



Government of West Bengal

OFFICE OF THE PRINCIPAL :: TAKI GOVERNMENT COLLEGE

P.O. Taki, North 24 Parganas, Taki-743429, West Bengal

Phone: (03217)-234474; Fax: (03217)-234566; Website: <http://www.tgc.ac.in/>



No. 05/TDR-2020

Date: 06.01.2020

**NOTICE INVITING QUOTATIONS
[SEEKING SECURITY SERVICES FROM REGISTERED PRIVATE AGENCY]**

Sealed Quotations on company pad as per format given in Annexure-I are hereby invited through this notification promulgated in all possible avenues and the Quotations will be received by the Office of the Principal of Taki Government College, Taki-743429, 24 Parganas(North), WB, being dropped in the Tender Box kept in his office starting from 10th January 2020 during office-hours, till the last Date and Time specified herein. Quotations will be opened on 20th February 2020 at 12:30 P.M. in a meeting of the College Purchase Committee whereto presence of the intending Bidders/Quotationers or their representatives as they may judge and assign to attend, would be acknowledged as per modalities to be decided in due course.

1.	Name of Work	:	To Provide 4 (Four) numbers of Security Guards (without gun) for guarding and providing protection to the Government properties, assets and resources exhaustively of Taki Government College
2.	Name and Address of the Office	:	Taki Government College, Taki, P.S.- Hasnabad, Taki – 743429, 24 Parganas(North), West Bengal
3.	Agencies who are eligible to submit Quotation	:	Reputed, resourceful, experienced, registered and bona-fide Private Agencies
4.	Last Date and time of submitting Quotation Papers	:	18/02/2020 up to 3.30 P.M.
5.	Opening of Quotations	:	20/02/2020 at 12.30 P.M.
6.	Documents to be submitted along with the application	:	1. Copy of Licence for carrying on the business of Private Security service by the Agency issued by the Home Department of the Govt. of West Bengal. 2. Copy of ESI registration. 3. Copy of EPF registration. 4. Copy of PAN Card. 5. Copy of Trade License. 6. Copy of GST Registration 7. Copy of Service Tax registration. 8. Credentials achieved so far.
7.	Quotation Papers	:	On company pad as per format given in Annexure-I

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 rates in the per-head per-day mode both in figures 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 etcetera are to be borne by security agency.
4. The unit price consists of Minimum wage, PF contribution @ 13.0%, ESI/Mediclaim @ 3.25%, Bonus @ 8.33% of Min wage. The detailed breakup of the unit price is as depicted above.
5. The Service charge on unit price per guard to be entered by the bidder in percentage must cover all possible incidental charges including bidder's administrative charge, transportation charge, uniform cost, accessories that is torch, umbrella, raincoat etc. and any other charges/overheads/profits/cost of items which are necessary for maintaining the Security Service work.
6. As the Min wage and other stipulated charges for Security service are to be quoted as per latest Govt. order, there would be no variation in case of these charges. Hence, lowest Bidder will be selected as per rates quoted for Service Charges demand only.
7. The responsibility of depositing the contribution towards ESI, EPF etc. are to be carried out by the prospective Security-agency/Service-provider on which the College would keep on appropriate vigil so as to ascertain that such benefits go to deployed Security Guards.
8. The period of contract will be for one year (i.e., in the present case on and **from 1st April 2020 to 31st March 2021**) and no enhancement of service charge will be admissible during this period. However security charges (Min wage etc.), that may vary time to time through Government Notification, will be paid as per the latest of such Government Notifications, albeit on condition of actually getting funds from appropriate gubernatorial authority in enhanced proportions.
9. Conditional/ incomplete rate will not be accepted under any circumstances.
10. The agency engaged in providing Security Service will have to maintain regular contact with the college authority.
11. The persons engaged for Security duty will have to be dressed in similar uniform and bear similar identity cards for recognition. Uniforms will have to be supplied by the Quotationer for which no additional allowance or 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/ Torch/ Lamp-fuel or any allied accessories or materials whatsoever, if required. The same are to be supplied by the Bidder as clarified in Clauses 5 to 8 above.
14. The College authority shall not be responsible to compensate or be liable in any manner whatsoever for any injury and/or eventual death of the Security Guard(s) while on duty.
15. No claim will be entertained for any permanency of service by the Guards or by the Quotationing/Bidding agency under any circumstances.
16. T.A, D.A or Overtime allowances will not be paid to the security guards by the College authority under any circumstances.
17. Immediately after receiving the work order, the agency must submit to the college authority a detailed list showing the Names, Signatures and L.T.I of the Security Guards to be deployed along with each one's Passport size photograph, Election Photo Identity Card (EPIC) in duplicate and duly self-attested, well in time. If any change is subsequently tried by the agency, such changes must have prior approval from the College authority by pre-depositing details of the new person (in Name, Signature etc) to College authority well before the intended change.

18. The agency will be fully responsible for any loss, shortage, damage of Govt. property and the cost of the same, as fixed by the authority, will be recovered from the bills of the agency.
19. The agency should keep itself ready to take up the work within seven (7) days from the date of issuance of work order or from any other specific date as will be fixed/ mentioned by the College authority.
20. The agency will not be entitled to withdraw from the agreed contract of mentioned one year period unless otherwise decided by the College authority. In the extreme case predicaments, the Agency may approach the College authority for withdrawal of Service by the Agency by serving a notice of withdrawal at least 8 (eight) months prior to the proposed date of giving-up.
21. The undersigned reserves the sole right to terminate the agreement at any time without assigning any reason whatsoever.
22. (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 deductions, as applicable, shall be made from the bill of the agency.

Sd/- B. Chattopadhyay
Principal
Taki Government College
Taki, North 24 Parganas, PIN-743429, W.B.

ANNEXURE – I

QUOTATION FOR PRIVATE SECURITY GUARDS

1.	Description of Work	:	Providing 4 Security Guards for guarding inclusively all the Govt. and allied properties at the Taki Government College, Taki-743429, 24 Parganas(North), W.B.
2.	Security Charge (Per Head Per Day)	:	Wage: 321.00 (in Rs.) [Minimum Wage]; Contribution towards ESI, EPF, Bonus 78.90 (in Rs.)
3.	Service Charge (Per Head Per Day) [Baseline: Min. 5% of the Unit Price]	:	
4.	G. S. T. (Per Head Per Day) [At the stipulated Rate]	:	

Signature of the Agency Authority with Seal

ANNEXURE-II

Format For Billing

Claim of Remuneration for Security Service for the Month, Year

Agency Name	:	
Office Address	:	
Registered with	:	
Registration Details	:	

1.	No of Security Guards	
2.	Wage per Head per Day in Rs.	
3.	Contribution for ESI, EPF and Bonus per Head per Day in Rs.	
4.	Service Charge per Head per Day in Rs	
5.	GST per Head per Day in Rs.	
6.	Total claim per Head per Day in Rs.	
7.	Total claim per head for one month (30 days) in Rs.	
8.	Total claim for 04 Nos. of Security Guards for one Month (30 Days)	
9.	Total Claim for the Month, Year	

Signature of the Agency Authority with Seal