

Government of West Bengal
Office of the Principal
Jalpaiguri Government Engineering College
Jalpaiguri -735102

Memo No. JGEC/2020/Security1

Date: 04.04.2020

Notice Inviting Quotation of “Man power for SECURITY of the campus at Jalpaiguri Govt. Engineering College

Period of agreement: One month or till the engagement of security agency as per West Bengal Govt. order whichever is earlier

(Section I)

Office of Issue	: Office of the Principal Jalpaiguri Government Engineering College (JGEC) Jalpaiguri -735102
NIQ No.	: JGEC/ 2020/Security1
Date of issue of bid document	: 04.04.2020
Quotation Forms Available From	: www.jgec.ac.in
Last date of Receipt	: 11.04.2020, 2.00 .pm. Soft copy through E-mail & Hand delivery of hardcopy to caretaker
Date of opening of Technical bid	: 11.04.2020, 2.30 p.m.
Date of opening of Financial bid	: 11-04.2020, 3.30 p.m.
Cost of Bid Document	: NIL
Earnest Money	: NA
Total manpower	: 07 Nos.

Sealed limited quotations as (1) "Technical Bid" & (2) "Financial Bid" are invited from interested and eligible firms for "**Supply of Security guards**" in Jalpaiguri Government Engineering College. The Technical & Financial bids (separately) should be sealed by the bidder in cover duly superscripted "Technical Bid" & "Financial Bid " with NIQ No.: "JGEC/ 2020 / **Security1**. Bidders are advised to go through the quotation document carefully and understand various provisions contained therein along with their implications. The quotation document is not transferable under any circumstances. Intending eligible bidders may obtain a copy of bid document from the website of Jalpaiguri Govt. Engg. College i.e., www.jgec.ac.in

For any clarification regarding any terms and conditions of the Quotation, bidders may contact to the Caretaker Section of **Jalpaiguri Govt. Engg.College**.

(Section – II)

INSTRUCTIONS FOR SUBMISSION OF QUOTATION**1. BONAFIDE BIDDER****Pre-qualification (PQR) for participation: (proofs to be attached)**

- a) IT, ST, Clearance Certificates as applicable or suitable certificate bearing exemption to any or all of above from the competent authority.”.
- b) Having GST Registration No. (GSTIN), PTAX Registration;
- c) PAN Card.
- d) Valid “Certificate of Incorporation”/ “Trade License
- e) EPF / PF registration certificate.
- f) ESI registration Certificate.
- g) Registration under Private security Agencies (Regulation) Act, 2005.
- h) Credential Certificate of satisfactory completion of similar kind of work in the last three years.

2. QUOTATION DOCUMENT

The quotation must be submitted through a ‘Letter of Submission of Quotation’ as per Annexure-I in the manner indicated below, failing which the quotation is liable to be rejected. Incomplete or conditional quotation is also liable to be rejected.

3. SUBMISSION OF QUOTATIONS - TIME LIMIT/MODE

The quotation documents duly completed should be submitted in an envelope superscripted as "Technical Bid" & "Financial Bid"- NIQ No.:JGEC/2020/Security1 a addressed to “The Principal, Jalpaiguri Govt. Engg. College ,Jalpaiguri - 735102”. Scanned copy of the application must be sent through e-mail to the principal@jgec.ac.in and Hard copy of the documents to be handed over to the caretaker, Jalpaiguri Government Engineering College, Jalpaiguri as Government has instructed for lockdown due to COVID-19 epidemic and all documents will be analysed and processed from Home.

4. THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN THE “TECHNICAL BID”

Technical Proposal (Statutory Documents): (To be submitted 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 .
- d) ESI registration Certificates .
- e) P-Tax registration Certificates .
- f) Registration under Private security Agencies (Regulation) Act, 2005.
- g) GST registration Certificates .(if required)

5. THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN THE “FINANCIAL BID”**Financial Proposal: (To be submitted in “Finance” Cover)**

Unit price/Unskilled Security guard must be mentioned I the Financial bid documents. The unit price will be inclusive of all the charges as per West-Bengal Govt. minimum wage rate act.

Requirements:

07 Nos. of unskilled Security guards for one month as per minimum wage rate notified by the Govt of West-Bengal **or till engagement of new security services as per Govt. order whichever is earlier.**

6. TERMS & CONDITIONS GOVERNING THE CONTRACT**GENERAL TERMS & CONDITIONS****1. Terms and conditions for participating in the tender**

- a) Payment to the Security guard will be made at 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.
- b) Existing Minimum wages as per WB Govt Order from that month will be applicable after the signing of the agreement on the award of the contract.
- c) College reserves the right to reject any tender without assigning any specific reasons.
- d) The required manpower and Payment to the Security guards may be increased /decreased as per unit manpower rate.
- e) The Agency should provide monthly agency charge for the work.

7. 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): -

- a. The contractor should have to provide security guards, and supervisors etc to carry out 24x7 at different location of Jalpaiguri Government Engineering College.
- b. The authority may call for proof of fitness, including police verification from the contractor in respect of any guards/ supervisors/gunman etc if necessary.
- c. 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.
- d. 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.
- e. The security personnel provide by the contractor to the JGEC shall be treated as employees of the contractor for all purpose.
- f. In any circumstances, the JGEC may issue order to the contractor to reduce/increase staff strength as specified by the authority and the contractor value will be changed proportionately.

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

- i. 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.
- ii. 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.
- iii. 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.
- iv. To Seize goods not found in order or suspected to be stolen.
- v. 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.
- vi. To bring to the immediate notice of his supervisor or the JGEC authority towards any untoward occurrence on the premises.
- vii. To perform incidental and allied duties as may be required to be performed.
- viii. Attendance of all the staffs with uniform is a mandatory requirement. Agency should report to Caretaker of the college daily.

