



GOVERNMENT OF WEST BENGAL
Office Of the
Principal Kanyashree College, Behala
Manton 556, D.H. Road, Kolkata, Pin-
700034
Phone No. 03323958900, Mobile No. 9830163165

Memo.No.15/KS/SG -TEN/2024, Date: January 18, 2024

WBHE/PRINCIPAL/NIQ-01/2023-24

E-TENDER NOTICE INVITING QUOTATIONS FOR ENGAGEMENT OF PRIVATE SECURITY GUARD FOR KANYASHREE COLLEGE, BEHALA 556, DIAMOND HARBOUR ROAD, KOLKATA-700105.

Quotations are hereby invited by the Principal, Kanyashree College, 556, Diamond Harbour Road, Kolkata-700034 from reputed Firms/Suppliers for providing of the following categories of services through www.wbtenders.gov.in adhering to the guidelines of e-tendering:

1.	Name of work:	(i) Providing: Total 03 (Three) Security Guards (without guns), for guarding the premises of Kanyashree College, Behala, 556, Diamond Harbour Road, Kolkata-700034
2.	Name and address of the office:	Office of the Principal Kanyashree College, Behala Manton 556, Diamond Harbour Road, Kolkata-700034
3.	Eligibility to submit quotations:	Bona fide, reputed, resourceful and Government registered Agencies having valid Registration certificate, EPF, ESI and Service Tax registration certificates and considering the nature of work with minimum 1 year experience in any Government College. The address of the Bidder's registered office must be at Kolkata or its adjoining areas/districts in order of smooth running of mutual communication, prompt and timely submission of bills and daily dealings etc.
4.	Bid submission start date	January 20, 2024 from 16:00 hrs.
4.	Last date and time of submitting of quotations:	January 28, 2024 upto 18:00 hrs.
5.	Date and time of opening of Technical Bid:	January 30, 2024 at 13:00 hrs.
6.	Date and time of opening of Financial Bid	To be notified online



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6.	Documents to be uploaded:	<p>Technical bid documents in the following manner.</p> <p>(a) PAN card of the bidder. (b) Up to date Trade License.</p> <p>(c) GST registration certificate and GSTR-3B of last month.</p> <p>(d) EPF, ESI (up to date ECR CHALLAN).</p> <p>(e) Up to date Income Tax return.</p> <p>(f) Up to date Profession Tax clearance certificate.</p> <p>(g) Valid license for business of private security agency issued by the Home Department, Government of West Bengal.</p> <p>(h) Certified copies of credentials of similar nature of works in academic institution (at least one year).</p> <p>Failure of submission of any of the above documents may render the tender liable to be summarily rejected/cancelled.</p>
7	Earnest Money Deposit (EMD):	<p>Earnest Money amounting to Rs.2,000.00/- (Rupees Two thousand only) will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (SBI) & IFS Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD to the Account.</p> <p>Exemption: MSMEs registered with NSIC under Single Point Registrations scheme/DIC (District Industries Centre)/Udyog Aadhar are exempted from depositing Earnest Money for which copies of valid MSME's Certificate along with NSIC Certificate/DIC Certificate/Udyog Aadhaar Acknowledgement / Udyog Aadhar Memorandum issued by MoMSME, Documentary evidence must be uploaded for claim of such exemption, failing which their tender would be summarily rejected.</p>

1. Instruction to the bidders-

- (a) 'Service Charge Zero' in case of Security Agency will not be accepted.
- (b) All Technical Bids must be supported with the following information & documents:
- i. List of Government establishments where security services have been provided in the last three years (3yrs) with the respective 'Work Orders' & 'Satisfactory Report'.
 - ii. Total number of years services provided by the Security Agency at the Govt. institution still date.



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- iii. Number of security personnel supplied in a single contract by the agency in the last three years with supporting documents.
- iv. Annual turnover of the agency with supporting documents for the last 3 years.



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(c) **IN CASE OF TIE BID:** If there is tie in financial bid, TIA (Tender Inviting Agency) may follow the procedure as per the Memorandum No. 2320-F(Y) dt. 07/06/2022 of Finance Dept., Audit Branch, Govt. West Bengal: in the procurement of manpower supply/House Keeping/Security Service, if the contract is not divisible and bid for the agency fee/ Service charge quoted by all L1 bidders is one and the same, in that case TIA (Tender Inviting Agency) may select the agency based on number of personnel supplied in a single contract during the last three years.-

1. Number of Employes (10=1 point)
2. Highest annual turnover of last three financial year (Rs. 1 cr.=1 point)
3. Service rendered in number of Govt. organizations in last 3 years (1 credential=1 point)

NOTE: Once selected, the credentials of the Agency will be sent to Higher Authorities for approval, the work order will be issued as and when the College receives the final approval from the appropriate authority.

