



सत्यमेव जयते

**Dr. A. P. J. Abdul Kalam Government College  
New Town, Rajarhat  
Kolkata-700156**

Memo No: 1(SEC)/APJGC/24/02

Date: 05-02-2024

NIT NO: WBHE/APJAKGC/NIT-01/2024-25

This Tender for the April, 2024 to March, 2025

TENDER ID : 2024\_DHE\_661149\_1

**NOTICE INVITING PRE-QUALIFYING DOCUMENT CUM TENDER (TWO COVER SYSTEM)**

For and on behalf of Dr. A. P. J. Abdul Kalam Government College, New Town, Rajarhat, Kolkata-700156, invites online item rate e-tenders for the following works by two cover system. Pre-qualifying documents in a separate cover and Bid document with BOQ rate in another cover are to be submitted by the Qualified Service- Provider any other eligible bidders who satisfy the terms and conditions in Pre-qualifying document. e-tender for the work, detailed in the table below is to be submitted. Intending bidders may download tender documents from e-procurement portal of Govt. website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) The pre-qualifying and bid documents duly filled in all respect should be submitted on-line through our e-portal from **(as per Server Time)**. Dr. A. P. J. Abdul Kalam Government College, New Town Rajarhat, Kolkata-700156 does not take any responsibility for the delay caused due to non-availability of internet connection or traffic jam etc. for on-line bids.

Name of the Work	Providing four (04) number of security Personnel(Without Gun)for guarding Dr. A. P. J. Abdul Kalam Government College, New Town, Rajarhat, Kolkata-700156 Building and Premises
Name and Address of the office	Dr. A. P. J. Abdul Kalam Government College New Town, Rajarhat, Kolkata-700156
Company eligible to submit quotation	Reputed, resourceful, experienced & registered Private Agencies having experience of giving security service to at least one Education Institution of Higher Learning, other than Dr. A. P. J. Abdul Kalam Government College, New Town, Rajarhat, Kolkata-700156
Documents to be submitted	Copy of license for carrying on business of private Security agency Issued by the Home Department. Govt. Of West Bengal GST registration certificate Copy of ESI registration Copy of PF/EPF registration Copy of Pan Card Copy of Trade License Credentials of similar nature of work including the proof of Experience of serving at least in one (01) Education Institution of Higher Learning other than Dr. A. P. J. Abdul Kalam Government College, New Town Rajarhat, Kolkata-700156.
Quotation papers	e-Tender as per format given in Annexure-I
EMD	15000.00

**ANNEXURE-I**

<b>1</b>	<b>Description of work</b>	PROVIDING SECURITY SERVICE WITHIN THE PREMISES OF Dr. A. P. J. Abdul Kalam Government College, New Town, Rajarhat Kolkata-700156
<b>2</b>	<b>Security Charge (Minimum wages per head per shift) * [ZONE-A]</b>	<b>TO BE FIXED BY GOVT. ORDER (As per latest G.O by Office of the Labour Commissioner, Govt. of West Bengal)</b>
<b>3</b>	<b>Service charge( per head per shift) To be Quoted in %)*</b>	<b>RATE MUST BE QUOTED BY THE SERVICE PROVIDER IN PERCENTAGE**</b>
<b>5</b>	<b>E.S.I CHARGE*</b>	TO BE FIXED BY GOVT. ORDER
<b>6</b>	<b>E.P.F*</b>	TO BE FIXED BY GOVT. ORDER
<b>7</b>	<b>Bonus*</b>	TO BE FIXEDBY GOVT. ORDER
<b>8</b>	<b>GST*</b>	TO BE FIXED BY GOVT. ORDER

**\*All statutory rates are subject to change by Government.**

**\*\* Selection of agency will be made on the basis of Service Charge only. As this tendering exercise is meant for "HIRING OF SERVICE, AGENCY SHOWING ZERO SERVICE CHARGE WOULD BE SUMMARILY REJECTED. THE QUOTED RATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING." Mere quoting the lowest service charge, which appears to be no reasonable and difficult to be calculated in round figure of Rupees, will not ensure the agency to claim right for getting selected.**

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**\*\*\*In case of tally of the quoted percentage the Government Orders in this regard will be strictly observed.**

**Name of the Agency:**

**E-mail:**

**Telephone :**

**Mobile :**

**Signature of the agency authority**

**(Designation of the signing authority)**

**Date and Time  
Schedule:**

Sl. No.	Particulars	Date & Time	
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	05.02.2024	6.55 PM
2	Documents download/sell start date (Online)	06.02.2024	11.00AM
3	Bid submission start date (Online)	06.02.2024	11.00 AM
4	Bid Submission closing (Online)	16.02.2024	06.55 PM
5	Bid opening date for Technical Proposals (Online)	20.02.2024	02.00 PM

**General Terms and  
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 are the minimum wage (as per latest labour 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 EPI, EPF etc. is to be borne by the security agency and documents for that matter are to be submitted on quarterly basis for clearance of the subsequent bills. It is an obligatory compulsion for the selected agency to pay all statutory charges in time.
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 rates quoted for Service charges only.
7. The period of contract will be from April, 2024 to March, 2025 and no enhancement of service charge is admissible during this period. However security charge may vary from 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 the term under the same terms and conditions.
8. Other things being equal agency presently providing service in Educational Institution will get the preference.
9. No conditional / incomplete rate will be accepted under any circumstances.
10. The agency engaged for this work will have to maintain a regular contact with the college authority.
11. The persons engaged for the duty will have to wear same uniform and identity card for identification. Uniform will have to be supplied by the company for which no additional allowance 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 rain coat / umbrella Sanitizer/ Torch / oil etc. if required. The same are to be supplied by the selected company.

14. 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.
15. No. claim will be entertained for the permanent services of the guards engaged.
16. T.A.D.A. Overtime allowance will not be paid to the security guards by the college.
17. Immediately after receiving the work order, the agency must submit to the College Authority a list showing the names, signatures (L.T.I.), passport size photograph, Election Photo Identity Card (EPIC) and AADHAR Card in duplicate of each security guard to be 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.
18. The agency will be fully responsible for any losses, shortages, damage, of Govt., property and the cost of the same as fixed by the authority will be recovered from bills of the agency.
19. 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.
20. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 months.
21. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
22. a) Bill in triplicate on monthly basis as per format given in Annexure-1 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 deduction as applicable shall be made from the bill of the age.
23. Filled NIT without email id and contact number will be cancelled.
24. The decision of the college authority in selection of the agency will be final and binding on all.

**Sd/-**  
**Officer-In-Charge**  
**Dr. A. P. J. Abdul Kalam Government College**