

NOTICE INVITING QUOTATIONS FOR SECURITY GUARDS, 2018-19

Sealed Quotations on company pad as per format given in **Annexure-A** are hereby invited through different leading newspapers (**Bartaman** and **The Statesman**, dated **30/3/2018**) and will be received by the Principal of Government General Degree College, Singur in the Tender Box kept in his office till **9th April, 2018 up to 3pm(afternoon)**. Quotations will be opened on 13th April 2018 at 12'00 (noon).

Annexure-A (Quotation Format)

1. Minimum wages as per Government Rate per day for 8 hrs duty	: Rs.
2. EPF 13.61% as per Government Rate per day	: Rs.
3. ESI 4.75% as per Government Rate per day	: Rs.
4. Bonus 8.33% per day	: Rs.
5. Service charges of the agency per day	: Rs.

1.	Name of Work	Providing Four(04) number of security guards (without gun) for guarding day and night the Government General Degree College, Singur
2.	Address of the Office	Jalaghata, Singur, Dist: Hooghly, Pin-712409
3.	Documents to be submitted along with the quotations	i). Copy of License for carrying on business of Private Security Agency issued by the Home Department, Govt. of West Bengal ii) Copy of ESI registration iii) Copy of EPF registration iv) Copy of PAN card v) Copy of Trade License vi) Copy of GST registration vii) Credentials

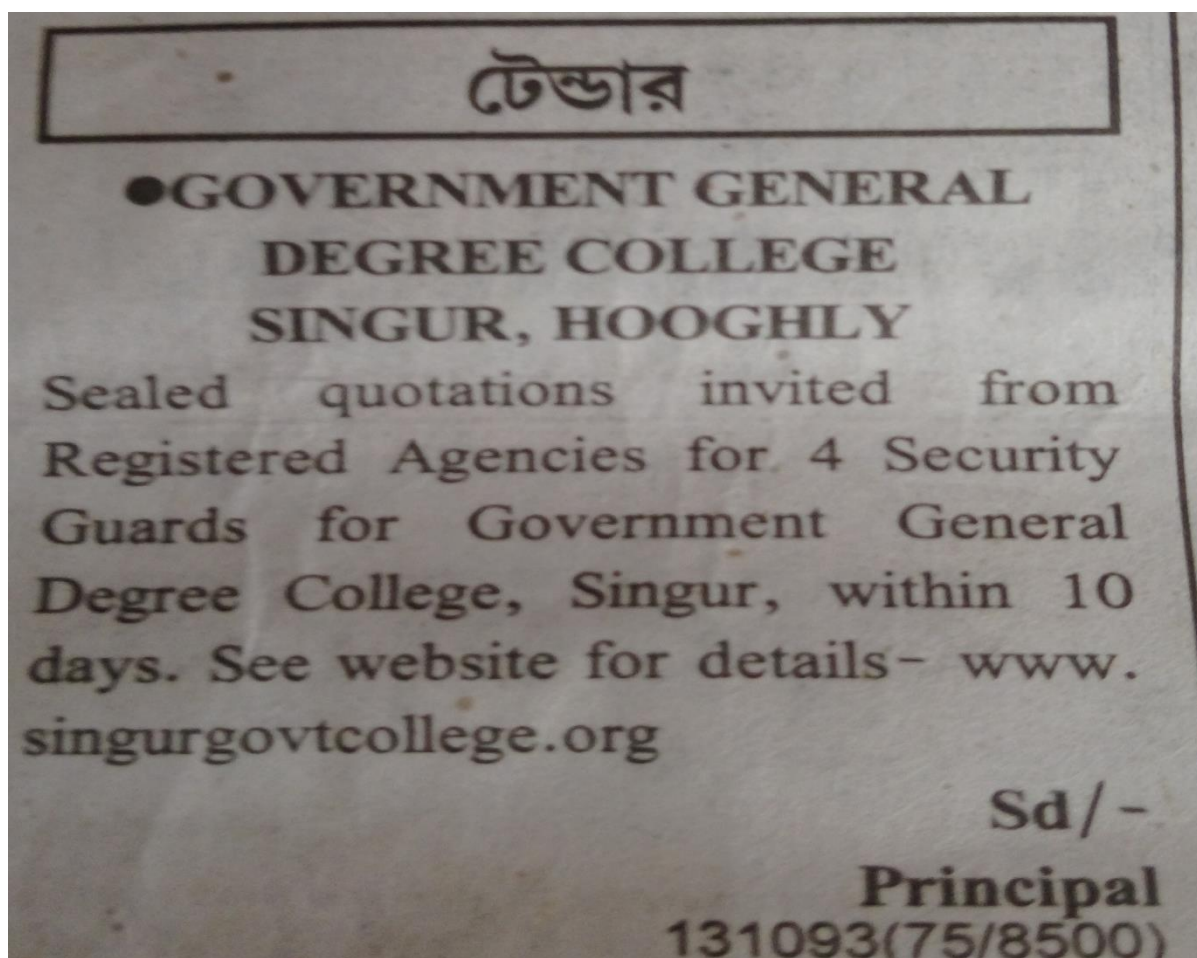
Terms and Conditions:

1. The College 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. As security charges are to be quoted as per latest Govt. orders, there will be no variation in security charges and EPF, ESI, Bonus, etc. Hence- lowest bidder will be selected as per rates of service charges only.
4. The period of contract will be one year from the date of commencement of the contract.
5. No enhancement of the Service Charges is admissible during this period of one year. However, Security Charges may vary/ time to time according to latest Govt. notification.
6. No conditional / incomplete rate will be accepted.
7. The persons engaged for the duty will have to wear same uniform and identity card which will have to be supplied by the bidder- for which no additional allowance or charges will be entertained.
8. The duty hour will be 8 (eight) hours for each Security personnel and will be fixed by the College authority.

9. No claim will be entertained for permanent services of the guards engaged.
10. The duty hour will be 8 (eight) hours for each Security personnel and will be fixed by the College authority.
11. The college authority shall not be responsible to supply rain coat / Umbrella / Torch / oil etc. If required.
12. The college authority will not be responsible to compensate or otherwise liable for any injury and / or death of Security Guards while on duty.
13. The agency will be fully responsible for any losses, shortage, damage, of Govt. property and the cost of the same as fixed by the authority will be recovered from bills of the agency.
14. The agency will keep itself ready to take up the work within seven (7) days from the date issue of work order.
15. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority at least 3 months in advance.
16. The College authority reserves the right to terminate the agreement at any time without assigning any reason what so ever.
17. a) Bill in triplicate on monthly basis must be submitted within 10'th 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
18. 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, Electoral Photo Identity Card (EPIC), Adhaar card in duplicate of each security guards deployed. If any change is made subsequently by the agency, the change is also to be intimated to the College authority as and when such change is made.

Principal

Govt. General Degree College, Singur



Tender as published in "Bartamaan" and "The Statesman" newspaper on 30/3/2018