



# GOVERNMENT OF WEST BENGAL

## OFFICE OF THE PRINCIPAL

Govt. Physical Education College for Women, Hooghly  
Rice Research Station Campus, Chinsurah  
P.O. Chinsurah (R.S.) Dist-Hooghly.712102  
E.mail : principal.gpecwhooghly@gmail.com  
Website : <http://gpecwhooghly.org>

Memo No : 259/16-QTP/25

Date : 09.10.2025

## Notice Inviting E-Tender

**NIT NO : 4/SG/2025**

Sealed quotations on company pad as per format given in annexure-A are hereby invited and will be received by the Principal of Govt. Physical Education College for Women, Hooghly through E-tender till the date and up to the time specified herein. Quotation will be opened on the same day one hour after the time of receipt of Quotation in presence of such intending quotationers or their agents as may choose to attend.

1	Name of work	Providing total nos. of Four (04) Security Personnel (Without Gun) for guarding of the College Campus of Govt. Physical Education College for Women, Hooghly
2	Name & Address of the College	Govt. Physical Education College for Women, Hooghly Rice Research Station Campus, Chinsurah P.O. Chinsurah (R.S.), Dist – Hooghly Pin – 712102
3	Quotationers who are Eligible to submit Quotation	Reputed, resourceful, experienced & bona-fied registered Private Agency
4	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 Trade License. 6. Copy of Service Tax registration. 7. Credentials
5	Estimate Sheet	On your company pad as per given format in annexure-A
6	Tenure of this Tender	Three (3) Years w.e.f the date of issue the work order
7	Earnest Money Deposition (EMD)	Rs. 5000.00 (Five Thousand) only

### Date Criteria:

Published Date	09-10-2025	4 P.M.
Document Download / Sale Start Date	09-10-2025	5 P.M.
Bid Submission Start Date	09-10-2025	5 P.M.
Document Download / Sale End Date	23-10-2025	11.00 A.M.
Bid Submission End Date	23-10-2025	11.00 A.M.
Technical Bid Opening Date	25-10-2025	11.00 A.M.
Financial Bid Opening Date	Will notify Later	

### Terms & Conditions :-

- Though the tenure of this tender will be three(3) years but the work order will be renewed every year after receiving the Administration Approval from Higher Education Department, WB.
- Wages rate should be given as per Zone – B.
- Below one rupee (1.00) and any decimal no. will not be accepted as service charge.
- The accepting authority reserves the right to reject any or all the quotations without assigning any reasons thereof.



5. The participating bidders are required to quote their rate in per head per day both in figure and words.
6. 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 personnel plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates.)
7. The responsibility of deposition of contribution for EPF, ESI etc is to be borne by the security agency.
8. The service charge must include all other incidental charges.
9. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges. Hence lowest quotation will be selected as per rates quoted for service charges only.
10. Tenure of the tender in this regard will be for three years
11. No enhancement of service charges is admissible during this period. However security charge may vary time to time and will be paid as per the latest Govt. Notification.
12. No conditional/incomplete rate will be accepted under any circumstances.
13. The agency engaged for this work will have to maintain a regular contact with the college authority.
14. The persons engaged for the duty will have to wear same uniforms and identity card for identification. Uniforms will have to be supplied by the quotationers for which no additional allowance or charges will be entertained.
15. The duty hours will be 8(eight) hours for each Security personnel and will be fixed by the college authority.
16. The college authority shall not be responsible to supply raincoat/umbrella/torch/oil etc, if required. The same are to be supplied by the quotationer.
17. 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.
18. No claim will be entertained for the permanent services of the guards engaged.
19. T.A, D.A, Overtime allowance will not be paid to the security guards by the college authority.
20. Immediately after receiving the work order, the agency must submit to the college authority list showing the name, signature (LTI), 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.
21. 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.
22. 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.
23. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 (Three) months.
24. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
25. a) Bill in triplicate on monthly basis as per format given in annexure-II must be submitted within 10t 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.

**Special Note:**

1. **In case of tie bid** : In case of any tie bid the L1 bidder will be selected by the Finance Department Order No. 2320- F(Y), dated 7 June, 2022.
2. **Disposal of Disputes** : In case of any dispute the college decision will be treated as final and conclusive.

*H. Shyam*  
09.10.25

Principal

Govt. Physical Education College for Women  
Chinsurah (RS), Hooghly

Principal

Govt. Phy. Edu. College for Women  
Hooghly

## Estimate Sheet (ANNEXTURE-A)

1. Wages rate for security guard per head per day (as per Zone – B)	
2. Contribution of EPF, ESI and Bonus etc. per day per head	
3. Service Charge per day per head	
4. GST per day head per day	
5. Total Charge per day per head	

Note : Service Charge below Rs. 1.00 will not be accepted and fractional digit to be avoided.