



सत्यमेव जयते

**Government of West Bengal**  
**OFFICE OF THE PRINCIPAL :: TAKI GOVERNMENT COLLEGE**  
**P.O. Taki, North 24 Parganas, Taki-743429, West Bengal**  
**Phone: (03217)-234474; Fax: (03217)-234566; Website: <http://www.tgc.ac.in/>**



REF:NIT/51/G-51

DATE: 04.03.2022

### **NOTICE INVITING e-TENDER (NIeT)**

Online E-Tender is hereby invited by the Office of the Principal, Taki Government College from reputed, registered, and professional supply agencies for providing 4 (four) numbers of Security Services Personnel (without arms) in the campus and premises of Taki Government College for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023. Prequalifying documents in a separate cover and Bid documents with BOQ rate in another cover are to be submitted by the eligible bidders who satisfy the terms and conditions detailed below. Intending bidders may download tender documents from e-procurement portal of the Government Website [www.wbtenders.gov.in](http://www.wbtenders.gov.in). The pre-qualifying and bid documents duly filled in all respects should be submitted on-line (**as per Server Time**). The College Authority at Taki Government College does not take any responsibility for the delay caused due to non-availability of internet connection or poor connectivity, etc. for online bids.

1.	<b>Name of the Work</b>	<b>To Provide Security Service by deploying 4 (Four) numbers of Security Guards (without arms) for guarding and providing protection to the Government properties, assets, and resources at Taki Government College.</b>
2.	<b>Name and Address of the Office where the Service to be provided</b>	<b>Taki Government College, Taki, P.S.- Hasnabad, Dist- North 24 Parganas, West Bengal; Pin- 743429.</b>
3.	<b>Time Stretch for which the Service Required</b>	<b>01.04.2022 to 31.03.2023 (12 Months) [1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023]</b>
4.	<b>Company/Agency eligible for submitting Quotations by E-Tender</b>	<b>Reputed, resourceful, experienced, and registered Private Agencies who fulfill the requisite eligibility criteria, having satisfactorily completed the supply to any Govt. or Private Organization for at least three (3) years.</b>

#### **1. General Instructions:**

- a. Intending bidders may download the tender documents from the website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in) directly with the help of Digital Signature Certificate (DSC).
- b. **Selection of agency will be made on the basis of quoted service charge only.** No enhancement of service charge is admissible during the contract period. The rates should remain valid for the period up to 31<sup>st</sup> March 2023 after considering Labour Department's latest minimum wages rate. The agency will not be entitled to withdraw the agreement without serving a three months' notice of withdrawal to the authority.
- c. No claim will be entertained for the permanent services of the guards engaged. T.A./D.A./Over time allowances will not be paid to the Security Guards by the College.
- d. The persons engaged for the duty will have to wear same uniform and identity card for identification. Uniform and other incidental aspects like raincoat/umbrella/sanitizer/torch/oil etc. (if required) will have to be supplied by the company for which no additional allowance charges will be entertained.

## **2. Submission of bids:**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in). All papers must be submitted in English language. The Technical document and Financial Bid should be submitted online on or before as per the 'Date & Time Schedule' stated in Clause No.10.

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

- a. Quotations need to be submitted while stating the wages to be paid to the personnel in terms of Labour Department's latest minimum wages rates and other statutory deductions also to be provided them as per State Government notification. (Wages per day per head, Contribution for ESI, EPF, and Bonus etc. per day per head, Service Charge per day per head. These rates also be given per month per head as well as per annum per head.)
- b. The rates should remain valid for the period up to 31<sup>st</sup> March 2023 after considering Labour Department's latest minimum wages rate.
- c. The tender should be submitted in the proforma enclosed herewith.