Financial bid must contain-

- i) Service charge on Basic Wages Rate Per Month only as per Labour Dept. WB as revised time to time (26 Working Days + 4 Holy days)
- ii) EPF- 13%
- iii) ESI- 3.25%
- iv) Bonus- 8.33%

During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers of any bidder is incorrect / fabricated / manufactured, the bidder will not be allowed to participate in the tender and the application will be rejected outright.

1. **Site-** Kanyashree College, Behala Manton 556, Diamond Harbour Road, Kolkata-700034

2. **Scope of services-**

For Security Guards -The service shall consist of providing security personnel, safeguarding all kinds of property belonging to and under custody of the Govt. College of Art & Craft, Calcutta, barring unauthorized entry and exit of goods and materials, guarding against trespassing and all other duties relating to security arrangements including reporting.

The authority shall have the right to all such other duties relating to security as may be necessary from time to time in addition to what has been prescribed herein above.

3. **Dismissal of personnel-**

These selected contractors shall dismiss/withdraw from the work or take appropriate action against any person employed thereon, whom they may find incompetent or guilty of misconduct or unsuitable in the interest of the college, and place a suitable substitute immediately.

4. **Tenure-of engagement** From 1st April 2024- 1st March-2025.

5. **Liability of statutory Payments and compliances-** The selected contractor is liable to pay statutory payments viz. EPF, ESI, Bonus etc. and also liable to comply with statutory obligations on the aspect of the engagement of personnel timely and regularly.



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6. **Selected contractor to provide**- Uniforms, Torch, umbrella, shoes and others such requirements which are essential for discharge of these services.

TERMS AND CONDITIONS

1. **For Security guards**- Standard of physical fitness and educational qualifications-
 - i. Height Male 160cm and weight according to the height.
 - ii. Chest 80cm with an expansion of 4cm
 - iii. A candidate should be free from any contagious or infectious diseases and should be physically fit. Medical certificate to be enclosed.
 - iv. A candidate should have passed standard class VIII examination.
2. In the matter of payment towards the engaged personnel the agency will be liable to pay the minimum wages to each individual the rate as should be prescribed by the Labour Department, Govt. of West Bengal, and notification applicable time to time and the said amount has to be deposited by means of e-transfer to bank account of the individual engaged personnel. This must be noted at the time of Tender as declaration. If there be any violation of this, the tenders shall be liable for rejection.
3. Rate to be quoted inclusive of all charges. No other charges other than the contractual amount will be entertained.
4. The successful agency should provide an Identity card with recent photo to each personnel and they should wear the uniform and badge (supplied by the agency) during duty hours.
5. The name, complete profile with identity proof to be put on duty shall have to be communicated to the Principal, Kanyashree College, Calcutta.
6. The amount deducted on account of contribution of EPF, ESI etc. shall have to be deposited to the appropriate authority within the stipulated time frame and documented evidencing such deposits shall have to be deposited to the office.
7. Contractor shall have to comply with provision of the Minimum Wage Act.
8. Successful bidder L1 has to submit the bills in triplicate within 10th day of each month along with documents of
 - i. EPF and ESI deposited challan of the last month showing the names of the engaged personnel.
 - ii. E-Payment documents to individual engaged personnel through bank showing the amount and date of payment to be enclosed.
9. The authority reserves the right to reject any or all the tender at its own discretion without assigning any reason thereof.
10. The authority reserves the right to alter the terms and conditions of this notice at any time in the interest of public service and in the interest of National Programme.
11. Before issuing service order to the L1 an agreement in the prescribed format of the college between the college authority and the agency should be signed and an undertaking by the said agency in the prescribed format before the court of Executive Magistrate should be affirmed and submitted to the college.
12. The participating bidders are required to quote their rate in per head per day both in figures and in words.
13. The charges to be paid to the Security Agency are to be shown in two parts: a) Security charges & (b) Service charges. Security charges are the minimum wage (as per latest order of the Labour Department) of these security personnel plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates).



