



GOVERNMENT OF WEST BENGAL

Office of the Principal

Government General Degree College at Gopiballavpur-II

P. O. Beliaberah, Dist. Jhargram, Pin – 721517

Website: www.ggdcgopi2.ac.in

Phone No.: 03221-261262 Fax: ---

Email:principal@ggdcgopi2.ac.in

Memo No.- 132/eTD/20

Date: 03/07/2020

e-NIT NO: **Gopi-II/GGDC/001/2020**

**NOTICE INVITING e-TENDER**

The Officer-in-Charge of Government General Degree College at Gopiballavpur-II invites e-Tender for the below mentioned work.

1.	Name of Work	:	Providing 4 (four) Nos. Security Personnel (without Gun) for guarding of the Govt. General Degree College at Gopiballavpur-II
2.	Name and Address of the Office	:	Govt. General Degree College at Gopiballavpur-II Beliaberah, Jhargram,721517
3.	Eligibility of the bidders	:	Reputed, resourceful, experienced & bona-fide registered Private Agencies.
4.	Last Date & Time of submitting e-Tender	:	16.07.2020 up to 3.00 P.M.
5.	Opening of bids	:	20.07.2020 at 12 noon
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. Copy of Trade licence 8. Credentials

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 Officer-in-Charge.**
2. The Rate should be quoted as per specification including All Taxes.

**3. Tender Fees: -N/A**

4. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.
5. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per time schedule.
6. The Technical Bid/Proposal is to be submitted in two parts. The two parts of the proposal are:-

- (i) Part-1 : Technical proposal
- (ii) Part-2 : Financial proposal

**7. Eligibility criterion of participation in the tender:**

- a) Bona fide, resourceful and reliable company or authorized agent of the principal company.
- 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 Govt. Dept.
- c) Subletting of contract is strictly prohibited.

**8. Non -statutory cover containing the following documents:**

- 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 Govt., state / central Govt. Undertaking / statutory bodies constituted under the statute of the state / central Govt.
- b) The prospective bidders must have valid up to date clearance of service tax registration (last receipt of challan) / 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 latest assessment year.
- c) The bidder who has been delisted or debarred by any government department shall not be eligible in any way.
- d) Company /authorized agent must have office in India.

**9. No mobilization advance and secured advance will be allowed.**

All materials required for the proposed work shall be of specified grade and approved brand in conformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured. Authenticated evidence for purchase is to be submitted along with challan and test certificate. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

**10.** The rates should remain valid for the period up to 31st March 2021, subject to actual market price. The rates once accepted will not be changed under any circumstances.

**11. Statutory Cover containing the following documents:**

**Technical:**

- NIT
- Other Tender Related Documents.

**Financial:**

- BOQ

**12. IMPORTANT DATE AND TIME SCHEDULE:**

<b>Sl.</b>	<b>PARTICULARS</b>	<b>DATE &amp; TIME</b>
1	Date of uploading (Publishing) of N.I.eT. Documents (Online)	04.07.2020 at 3.00 pm
2	Documents download start date (Online)	04.07.2020 at 3.00 pm
3	Document download end date (Online)	16.07.2020 at 3.00 pm
4	Bid proposal submission start date (Online)	04.07.2020 at 3.00 pm
5	Bid proposal submission end date (Online)	16.07.2020 at 3.00 pm
6	Bid opening date for technical evaluation (Online)	20.07.2020 at 12.00 noon
7	Date of uploading list for technically qualified bidder(Online)	To be notified later.
8	Date & place for opening of financial proposal (Online)	To be notified later.
9	Date of uploading of list of bidders along with their rates through (Online), also if necessary for further negotiation through offline for final rate.	To be notified later.

13. The documents submitted by the bidders should be properly indexed & digitally signed.
14. Government General Degree College at Gopiballavpur-II, Jhargram do not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. for on-line bids.
15. The delivery should be made to the Convener, Purchase Committee or to the Office of the undersigned within 10 days from date of issuance of supply order.
16. Payment of bills on its production will be made after successful supply of the items within reasonable time.

Sd/-

Officer-in-Charge

Government General Degree College at Gopiballavpur-II

**TERMS & CONDITIONS**

1. The accepting authority reserves the right to reject any or all the quotations without assigning any reasons 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 personal plus charges for ESI, EPF and Bonus ( as per latest Govt. approved rates).
4. The responsibility of deposition of contribution for EPI, 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 variation in security charges. Hence, lowest bidder 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 charge 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 contact 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 bidders 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 bidder.

13. 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.
14. No. claim will be entertained for the permanent services of the guards engaged.
15. T.A., D.A., Overtime allowance 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 of each security guard 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.
17. 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.
18. The agency will keep itself ready to take up the work within fifteen (15) days from the date of issue of 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 fund.  
c) Statutory deduction as applicable shall be made from the bill of the agency.

Sd/-  
Principal / Officer-in-Charge  
Govt. General Degree College at Gopiballavpur-II

Annexure-I

### TENDER FORMAT FOR PRIVATE SECURITY GUARDS

1	Description of work	:	Providing four private security guards for guarding the Govt. General Degree College at Gopiballavpur-II.
2	Security charge ( <b>per head per day</b> )	:	Wage: ..... (in Rs.) (Minimum wage) Contribution for ESI, EPF and Bonus..... (in Rs.)
3	Service charge (per head per day)	:	..... ( <b>in % of minimum wage</b> )
4	Service Tax (per head per day)	:	..... (in Rs.)

Name of agency: .....

Mailing address: .....

Telephone No. ....

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

**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)	<ol style="list-style-type: none"> <li>1. GST Registration Certificate &amp; Acknowledgement.</li> <li>2. PAN.</li> <li>3. P Tax (Challan)(Latest).</li> <li>4. Latest IT Receipt.</li> </ol>
B	Company Detail(s)	Company Detail -1	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (<i>Trade License</i>) Section –B Form-II [Structure &amp; Org.]</li> <li>2. Partnership Firm (<i>Partnership Deed, Trade License</i>)</li> <li>3. Ltd. Company (<i>Incorporation Certificate, Trade License</i>)</li> <li>4. Society (<i>Society Registration Copy, Trade License</i>)</li> <li>5. Power of Attorney, Memorandum of Association and Articles of Association of the Company.</li> </ol>
C	Credential	Credential -1	<ol style="list-style-type: none"> <li>1. Similar nature of work done &amp; completion certificate which is applicable for eligibility in this tender.</li> </ol>
D	Financial Information	Profit & Loss A /c. and Balance Sheet for the financial year 2018 - 2019.	Profit & Loss A /c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A /c. and Balance Sheet for the financial year 2017 - 2018	Profit & Loss A /c. and Balance Sheet (with Annexure and 3 CD form in case of Tax Audit)
		Profit & Loss A /c. and Balance Sheet for the financial year 2016 - 2017.	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-1	Technical Data	a) The prospective bidder must have the credential of

			<p>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 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 of debarred by any government department shall not be eligible in anyway.</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>
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**2. Tender Technical Committee:**

Purchase 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. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened.

6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

7. Pursuant to scrutiny & decision of the Tender & Works Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

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

**Financial Proposal**

9. 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.

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

**11. 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.

**12. Rejection of Bid:**

Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby 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.

**13. Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

Sd/-  
Officer-in-Charge  
Government General Degree College at Gopiballavpur-II