



सत्यमेव जयते

GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
**GORUBATHAN GOVERNMENT COLLEGE**  
AT GORUBATHAN, P.O.-  
FAGU DIST.-KALIMPONG  
735231



Web: [www.gorubathangdc.co.in](http://www.gorubathangdc.co.in):: Email id: [ggdc.gbn@gmail.com](mailto:ggdc.gbn@gmail.com)

**Memo No:278/GGC/2024**

**Date: 16/12/2024**

**NIT NO.: GGC/NIT-02/2024-25**

**E-TENDER NOTICE INVITING QUOTATIONS FOR ENGAGEMENT OF PRIVATE SECURITY GUARD PERSONNEL AT GORUBATHAN GOVERNMENT COLLEGE , LOWER FAGU, GORUBATHAN, KALIMPONG**

Quotations are hereby invited by the Principal of **Gorubathan Government College** , Lower Fagu, Gorubathan, kalimpong, 735231, from reputed Firms/Suppliers for supply of the following categories of services through [www.wbtenders.gov.in](http://www.wbtenders.gov.in) adhering to the guidelines of e-tendering:

1.	<b>Name of the Work</b>	<b>Providing four (04) number of security Personnel (Without Gun), (with lathi and torch)for guarding Gorubathan Government College , Lower Fagu, Gorubathan, kalimpong West Bengal 735231, for the FY 2025-26 and may be renewed for FYs 2026-27 and 2027-28 subject to satisfactory performance and subsequent approval of the competent authority.</b>
2.	<b>Name and address of the office:</b>	<b>Office of the Principal Gorubathan Government College, Gorubathan, kalimpong West Bengal 735231</b>
3.	<b>Eligibility to submit quotations:</b>	<b>Bonafied, reputed, resourceful and Government registered Agencies having valid Registration certificate, EPF, ESI and GST Registrattion Certificates and minimum three (03) years experience in any any Government Organization of similar nature of work.</b>
4.	<b>Bid submission start date:</b>	<b>16<sup>th</sup> Dec 2024 from 18:30 hrs.</b>
5.	<b>Last date and time of submitting of quotations:</b>	<b>31st Dec 2024 upto 15:00 hrs.</b>
6.	<b>Date and time of opening of quotations:</b>	<b>Technical Bid: Thursday 2nd Jan 2025 from 16:30 hrs Financial Bid: The Date &amp; Time shall be informed later through Portal.</b>

7.	Documents to be uploaded:	<p>Technical bid documents in the following manner.</p> <ul style="list-style-type: none"> <li>(a) PAN card of the bidder.</li> <li>(b) Up to date Trade License.</li> <li>(c) GST registration certificate and GSTR-3B of last month.</li> <li>(d) EPF, ESI (up to date ECR CHALLAN).</li> <li>(e) Last 3 years Audit Report and Income Tax return,</li> <li>(f) Up to date Profession Tax clearance certificate.</li> <li>(g) Valid license for business of private security agency issued by the Home Department, Government of West Bengal.</li> <li>(h) Certified copies of credentials of similar nature of works in Govt. academic institution or any Govt. Department (at least one year).</li> </ul> <p>Failure of submission of any of the above documents may render the tender liable to be summarily rejected / cancelled.</p>
8.	Earnest Money Deposit (EMD):	<p>Earnest Money amounting to Rs. 15,000.00/- (Rupees Fifteen thousand only) will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name &amp; Account No., Amount, Beneficiary Bank name (SBI) &amp; IFS Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD to the Account.</p> <p>Exemption: MSMEs registered with NSIC under Single Point Registration scheme / DIC (District Industries Centre)/Udyog Aadhaar are exempted from depositing Earnest Money for which copies of valid MSME's Certificate along with NSIC Certificate/DIC Certificate/ Udyog Aadhaar Acknowledgement / Udyog Aadhaar Memorandum issued by MoMSME, Documentary evidence must be uploaded for claim of such exemption, failing which their tender would be summarily rejected.</p>

## **1. Instructions to the bidders-**

- (a) **‘Service Charge Zero’** in case of Security Agency will not be accepted.
- (b) All Technical Bids must be supported with the following information & documents:
- i) List of Government establishments where security services have been provided in the last three years (3yrs) with the respective 'Work Orders' & 'Satisfactory Report'.
  - ii) Total number of years services provided by the Security Agency at the Govt. institutions till date.
  - iii) Number of security personnel supplied in a single contract at Government Establishment by the agency in the last three years with supporting documents.
  - iv) Annual turnover of the agency with supporting documents for the last 3 year.

### **(c) . Handling Tie in Financial Bid**

In the event of a tie in the financial bid, the **Tender Inviting Authority (TIA)** shall follow the procedure outlined in **Memorandum No. 2320-F(Y) dated 07/06/2022** issued by the Finance Department, Audit Branch, Government of West Bengal. For the procurement of manpower supply, security services, if the contract is not divisible and multiple L1 bidders quote the same agency fee rate in Percentage, the selection will be made based on the **number of security personnel supplied in a single contract at Government Establishment by the bidders during the last three years**. The bidder with a higher count of personnel supplied will be preferred.

### **(d) Further Tie Resolution**

If the number of personnel supplied by the tied L1 bidders in single contracts during the last three years is also identical, the **average turnover of the bidders over the last three financial years** will be considered as the deciding factor. The bidder with the **highest average turnover** will be awarded the contract.

**NOTE: Once selected, the credentials of the Agency will be sent to Higher Authorities for approval, the work order will be issued as and when the College receives the final approval from the appropriate authority.**

2. Financial bid must contain-

**Service charge in Percentage**

- i) on Basic Wages Rate Per Month only as per Labour Dept. WB as revised time to time (26 Working Days + 4 Holidays)
- ii) EPF- 13%
- iii) ESI- 3.25%
- iv) Bonus- 8.33%

During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers of any bidder are incorrect / fabricated / manufactured, the bidder will not be allowed to participate in the tender process and the application will be rejected outright.

3. **Site- Gorubathan Government College , Lower Fagu, Gorubathan, Kalimpong West Bengal 735231.**

**4. Scope of services-**

For Security Guards -The service shall consist of providing security personnel, safeguarding all kinds of property belonging to and under custody of the **Gorubathan Government College**, barring unauthorized entry and exit of goods and materials, guarding against trespassing and all other duties relating to security arrangements including reporting.

**5. Dismissal of personnel-** The selected contractor shall dismiss / withdraw from the work or take appropriate action against any person employed there on, who may be found incompetent or guilty of misconduct or unsuitable in the interest of the college and place a suitable substitute immediately.

**6. Tenure of Engagement**

**The engagement of the selected security agency will be structured as follows:**

i) **Initial Contract Period:**

- The contract will be awarded for the **FY 2025-26** and may be renewed for **FYs 2026-27** and **2027-28** subject to satisfactory performance and subsequent approval of the competent authority.
- This means that the selected agency will have the opportunity to provide services for this entire period, ensuring continuity and stability in the arrangement.

ii) **Annual Renewal:**

- Although the contract is for three years, **renewal at the end of each year is mandatory** to continue the engagement.
- The renewal will depend on the **satisfactory performance** of the agency during the preceding year.

iii) **Performance Certification:**

- To assess whether the agency qualifies for renewal, the college will evaluate the agency's performance based on specific criteria, such as:
  - Timely deployment of personnel.
  - Proper compliance with statutory obligations (e.g., payment of EPF, ESI, Bonus and wages on daily basis as per latest rate of the Labour Department, Government of West Bengal and amendment if any to all the deployed personnel by DBT).
  - Quality and reliability of services provided (e.g., security vigilance).
  - Responsiveness to college requirements and adherence to contractual terms.
  - The college will issue a **Performance Certificate** based on the performance during the period **April to December of any FY**, if the agency meets these expectations for its renewal in the next FY.

iv) **Approval from Higher Authorities:**

- After the college certifies the agency's performance, the renewal must be approved by the relevant higher authorities, such as the Department of Higher Education.
- Only upon this approval will the agency be allowed to continue for the subsequent year.

v) **Annual Financial Sanction:**

- The financial approval for deploying security guards personnel will also be granted on an **annual basis**.
- This ensures that the college and the department have the flexibility to reassess and make changes if necessary, based on the agency's performance.

vi) **Flexibility and Accountability:**

- This system allows the college to monitor the agency's work closely and make performance-

based decisions each year.

- It ensures that the agency consistently maintains high standards of service to retain the contract.

In summary, while the agency is awarded a three-year contract, it must prove its competence and reliability annually to secure mandatory renewals, ensuring quality services for the college and accountability from the service provider.

**7. Liability of statutory Payments and compliances-** - The selected contractor is liable to pay statutory payments viz. EPF, ESI, Bonus, Wages etc. and also liable to comply with statutory obligations on the aspect of the engagement of personnel timely and regularly.

**8. Selected contractor to provide-** Uniforms, Torch, umbrella, shoes, and other such requirements which are essential for discharge the services.

## **Terms and Conditions**

### **1. Eligibility and Fitness Standards:**

#### **○ Security Guards:**

- Minimum height: **160 cm for males and 150 cm for females**, with weight proportionate to height provided that a person belonging to the Gorkhas or Sikkimese or Schedule Caste or Schedule Tribes is eligible for relaxation of height by 5cms.
- Chest measurement: **80 cm with an expansion of 4 cm.**
- Must be free from contagious or infectious diseases, as certified by a **medical certificate.**
- Minimum educational qualification: Must have passed the **VIII Standard Examination.**

### **2. Wages and Payments:**

- The agency is responsible for paying minimum wages as prescribed by the **Labour Department, Government of West Bengal**, and must comply with applicable notifications.
- Payments to personnel must be made via **electronic transfer** to their individual bank accounts. Non-compliance will result in rejection of the tender.

### **3. Rates:**

- Rates must be **inclusive of all charges.** No additional charges other than the agreed contractual amount will be entertained.

### **4. Identity and Uniforms:**

- The agency must provide an **Identity Card** with a recent photograph for each personnel.
- Personnel must wear the **uniform and badge** provided by the agency during duty hours.

### **5. Personnel Information:**

- A complete profile of each deployed personnel, including identity proof, must be shared with the

Principal/Officer-in-Charge of **Gorubathan Government College**.

6. **Statutory Compliance:**

- Contributions towards **EPF and ESI** must be deposited with the appropriate authority within the stipulated timeframe, with proof submitted to the college.

7. **Minimum Wages Act:**

- The contractor must comply with the provisions of the **Minimum Wages Act**.

8. **Submission of Bills:**

- Bills must be submitted in **triplicate** by the 10th of each month along with:
  - **EPF and ESI challans** showing contributions for the previous month.
  - **Bank payment documents** showing e-transfer to personnel.

9. **Right to Reject:**

- The college reserves the right to reject any or all tenders at its discretion without providing reasons.

10. **Changes to Terms:**

- The authority may alter the terms and conditions in the interest of public service or national programs.

11. **Agreement and Undertaking:**

- Before issuing a service order, the selected agency must sign an **agreement** in the prescribed format and submit an **undertaking** affirmed by the Executive Magistrate.

12. **Service Charges:**

- Service charges must be quoted on a **monthly basis** in figures and words.
- Security charges will include **minimum wages, EPF, ESI, and Bonus** as per government norms.
- No bidder could charge '**price below Re.1/- as Service Charge. So , the agency quoting Service Charge below Re.1/- or decimal price**' will not be considered as a valid participant in the concerned Tender process.

13. **Incidental Charges:**

- The service charge must include all incidental costs.

14. **Variation in Charges:**

- Security charges are governed by government orders and are non-negotiable. Selection will be based on the **lowest service charge**.

15. **Contract Period:**

- The contract will be valid from **April 2025 to March 2028**. No service charge enhancement will be allowed during this period.