- d. The violation of any of the conditions will entitle cancellation of the order.
- e. Scan copy of form of Income Tax return for the last three financial year, GST Registration certificate, PAN No., Current Trade license, Govt. of West Bengal, P.Tax(2020-21), other related licenses and registration certificates, if any, and also other credentials have to be submitted.
- f. The tender inviting authority shall verify the above-mentioned documents(in original) which are mandatory for the participation before issuance of the Award of Contract (AOC).
- g. The prospective vendors as a primary agency should have satisfactorily completed the supply to any Government or Private Organization for at least three (03) years.
- h. Payment of bills on its production will be made after successful completion of requisite services within reasonable time.
- i. The tender bid will be outrightly rejected if it comes to the notice of the tender inviting authority during scrutiny that the credential or any other paper of a bidder is false or have been fabricated etc.
- j. The undersigned reserves the right of accepting or cancelling the tender without assigning any reason.
- k. 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.
- l. 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 ESI, EPF and Bonus.
- m. Selection of agency will be made on the basis of quoted service charge only and no bidder could charge "zero price" or "negative price" as service charge. A bidder tendering exercise is meant for "hiring of service", agency showing negative, zero, or decimal figure service charge would be summarily rejected, and the bidder concern will not be considered as a valid participant in the concerned tender process. The quoted rate should be reasonable, logical, and convincing. Mere quoting the lowest service charge which is not reasonable and cannot be calculated in round figure of Rupees will not give assurance for being selected.**

n. If more than one bidder qualifies as L1 Bidder, then College Authority has the right to select L1 bidder with highest technical qualifications along with mentioned criteria:

i) Highest average annual turnover of last 3 financial years (2018-19, 2019-20, 2020-21) as per the Audited Financial Statements. (All Financial Statements should bear Audited certification).

ii) Length of experience of running agency services which will be authenticated based on the documentations of Trade License etc.

iii) Consideration of ISO certification.

#### **4. Earnest Money Deposit (EMD):**

**Payment of Rs. 15,000.00 as Earnest Money Deposit(EMD) will be through Online Payment Mode either through NEFT/RTGS OR NET BANKING**, as per Finance Order No. 3975F(y) dated 28/07/2016, read with Finance Order No.2365-F(Y) dated 12/04/2018.

The transaction proof of the same is to be uploaded at the time of submission of tender.

#### **5. Statutory Documents:**

##### **Technical Folder:**

1. NIT must be downloaded and the same must be uploaded in the Technical Document folder.
2. Annexures – I to V must be filled up properly as Instructed and the same must be Scanned and uploaded in the Technical Document Folder.

##### **Financial Folder :**

1. The BOQ must be filled up properly and the same must be Uploaded in the Financial Folder.

#### **6. My Document (Non-Statutory Cover) containing as follows:**

<b>Sl No.</b>	<b>Category</b>	<b>Sub-category</b>	<b>Sub-category Description</b>
1.	Certificates	Certificates	PAN Card of the Bidder

			1.GST Registration Certificate & GSTR 3B of last 3 months. 2. IT Returns for the Last 3 Years i.e. (2018-19, 2019-2020, 2020-2021) 3. Copy of ESI & EPF Registration Certificate & Latest Challan 4. 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	1. Latest Trade Licence for Proprietorship Firm 2. Latest Trade Licence and Partnership Deed for Partnership Firm. 3. Latest Trade Licence and Memorandum & Certificate of Incorporation for Private Limited Company. 4. Latest Trade Licence and Society Deeds for Societies.
3.	Credential	Credential 1	Copy of the order for having experience in similar nature of work at least for last three (3) years in any Government Department.
4.	Financial Information	Financial Information	PL AND BALANCE SHEET – 2018-2019
			PL AND BALANCE SHEET – 2019-2020
			PL AND BALANCE SHEET – 2020-2021

### 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.

### 8. Inspection:

Before submitting the tender, the intending tenderers should thoroughly acquaint themselves with the proposed supply 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 services even after selection of vendor due to fund constraints, change in Government policy etc.

- 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 herein above for selection of responsive vender.

