



GOVERNMENT OF WEST BENGAL

Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE, NARAYANGARH

P.O. Bhadrakali :: Dist: Midnapur(West) :: West Bengal :: Pin: 721437, India, Phone: 03222-236512,13, :: Visit: www.ngc.ac.in

Memo No 970/NGC

Date: 10/02/2023

E-IT No. NGC/006

The Officer-in-Charge of Government General Degree College, Narayangarh invites e-Tender for the following services as stated below:

Information about the work:

1	Name of the work	Engagement of four security personnel without arms/unskilled in the said college premises for day and night for one year.
2	Eligibility of Bidder	Bona fide, resourceful and reliable company/agency or authorized agent of the Principal company, having experience in Government Organization (Copy to be enclosed).
3	Cost of Tender Document	1000/- Non-Refundable

1. In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The supporting documents of the Lowest Bidder to be submitted to the office of the Principal.

2. **Tender Fees: 25,000/- (Refundable)**

3. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>

4. Tender Documents may be downloaded from website and submission of **Technical Bid and Financial Bid** will be done as per Time schedule.

5. The Technical Bid/ Proposal is submitted in two parts. The two parts of the proposals are:-

- (i) Part-1 Technical Proposal
- (ii) Part-2 Financial Proposal

6. Eligibility Criteria for participation in the Tender:

- a) Bona fide, resourceful and reliable company/agency or authorized agent of the Principal Company, those have the experience in Government Organization.
- b) An undertaking should be given stating thereby that the firm has not been debarred or penalized for any reasons out of work by any Government Department.

c) Subletting of contract is strictly prohibited.

7. Non- statutory cover containing the following documents:

- a) The prospective bidder must have the credential of satisfactory completion as a prime agency during the last three (03) years from the date of the issue of this notice under the authority of State/ Central Government, State/ Central Government undertaking/ statutory bodies constituted under the statute of the State/ Central Government.
- b) The prospective bidders must have Income Tax return/ Professional Tax clearance certificate/ P.T (Deposit Challan)/ PAN Card/ GST registration Certificate/ Voter ID card for self-identification and Income Tax acknowledgement receipt for the last three (03) years.
- c) The prospective bidders must have the valid Copy of license for carrying on business of Private Security agency (PSA)/ similar type of services issued by the Home Department Government of West Bengal, Copy of ESI registration, and Copy of EPF registration.
- d) The bidder who has been de-listed or debarred by any government department shall not be eligible in any way.
- e) Company/ authorized agent must have its office in India.
- f) The bidder must have the trade licence certificate for the current financial year i.e. 2022-23.

8. No mobilization advance and secured advance will be allowed.

9. Bids shall remain valid for a period not less than 30 (Thirty) days from the last date of submission of the Financial Bid.

10. Statutory Cover containing the following documents:

- a) Technical –NIT and other tender related documents
- b) Financial- BOQ-

11. IMPORTANT DATE AND TIME SCHEDULE

Sl. No.	PARTICULARS	DATE AND TIME
01.	Date of uploading (Publishing) of N.I.T. Documents (Online)	11.02.2023 at 4.00 P.M.
02.	Documents download start date (Online)	11.02.2023 at 6.00 P.M.
03.	Documents download end date (Online)	16.02.2023 at 12.00 noon
04.	Bid proposal submission start date (Online)	11.02.2023 at 6.00 P.M.
05.	Bid Proposal submission end date (Online)	16.02.2023 at 12.00 noon
06.	Bid opening date for technical evaluation (Online)	18.02.2023 up to 12.00 noon
07.	Date of uploading list for technically qualified bidder (Online)	20.02.2023 at 4.00 pm
08.	Date & place for opening of financial proposal (Online)	21.02.2023 at 12.00 noon
09.	Date of uploading online the list of bidders along with their rates, and also, if necessary, for further negotiation through offline mode for the final rate.	22.02.2023 at 12.00 noon