2. Other Terms and Conditions:

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. Payment will be made as per directives of the controlling authority.
- g. Rates of Minimum wages and service tax will vary from time to time as per Govt. Rules.
- h. 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.
- i. 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.
- j. 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 (if required) etc. will be as per Govt. rule applicable.**
- 4) **L1 bidder will be selected on the basis of “LOWEST” agency charges.**
- 5) **For any clarification/ doubt interested bidder(s) may contact the college office during office hours.**

9. OPENING OF Quotations:

As per mentioned date & time, the technical and financial Quotations will be opened and results will be communicated to the bidder as the application will be processed during lockdown period due to COVID-19 outbreak.

10. VALIDITY OF OFFER:

The bidder will be required to keep the offer open for a period of 30 days (**one hundred and twenty**) days from the last date of submission of Quotation . It shall be understood that the Quotation document have been sold/issued to the bidder and the bidder is permitted to Quotation with the stipulation that after submitting his Quotation , he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to JGEC.

11. ACCEPTANCE OF QUOTATION:

- a. The authority for acceptance of the Quotation documents and quoted rates will rest with the competent authority of JGEC who does not bind himself to accept the lowest or any other quotation, nor does he undertake to assign reasons for his decision in this matter.
- b. Acceptance of quoted rates will be communicated through a letter as soon as possible.
- c. All the quotation documents submitted by a bidder shall become the property of JGEC and JGEC shall have no obligation to return the same to the bidders.
- d. **Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the bidder who resorts to canvassing will be liable for rejection.**
- e. If the bidder deliberately gives wrong information or conceals any information/facts in his quotation, which shall be favourable for acceptance of his quotation fraudulently, then JGEC reserves the right to reject such quotation at any stage of execution without any financial liability.
- f. The bidder shall treat the contents of the quotation documents as private and confidential

12. Agreement:

Within 7 days of the placement of confirmed work order to the agency.

13. PAYMENT TERMS:

- (i) 100% payment shall be released on satisfactory submission of bills and supporting documents required as per Govt. order.
- (ii) Taxes will be deducted as per applicable rules.
- (iii) **Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged(if required) in accordance with the provisions of GST Act, 2017**

JGEC reserves the right to terminate the Agreement any time without assigning any reason/notice.

14. CRITERIA FOR EVALUATION OF Quotations:

Technical Evaluation : As per requirement (Clause. 4):

Financial Evaluation:- It will be done among the Technically qualified Agency and on the basis of lowest Agency Charges L1 will be selected.

Contract will be awarded to the firms which emerge as **L1** as per purchase rules.

ANNEXURE - I
LETTER OF SUBMISSION OF Quotation

To
The Principal
Jalpaiguri Govt. Engg. College
Jalpaiguri - 735102

**Subject: Quotation for “Man power for SECURITY of the campus at Jalpaiguri Govt. Engineering
College campus”**

Quotation Notice No. _____

Dear Sir,

Subject to the conditions given in the quotation documents for the above mentioned contract, I/We hereby quotation for the contract for supplying material as Contractor for JGEC for its office at the rates specified in the S.O.R.(Annexure- VI) annexed with the documents. I/We hereby certify that I We have examined and am/are fully familiar with all the provisions of the contract documents and I/We are satisfied that they are accurate and agree to abide by all these terms and conditions laid therein.

The following certificates/ documents are enclosed herewith:- (Please provide Tick mark on

- a) Valid “Certificate of Incorporation”/ “Trade License”.
- b) PAN Card in the name of Firm/ Agency/ Proprietor
- c) EPF / PF registration certificate .
- d) ESI registration Certificates .
- e) P-Tax registration Certificates .
- f) Registration under Private security Agencies (Regulation) Act, 2005.
- g) GST registration Certificates .(if required)
- h) The Schedule of Rates (SOR) duly filled and signed is enclosed in a separate sealed envelope as Financial Quotation.

I/We do hereby declare that the entries made in the quotation and annexure attached therein are true.

Yours faithfully,

Signature of Bidder

Name: _____

Mobile/Tel No.: _____

Address : _____

Email to: principal@jgec.ac.in

ANNEXURE –II**NIQ No.: JGEC/****Self-certificate**

To,
The Principal,
Jalpaiguri Govt. Engg. College,
Jalpaiguri– 735102.

**Subject: A self-certificate for Quotation of " Man power for SECURITY of the campus at
Jalpaiguri Govt. Engineering College campus**

Dear Sir,

This is to certify that the undersigned bidder has not been blacklisted by any Central/State Govt. organisation, Public Sector UNITs or its contracts have not been terminated on account of poor performance.

Yours faithfully,

Signature of Bidder

Name: _____

Mobile/Tel No.: _____

Address : _____

Email to: principal@jgec.ac.in

FORMAT OF BID

Supplier ref. no.....

Dated:

Name of the Firm:

Quotation for hiring security guards

Ref. no. JGEC/2020/

Dated: 02.04.20

Sl. No	Rate of security guard	Mention Agency charges as per state Govt. and agency charges in Rs.
1.	Basic Minimum monthly wages rate will be as per latest G.O. of Govt. of West Bengal, Department of Labour. Others Components like EPF, ESI, BONUS & GST (if required) etc. will be as per Govt. rule applicable.	

Total

(Amount of Agency charges in Rupees only)

1. We agree to supply the above mentioned items / works in accordance with the given guidelines.
2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name: Designation:

Address:

Contact No.:

Date:

Email to: principal@jgec.ac.in