SUMMARILY REJECTED. THE QUOTED RATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING".

However, the procurement of Hiring Services for 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/ credential may be awarded the contract

7. **If multiple agencies quoted same reasonable, logical and convincing service charge, then selection will be made on the basis of i) more number of Government. General Degree College (under Higher Education Department, Government of West Bengal, other than Government General Degree College, Salboni) served by the agency and total year of their service period experience (year of experience will be counted only when no. colleges served will be same for multiple agencies quoted same financial bid), and, ultimately, if those factors mentioned above would turn out same, ii) the Distance of the Office of the Company/Agency from Government General Degree College, Salboni**
8. The period of contract will be usually for mentioned in tender notice 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 said period under the same terms and conditions.
9. No conditional / incomplete rate will be accepted under any circumstances.
10. The agency engaged for this work will have to maintain a regular contact with the college authority.
11. 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.
12. The duty hour will be 8 (Eight) Hours for each Security Personnel and will be fixed by the College authority.
13. The College authority shall not be responsible to supply raincoat/umbrella/ Sanitizer/Torch / oil etc. if required for the deputed personnel. The same are to be supplied by the selected company.
14. The College authority will not be responsible to compensate or otherwise liable in any manner whatsoever for an injury and / or death of Security Guards while on duty.
15. No claim will be entertained for the permanent services of the guards engaged.
16. T.A. / D.A. / Overtime allowances will not be paid to the Security Guards by the College.
17. Immediately after receiving the work order, the agency must submit to the College Authority a list showing the names, signatures (or L.T.I.), Passport-size Photograph, Election Photo Identity Card (EPIC), Aadhar Card in duplicate and duly self-attested against each security guards to be deployed. 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.
18. The agency will be fully responsible for any losses, shortages, damage of Government property and the cost of the same as fixed by the concerned authority will be recovered from bills of the agency.
19. The agency will keep itself ready to take up the work within seven (7) days from the date of issuance of work orders or from any other special date, as or when, will be mentioned.
20. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 months.
21. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
22. a) Bill in triplicate on monthly basis as per format given in Annexure-1 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.
23. Filled NIT without e-mail ID and contact details will be cancelled.

24. The decision of the college authority in selection of the agency will be final and binding. The supporting documents of the Lowest Bidder are to be submitted to the office of the Officer-in-Charge of the College at the time of deployment of the security guards.

::Date and Time / Schedule::

Sl. No.	Particulars	Date & Time
01.	Date of uploading of N.I.T. & other Documents (Online) (Publishing Date)	24.01.2023 at 06.00pm
02.	Documents download/sell Start (Online)	24.01.2023 at 06.00pm
03.	Bid submission: Starting date (on line)	24.01.2023 at 06.00pm
04.	Bid Submission Closing (On line)	07.02.2023 at 06.00pm
05.	Bid opening date for Technical Proposals (Online)	09.02.2023 at 1.00 pm
06.	Date of uploading list for technically qualified bidder(Online)	After 13.02.2023 at 4.00 pm
07.	Date & place for opening of financial proposal (Online)	To be notified later.
08.	Date of uploading of list of bidders along with their rates through (Online), also if necessary, for further negotiation through offline for final rate.	To be notified later.

Sd/-

Officer-in-Charge

Government General Degree College, Salboni

Bhimpur, Paschim Medinipur, 721516.