12. The documents submitted by the bidders should be properly indexed & digitally signed.

Sd/-

Officer-in-Charge

Government General Degree College, Narayangarh
Rathipur, Paschim Medinipur

1. THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	1. GST Registration Certificate & Acknowledgement. 2. PAN. 3. P Tax (Challan) (Latest). 4. Latest IT Receipt.
B.	Company Detail(s)	Company Detail -1	1. Proprietorship Firm (Trade License) Section -B Form-I I [Structure & Org.) 2. Partnership Firm (Partnership Deed, Trade License) 3. Ltd. Company (Incorporation Certificate, Trade License) 4. Society (Society Registration Copy, Trade License) 5. Power of Attorney, Memorandum of Association and Articles of Association of the Company. 6. Copy of license for carrying on business of Private Security agency (PSA) issued by Home Department Government of West Bengal 7. Copy of ESI registration 8. Copy of EPF registration
C.	Credential	Credential-1	1. Similar nature of work done & completion certificate which is Applicable for eligibility in this tender.
D.	Financial Information	Profit & Loss A /c. and Balance Sheet for the financial year 2021-22	Profit & Loss A /c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
E.	Man Power	Technical Personnel	List of Technical Staffs with Qualifications & Experience along with Structures & Organization
F.	Declaration	Technical Data	a) The prospective bidder must have the credential of satisfactorily completion as a prime agency during the last 3 (three) years from the date of issue of this notice under authority of state / central

			<p>Govt., state / central Govt. Undertaking / statutory bodies constituted under the statute of the state / central Govt.</p> <p>b) The prospective bidders must have valid up to date clearance of GST return (last receipt of challan) / Income Tax return / Professional Tax clearance certificate / P.T (Deposit Challan) / PAN Card / Voter ID Card for self-identification and Income Tax acknowledgement receipt for latest assessment year.</p> <p>c) The bidders who have been delisted or debarred by any government department shall not be eligible in any way.</p> <p>d) The prospective tenderer shall establish field testing laboratory equipped with requisite instruments and technical staff according to the requirements of works to be executed.</p>
--	--	--	--

2. Tender Technical Committee: Purchase Sub-Committee of the college.

3. Opening of Technical Proposal: Technical proposals will be opened by the Tender & Works Committee and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

4. Intending tenderers may remain present if they so desire.

5. During evaluation the committee may summon the tenderers & seek clarification/ information or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Financial Proposal

6. The financial proposal should contain the following documents in one cover (folder) i.e. **Bill of Quantities** (BOQ). The contractor is to quote the item rate online through computer in the space marked for quoting rate in the BOQ.

7. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

8. Penalty for suppression /distortion of facts:

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and Audited Balance Sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

9. Rejection of Bid:

Tender Committee reserves the right to accept or reject any Bid and cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Principal's action.

10. Award of Contract

The Bidder whose Bid has been accepted will be notified via acceptance letter/ Letter of Acceptance subject to the approval of the Higher Education Department, Government of West Bengal.

11. Terms and Conditions:

- i) As per latest Labour Commission Order the rates of the Security Charges, EPF, ESI and Bonus per day per head have been fixed in the table for 'A' zone only to avoid the variation in security charges among the bidders. Bidders are directed to quote only the "**SERVICE CHARGES & GST Amount**" per security per day. Hence, lowest quotation shall be selected as per rate quoted for service charges only.
- ii) The responsibility of deposition of contribution for ESI, EPF, Bonus etc. are to be shouldered by your security agency.
- iii) The persons engaged for the duty will have to wear proper uniform and identity card for easy identification. Uniforms will have to be supplied by the agency itself for which no additional allowance or charge will be entertained, but they can collect the uniform charges in cash from the Security Personnel.
- iv) **The duty hours will be Eight (08) hours for each security personnel and will be fixed by the college authority.**
- v) The college authority will not be responsible to supply raincoat/ umbrella/ torch/ oil etc. When required, these things should be supplied by the agency itself.
- vi) The college authority will not be responsible to compensate or liable in any manner for any injury and/ or death of the security guards while on duty.

