



Government of West Bengal

Government General Degree College Muragachha

Office of the Principal

MURAGACHHA, NAKASHIPARA, NADIA, PIN- 741154

Phone No.: 03474-268008 web: www.muragachhagovtcollege.org e-mail: mgc Nadia2015@gmail.com

Ref No ...41/OC/E-TENDER/MGC/2020

Date .10/08/2020

E-TENDER NOTICE (Two Bid)

NIT No. WB/DHE/GGDCM/SECY/NIT-1/20-21

For and on behalf of **Government General Degree College - Muragachha**, the **Officer-in-Charge**, **Government General Degree College - Muragachha**, Nadia, invites e-Tender for the following work from the qualified Firms/ Companies/Agencies by two bid system, i.e. Technical Bid and Financial Bid.

1.	Name of Work	Providing 4 (four) Nos. Security Personnel (without Gun) for guarding Building and Premises of Government General Degree College - Muragachha
2.	Name and Address of the Office	Government General Degree College - Muragachha Vill + P.O – Muragachha, P.S – Nakashipara Dist. – Nadia, PIN - 741154
3.	Company Eligible to submit Quotation	Reputed, resourceful, experienced & bona-fide Registered Private Agencies having experience of giving security service to at least one Govt. College of West Bengal, other than GGDC at Muragachha.
6.	Documents to be submitted	<ol style="list-style-type: none"> 1. Copy of License for carrying on business of private Security Agency issued by the Home Department, Govt. of West Bengal. 2. GST registration certificate 3. Copy of ESI registration 4. Copy of PF/EPF registration 5. Copy of PAN Card 6. Copy of Trade License in the name of participating firm 7. Income Tax Returns submitted for the last three Financial years 8. P Tax Latest Challan/PTPC 9. Credentials of similar nature of work including the proof of experience of serving at least Two different Govt. Organization in West Bengal.

1. For e-filing, intending bidder may download the e-tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. Bid shall remain valid until March 31st, 2021.
3. All the prices must be quoted in INR

Officer-in-Charge
Govt. General Degree College Muragachha
Nadia

Government General Degree College - Muragachha



Government of West Bengal

Government General Degree College Muragachha

Office of the Principal

MURAGACHHA, NAKASHIPARA, NADIA, PIN- 741154

Phone No.: 03474-268008 web: www.muragachhagovtcollege.org e-mail: mgc Nadia2015@gmail.com

Ref No ...41/OC/E-TENDER/MGC/2020

Date .10/08/2020

4. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in> within the closing date of online submission.

5. Submission of Tender: The tender is to be submitted in Two Bid System Online (Technical Bid or Bid A & Financial Bid or Bid B): The bidder need not be required to submit any hard copies.

(A) **Technical Bid OR Bid A:** (a). Statutory Cover Containing the following documents:

COVER "A": File containing Technical Bid only - single file with multiple scanned pages containing Statutory and My documents separately.

Statutory Documents containing: Notice inviting Tender

MY DOCUMENTS containing the documents mentioned in the table.

(B) **Financial Bid OR Bid B:**

COVER "B": Separate file containing financial document only.

(a) Financial Bid: BOQ in INR (in excel sheet)

The folder marked as "Financial Bid" shall contain ALL INCLUSIVE PRICE in INR only and should include-

- i) Security Charge (Per head per day) [Minimum wage and contribution to EPF, ESI and Bonus] FIXED BY GOVT. ORDER AND NOT TO QUOTE BY THE SERVICE PROVIDER.
- ii) **Service Charge (Per head per day) [in % of minimum wage] TO QUOTED BY THE SERVICE PROVIDER.**
- iii) GST (Per head per day) FIXED BY GOVT. ORDER AND NOT TO QUOTE BY THE SERVICE PROVIDER.

6. Evaluation of Tender:

During tender evaluation process, "Bid A" will be opened first. Those tenderers who would qualify the Statutory & Non-Statutory requirements on the basis of technical and commercial documents will be identified and "Bid B" i.e. financial bid of only those qualified bidders will be opened. The tender bid will be out rightly rejected if it comes to the notice of inviting authority during scrutiny that the credential or any other papers of a tenderer are fabricated etc. **Improper filling &/or suppression of facts/false statement will lead to disqualification and penalty in the form of permanent black listing.** If found suitable on the basis of above pre-qualification, the tenderer quoting the lowest rate of service charge, will be considered as successful.


Officer-in-Charge
Govt. General Degree College Muragachha
Nadia-741154
Officer-in-Charge
Government General Degree College - Muragachha



Government of West Bengal

Government General Degree College Muragachha

Office of the Principal

MURAGACHHA, NAKASHIPARA, NADIA, PIN- 741154

Phone No.: 03474-268008 web: www.muragachhagovtcollege.org e-mail: mgnadia2015@gmail.com

Ref No ...41/OC/E-TENDER/MGC/2020

Date .10/08/2020

ANNEXURE-I

1	Description of work	PROVIDING SECURITY SERVICE WITHIN THE PREMISES OF GOVT. GENERAL DEGREE COLLEGE MURAGACHHA.
2	Service Charge (Per Head Per Day) Minimum wages (A Zone)	TO BE QUOTED BY THE SERVICE PROVIDER IN BOQ
3	E.S.I CHARGE	AS PER PREVAILING GOVERNMENT ORDER
4	E.P.F	AS PER PREVAILING GOVERNMENT ORDER
5	Bonus	AS PER PREVAILING GOVERNMENT ORDER
6	GST	AS PER PREVAILING GOVERNMENT ORDER

Name of the Agency:-

: Mailing address :-

: Telephone No :-

: Mobile No :-

:

Signature of the agency authority



Government of West Bengal

Government General Degree College Muragachha

Office of the Principal

MURAGACHHA, NAKASHIPARA, NADIA, PIN- 741154

Phone No.: 03474-268008 web: www.muragachhagovtcollege.org e-mail: mgnadia2015@gmail.com

Ref No ...41/OC/E-TENDER/MGC/2020

Date .10/08/2020

Schedule of E-Tender process:

Sl. No.	Particulars	Date
1.	Date of uploading of N.I.T. Documents (online) from this end.	10/08/2020
2.	Documents download/sell start date (Online)	11/08/2020 AT 9.00 AM
3.	Bid Submission starting (On line)	12/08/2020 AT 9.00 AM
4.	Bid Submission closing (On line)	24/07/2020 AT 6.55 PM
5.	Opening of Technical Proposal (Online)	27/07/2020 AT 10.00 AM
6.	Opening of Financial Proposal (Online)	To be notified later.

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. If any firm quotes "Nil" service charges, the bid shall be treated as unresponsive and will not be considered. Service charges should be as per existing Government norms.
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. College Authority reserves the right to terminate the contract at any point of time or to extend the same after one year under the same terms and conditions.

Officer-in-Charge

Officer-in-Charge

Govt. General Degree College Muragachha
Government General Degree College - Muragachha
Nadia-741154



Government of West Bengal

Government General Degree College Muragachha

Office of the Principal

MURAGACHHA, NAKASHIPARA, NADIA, PIN- 741154

Phone No.: 03474-268008 web: www.muragachhagovtcollege.org e-mail: mgnadia2015@gmail.com

Ref No ...41/OC/E-TENDER/MGC/2020

Date .10/08/2020

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 quotationers 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 quotationer.
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 seven (7) 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 10th 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.

Officer-in-Charge

Govt. General Degree College Muragachha
Nadia-741154

Officer-in-Charge

Government General Degree College at Muragachha