

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
SISTER NIBEDITA GOVERNMENT GENERAL DEGREE COLLEGE FOR GIRLS
HASTINGS HOUSE, KOLKATA 700027**

Tender No. S.N.G.G.D.C.G/06/2020

Date: 14/08/2020

Notice Inviting Quotations for Security Guard

Sealed quotations are invited from reputed, registered and professional agencies supplying four (4) security personnel having at least three years' experience in providing such services for a contract for Seven Months (From 1st September 2020 to 31st March 2021) for protecting of government properties in **Sister Nibedita Government General Degree College for Girls**, Hastings House, Kolkata 700027. **The Quotations must be dropped in the designated box kept in front of the Principal's Office.**

1.	Name of Work	:	Providing security personnel for protecting of the government properties in Sister Nibedita Government General Degree College for Girls , Hastings House, Kolkata 700027.
2.	Name and Address of the Office	:	Sister Nibedita Government General Degree College for Girls 20B, Judges Ct Rd, Alipore, Kolkata, West Bengal 700027
3.	Quotationers who are Eligible to submit Quotation	:	Reputed, resourceful, experienced & bona-fide registered Private Agencies.
4.	Last Date & Time of submitting quotation Papers	:	26th August, 2020 up to 02.00 P.M.
5.	Opening of quotations	:	At 12.00 Noon on 28th August, 2020.
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. 2. Copy of ESI registration 3. Copy of EPF registration 4. Copy of PAN Card, 5. Copy of GST Registration 6. Copy of Service Tax registration 7. Copy of Trade licence 8. Credentials
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 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 wage (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 depositing contribution for ESI, EPF etc and payment of bonus to the employees engages is to be borne by the security agency. The agency selected must submit the proof of payment of GST, EPF and ESI to the College Office at an interval of three months. The document of payment of bonus to the employees engaged by the security agency must also be submitted within a month from the date of payment.
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 Seven Months (From 1st September 2020 to 31st March 2021) 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 quotationers 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 guards 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 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.

.....-Sd/-.....
Officer-in-Charge
Sister Nibedita Government General
Degree College for Girls
Hastings House, Kolkata 700027

QUOTATION FOR PRIVATE SECURITY GUARDS

1	Description of work	:	Providing four private security guards for guarding the college.
2	Security charge (per head per day)	:	Wage: (in Rs.) (Minimum wage) Contribution for ESI, EPF and Bonus..... (in Rs.)
3	Service charge (per head per day)	: (in % of minimum wage)
4	Service Tax (per head per day)	: (in Rs.)

Name of agency:

Mailing address:
.....
.....

Telephone No.

.....
(Signature of the agency authority)

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(Designation of the signing authority)