- vii) No claim will be entertained for the permanent services of the engaged.
- viii) T.A./ D.A., overtime etc. will not be paid by the college authority.
- ix) Immediately after receiving the work order, the agency (for guarding) must submit to the college authority a list **in duplicate** showing **the name, signature (L.T.I.), and the passport size photograph of the security guards duly attested by him well in time. If any change is made subsequently by your agency, the change (in name, signature etc.)** should also be intimated to the college authority as and when such change is made.
- x) The agency should keep itself ready to take up the work within seven (07) days from the date of the issue of the work order or from any other special date as mentioned.
- xi) The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the college authority at least before three (03) months.
- xii) **The undersigned and the Purchase Sub-Committee reserve the right to terminate the agreement any time without assigning any reason whatsoever.**
- xiii) Bill in triplicate on monthly basis as per the format given in the Annexure-1 must be submitted within the 10th of every month.
- xiv) Payment to the agency will be made through Kharagpur Treasury as per the availability of sanction from the Department of Higher Education.
- xv) Statutory deduction like TDS etc., if any, and as applicable, shall be made from the bill of the agency.
- xvi) **The period of contract will be up to 31 March '2024 and no enhancement of Service Charge is admissible during this period.**
- xvii) The agency will be liable to pay the applicable bonus amount to the Security Guards under its employment upon the completion of the contract, failing which the bill of the last month of the contract shall not be processed/ passed.
- xviii) The agency will be fully responsible for any loss, shortage or damage to the Government property and cost of the same as decided by the college authority will be recovered from bills of the agency.
- xix) **The bidders are requested to quote the Service Charges and GST amount mentioned in the below mentioned table:**

Sl.No.	Purpose	Amount in Rs.
01.	Wage per day per head as per the Latest Labour Commission Department Order 02/Stat/2RW/9/2022/LCS/JLC Date: 16/01/2023.	Rs. 376.00
02.	Contribution for EPF per day per head as per Labour Commission Department Order @ 13%	Rs. 48.88
03.	Contribution for ESI per day per head as per Labour Commission Department Order @ 3.25%	Rs. 12.22
04.	Contribution for Bonus per day per head as per Labour Commission Department Order @ 8.33%	Rs. 31.32
05.	Total Amount	Rs. 468.42
06.	Service Charge per day per head	
07.	GST per day per head @ 18% on Sl. No. (5+6)	N.A.
08.	Total Amount including GST per day per head	N.A.

- xx) The Service Charges should be reasonable, logical and convincing, i.e., Zero (0) or decimal Service Charges which is equal to Zero (0) will not be acceptable.**
- xxi) It is mandatory for the L-1 bidder to pay the full month's salary to the Security Personnel as per the latest wages rate for A-Zone mentioned in the Labour Commission Order of West Bengal dated 16.01.2023. The L-1 Bidder can access only the Service charges and GST amount. In case of any violation of the conditions by the bidder in this regard, the contract will be summarily terminated.**
- xxii) In case of two or more bidders having same Service Charges, the following Financial/Technical Credentials will be applicable to select the L-1 Bidder:**
- a) Keeping the discovered L1 rate as ceiling, sealed bids will be invited from L1 bidders and out of those the lowest one will be selected.
 - b) If none of the L1 bidders are ready to offer further reduced rates :
 - i. The work may be distributed equally among the consenting L1 bidders.
 - ii. If none of the L1 bidders is ready to accept the work order in reduced form, the bidder with higher technical credentials based on the following parameter will be selected---
Number of the security personnel supplied in a single contract during the last 3 years by the L1 bidders will be considered.
 - c) In an unlikely scenario of two or more bidders on equal footing even after the above two criteria, the Agency with more staff will be considered eligible as L-1 bidder.

Sd/-
Officer-in-Charge
Government General Degree College, Narayangarh
Rathipur, Paschim Medinipur