



Govt. of West Bengal  
পশ্চিমবঙ্গ সরকার



Bethune College, 181, Bidhan Sarani  
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বেথুন মহাবিদ্যালয়, ১৮১, বিধান সরণী  
কোলকাতা - ৭০০ ০০৬  
দূরভাষ : ২২৪১-১৭৩১ (PBX)

To / প্রাপক :

Date / তারিখ :

Memo No: 91/BC

Dated -03-02-2024

**NIT NO: WBHE/BTHC/NIT-1(2<sup>nd</sup> Call)/2024-25**

This Tender for the Period April, 2024 to March, 2025

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

For and on behalf of BETHUNE COLLEGE, 181 BIDHAN SARANI, KOLKATA 700006, invites online item rate e-tenders for the following works by two covers 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 procurement portal of Govt. 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 through e-portal from (asper Server Time). BETHUNE COLLEGE, 181 BIDHAN SARANI, KOLKATA 700006, 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 six(06) number of security Personnel (Without Gun), (with lathi and torch) for guarding Bethune College Girls Hostel at FE-175/5, Sector-III, Salt Lake, Kolkata
Name and Address of the office	BETHUNE COLLEGE, 181 BIDHAN SARANI, KOLKATA 700006
Company eligible to submit quotation	Reputed, resourceful, experienced & registered Private Agencies having experience of giving security service to at least one Girls Hostel of a Reputed Educational Institution of Higher Learning,

<p><b>Documents to be submitted</b></p>	<p><b>Copy of license for carrying on business of private Security agency Issued by the Home Department, Govt. Of West Bengal</b>  <b>GST registration certificate, with current Challan</b>  <b>Copy of ES registration, Current Six months Challan</b>  <b>Copy of PF/EPF registration, Current Six months Challan</b>  <b>Copy of Pan Card</b>  <b>Copy of Trade License, Current Trade license</b>  <b>P Tax, Registration certificate with current challan</b>  <b>Credentials of similar nature of work including the proof of Experience of serving at least in <b>one (01)</b> Girls Hostel of a Reputed Educational Institution of Higher Learning.</b>  <b>Last Three years Income Tax Return acknowledgement copy with Balance sheet &amp; P.L</b></p>
<p><b>Quotation papers</b></p>	<p><b>e-Tender as per format given in Annexure-I</b></p>
<p><b>EMD</b></p>	<p><b>15000.00 (in favour of Principal, Bethune College (MSME certificate is not allowed)</b></p>

**ANNEXURE-I**

1	Description of work	PROVIDING SECURITY SERVICE WITHIN THE PREMISES of Bethune College Girls Hostel at FE-175/5, Sector-III, Salt Lake, Kolkata
2	Security Charge (Minimum wages per head per shift) * [ZONE-A]	TO BE FIXED BY GOVT. ORDER (As per latest G.O. by Office of the Labour Commissioner, Govt. of West Bengal)
3	Service charge (per head per shift) To be Quoted in %)*	RATE MUST BE QUOTED BY THE SERVICE PROVIDER IN PERCENTAGE**
5	E.S.I CHARGE*	TO BE FIXED BY GOVT. ORDER
6	E.P.F*	TO BE FIXED BY GOVT. ORDER
7	Bonus*	TO BE FIXED BY GOVT. ORDER
8	GST*	TO BE FIXED BY GOVT. ORDER

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

\*\*IN RESPECT OF SERVICE CHARGES IT IS CATEGORICALLY MENTIONED THAT THE BIDDERS MUST NOT QUOTE ANY SERVICE CHARGE IN FRACTION. SERVICE CHARGE QUOTED MUST BE CAPABLE OF BEING COMPUTED IN ROUND FIGURE. ANY SERVICE CHARGE < 1% WILL NOT BE ACCEPTED AS IT MAY CREATE A LOTS OF ANOMALIES IN COMPUTATION OF BILLS.

\*

\*\*\*In case of tally of the quoted percentage the following criteria will be strictly observed.

- A) No. of Government College Served
- B) Total years of experience

Name of the Agency:

E-mail id :

Telephone No :

Mobile No :

Signature of the agency authority

(Designation of the signing authority)

**Date and Time Schedule:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	<b>Date of uploading of N.I.T. &amp; other Documents (online) (Publishing Date)</b>	<b>03.02.2024</b>
2	<b>Documents download/sell start date (Online)</b>	<b>05.02.2024 at 10:00AM</b>
3	<b>Bid submission start date (On line)</b>	<b>05.02.2024 at 10:00AM</b>
4	<b>Bid Submission closing (Online)</b>	<b>10.02.2024 at 10:00AM</b>
5	<b>Last date of submission of EMD</b>	<b>10.02.2024 at 10:00 AM</b>
6	<b>Bid opening date for Technical Proposals (Online)</b>	<b>12.02.2024 at 11:00AM</b>

**General Terms and Conditions**

1. The accepting authority reserves the right to reject any or all the quotations without assigning any reason 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 **15<sup>th</sup> May, 2023 to March, 2024** 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 government colleges 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 raincoat/umbrella Sanitizer/Torch/lathi /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 whatsoever.
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 wage.
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**  
**Bethune College, Kolkata**