16. **Conditional Bids:**

- Conditional or incomplete bids will be rejected.

17. **Agency Contact:**

- The agency must maintain regular communication with the college authority.

18. **Uniforms and Equipment:**

- Personnel must wear the same **uniform** and carry an **identity card**. Uniforms and essential equipment like umbrellas, torches, etc., must be provided by the agency at no additional cost.

19. **Duty Hours:**

- Duty hours for each personnel will be **8 hours** as specified by the college authority.

**20. Liability for Injuries:**

- The college shall not be held liable for injuries or death of personnel while on duty.

**21. No Permanent Claims:**

- No claims for permanent employment of engaged personnel will be entertained.

**22. No Additional Allowances:**

- The college will not pay **T.A., D.A., or Overtime Allowances.**

**23. Submission of Personnel Records:**

- Upon receiving the work order, the agency must submit a list of personnel, including **name, signature, photo, and EPIC** in duplicate. Subsequent changes must also be reported.

**24. Liability for Losses:**

- The agency will be held responsible for any **losses or damages** to government property. Recovery will be made from agency bills.

**25. Commencement of Work:**

- The agency must commence work within **seven days** of receiving the work order.

**26. Withdrawal Clause:**

- The agency cannot withdraw from the agreement without serving a **three-month notice.**

**27. Termination Clause:**

- The college reserves the right to terminate the agreement at any time without assigning reasons.

**28. Billing:**

- Monthly bills must be submitted by the 10th of each month as per the prescribed format.

**29. Payments and Deductions:**

- Payments will be subject to **fund availability** and statutory deductions like **GST TDS and Income Tax** as per government rules.

**30. Quotation Validity:**

- All quotations shall remain valid until **March 31, 2028.**

**31. Principal's Discretion:**

- The Principal reserves the right to accept or reject any or all quotations without explanation.



**ANNEXURE-I**

1. Description of work	<b>Providing four (04) number of security Personnel (Without Gun), (with lathi and torch) for guarding Gorubathan Government College , Lower Fagu, Gorubathan, kalimpong West Bengal 735231, for the FY 2025-26 and may be renewed for FYs 2026-27 and 2027-28 subject to satisfactory performance and subsequent approval of the competent authority.</b>
2. Security Charge (monthly basis) Minimum wages (B Zone)	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER
3. Service charge (monthly basis)	TO BE QUOTED BY THE SERVICE PROVIDER in percentage **
4. E.S.I CHARGE	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
5. E.P.F.	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
6. Bonus	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
7. GST	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.

\*\* Selection of agency will be made based on 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”.

Name of the Agency:

Mailing address:

Telephone No:

Mobile No:

EMAIL:

Signature of the agency authority  
(Designation of the signing authority)

**EXPERIENCE PROFILE. FORMAT**

**B.6.1. NAME OF THE FIRM/APPLICANT:**

**B.6.2. LIST OF COMPLETED PROJECTS THAT ARE SIMILAR IN NATURE TO THE WORKS DURING THE LAST THREE YEARS FROM THE DATE OF NIT.**

<i>Name, Location &amp; Nature of Work</i>	<i>Dept. Concern</i>	<i>Original Time Schedule</i>		<i>Actual Time Schedule</i>		<i>No. Of Personal Deployed.</i>
		<i>Start Date</i>	<i>Completion Date</i>	<i>Start Date</i>	<i>Completion Date</i>	

Note:

- a) Certificate from the Employers to be attached.
- b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

**Signature of applicant**

(Including title and capacity in which application is made)

***Financial Statement***

**Information of financial Turnover statements for the last 3 year to demonstrate the current soundness of the bidder's financial position:**

<b>Turn Over</b>	<b>Amount in Rs.</b>
<b>F.Y. 2021-2022</b>	
<b>F.Y. 2022-2023</b>	
<b>F.Y. 2023-2024</b>	
<b>Total</b>	
<b>Average (Total/3)</b>	

**Signature of applicant including title**

and capacity in which application is made.