



सत्यमेव जयते

Government of West Bengal

**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/>



ESTD. 1950

No. 110

Date: 04.07.2018

**NOTICE INVITING QUOTATIONS**  
**[SEEKING SECURITY SERVICE FROM REGISTERED PRIVATE AGENCY]**

Sealed Quotations on company pad as per format given in Annexure-I are hereby invited through this notification promulgated in all possible avenues and the Quotations will be received by the Office of the Principal of Taki Government College, Taki-743429, 24 Parganas(North), WB, being dropped in the Tender Box kept in his office starting from 9<sup>th</sup> July 2018 during office-hours, till the last Date and Time specified herein. Quotations will be opened on 31<sup>st</sup> July 2018 at 12:00 Noon in presence of intending Bidders/Quotationers or their representatives as they may judge and assign to attend.

1.	Name of Work	:	To Provide 4 (Four) numbers of Security Guards (without gun) for guarding and providing protection to the Government properties of Taki Government College
2.	Name and Address of the Office	:	Taki Government College, Taki, P.S.- Hasnabad, Taki – 743429, 24 Parganas(North), West Bengal
3.	Agencies who are eligible to submit Quotation	:	Reputed, resourceful, experienced, registered and bona-fide Private Agencies
4.	Last Date and time of submitting Quotation Papers	:	30/07/2018 up to 2.00 P.M.
5.	Opening of Quotations	:	31/07/2018 at 12.00 Noon
6.	Documents to be submitted along with the application	:	1. Copy of Licence for carrying on the business of Private Security service by the Agency issued by the Home Department of the 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 achieved so far.
7.	Quotation Papers	:	On company pad as per format given in Annexure-I

## **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 rates in the per-head per-day mode both in figures 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 etc are to be borne by the security agency.
4. The unit price consists of Minimum wage, PF contribution @ 13.15%, ESI/Mediclaim @ 4.75%, Bonus @ 8.33% of Min wage. The details of breakup of the unit price is as depicted above.
5. The Service charge on unit price per guard to be entered by the bidder in percentage must cover all possible incidental charges including bidder's administrative charge, transportation charge, uniform cost, accessories that is torch, umbrella, raincoat etc. and any other charges/overheads/profits/cost of items which are necessary for maintaining the Security Service work.
6. As the Min wage and other stipulated charges for Security service are to be quoted as per latest Govt. order, there would be no variation in case of these charges. Hence, lowest Bidder will be selected as per rates quoted for Service Charges demand only.
7. The responsibility of depositing the contribution towards ESI, EPF etc. are to be carried out by the prospective Security-agency/Service-provider.
8. The period of contract will be for one year (i.e., for example, on and from 1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019) and no enhancement of service charge will be admissible during this period. However security charges (Min wage etc.), that may vary time to time through Government Notification, will be paid as per the latest of such Government Notifications.
9. Conditional/ incomplete rate will not be accepted under any circumstances.
10. The agency engaged in providing Security Service will have to maintain regular contact with the college authority.
11. The persons engaged for Security duty will have to be dressed in similar uniform and bear similar identity cards for recognition. Uniforms will have to be supplied by the Quotationer for which no additional allowance or charges will be entertained.
12. The duty hour will be 8 (eight) hours for each Security personnel and will be fixed by the College authority.
13. The College authority shall not be responsible to supply Raincoat/ Umbrella/ Torch/ Lamp-fuel or any allied accessories or materials whatsoever, if required. The same are to be supplied by the Bidder as clarified in Clause-8 above.
14. The College authority shall not be responsible to compensate or be liable in any manner whatsoever for any injury and/or eventual death of the Security Guard(s) while on duty.
15. No claim will be entertained for any permanency of service by the Guards or the Quotationer agency under any circumstances.
16. T.A, D.A or Overtime allowances will not be paid to the security guards by the College authority under any circumstances.
17. Immediately after receiving the work order, the agency must submit to the college authority a detailed list showing the Name, Signature and L.T.I of the Security Guards to be deployed along with each one's Passport size photograph, Election Photo Identity Card (EPIC) in duplicate and duly self-attested, well in time. If any change is made subsequently by the agency, such changes (in Name, Signature etc) are also to be intimated to the College authority as and when the changes are made.

18. 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 the bills of the agency.
19. The agency should keep itself ready to take up the work within seven (7) days from the date of issuance of work order or from any other specific date as will be fixed/ mentioned by the College authority.
20. The agency will not be entitled to withdraw from the agreement without serving a notice of withdrawal to the authority 6 (six) months prior to the proposed date of giving-up.
21. The undersigned reserves the right to terminate the agreement at any time without assigning any reason whatsoever.
22. (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 deductions, as applicable, shall be made from the bill of the agency.

*Sd/- B. Chattopadhyay*  
*Principal*  
**Taki Government College**  
**Taki, North 24 Parganas, PIN-743429, W.B.**

## ANNEXURE – I

### QUOTATION FOR PRIVATE SECURITY GUARDS

1.	<b>Description of Work</b>	:	Providing 4 Security Guards for guarding inclusively all the Govt. and allied properties at the Taki Government College, Taki-743429, 24 Parganas(North), W.B.
2.	<b>Security Charge (Per Head Per Day)</b>	:	Wage: <b>295.00 (in Rs.)</b> [Minimum Wage]; Contribution towards ESI, EPF, Bonus <b>77.40 (in Rs.)</b>
3.	<b>Service Charge (Per Head Per Day)</b> [Baseline: Min. 5% of the Unit Price]	:	
4.	<b>G. S. T. (Per Head Per Day)</b> [At the Rate of 18% ]	:	

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Signature of the Agency Authority with Seal

## ANNEXURE-II

### Format For Billing

Claim of Remuneration for Security Service for the Month ....., Year .....

Agency Name	:	
Office Address	:	
Registered with	:	
Registration Details	:	

1.	No of Security Guards	
2.	Wage per Head per Day in Rs.	
3.	Contribution for ESI, EPF and Bonus per Head per Day in Rs.	
4.	Service Charge per Head per Day in Rs	
5.	GST per Head per Day in Rs.	
6.	Total claim per Head per Day in Rs.	
7.	Total claim per head for one month (30 days) in Rs.	
8.	Total claim for 04 Nos. of Security Guards for one Month (30 Days)	
9.	Total Claim for the Month ....., Year .....	

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Signature of the Agency Authority with Seal