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

<b>Sl. no.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of uploading of N.I.T. &amp; other Documents (online) (Publishing Date)</b>	<b>04-03-2022 after 1:00 PM</b>
<b>2</b>	<b>Documents download /sale start date (Online)</b>	<b>04-03-2022 after 1:00 PM</b>
<b>5</b>	<b>Bid submission start date (Online)</b>	<b>04-03-2022 after 1:00 PM</b>
<b>6</b>	<b>Documents download /sale end date (Online)</b>	<b>18-03-2022 after 1.00 PM</b>
<b>7</b>	<b>Bid Submission closing (Online)</b>	<b>18-03-2022 after 1.00 PM</b>
<b>8</b>	<b>Bid opening date for Technical Proposals (Online)</b>	<b>21-03-2022 After 11:00 AM</b>

**Officer-in-Charge  
Taki Government College**

**Note: Once selected, the credentials of the Agency will be sent to the Higher Authorities for approval, the Work Order will be issued as and when the College receives the final approval from the appropriate Authority**

## ANNEXURE I

### APPLICATION FOR TENDER

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

To  
The Principal  
Taki Government College  
Govt. of West Bengal  
Taki, Dist- North 24 Parganas  
Pin- 743429

Sub: NIT for the Supply of **SecurityPersonnel** for the purpose of College requirement

Ref: - \_\_\_\_\_N.I.T. No .....dated .....

Sir/Madam,

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 IV.
2. We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it throughout the tender period including its extensions, if any.
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 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.

Date :

Signature of applicant including title and capacity in which application is made.

Contact no:

E-mail address:

Postal Address::

## ANNEXURE II

### 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 GSTN)</b>	
<b>8</b>	<b>Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning? (Please enclose copy of Award of Contract 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 2018-19: Rs..... FY 2019-20: Rs..... FY 2020-21 : Rs..... Average Annual Turnover: Rs.....</b>

**I 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, I shall be bound to accept the decision taken by the College.**

**Signature of the Bidder  
(With Seal)**



### **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/Equipment/Personnel/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 regarding supply of Chemicals, Lab. Chemicals & Laboratory Equipment, Personnel 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 is subsequently found incorrect or false, it will automatically render the tender submitted by me as cancelled and make me liable for penal/legal action as per appropriate legal provisions 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 IV**

(Authorization letter in favour of the applicant (other than Managing Director/  
Proprietor/Partner) from the competent authority.)

**FORMAT**

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

(TO WHOM IT MAY CONCERN)

This is to certify that Mr/Mrs./Ms..... (Name),  
employee of this Organization as ..... (Official Designation)  
is hereby authorized to submit tender online, Vide NIT No.....Dated .....  
on behalf of the Organization.

Signature of the competent authority with Seal

.....  
(Signature of the Authorized Person)

Signature of Mr/Mrs./Ms.....  
.....is hereby attested.

Signature of the competent authority with Seal

### **ANNEXURE V (Detailed Price Breakup)**

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

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

01.	Description of work	To Provide Security Service by deploying 4 (Four) numbers of Security Guards (without arms) for guarding and providing protection to the Government properties, assets, and resources at Taki Government College from 01.04.2022 to 31.03.2023.
02.	Security Charge (per head per day) Minimum wages*	As fixed by Government Orders issued by Office of the Labour Commissioner, Government of West Bengal
03.	Service charge* (per head per day) To be quoted in%	<b>Must be quoted by the Service Provider in percentage**</b>  (Negative, zero, or decimal figure service charge would result in rejection of Bid)
04.	E.S.ICharge*	As fixed by Government Orders
05.	E.P.F*	As fixed by Government Orders
06.	Bonus*	As fixed by Government Orders
07.	GST*	As fixed by Government Orders

<b>08.</b>	<b>Earnest Money Deposit</b>	<b>EMD consolidated amount of Rs.15,000/- (Rupees Fifteen Thousand only)</b> <b>To be paid through Online Payment Mode either through NEFT/RTGS or NETBANKING, as per Finance Order No. 3975 F(Y) dated 28/07/2016</b>
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Date:

Signature of Participating Agency with Agency Stamp

Contact no:

E-mail address:

Postal Address: