



GOVERNMENT OF WEST BENGAL
Office of the Principal, Jhargram Raj College
JHARGRAM: 721507

No.261/SG-1/IRC/2020-21

Date: 15.06.2020

Notice Inviting e-Tender for deploying 04(four) Nos. of Security Guards for protection of Govt. properties at Jhargram Raj College, Jhargram.

e-Tender are hereby invited for deploying 04 Nos. security personnel (without Gun) for protection of Govt. properties from the bonafied registered private security Agencies only having credential in execution for similar nature of work as per following terms & conditions.

1.	Name of Work	:	Providing 04 (Four) Nos. Security Personnel (without Gun) for Guarding of the Jhargram Raj College, Jhargram.
2.	Name & Address of the Office	:	Jhargram Raj College, P.O. & Dist-Jhargram, Pin-721507
3.	Tenderers who are eligible to submit tender	:	Reputed, Resourceful, experienced and bonafide registered Private Agencies.
4.	Bid submission closing date & time (Online)	:	22 nd June, 2020 up to 6.00 p.m.
5.	Bid opening time & date	:	At 2.00 p.m. on 23.06.2020
6.	Documents to be submitted along with the e-Tender	:	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.

Terms & Conditions:

1. The accepting authority reserves the right to reject any or all the tenders without assigning any reasons thereof.
2. The participating bidders are required to quote their rate in per head per day 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 labor 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 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 variation in security charges. Hence, lowest bidder will be selected as per rate 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 supply by the bidder 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 a list to the college authority showing the name, signature (L.T.I), 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 in 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 07(seven) days from the date of the 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 10th of the next month.
b) Payment to the agency shall be made as per availability of fund and necessary Government order from The Department of Higher Education.
c) Statutory deduction as applicable shall be made from the bill of the agency.

Principal/ Officer-in-Charge
Jhargram Raj College

Annexure- II

Estimate for requirement of fund for private security guards

Name of the College :

As per approval given vide GO. NO. dated.....

Requirement of fund from July,2020 to March,2021:

Sl. No.	Purpose	Amount
01	Wage per day per head as per Labour Department order	
02	Contribution for ESI,EPF, and Bonus etc. per day per head	
03	Service charge per day per head	
04	GST per day per head	
05	Total requirement of fund per day per head	
06	Total requirement per head per month	
07	Total requirement per head	
08	Total requirement for Security guards	

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