



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
S.B.S Government College, Hili  
Hili, Dakshin Dinajpur, WB – 733126

Website: sbsgch.ac.in

Email at- sbsgchili@yahoo.com

Memo No: 142/SBS/SEC/22

Dated: 05/12/2022

**NOTICE INVITING TENDER**  
**NIT NO: 142/SBS/SEC/22**

The Officer-in-Charge, **S.B.S. Government College, Hili**, invites online e-tender from registered and professional Security Personnel supply agencies having at least three years' experience, for the FY 2023-2024 of this College. Interested parties may follow the instructions as given below for submission of their tenders in online mode.

1.	Name of Work	Providing 4 (four) Nos. experienced Security Personnel (without Gun) for guarding Building and Premises of <b>S.B.S. Government College, Hili.</b>
2.	Name and Address of the Office	<b>S.B.S. Government College, Hili.</b> <b>P.O &amp; P.S- Hili, Dist- Dakshin Dinajpur,</b> <b>Pin- 733126, West Bengal.</b> <b>Mob: 9831716930</b>
3.	Company Eligible to submit Quotation	Reputed, resourceful, experienced & bona-fide registered Private Agencies having experience of giving security service to Govt. College of West Bengal / Govt. Department / Govt. Undertaking.
6.	<b>Earnest Money</b>  (Online Payment Mode either through NEFT/RTGS OR NET BANKING as per Finance order No 3975F(y) Dated: 28/07/2016.)	<b>Rs. 10000 (Rupees Ten Thousand Only)</b>  (Online Payment Mode either through NEFT/RTGS OR NET BANKING as per Finance order No 3975F(y) Dated: 28/07/2016. / Memo. No.: 441 - F(Y) Date: 27 <sup>th</sup> January, 2020)

*Narain Shukla*

Officer-in-Charge

S.B.S. Government College, Hili

*Officer-In-Charge*  
S.B.S Government College, Hili  
P.O.Hili, 733126, Dakshin Dinajpur

### 1. General Instructions:

Interested and intending bidder may download the tender documents from the Website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).

### 2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted in two parts of the proposals are :-

- a. Technical proposal
- b. Financial proposal

### 3. The eligibility criteria are given below:-

- a. Intending bidders submit the quotations stating that wages to be paid to the personnel in terms of Labour Departments' minimum wages rates and other statutory deductions also to be provided them as per State Government notification., Contribution for ESI, EPF, and Bonus etc. per day per head for technical bid
- b. The rates should remain valid from 1<sup>st</sup> April, 2023 to 31<sup>ST</sup> March 2024 after considering Labour Department minimum wages rate.
- c. The tender should be submitted in the pro forma enclosed herewith and BOQ online only
- d. Scan copy of form of Income Tax return for the last three financial year, GST Registration certificate, PANNo., Current Trade license, Current license of Home & Hill affairs Department, Govt. of West Bengal, P.Tax other related licenses and registration certificates, if any, and also credentials.
- e. The tender inviting authority shall verify the above mentioned documents (In original) which are mandatory for the participation be for issuance of the work order.
- f. The prospective tenderers primary agency should have satisfactorily completed the supply to any Government or Private Organization for at least three (03)years.
- g. The tenderers are to deposit the tender papers for individual items.
- i. Payment of bills on its production will be made after successful completion of requisite services within reasonable time.
- j. The tender bid will be out rightly rejected if it comes to the notice of the tender inviting authority during scrutiny that the credential or any other paper of a tenderer is fabricated etc.
- k. The undersigned reserves the right of accepting or cancelling the tender without assigning any reason.
- l. To qualify for a Package of contracts made up of this and other contracts for which bids are invited in the NIT, the bidder must demonstrate having experience and resources sufficient to meet the aggregates of the qualifying criteria for individual contracts.
- m. **No bidder can charge less than 10 paisa. If so, the bidder concerned will not be considered as a valid participant in the concerned Tender process.**
- n. The price should be quoted in INR currency inclusive of all taxes.

4. Payment of 2% of total quoted rate as Earnest Money Deposit (EMD) will be through Online Payment Mode either through NEFT/RTGS OR NETBANKING as per Finance order No: 3975F(y) Dated: 28/07/2016.

L1 bidder has to submit 2% as Earnest Money of the quoted price, All Agencies have to deposite Initial amount of Rs. 10,000/- (Online) during online bidding, excess amount will be deducted from L1 bidders final bill after calculating L1 price in the tender.

*Narayan Shukla*  
Officer-in-Charge

Officer-In-Charge  
S.B.S Government College, Hill  
S.B.S. Government College, Hill, Hili, 733126, Dakshin Dinajpur

5. However the procurement of Security Service. If the contract is not divisible and bid for the agency fee quoted by all L1 bidders is already near to zero, there remains little scope for reduction of price by inviting selected bids. In such case, L1 bidder with highest technical qualification may be awarded the contract.

**6. MyDocument (Non-Statutory Cover) containing as follows:**

Sl No.	Category	Subcategory	Subcategory Description
1.	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate&GSTR3Bof Last month. Copy of ESI & EPF Registration Certificate & Latest Challan
			Copy of P. Tax Registration Certificate& Latest Challan of deposit of P.Tax & Copy of P. Tax Enrolment Certificate, P. Tax Challan (current)
2.	Company/Firm Details	Company Details	Trade License (FY-22-23)
			Copy of License for carrying on business of private Security Agency issued by the Home Department, Govt. of West Bengal
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3.	Credential	Credential 1	Copy of the order for providing security personnel at least for last 2 years in Govt. institutions. (Preferably in Educational Institution)
			Brief User List preferably for users in West Bengal in an Institute of Higher Learning.
4.	Financial Information	Payment Certificate	PL & BS & Income Tax Returns submitted for the Assessment year 2020-21.
			PL & BS & Income Tax Returns submitted for the Assessment year 2021-22.
			PL & BS & Income Tax Returns submitted for the Assessment year 2022-23.

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**7. Disposal of Disputes:** In case of any dispute, the College's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

**This is to inform all bidder that our institution is located at Zone -B for unskilled Security Guard.**

**8. Inspection:** Before submitting the tender, the intending tenders should thoroughly acquainted themselves with the proposed supply and installation by local inspection of site and make into consideration the site condition and other criterion for effecting smooth supply. No claim whatsoever will be entertained afterwards.

**9. Discretion of the College:**

- a. College may take decision about non-hiring of the said personnel even after selection of agents due to its fund constraints.
- b. College may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
- c. College reserves the right to relax any clause as stated hereinabove for selection of responsive eventer.
- d. In case of any tie in the financial bid, the College authority will have the right to prefer the bidder who has already served in the Government Institution for a long period.

**10. Date and Time Schedule of the E-tender:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (Publishing Date)	05/12/2022
2	Documents download/sale start date	08/12/2022 10.30 AM
5	Bid submission start date	08/12/2022 10.30 AM
6	Documents download/sale end date	17/12/2022 6.55 PM
7	Bid Submission closing	17/12/2022 6.55 PM
8	Bid opening date for Technical Proposals (All the bidders are directed to be present in the office of the Principal at 12.00 Noon for Technical bid opening)	20/12/2022 12.00 Noon

**11. Tender Technical Committee:**

Purchase committee of the college.

**12. 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).

**13. Intending tenderers may remain present if they so desire.**

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

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

*Narain Shyba*  
Officer-In-Charge  
S.B.S Government College, Hili  
P.O.Hili, 733126, Dakshin Dinajpur

16. 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.
17. 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**

18. 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 (Service Charge for per head per shift basis ) online. Evaluation will be made from this financial bid as the lowest bidder of service charge as per head per shift will be awarded L1.
19. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

#### **TERMS AND CONDITIONS OF THE CONTRACT**

1. The charges to be paid to Security Agency must have two parts-

- a) Security charges,
- b) Service charges.

Security charges is the minimum wage (as per latest labour department order) of the security personnel plus charges for ESI, EPF and Bonus and GST (as per govt. norms) in their respective letter pad head as per proforma .

2. The responsibility of deposition of contribution for EPI, EPF etc. are to be shouldered by the security agency.

3. The period of contract will be from 1st April, 2023 to 31st March, 2024.

4. The persons engaged for the duty will have to wear same uniform and carry identity card for identification. Uniform will have to be supplied by the agency for which no additional allowance or charges will be entertained.

5. The duty hour will be 8 (eight) hours for each Security Personnel and will be fixed by the agency in consultation with the College authority.

6. The College authority shall not be responsible to supply rain coat / umbrella / Torch etc and the same are to be supplied by the agency.

7. 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.

8. No. claim will be entertained for the permanent services of the guards engaged.

9. T.A., D.A., Overtime, Bonus will not be paid by the college authority.

10. Immediately after receiving the work order, the agency (for guarding) must submit to the College authority a list showing the name, signature (L.T.I.), passport size photograph in duplicate of security guards duly attested by him well in time. If any change is made subsequently by the agency, the change (in name, signature etc.) is also be intimated to the College authority as and when such change is made.

11. The agency will be fully responsible for any loss, shortage, damage, of Govt. property and the cost of the same as fixed by the authority will be recovered from bills of the agency.

12. The agency will not be entitled to exit without serving a three months' notice of withdrawal to the authority.

13. The undersigned reserves the right to terminate the agreement at any time without assigning any reason whatsoever giving three months' notice.

a) Payment to the agency shall be made as per availability of fund.

b) Statutory deduction as applicable shall be made from the bill of the agency. An agreement in tune with the above terms and conditions is to be signed jointly by the college authority and the authorized person of the agency.

c) The blacklisted agencies, parties or companies by the any college, Government cannot take part in the tender process. Their bid will be rejected without mentioning any reasons.

*Narain Shrivastava*  
Officer-In-Charge  
S.B.S Government College, Hili  
P.O.Hili, 733126, Dakshin Dinajpur

## ANNEXURE I

### FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

<b>1</b>	<b>Name of the Bidder</b>	
<b>2</b>	<b>Address for Communication</b>	
<b>3</b>	<b>Contact Number(s)</b>	
<b>4</b>	<b>E-mail ID</b>	
<b>5</b>	<b>Trade License No. (Please enclose copy of Trade License)</b>	
<b>6</b>	<b>PAN (Please enclose copy of PAN Card)</b>	
<b>7</b>	<b>GST No. (Please enclose copy of GST)</b>	
<b>8</b>	<b>Do you have previous experience for providing Security Personnel at Educational Institute of Higher Learning (Please enclose copy of Purchase order&amp; user list, if yes)</b>	<b>Yes/No (Please put tick mark)</b>
<b>9</b>	<b>Annual Turnover as per Audited P/L ACCOUNTS&amp; BALANCE SHEET</b>	<b>FY 2020-21: Rs..... FY 2021-22: Rs..... FY 2022-23: Rs..... Average Annual Turnover: Rs.....</b>

**I, .....(Name of Agency).....do hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, my participation as bidder is liable to be cancelled.**

**Signature of the Bidder**

**(With Seal)**

ANNEXURE II

**APPLICATION FOR TENDER**

(To be furnished in the Company's official letter pad with full address and contact no, E mail Address etc)

To  
The Officer-in-Charge  
S.B.S. Government College, Hili  
Govt. of West Bengal

Sub: NIT for Providing of **Security personnel** for the purpose of College requirement

Ref: -\_142/SBS/SEC/22

dated : 05/12/2022

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of .....  
.....in the capacity..... duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the housekeeping staff and security personnel as per your requirement.
5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
6. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
7. I/We do hereby undertake that complete security of the Department shall be ensured by our Security Agency, as well as any other Point considered by our Agency. Our Security Service shall be covered under the loss on account of theft, if any, shall be recoverable from me/us.

Date:

Signature of applicant including title and capacity  
in which application is made. Contact no:  
E-mail address:  
Postal Address:

ANNEXURE III

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt. ....

The Managing Director/Proprietor (etc.) of the Firm.,

.....(Name of the firm)

At (address).....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Chemicals / Equipments / other items to any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Chemicals, Lab. Chemicals & Laboratory Equipments and other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.



**ANNEXURE V (Details Price Breakup)**

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc.)

**Note-Participating Agency must follow the Latest Labour Departments' minimum wages rates and other statutory deductions also to be provided the mas per WB State Government notification/ Govt. of India; Any deviation from this point tender will be summarily rejected.**

Sl. No	Description	Basic Minimum Wages per Head per day In Rs.	EPF per Head per day In Percentage And In Rs.	ESI per Head per day In Percentage And In Rs.	Bonus per Head per day In Percentage And In Rs.	GST per Head per Day In Percentage And In Rs.
1	<b>Private Security Guards</b>  (Amount To Be Entered By The Bidder)	□	□	□	□	□

Signature of Participating Agency with Agency Stamp

Contact no:

E-mail address:

Postal Address: