



E-tender is being invited for supplying goods.

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Notice no.:JGEC/BG/2018-19/Security/02 & Notice no.:JGEC/BG/2018-19/Sweeping/02

Notice no.:JGEC/SG/2018-19/2/FUR

Notice no.:JGEC/SG/2018-19/2/HSA

Principal,Jalpaiguri Govt. Engg.College

APPROVED BY TECHNICAL COMMITTEE

TENDER

September, 14

2018

[Tender document relating the supply of “**Man power for SECURITY of the campus and buildings** ” of Jalpaiguri Government Engineering College for the financial year 2018-19 under Development Head]

[Bidders should note the terms and conditions first]



Government of West Bengal
Jalpaiguri Government Engineering College
Post:- Danguajhar, Jalpaiguri-735102

Phone: 9434381078; E-Mail: principal@jgec.ac.in; URL: <http://jgec.ac.in>
Tender Reference No. : JGEC/BG/2018-19/Security/2 Dated: 14.09.2018

Tender is hereby invited by the Principal, Jalpaiguri Government Engineering College (JGEC) for supply of man power for **SECURITY of the campus and buildings** with all its material content through electronic tendering (e-tendering) from eligible and resourceful organizations having sufficient credential and financial capability for execution of works of similar nature.

1. General Guidance for e-tendering

Interested bidders are requested to log on to the website <https://wbtenders.gov.in> to participate in the bid.

2. Registration of Bidders

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India.(viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDBRT) or as mentioned in e-tendering portal of GOVT. OF WB <https://wbtenders.gov.in>. DSC is given as a USB e-Token. After obtaining the Class2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available in the website.

3. Pre-qualification (PQR) for participation:

a. IT, ST, Clearance Certificates as applicable or suitable certificate bearing exemption to any or all of above from competent authority.

b. Credential Certificate of satisfactory completion of similar kind of work in the last three years.

4. Earnest Money

EARNEST MONEY /BID SECURITY DEPOSIT: - Earnest Money Rs. 10,000 is to be deposited online by the tenderer in favour of “ Jalpaiguri Government Engineering College” as per e-tender norms. In case of failure to supply the material, the E.M.D. of the successful Bidder will be forfeited. The earnest money shall be forfeited in the event of withdrawal of the tender within the original validity period, once submitted or the successful bidder fails to execute necessary agreement within the period specified or for submitting false, incorrect, misleading information in the bid, mistakes, miscalculations. Exemption from depositing Earnest Money in terms of existing Govt order may be considered if requested in writing supported with necessary documents in original.

The Earnest Money Deposit of unsuccessful bidders will be returned as per e-tender norms. No interest on E.M.D. is admissible.

Tender documents without EMD will not be accepted.

JGEC reserves the right of forfeiture of ‘EMD’ in case the Bidder after opening of Bid withdraws, amends, impairs, derogates or revokes his Tender within the validity period or extension thereof or if successful Bidder fail to execute the contract provision within the contract period as mentioned in the service order.

5. Collection of Tender Documents:

Tenders are to be submitted online and interested bidders will have to download the tender documents from the website <https://wbtenders.gov.in> directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

6. Submission of Tenders

6.1 General process of submission

6.1.1 Tenders are to be submitted online through the website <https://wbtenders.gov.in>. All the documents uploaded by the Tender Inviting Authority form an integral part of the bid. Bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender.

6.1.2 Bidders must submit the Tenders in two covers i.e. “**Technical**”, & “**Finance**”.

Bidders must download tender specific documents (NIT, BOQ etc) from <https://wbtenders.gov.in>, prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations.

6.1.3 He needs to fill up the rates of items in the BOQ, downloaded for the supply, in the designated cell of the BOQ spreadsheet and upload the same in designated location of “**Finance**” cover.

6.2 The documents uploaded must be scanned against any virus and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

7. Technical Proposal (Statutory Documents)

(To be submitted in **Technical** Cover)

The following documents in standard formats should be uploaded in **Technical** cover:

- a) Valid “Certificate of Incorporation”/ “Trade License”.
- b) PAN Card in the name of Firm/ Agency/ Proprietor
- c) EPF / PF registration certificate with last deposit challan
- d) ESI registration Certificates with last deposit challan.
- e) P-Tax registration Certificates with last deposit challan..
- f) Registration under Private security Agencies (Regulation) Act, 2005
- g) GST registration Certificates
- h) NSIC/SSI units are exempted from deposition of EMD.

In case of NSIC/SSI, photo copy of valid Certificate (Current) should be submitted / uploaded as an Exemption Document.

- i) Credentials
- j) Notice Inviting Tender (NIT) – The NIT as published is to be downloaded, then digitally signed and uploaded.
- k) Earnest Money Deposit (EMD) - Scanned copy of online payment receipt towards EMD as prescribed in the NIT, in favour of “Principal, Jalpaiguri Government Engineering College” to be uploaded in Technical Cover.
- l) IT clearance

Addenda/Corrigenda: if published.

Note: Bidders are to keep track of all the Addendum/Corrigendum issued with a particular NIT and upload the download copies of the above documents and merge the Addenda/Corrigenda with respective NIT/SBD in the NIT/SBD cover . Tenders submitted without the Addendum /Corrigendum may be rejected.

Note: Tenders will be summarily rejected if any of the above items in the statutory cover is missing.

8. Submission of EMD

(To be submitted in **Technical** Cover)

i.) Earnest Money Deposit (EMD) -Scanned copy of online payment receipt towards EMD as prescribed in the NIT, in favour of “Jalpaiguri Government Engineering College” to be uploaded in **Fee** Cover. Earnest Money is to be deposited online by the tenderer in favour of “Jalpaiguri Government Engineering College” payable at Jalpaiguri as per e-tender norms.

ii.) NSIC/SSI units are exempted from deposition of EMD. In case of NSIC/SSI, photo copy of valid Certificate (Current) should be submitted / uploaded in ”**Fee** Cover in lieu of EMD.

9. Submission/Upload of Non-Statutory Documents

Following documents are to be uploaded along with the Bid

i. Certificates:

a) Professional Tax (PT) Clearance Certificates and IT, PAN valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered. IT, Service Tax, or suitable certificate bearing exemption to any or all of above from competent authority.

b) GST account details and supporting documents must be submitted or suitable certificate bearing exemption to any or all of above from competent authority.

c) Trade License for Proprietorship Firms.

10. Financial Proposal

(To be submitted in “**Finance**” Cover)

The financial proposal should contain the following document in one cover (cover). **Bill of Quantities (BOQ)**: The bidder is to quote the rate in the space/cell marked for quoting rate in the BOQ. (*Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder*)

11. Submission of Original Documents and Earnest Money

i) **Mode of Payment** Earnest Money is to be deposited online by the tenderer in favour of “Jalpaiguri Government Engineering College” as per e-tender norms. Payment in any other form eg: NSC, KVP etc will not be accepted.

12. Conditional and Incomplete Tender

- i) Conditional and incomplete tenders are liable to summary rejection
- ii) Bidder must quote/fill for all cells (applied/ not applied) mentioned in BOQ/similar excel chart. BOQ/similar excel sheet with all cells filled-up (applied/ not applied) must be submitted in Technical Bid. Non-submission of this sheet in Technical Bid and partial quoting will lead to rejection of the bid.

13. General Terms & Conditions

The work shall be covered strictly as per enclosed schedule of items and in conformity with the terms & conditions as directed from the controlling officer.

14. Opening and Evaluation of Tender

14.1 Opening of Technical Proposal

- i) Technical proposals will be opened by the Tender Committee electronically from the website stated in Clause 1, using their Digital Signature Certificate.
- ii) Technical proposals for those tenders whose original copies of DD/BG towards EMD have been received will only be opened. Proposals corresponding to which the EMD have not been received will not be opened and will stand rejected.
- iii) Interested bidders may remain present if they so desire.
- iv) Technical Cover (Statutory Documents) would be opened first and if found in order, for Non- statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- v) Decrypted (Transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation authority.

14.2 Uploading of Summary List of Technically Qualified Bidders.

- i) Pursuant to scrutiny and decision of the Technical Evaluation authority, the summary list of eligible bidders for which their Financial Proposals will be considered will be uploaded in the web portals.
- ii) While evaluation, the Committee may summon of the Bidders and seek clarification /information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

14.3 Opening and evaluation of Financial Proposal

- i) Financial proposals of the Bidders declared technically eligible by the Tender Evaluation authority will be opened electronically from the web portal on the prescribed date, normally after two working days after the date of publication of final summary list of the Bidders.
- ii) The encrypted copies will be decrypted and the rates will be read out to the bidders, present at that time of bid opening.
- iii) After evaluation of Financial Proposal, by Tender Evaluation authority, the final summary result, name of bidder and the rates quoted by them against supply and delivery of material will be uploaded.
- iv) The Tender Accepting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that tenderer.
- v) The Jalpaiguri Government Engineering College does not bind itself to accept the lowest tender and reserves the right to accept or reject any or all tenders without assigning any reason whatsoever or to split the whole work entrusting the same to more than one contractor.

15. Bid Validity:

The Bid shall remain valid for six months.

16. Acceptance of Tender

Bidders must quote for item wise rate for all items as mentioned in BOQ sheet. Bids with Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to split the order, alter the quantity of any or all Bidders without assigning any reason whatsoever.

17. Return of Earnest Money Deposit

The Earnest Money Deposit of unsuccessful bidders will be returned as per e-tender norms. However, the EMD of the successful bidder it will be converted towards part deposit of the Security Deposit.

18. Price

18.1 The contractor should quote rate after going through all the relevant Document uploaded for this tender.

18.2 The contractor should quote rate at individual item wise rate for all items and multiply with quantity as given in the BOQ.

18.3 Escalation of prices/rates what so ever, during the entire period of contract (including extended Period, if any) over and above the quoted price shall not be allowed.

18.4 Any other item, not covered will be guided by practice and principle as followed By, Govt. of West Bengal.

19. ELIGIBILITY CRITERIA:- Offers for all items will be accepted only from the reputed manufacturers or their authorized dealers/theirs authorized distributors/their authorized stockiest/reputed suppliers in the field for which necessary authorization from the manufacturer shall have to submitted. Intending tenderer must have to produce the clientele list he served during last 03(three) years with documentary evidence.

20. PRICE: - All tender prices shall be quoted for delivery of service up to the consignee's point inclusive of all charges (taxes, freight, duties etc). The price quoted must include cost of replaceable spare parts wherever applicable. The prices quoted shall be written both in figures and words. In case of conflict between the figures & words latter will prevail. Where there is a discrepancy between the unit and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will prevail. The rates quoted by the Bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. Each Bidder shall submit one quotation only. Conditional Discounts in the Price offered by the Bidder will not be entertained. The prices shall be quoted in **Indian rupees only**. Price preference as per existing government rules shall be given to eligible bidders.

21. PAYMENT: - (a) 100 % after completion of work/job or total received of materials. (b) No additional charges will be paid other than the quoted price.

22. GUARANTEE:-The tenderer shall remain responsible without cost to buyer for all defects in materials/spares and workmanship which may develop during normal servicing of the machine due to negligence on the part of the service provider. In case the repair of the Machinery/equipment/computers and accessories would take considerable time, a temporary replacement shall be provided. In case of failure on the part of the tenderer to attend the call/provide servicing/replace the materials within reasonable period in spite of due intimation by the Principal, Jalpaiguri Government Engineering college, the purchaser reserves the right to remedy the defects / replace the materials at the cost and responsibility of the tenderer without further notice and the same shall be deducted from his security deposit. Preventive Maintenance should be carried out monthly.

23. FORCE MAJEURE: - There could be circumstances/events where the AMC provider may not be in a position in spite of his best efforts, to meet the completion schedule due to events beyond their control and not foreseeable such as wars, or revolutions, fires, floods, epidemics, natural calamities, quarantine restrictions and freight embargo etc. In such cases suitable delivery extensions based on merit of the case may be granted for arranging the delivery of goods or completion of works. Also the AMC provider shall not be made liable for forfeiture of performance security, liquidated damages or termination of contract as per provisions made in the contract elsewhere.

24. ARBITRATION:- In the event of any question, dispute or difference arising under the contract conditions of Contract, or any special conditions of contract, or in connection with the contract(except as to any matters the decision of which is specially provided for by these or the special conditions) the same shall be referred to the sole arbitration of an officer as per prevailing norms of Govt of West Bengal .

25. FRAUD AND CORRUPTION:- The Bidders and their Subcontractors and Consultants in the contracts require to observe the highest standard of ethics during the procurement and execution of this contract by not being engaged in Corrupt, fraudulent, collusive, coercive or obstructive practice as generally defined. Non-Compliance of the above will lead to rejection of proposal for award/declaring a firm or individual ineligible etc even for future bidding.

26. AWARD OF CONTRACT:- The purchaser shall award the contract, within the validity period of tenders, to the bidder who meets the tender conditions in all aspects, has the necessary technical and production capabilities and financial resources and whose bid is substantially responsive to the tender conditions and has offered the lowest evaluated cost. The purchaser can, if so desired, depute a team of 3-4 officers to the premises of Service provider to whom the contract is proposed to be awarded to satisfy itself that the Service provider has the capability to produce the required quality. The terms of the accepted offer shall be incorporated in the purchase order.

27. SIGNING OF CONTRACT

27.1. At the same time as the College notifies the successful bidder that its bid has been accepted, the College will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 14 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to the Purchaser.

28. SPECIAL TERMS AND CONDITIONS:-

While tenders are under consideration, tenderer and their representatives or other interested parties shall refrain from contacting by any means any persons or representatives of the buyer on matters relating to the tender under study. The buyer if necessary may request for clarification of tender in writing. After the public opening of the tenders, information relating to examination, clarification and evaluation of tenders and recommendations concerning awards shall not be disclosed to bidders or other persons not officially concerned with this process until the successful bidder is notified of the award of the contract.

29. Schedule of Dates for e-Tendering:

	Milestone	Date
	Publishing Date	14-09-2018 at 12.00 Hrs.
	Document Download start date	14-09-2018 from 12.00 Hrs
	Bid submission start date	14-09-2018 from 12.00 Hrs
	Bid submission end date	01-10-2018 up to 12.00 Hrs
	Technical Bid opening date	03-10-2018, 14.00 Hrs
	Uploading of Technical Bid Evaluation sheet	To be notified later
	Financial Bid opening date	To be notified later
	Uploading of Financial Bid evaluation sheet	To be notified later

Service (Security services etc.)				Two years from the date of work order
Department : OFFICE				
Sl. No	Name of Item / work	Nature of work	Man power reqd. (mini qty)	Remarks
1	Security	Security services in the campus, Hostel, gates, staff quarters, building etc..	18 Security Guard & 02 Supervisor	Some Female staffs are preferred

Terms and conditions for participating in the tender

- 1) All prices quoted must be the minimum rates of wages in the employment of man power Services in the State of West Bengal as per latest notification by Labour Department.
- 2) Existing Minimum wages as per Govt Order from that month will be applicable after the signing of the agreement on the award of the contract.
- 3) College reserves the right to reject any tender without assigning any specific reasons.
- 4) The required manpower and total cost may be increased /decreased as per unit manpower rate.

- 5) Accommodation to the security personnel will be provided by the contractor/agency at work site.
- 6) In order to ensure that the security guards are able to discharge their duties, the contractor/agency shall provide them all necessary facilities in the form of uniform, torches, umbrella, batons, shoes, socks, stationery items, and allied articles etc. at his own cost.
- 7) The Liability of any compensation of injury to security personnel arising as a result of duties shall be that of the contractor/agency.
- 8) With regard to the interpretation of the terms and conditions of these documents, JGEC decision shall be final.
- 9) The contractor/agency should have to produce the list of clients especially where at about 50 nos. of security personnel are deployed under one organisation since last three years.

Selected Agency shall perform the following jobs and any other as may be required from time to time (this list is indicative and not exhaustive): -

1. The contractor should have to provide security guards, and supervisors etc to carry out 24x7 at different location of Jalpaiguri Government Engineering College. Hence, the actual numbers may be increased/ decreased.
2. The authority may call for proof of fitness, including police verification from the contractor in respect of any guards/supervisors/gunman etc if necessary.
3. The contractor shall, in respect of each employee, supply to the authority the following information:- Name, Father's Name, Date of Birth, Educational Qualification with permanent address and a passport size photograph with identity proof.
4. The contractor shall not substitute a Guard/Supervisor without the approval of the authority. The authority may advise replacement of any or / all of the employee(s) of the contractor if not fully meet the security requirement.
5. The security personnel provide by the contractor to the JGEC shall be treated as employees of the contractor for all purpose.
6. In any circumstances, the JGEC with 30 days notice may issue order to the contractor to reduce/increase staff strength as specified by the authority and the contractor value will be changed proportionately.

7. DUTIES OF THE SECURITY STAFFS SHALL INCLUDE AS FOLLOWS :-

1. To extend all courtesy to visitors, officers and employees of JGEC and maintain integrity, orderliness and discipline and be in proper uniform while on duty and should carry out all duties and tasks allotted by JGEC authority sincerely and to the best of his ability.
2. To guard/patrol/check during day and night time and ensure that no theft, pilferage, trespass, accident, nuisance, disturbance of peace etc. takes place in the area of his duty.
3. To regulate and check the flow of visitors, materials, transport, vehicles etc. at the entry points and also ensure the entry/exit is as per valid documents and expeditious record of the same is maintained as per order.
4. To Seize goods not found in order or suspected to be stolen.
5. To watch the fire equipment installed in the area under his watch in working condition and or it found any disorder should bring to the notice of his Supervisor.
6. To bring to the immediate notice of his supervisor or the JGEC authority towards any untoward occurrence on the premises.
7. To perform incidental and allied duties as may be required to be performed.
8. Only female staff is allowed to ENTER in the ladies hostel etc.
9. Attendance of all the staffs with uniform is a mandatory requirement. Agency should report to Caretaker of the college daily.

8. Other Terms and Conditions

- 1) The College holds no liability for any injury, accident or accidental death etc for any person which may occur in course of the works pertaining to the enforcement of proposed security measures. The question of compensation arising out of cases shall have to be settled by the agency itself entirely at its own cost and responsibility.
- 2) While performing the jobs the agency or its employees shall always act in a way so as not to cause any unreasonable embarrassment or inconvenience to the officers and other employees of the State Govt. working in the College premises or any member of public coming to College.
- 3) Payment shall be made on presentation of monthly bills and satisfactory completion of jobs while utmost attention will be paid for prompt payment the State Govt shall not be responsible for usual delay for observing necessary formalities for passing such bills and preparation of cheques.

- 4) The Agency and its employee shall work in collaboration with the officials of the P.W.D. of the State Govt. having the charge of the affairs of the campus of the College.
- 5) The agency shall follow strictly latest minimum wages as laid down in the order of the Labour Department, Govt. of West Bengal providing the amenities namely E.S.I., Gratuity, Provident Fund, Bonus, Scheduled working hours, medical benefit, Insurance etc.
- 6) Payment will be made against the gross amount of the bill for the first month. From the second month and onwards payment will be made on production of original deposit challans of EPF, ESI, Professional tax, Service tax etc. In case of failure of production of the said deposit challans, payment will be made against the total bill minus the above amount of statutory deduction initially and the reimbursement will be made on production of requisite challans. Monthly bills shall be strictly verified on the basis of Attendance Register, since the agency quotes rates on the assumption of full attendance.
- 7) Rates of Minimum wages and service tax will vary from time to time as per Govt. Rules.
- 8) If the State Govt. considers that the jobs are not being performed satisfactorily or any or all of the terms and conditions as specified herein have been violated the State Govt. may terminate the contract.
- 9) Agency should provide uniforms to their personnel of all categories. Personnel should wear their uniforms during discharge of their duties. Refusing to wear uniforms by any personnel shall be treated as an act of indiscipline.
- 10) The terms and conditions stated in the tender document may alter during execution of agreement with consent of both College and the successful bidder.

NOTE:

- 1) **Non-fulfilment of one or more of the conditions stated above may lead to cancellation of submitted tender of the bidding party.**
 - 2) **Basic Minimum monthly wages rate will be as per latest G.O. of Govt. of West Bengal, Department of Labour.**
 - 3) **Others Components like EPF, ESI, BONUS & GST etc. will be as per Govt. rule applicable.**
 - 4) **Total amount (manpower for 18 nos of Security Guards & 2 nos. of Supervisors) in figures to be entered by the Bidders including all the components mentioned above plus service charges.**
 - 5) **L1 bidder will be selected on the basis of the total price quoted inclusive all taxes.**
 - 6) **L1 bidder will have to submit the breakup of all the components as mentioned above if tender inviting authority desires.**
 - 7) **For any clarification/ doubt interested bidder(s) may contact the college office during office hours.**
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