

**Government of West Bengal**  
**Office of the Principal**  
**Govt. College of Education, Banipur. North-24Parganas.**

Memo No:.....x.....

Dated :

02.01.2021

**NOTICE**

Sealed quotations are invited from reputed and eligible agencies for providing 4 (Four) Nos. Security personnel (without Gun) on company pad as per Annexure-I (Notice with Memo No. 201/Estt. dated 2nd January, 2021) on and from 2<sup>nd</sup> January, 2021 to 2:00 p.m., 16<sup>th</sup> January, 2021 and the date of opening of the same sealed quotation-papers is fixed at **04:00 p.m. on 18<sup>th</sup> January, 2021.**

Those, willing to submit the quotation, are requested to follow the instructions as notified.

**Sd/- A. Ganguly**  
**Officer -in-Charge**  
**Govt. College of Education, Banipur**

**Government of West Bengal**  
**Office of the Principal**  
**Govt. College of Education, Banipur. North-24Parganas.**

**Memo No: 201/Estt.**

**Dated: 02.01.2021**

**Notice For Inviting Tender**

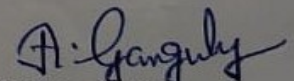
Sealed Quotations (Order No. 57-Edn(CG)/4c-09/2019 Dated: 30.08.2019) from reputed and eligible agencies for providing 4(Four) Nos. Security personnel (without Gun) on company pad as per given in Annexure-I are hereby invited and will be received by the Principal/Officer-in-Charge of Govt. College of Education, Banipur in the Tender Box kept in his office till the date and up-to the time specified herein. Quotations will be opened on the same day one hour after the time of receipt on quotations in presence of such intending quotation or their agents as may close to attend.

1.	Name of Work	:	Providing 4(Four) Nos. Security personnel (without Gun) for Govt. College of Education, Banipur, College Campus and Ladies Hostel.
2.	Name and Address of the Office	:	Officer-in Charge, Govt. College of Education, Banipur, North 24 Parganas.
3.	Quotation who are Eligible to submit Quotation.	:	Reputed resourceful experienced and bona-fide registered private Agencies.
4.	Last Date & Time of submitting quotation Papers.	:	<b>16-01-2021 up to 02:00 p.m.</b>
5.	Opening of Quotations.	:	<b>18-01-2021 at 04:00 p.m.</b>
6.	Documents to be submitted along with the application.	:	1) Copy of License for carrying on business of Private Security Agencies 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.	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 reason thereof.
2. The participating bidders are require to quote their in par hade per day in as figures and words.
3. The charges to be paid to Security Agencies are to be shown in two parts – a) Security charges, b) service charge. Security charges are 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 deposition of contribution for ESI, EPF, 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 verification in security charges. Hence, lowest quotation will be selected as per rates quoted for service charges only.

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 agency engaged for this work will have to maintain a regular contract 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 be responsible to compensate or otherwise liable in any manner what so ever for injury and / or death of Security Guards while on duty.
14. No. claim will be entertained for permanent services of the guards engaged.
15. T.A., D.A., Overtime allowances 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 in 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 changes is made.
17. The agency will be fully responsible for any losses, shortages, damages, of Govt. property and cost of the same as fixed by the authority will be recovered from the bill 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 the 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 as per format given in Annexure-II must be submitted within 10<sup>th</sup> of the next month.
- b) Payment to the agency shall be made as per availability of the fund.
- c) Statutory deduction as applicable shall be made from the bill of the agency.

  
Officer-in-Charge

Government college of Education,  
Banipur, North 24 Parganas.

Officer-In-Charge  
Government College of Education  
Banipur, North 24 Pgs.

**Copy forwarded for wide publication to:**

- 1) B.D.O., Habra-1.
- 2) Officer-in-Charge, Post Graduate Institute of Physical Education, Banipur.
- 3) Chief Supdt. S.W. Home, Banipur.
- 4) Principal, D.I.E.T., Banipur.
- 5) Principal, Women I.T.I, Banipur.
- 6) I.C., Habra Police Station.
- 7) Chairman, Habra Municipality.
- 8) Officer, handling the College Website.
- 9) Asst. Engineer., Habra Sub-Division, Social Sector, P.W.D.
- 10) College Notice Board.

**Sd/- A. Ganguly**  
**Officer -in-Charge**  
**Govt. College of Education, Banipur, North 24 Parganas**

**Annexure -I**

1	Description of work	:	Providing 4 (four) private security 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:** .....

.....

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**Telephone No.** .....

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**(Signature of the agency authority)**

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**(Designation of the signing authority)**