



**SISTER NIBEDITA GOVERNMENT GENERAL DEGREE COLLEGE FOR GIRLS
HASTINGS HOUSE, ALIPORE
KOLKATA 700027**

Memo No: SNGGDCG/134

Dated: 12/02/2025

NOTICE INVITING ELECTRONIC ITEM RATE TENDER NO. 05 OF 2025 - 2026
OF SISTER NIBEDITA GOVERNMENT GENERAL DEGREE COLLEGE FOR GIRLS
HASTINGS HOUSE, ALIPORE
WBHE/SNGGDCG/NieT-05/2025-26
Tender ID: 2025_DHE_815577_1

NOTICE INVITING PRE-QUALIFYING DOCUMENT CUM TENDER (TWO COVER SYSTEM)

For and on behalf of Sister Nibedita Government General Degree College for Girls, Hastings House, Kolkata 700027, the undersigned invites online item rate e - tenders for the following works under two cover system. Pre-qualifying documents in a separate cover and Bid document with BOQ rate in another cover are to be submitted by Qualified Service- Providers or any other eligible bidders who satisfy the terms and conditions as laid down in the pre-qualifying document. The e-tender for the work, detailed in the table below, is to be submitted. Intending bidders may download tender documents from the e-procurement portal of Govt. website www.wbtenders.gov.in The pre-qualifying and bid documents duly filled-in all respects should be submitted on-line through our e-portal form (as per Server Time). Sister Nibedita Government General Degree College for Girls, Hastings House, Kolkata 700027 does not take any responsibility for the delay caused due to non-availability of Internet connection, traffic congestion, etc. for on-line bids.

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|--------------------------------------|--|
| Name of the work | Providing four (04) numbers of security personnel (Without gun) for protecting the government properties in Sister Nibedita Government General Degree College for Girls, Hastings House, Alipore, Kolkata 700027. |
| Name and Address of the office | Sister Nibedita Government General Degree College for Girls, Hastings House, Alipore, Kolkata 700027. |
| Company eligible to submit quotation | Bona fide, reputed, resourceful and Government registered Agencies having valid Registration certificate, and minimum 1 year experience in giving security service at any educational institution or research institution of West Bengal. |
| Documents to be submitted | Technical bid documents in the following manner (a) PAN card of the bidder. (b) Up to date Trade License. (c) GST registration certificate and GSTR-3B of last month. (d) EPF, ESI (up to date ECR CHALLAN). (e) Up to date Income Tax return. (f) Up to date Profession Tax clearance certificate. (g) Valid license for business of private security agency issued by the Home Department, Government of West Bengal. (h) Certified copies of credentials of giving security service in academic institution or research institution of West Bengal.(at least one year). Failure of submission of any of the above documents may render the tender liable to be summarily rejected / cancelled. |
| Quotation papers | e-Tender as per format given in Annexure-I |
| EMD | Rs. 16,000.00 |

Date & Time Schedule

| Sl. No. | Particulars | Date & Time |
|---------|--|----------------------|
| 1 | Date of uploading of N.I.T. & other Documents (online) (Publishing Date) | 12.02.2025, 6:55 PM |
| 2 | Documents download/sell start date (Online) | 13.02.2025, 2:00PM |
| 3 | Bid submission start date (Online) | 13.02.2025, 2:30PM |
| 4 | Bid Submission closing (Online) | 17.02.2025, 3:00PM |
| 5 | Bid opening date for Technical Proposals (Online) | 19.02.2025, 3:00PM |
| 6 | Date of uploading list for Technically qualified Bidder (online) | To be notified later |
| 7 | Date of opening of Financial Proposal (online) | To be notified later |
| 8 | Date of uploading of list of bidders along with the approved rate | To be notified later |

1. Instructions to the bidders-

- a) 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 RATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING."**

Mere quoting the lowest service charge, which appears to be not reasonable and difficult to be calculated in round figure of Rupees will not ensure the agency to claim right for getting selected.

- 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 Academic institutions till date.
 - 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.

(c) 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 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.

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.

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

2. Scope of services-

The service shall consist of providing security personnel, safeguarding all kinds of property belonging to and under custody of the Sister Nibedita Government General Degree College for Girls, Hastings House, Alipore, Kolkata 700027., barring unauthorized entry and exit of goods and materials, guarding against trespassing and all other duties relating to security arrangements including reporting.

3. Dismissal of personnel- The selected contractor shall dismiss / withdraw from the work or take appropriate action against any person employed there on, who may be found incompetent or guilty of misconduct or unsuitable in the interest of the college and place a suitable substitute immediately.
5. Tenure- of engagement from FY-2025-26
6. Liability of statutory Payments and compliances- The selected contractor is liable to pay statutory payments viz. EPF, ESI, Bonus etc. and liable to comply with statutory obligations on the aspect of the engagement of personnel timely and regularly.
7. Selected contractor to provide- Uniforms, Torch, umbrella, shoes, and other such requirements which are essential for discharge the services.

General Terms and Conditions

1. The authority reserves the right to reject any or all the tender at its own discretion without assigning any reason thereof.
2. 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.
3. The participating bidders are required to quote their rate on per head per day basis both in figures and words.
4. The charges claimed by Security Agency are to be shown in two parts-
 - a) Security Charges,
 - b) Service charges.Security charges are 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).
5. The responsibility of deposition of contribution for EPI, EPF, etc. is to be borne by the security agency and documents for that matter are to be submitted on quarterly basis for clearance of the subsequent bills. It is an obligatory compulsion for the selected agency to pay all statutory charges in time.
6. The service charge must include all other incidental charges.
7. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges. Hence, lowest bidder will be selected as per rates quoted for Service charges only.
8. During the period of contract, no enhancement of service charge is admissible. However, security charge may vary from time to time and will be paid as per the latest Govt. notifications. College Authority reserves the right to terminate the contract at any point of time.
9. Tenure of the tender in this matter will be for three years, with a clause of option for renewal for one year at a time based on performance of the selected agency and observance of other conditions.
10. No conditional / incomplete rate will be accepted under any circumstances.
11. The agency engaged for this work will have to maintain regular contact with the college authority.
12. The persons engaged for the duty will have to wear same uniform and identity card for identification. Uniform will have to be supplied by the company for which no additional allowances will be entertained.

13. The persons engaged for the duty will have to wear the same uniform and always carry identity card for Identification. Uniforms shall have to be supplied by the agency for which no additional allowance or charges will be entertained.
14. The duty hour will be 8 (eight) hours for each Security Personnel and will be fixed by the College authority.
15. The College authority shall not be responsible to supply raincoat/ umbrella/ Sanitizer/ Torch / oil etc. when required. The same are to be supplied by the selected company.
16. The College authority shall not be responsible to compensate, or otherwise liable in any manner whatsoever, for an injury and / or death of Security Guards while on duty.
17. No. claim will be entertained for permanent services of the guards engaged.
18. T.A., D.A., Overtime allowances will not be paid to security guards by the college.
19. Immediately after receiving the work order, the agency must submit to the College Authority a list in duplicate showing the names, signatures (L.T.I.), passport size photograph, Election Photo Identity Card (EPIC) and AADHAR Card of each security guards to be 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.
20. The agency will be fully responsible for any losses, shortages, damage, of Government property and the cost of the same as fixed by the authority will be recovered from bills of the agency.
21. 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.
22. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 months.
23. The undersigned reserves the right to terminate the agreement at any time without assigning any reason whatsoever.
24. a) Bill, in triplicate, must be Submitted on monthly basis as per format given in Annexure-1 within 10th of the next month.
Payment to the agency shall be made as per availability of fund.
Statutory deduction as applicable shall be made from the bill of the agency.
25. Filled NIT without email id and contact number will be cancelled.
26. The decision of the college authority in selection of the agency will be final and binding upon all.
27. Financial proposal
 - i) The financial proposal should contain the required documents in one cover (folder) i.e. Bill of quantities (BOQ). The contractor is to quote the item rate online through Computer in the spaces marked for quoting rate in the BOQ.
 - ii) Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the contractor.

-Sd/-

Officer-in-Charge
Sister Nibedita Government General Degree College for Girls

ANNEXURE-I

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|---|---|---|
| 1 | Description of work | PROVIDING SECURITY SERVICE WITHIN THE PREMISES OF Sister Nibedita Government General Degree College for Girls, Hastings House, Alipore, Kolkata 700027. |
| 2 | Security Charge (Minimum wages per head per day)*[ZONE-A) | TO BE FIXED BY GOVT. ORDER (As per G.O No.: 45/Stat/14/RW/24/2023/LCS/JLC dated 12/12/2023) by Office of the Labour Commissioner, Govt. of West Bengal. |
| 3 | Service charge (per head per day)* | RATE MUST BE QUOTED BY THE SERVICE PROVIDER** |
| 5 | E.S.I CHARGE* | TO BE FIXED BY GOVT. ORDER |
| 6 | E.P.F* | TO BE FIXED BY GOVT. ORDER |
| 7 | Bonus* | TO BE FIXED BY GOVT. ORDER |
| 8 | GST* | TO BE FIXED BY GOVT. ORDER |

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Name of the Agency:

E-mail id :

Telephone No :

Mobile No :

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