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14. The responsibility of deposition of contribution for ESI, EPF etc. is to be borne by and shall lie with the Security agency.
15. The service charge must include all other incidental charges.
16. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges. Hence, lowest quotations shall be selected as per rates quoted for service charges only.
17. The period of contract will be From 01-04-2024 to 31-03-2025 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.
18. Conditional/incomplete rate will not be accepted under any circumstances.
19. The agency engaged for this work shall have to maintain regular contact with the college authority.
20. The persons engaged for the duty will have to wear the same uniform and carry identity card for identification at all times. Uniforms shall have to be supplied by the agency for which no additional allowance or charges will be entertained.
21. The duty hours will be 8 (eight) hours for each Security Personnel and specific timings shall be fixed by the College authority.
22. The College authority shall not bear responsibility to supply raincoat/umbrella/Torch/oil etc, if required. The same are to be supplied by the agency.
23. The College authority shall not be responsible to compensate or otherwise liable in any manner whatsoever for injury and/or death of Security Guards while on duty.
24. No claim will be entertained for the permanent services of the guards engaged.
25. T.A., D.A., Overtime Allowance will not be paid to these security guards by the college authority.
26. Immediately after receiving the work order, the agency must submit to the college authority a list showing the name, signature and L.T.I., passport-sized photograph, Electoral Photo Identity Card (EPIC) in duplicate of each security guard deployed duly self-attested. If any change in personnel is made subsequently by the agency, the change(s) (in name, signature etc.) is also to be intimated to the college authority as and when such change(s) is made.
27. The agency will be fully responsible for any losses, shortages, damages, of Govt. property and the cost of the same as fixed by the college authority shall be recovered from bills of the agency.
28. The agency must be prepared to take up the work within seven (07) days from the date of issue of work order or from any other special date as might be decided upon by the college authority.
29. The agency shall not be entitled to withdraw from the agreement without serving a written notice of withdrawal to the authority prior to three (3) months from the date of withdrawal.
30. The undersigned reserves the right to terminate the agreement at any time without assigning any Reason whatsoever.
31. Bill in triplicate on monthly basis as per format given in **ANNEXURE-**
I must be submitted within 10th. of Every month.
32. Payment to the agency shall be made as per availability of government funds/allotment.
33. Statutory deductions as applicable shall be made from the bill of the agency.
34. All bills must be addressed to "***The Principal, Kanyashree College, 556, Diamond Harbour Road, Kolkata-700034.***
35. GST TDS will be deducted as per Government rules.
36. As per Govt. rules, income tax shall be deducted at source for payments against bills submitted.



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The Principal, Kanyashree College, reserves the right to accept or reject any or all of the quotations without assigning any reason thereof.

Principal

ANNEXURE-I

1	Description of work	1. Providing: Total 03 (Three) Security Guards (without guns), for guarding the premises of Govt. College of Art & Craft, Calcutta, 28, Jawaharlal Nehru Road, Kolkata - 700016.
2	Security Charge (per head per shift) Minimum wages (A Zone)	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER
3	Service charge (per head per shift)	TO BE QUOTED BY THE SERVICE PROVIDER in percentage**
5	E.S.I CHARGE	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
6	E.P.F	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
7	Bonus	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
8	GST	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.

**Selection of agency will be made on the basis of Service Charge only. As this tendering exercise is meant for "HIRING OF SERVICE, AGENCY SHOWING ZERO SERVICE CHARGE WOULD BE SUMMARILY REJECTED. THE QUOTED RATES SHOULD BE REASONABLE, LOGICAL AND CONVINCING".

Name of the Agency:

Mailing address:

Telephone No:

Mobile No:

EMAIL:

Signature of the agency authority (Designation of the signing authority)



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Financial Statement

Information of Financial Turnover statements for the last Three years to demonstrate the current soundness of the bidder's financial position:

Turn Over in the F.Y. 2021-2022	Turn Over in the F.Y. 2022-2023	Turn Over in the F.Y. 2023-2024
Rs.	Rs.	Rs.

Signature of applicant

(Including title and capacity in which application is made)



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EXPERIENCE PROFILE FORMAT

B.6.1. NAME OF THE FIRM/APPLICANT:

B.6.2. LIST OF COMPLETED PROJECTS THAT ARE SIMILAR IN NATURE TO THE WORKS DURING THE LAST THREE YEARS FROM THE DATE OF NIT.

Name, Location & Nature of Work	Dept. Concern	Original Time Schedule		Actual Time Schedule		No. Of Personal Deployed.
		Start Date	Completion Date	Start Date	Completion Date	

Note:

- Certificate from the Employer to be attached.
- Non-disclosure of any information in the Schedule will result in disqualification of the firm.

Signature of applicant
(Including title and capacity in which application is made)



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