



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

Landline No: 26861080

E.mail: principal.gpecwhooghly@gmail.com

Website: <http://gpecwhooghly.org>

Date – 24/02/2022

Memo No. – 871/16-QTP/22

Notice Inviting Quotation – 2/2022

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 in the tender Box kept in his Office 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 quotationer or their agents as may choose to attend.

1	Name of work	Providing 2(Two) Nos Security Personnel (Without Gun) for guarding of the College Campus including Administrative Building & Girls' Hostel of Govt. Physical Education College for Women, Rice Research Station, Hooghly
2	Name & Address of the College	Govt. Physical Education College for Women, Hooghly Rice Research Station Campu, Chinsurah P.O. Chinsurah(R.S.), Dist – Hooghly Pin – 712102, Landline No. – 26861080
3	Quotationers who are Eligible to submit Quotation	Reputed, resourceful, experienced & bona-fied registered Private Agency
4	last date & Time of submitting quotation papers	within 7 days from the date of publication in the newspaper
5	Opening of Quotations	at 4.00 PM on last date
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 Trade License 6. Copy of Service Tax registration 7. Credentials
7		On Company pad as per format given in annexure-A

Note :-

1. Below 30 paise service charge will not be accepted.

Terms & Conditions :-

1. The accepting authority reserves the right to reject any or all the quotations without assigning any reason 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 personnel plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates.)
4. The responsibility of deposition of contribution for EPF, EPI etc is to be borne by the security agency.
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 quotation will be selected as per rates quoted for service charges only. In case of tie for rate bidder will be selected on the basis of the service credential.

7. The period of contract will be for one year and 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.

8. No conditional/incomplete rate will be accepted under any circumstances.

9. The persons engaged for this work will have to maintain a regular contact with the college authority. Uniforms will have to be supplied by the quotations for which no additional allowance or charges will be entertained.

10. The duty hours 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 raincoat/umbrella/torch/oil etc, if required. The same are to be supplied by the quotationer.

12. The college authority shall not be responsible to compensate or otherwise liable in any manner what so ever for an injury and/or death of security guards while on duty.

13. No claim will be entertained for the permanent services of the guards engaged.

14. 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.

15. 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.

16. 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.

17. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 (Three) months.

18. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.

19. 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.

[Handwritten Signature]
Principal
Govt. Physical Education College for Women
Chinsurah (RS), Hooghly
Principal
Govt. Phy. Edu. College for Women
Hooghly

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Estimate Sheet (ANNEXURE-1)

1. Wages for security guard per head per day	
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 0.30 paise will not be accepted.