



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 for Security

Tender Reference No. : JGEC/BG/2019-20/Security/1 Dated: 23.04.2019

E-tender is being invited for supplying goods.
Follow: <http://wbtenders.gov.in> , from: 23.04.2019, 12.00 hours. www.jgec.ac.in
Notice no.:JGEC/BG/2019-20/Security/01, Notice no.:JGEC/BG/2019-
20/Sweeping/01 & Notice no.:JGEC/BG/2019-20/Hostel/01
Principal, Jalpaiguri Govt. Engg.College



TENDER

April, 23

2019

[Tender document relating the supply of “ **Man power for SECURITY of the campus and buildings** ” of Jalpaiguri Government Engineering College for the financial year 2019-20 under Development Head]

[Bidders should note the terms and conditions first]

APPROVED BY TECHNICAL COMMITTEE



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/2019-20/Security/1 Dated: 23.04.2019

- 1. Invitation:** Two Bid Tenders are invited by the Principal, Jalpaiguri Government Engineering College through the e-tendering portal of the Govt. of West Bengal (<https://wbtenders.gov.in>) for supplying 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. for all 365/366 days of the year including Sundays and Holidays along with any special requirement of the college time to time.

While the main tender document (both technical and financial) must be submitted electronically following the instructions given in the said portal, hard copies of the technical bid together with all supporting documents (as submitted electronically) may be submitted directly to the Principal of the College at the above address *before the opening of tender at time specified* in this document.

. An index page for the submitted bid document must be attached placing at next to the top page as follows:

Sr. no.	Name of Items / documents	Page nos.		

2. General Guidance for e-tendering

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

3. LANGUAGE OF TENDER:

The tender shall be submitted in the prescribed form in English. All papers and correspondences in connection with the tender shall also be in English.

4. BID VALIDITY:

The validity of the offer shall be for a minimum period of 180 days from the date of submission of the same.

5. Pre-qualification (PQR) for participation: (proofs to be attached)

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

In respect of bidder’s demands of non requirement(s) of one or more from the above, eligible proof (s) / documents / justifications must be attached in favour of claimed demands.

- 6. 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 Manpower , 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.

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.

7. 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.

8. Submission of Tenders.

8.1: General process of submission

8.1.1: 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.

8.1.2: Bidder 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.

8.1.3: Bidder 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.

8.2: 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.

8.3 Submit the hard copies of the technical bid together with all supporting documents (as supplied electronically) before opening of the tender at specified time.(Preferable) .

9. 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 .
- d) ESI registration Certificates .
- e) P-Tax registration Certificates .
- 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 and certificate must clearly mention the category for which it is issued & mentioned category is to be suitable for the present work.
- i) Credentials as certificates from the employers.
- 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 Govt. Engineering College” to be uploaded in Technical Cover.
- l) IT clearance
- m) Audited Balance sheet of the organization for the last 3 years

In respect of bidder’s demands of non requirement(s) of one or more from the above, eligible proof (s) / documents / justifications must be attached in favour of claimed demands.

10. Addenda/Corrigenda: Bidders have to keep track of all the Addendum/Corrigendum issued w.r.t. this NIT and **if published**, upload the downloaded 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 may be summarily rejected if any of the above items (serial no. 9) in the statutory cover is missing.

11. 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 only if the mentioned category on the certificate is suitable for present work.

12. 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 copy of the above documents is to be uploaded, virus scanned and digitally signed by the bidder.* **Please follow item -21 of this tender(NIT).**

13. Submission of Original Documents and Earnest Money

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.

14. Conditional and Incomplete Tender

- i) Conditional and incomplete tenders are liable to summarily 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.

15. 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.

16. Opening and Evaluation of Tender:

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) Technical Cover (Statutory Documents) would be opened first and if found in order, Non- statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv) Decrypted (Transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation authority.

17. 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 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.

18. Opening and Evaluation of Financial Proposal

- a. 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 of the date of publication of final summary list of the Bidders.
- b. The encrypted copies will be decrypted at that time of financial bid opening.
- c. After evaluation of Financial Proposal, by Tender Evaluation authority, the final summary result, name of bidder and the rates quoted by them will be uploaded.
- d. The Tender Accepting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that tenderer.
- e. 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.

19. 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.

20. 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 will be converted towards part deposit of the Security Deposit.

21. Price:

The bidder should quote rate after going through all the relevant instructions mentioned in this tender.

The bidder should quote rate in given BOQ as per given instruction in this tender.

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

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

- ❖ Basic Minimum monthly wages rates will be as per latest G.O. of Govt. of WB, Department of Labour.
- ❖ Others Components like EPF, ESI, BONUS & GST etc. will be as per Govt. rule applicable.
- ❖ Total amount for manpower (18 nos. for Security Guards & 2 nos. of Supervisors for Security purpose) in figures to be entered by the Bidders in item-1 (column-7) of BOQ considering the present minimum wages rates of West Bengal including EPF, ESI and Bonus . If the quoted price is less than present minimum wages rates of West Bengal including EPF, ESI and Bonus the submitted bid is not accepted that is disqualified.
- ❖ Reasonable value of Agency Service Charge for item-1 should be provided in Column-11 of BOQ
- ❖ L1 bidder will be selected on the basis of the total price quoted inclusive all taxes (Column-14).
- ❖ Bidders are requested to visit/inspect the institute before submitting the tender

The college is situated in Zone-B as WB Government Minimum Wages Rate G.O.

To fill up the BOQ, follow the instructions : In respect of under mentioned Sample BOQ:

Field-A: item-1, Column- 7: Value should not be less than the Total of under mentioned Table as the input of **Field-A: item-1, Column- 7** (which is the on the basis of present Monthly minimum wages rate of WB Government, Labour dept.

	Monthly Minimum rates(Rs.) per month for one head (I)	Basic wages per month (II)	ESI as % of (I) per month for one head (II)	PF as % of (I) per month for one head (III)	Bonus as % of (I) Per month for one head (IV)	Total in Rs. For 20 head per month
Security Guard(18 nos.)	7245.00*		4.75	13	8.33(minimum)	<u>184513.00 :</u> <u>Quoted price</u>

Supervisor (2 nos.)	7968.00*	4.75	13	8.33(minimum)	<u>in Field A: item-1, Column 7 should not be less than Rs. 184513.00</u>
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*Basic Minimum monthly wages rate will be as per latest G.O. of Govt. of West Bengal, Department of Labour.

Field-G: Column- 13: 12 x Total of above mentioned Tables.(Column -7) (Auto calculated)

Field-E: Column- 11: Reasonable value of Agency Service Charges is to be provided by the bidder as per their decision (figure in Rs.)

Field-C: Column-9: GST Charges to be provided by the bidder (figure in Rs.) as per their decision, if applicable: for Zero Value, justified document has to be uploaded.

Other fields: To be provided by the bidder (figure in Rs.) as per their decision, if necessary.

SAMPLE BOQ:

Tender Inviting Authority: **Principal,JGEC**

Name of Work: **Supply of Man power for Security.**

Contract No: **JGEC/BG/2019-20/Security /1**

Name of the Bidder/
Bidding Firm /
Company :

PRICE SCHEDULE

(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Unit Code / Make	Quantity	Units	TOTAL AMOUNT (Wages +EPF+ESI+ Bonus) in INR (per month)	Basic Duty Amount in INR (per month)	Net Amount in INR (per month)	Freight Charges (Unloading & Stacking) in INR (per month)	Agency Service Charges in INR (per month)	Any Other Duties/Levies in INR (per month)	TOTAL AMOUNT Without Taxes in INR (per Year)	TOTAL AMOUNT With Taxes in INR (per Year)	TOTAL AMOUNT in Words Per year
1	2	3	4	5	7	8	9	10	11	12	13	14	15
1	Department: Central Administration												
01	Manpower for Security : 18 nos. of Security Guard + 02 nos. of Supervisors total 20Nos. As Specified in NIT	Item1	1.00	set	A	B	C	D	E	E	G	H	R Zero Only
Total													R Zero Only
Quoted Rate in Words	INR Zero Twelve Only												

22. ELIGIBILITY CRITERIA:- Offers for all items will be accepted only from the reputed agency. Intending tenderer must have to produce the client list he served during last 03(three) years with documentary evidence.

23. **PAYMENT:** - (a) 100 % after completion of work/job monthly (b) No additional charges will be paid other than the eligible price.
24. **FORCE MAJEURE:** - There could be circumstances/events where the 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 considerations based on merit of the case may be granted.
25. **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 .
26. **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.
27. **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 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.

In case of equal value of total amount, the bidder with higher credential in Government sector will be given higher priority

28. SIGNING OF CONTRACT:

At the same time as the College notifies the successful bidder that their 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.

29. SPECIAL TERMS AND CONDITIONS:-

While tenders are under consideration, tenderers 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.

30. Schedule of Dates for e-Tendering:

Sl No	Milestone	Date
1	Publishing Date	23-4-2019 at 12.00 Hrs.
2	Document Download start date	23-04-2019 from 12.00 Hrs
4	Bid submission start date	23-04-2019 from 12.00 Hrs
5	Bid submission end date	11-05-2019 up to 12.00 Hrs
6	Technical Bid opening date	13-05-2019, 14.00 Hrs
7	Uploading of Technical Bid Evaluation sheet	To be notified later
8	Financial Bid opening date	To be notified later
9	Uploading of Financial Bid evaluation sheet	To be notified later

31. Requirements:

Service (Security services etc.)			Two years from the date of work order	
Department : Jalpaiguri Government Engineering College				
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 may be preferred. Requirements may increase, if Government approves.

32. Terms and conditions for participating in the tender

- a) All prices quoted must not be the less than 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 (Latest) 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) Accommodation to the security personnel will be provided by the contractor/agency at work site.
- e) 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 their own cost.
- f) The Liability of any compensation of injury to security personnel arising as a result of duties shall be that of the contractor/agency.
- g) With regard to the interpretation of the terms and conditions of these documents, JGEC decision shall be final.
- h) The contractor/agency has to produce the list of clients, deployed under one organisation since last three years.

33. 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 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.

34. 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. Only female staff is allowed to ENTER in the ladies hostel etc.
- ix. Attendance of all the staffs with uniform is a mandatory requirement. Agency will have to report Caretaker of the college daily.

35. 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 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.
- g. Rates of Minimum wages and service tax will vary from time to time as per Govt. Rules.

h.If the Authority 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 Authority 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:

- **Non-fulfilment of one or more of the conditions stated above may lead to cancellation of submitted tender of the bidding party.**
- **Basic Minimum monthly wages rates are as per latest G.O. of Govt. of West Bengal, Department of Labour.**
- **Others Components like EPF, ESI, BONUS & GST etc. will be as per Govt. rule applicable.**
- **L1 bidder will be selected on the basis of the total price quoted inclusive all taxes. (Column-14 of BOQ)**
- **L1 bidder may have to submit the breakup of all the components as mentioned above if tender inviting authority desires.**
- **For any clarification/ doubt interested bidder(s) may contact the college office during office hours.**

Principal / JGEC



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Tender for Sweeping

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Principal, Jalpaiguri Govt. Engg.College



APPROVED BY TECHNICAL COMMITTEE

TENDER

April, 23

2019

[Tender document relating the supply of “ Man power for sweeping, cleaning and jungle cutting of the campus, Hostels and buildings ” of Jalpaiguri Government Engineering College for the financial year 2019-20 under Development Head]

[Bidders should note the terms and conditions first]



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- h) IT, ST, Clearance Certificates as applicable or suitable certificate bearing exemption to any or all of above from competent authority.”.
- i) Having GST Registration No. (GSTIN), PTAX Registration;
- j) PAN Card.
- k) Valid “Certificate of Incorporation”/ “Trade License
- l) EPF / PF registration certificate.
- m) ESI registration Certificate.
- n) Registration under Private Agencies (Regulation) Act, 2005 and its subsequent renewal
- o) Credential Certificate of satisfactory completion of similar kind of work in the last three years.

In respect of bidder’s demands of non requirement(s) of one or more from the above, eligible proof (s) / documents / justifications must be attached in favour of claimed demands.

6. **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 Manpowers, 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.

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.

7. 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.

8. Submission of Tenders.

8.1: General process of submission

8.1.1: 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.

8.1.2: Bidder 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.

8.1.3: Bidder 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.

8.2: 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.

8.3 Submit the hard copies of the technical bid together with all supporting documents (as supplied electronically) before the opening of tender at time specified in this document. (Preferable)

9. 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 .
- d) ESI registration Certificates .
- e) P-Tax registration Certificates .
- f) License under WB contract labor (R & A) act 1970 .
- 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 and certificate must clearly mention the category for which it is issued & mentioned category is to be suitable for the present work.
- iii) 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 Govt. Engineering College" to be uploaded in Technical Cover.
- l) IT clearance
- m) Audited Balance sheet for the organization of last 3 years

In respect of bidder's demands of non requirement(s) of one or more from the above, eligible proof (s) / documents / justifications must be attached in favour of claimed demands.

10. Addenda/Corrigenda: Bidders have to keep track of all the Addendum/Corrigendum issued w.r.t. this NIT and **if published**, upload the downloaded 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 (serial no. 9) in the statutory cover is missing.

11. 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 only if the mentioned category on the certificate is suitable for present work.

12. 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 copy of the above documents is to be uploaded, virus scanned and digitally signed by the bidder*).

Please follow item -21 of this tender(NIT). All the materials and accessories to satisfy the requirement have to be provided by the Agency not by the college.

13. Submission of Original Documents and Earnest Money

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.

14. Conditional and Incomplete Tender

- i) Conditional and incomplete tenders are liable to summarily 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.

15. 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.

16. Opening and Evaluation of Tender:

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) Technical Cover (Statutory Documents) would be opened first and if found in order, Non- statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv) Decrypted (Transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation authority.

17. 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.
- iv) While evaluation, the Committee may summon 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.

18. Opening and evaluation of Financial Proposal

- f. 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 of the date of publication of final summary list of the Bidders.
- g. The encrypted copies will be decrypted at that time of financial bid opening.
- h. After evaluation of Financial Proposal, by Tender Evaluation authority, the final summary result, name of bidder and the rates quoted by them will be uploaded.
- i. The Tender Accepting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that tenderer.
- j. 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.

19. 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.

20. 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 will be converted towards part deposit of the Security Deposit.

21. Price:

The bidder should quote rate after going through all the relevant instructions mentioned in this tender. The bidder should quote rate in given BOQ as per given instruction in this tender. Escalation of prices/rates of **Agency Service charges** , what so ever, during the entire period of contract (including extended Period, if any) over and above the quoted price (rate) shall not be allowed. Any other item, not covered will be guided by practice and principle as followed by, Govt. of West Bengal.

- ❖ Basic Minimum monthly wages rates will be as per latest G.O. of Govt. of WB, Department of Labour.
- ❖ Others Components like EPF, ESI, BONUS & GST etc. will be as per Govt. rule applicable.
- ❖ Total amount for manpower (09 nos. for Sweeper & 1 no. of Supervisors for Sweeping_Cleaning purpose) in figures to be entered by the Bidders in item-1 (column-7) of BOQ considering the present minimum wages rates of West Bengal including EPF, ESI and Bonus . If the quoted price is less than present minimum wages rates of West Bengal including EPF, ESI and Bonus the submitted bid is not accepted that is disqualified.
- ❖ Reasonable value of Agency Service Charge for item-1 should be provided in Column-11of BOQ considering required accessories and materials to satisfy the requirements.
- ❖ L1 bidder will be selected on the basis of the total price quoted inclusive all taxes (Column-14).
- ❖ Bidders are requested to visit/inspect the institute before submitting the tender

The college is situated in Zone-B as WB Government Minimum Wages Rate G.O.

To fill up the BOQ, follow the instructions : In respect of under mentioned Sample BOQ:

Field-A: item-1, Column- 7: Value should not be less than the Total of under mentioned Table as the input of **Field-A: Column- 7** (which is the on the basis of present Monthly minimum wages rate of WB Government, Labour dept.

	Monthly Basic Minimum wages rates(Rs.) per month for one head (I)	ESI as % of (I) per month for one head (II)	PF as % of (I) per month for one head (III)	Bonus as % of (I) per month for one head (IV)	Total in Rs. For 10 head per month
Sweeper	7245.00*	4.75	13	8.33(minimum)	<u>92257.00 :</u>
Supervisor	7968.00*	4.75	13	8.33(minimum)	<u>Quoted price in Field A: item-1, Column 7 should not be less than Rs. 922757.00</u>

*Basic Minimum monthly wages rate will be as per latest G.O. of Govt. of West Bengal, Department of Labour.

Field-G: Column- 13: 12 x Total of above mentioned Tables.(Colum-7) (Auto calculated)

Field-E: Column- 11: Reasonable value of Agency Service Charges is to be provided by the bidder as per their decision (figure in Rs.)

Field-C: Column-9: GST Charges to be provided by the bidder (figure in Rs.) as per their decision, if applicable: for Zero Value, justified document has to be uploaded.

Other fields: To be provided by the bidder (figure in Rs.) as per their decision, if necessary.

SAMPLE BOQ:

Tender Inviting Authority: **Principal,JGEC**

Name of Work: **Supply of man power for sweeping_cleaning with materials.**

Contract No: **JGEC/BG/2019-20/ Sweeping /1**

Name of the Bidder/ Bidding Firm / Company :	
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PRICE SCHEDULE

(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMB ER	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER	TEXT	NUMBER #	NUMBER #	TEXT #
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S l · N o ·	Item Descripti on	Item Code / Make	Quant ity	Units	TOTAL AMOUNT (Wages +EPF+ESI+ Bonus) in INR To be entered by the Bidder as per instruction of NIT in INR (per month)	Excise Duty Amount in INR (per month)	GST Amount in INR (per month)	Freight Charges (Unloadi ng & Stacking) in INR (per month)	Agency Service Charges in INR (per month)	Any Other Duties/Levi es in INR (per month)	TOTAL AMOUN T Without Taxes in INR (per Year) col (13) = (7)x 12	TOTAL AMOUN T With Taxes in INR (per Year) col (14) = col(13)+[s um (8) to (12)]x 12	TOTAL AMOU NT in Words (Per year)
1	2	3	4	5	7	8	9	10	11	12	13	14	15
1	Department: Central Administrati on												
1.01	Manpower for Sweeping and Cleaning : 09 nos. of sweepers + 01 no. of Supervisors total 10Nos. As Specified in NIT	item1	1.00	set	A	B	C	D	E	F	G	H	INR Zero Only
Total													INR Zero Only
Quoted Rate in Words	INR Zero Only												

- 22. ELIGIBILITY CRITERIA:-** Offers for all items will be accepted only from the reputed agency. Intending tenderers must have to produce the client list he served during last 03(three) years with documentary evidence.
- 23. PAYMENT:** - (a) 100 % after completion of work/job monthly (b) No additional charges will be paid other than the eligible price.
- 24. FORCE MAJEURE:** - There could be circumstances/events where the 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 considerations based on merit of the case may be granted.
- 25. 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 .
- 26. 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.
- 27. 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 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.

In case of equal value of total amount, the bidder with higher credential in Government sector will be given higher priority

28. SIGNING OF CONTRACT:

At the same time as the College notifies the successful bidder that their 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.

29. SPECIAL TERMS AND CONDITIONS:-

While tenders are under consideration, tenderers 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.

30. Schedule of Dates for e-Tendering:

Sl No	Milestone	Date
1	Publishing Date	23-4-2019 at 12.00 Hrs.
2	Document Download start date	23-04-2019 from 12.00 Hrs
4	Bid submission start date	23-04-2019 from 12.00 Hrs
5	Bid submission end date	11-05-2019 up to 12.00 Hrs
6	Technical Bid opening date	13-05-2019, 14.00 Hrs
7	Uploading of Technical Bid Evaluation sheet	To be notified later
8	Financial Bid opening date	To be notified later
9	Uploading of Financial Bid evaluation sheet	To be notified later

31. Requirements:

Service (Security services etc.)			Two years from the date of work order	
Department : Jalpaiguri Government Engineering College				
Sl. No	Name of Item / work	Nature of work	Man power reqd. (mini qty)	Remarks
1	Sweeping & Cleaning	Sweeping, cleaning and jungle cutting of the campus, class rooms, laboratory, hostels, guest house, road and the College buildings.	09 Sweeper & 01 Supervisor	Some Female staffs may be preferred. Requirements may increase, if Government approves.

32. Terms and conditions for participating in the tender

- i) 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.
- j) 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.
- k) College reserves the right to reject any tender without assigning any specific reasons.
- l) Accommodation to the security personnel will be provided by the contractor/agency at work site.
- m) 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 their own cost.
- n) The Liability of any compensation of injury to security personnel arising as a result of duties shall be that of the contractor/agency.
- o) With regard to the interpretation of the terms and conditions of these documents, JGEC decision shall be final.
- p) The contractor/agency have to produce the list of clients, deployed under one organisation since last three years.

33. 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): -

- i. Thorough dusting and cleaning with phenyl (phytofresh) of the entire floor of the main office building, library building(new), each floor of five Hostels, Guest house, Administrative, academic building, workshops, laboratory, power house, campus road etc including of all rooms and office spaces and passages under the occupation of the Jalpaiguri Government Engineering College, Govt. of West Bengal (once a day on all working days before 9 A.M). The sweeping and cleaning activities will be done under the direction of the caretaker. The individual hostel rooms will have to be cleaned after the student shift their hostel rooms as per the direction of hostel superintendent/Assistant superintendent/caretaker.

- ii. To wash and clean all the toilets in the above mentioned buildings with acid and phenyl-Phytofresh (twice daily-once before 9 A.M and the other from 1.30 pm to 2.30 pm) and to put deodorant (e.g naphthalene balls-6 pcs in each urinal sink points which must be changed once in a week. Further, two large size ordinals are to be placed in each toilet and have to be changed once in a month.
- iii. To dust and clean the entire furniture in all the rooms of the above mentioned buildings daily before 9 am on all working days.
- iv. To dust and clean wet cloth and other requisite chemicals the glass fittings, the windows, the electrical fittings like fan, bulbs, tube lights and other computer related items of the above mentioned buildings once in a fortnight.
- v. To thoroughly clean and polish the metal fittings of all the building with required chemicals once in a week using requisite chemicals/spray.
- vi. Thorough washing by water flow and with liquid floor cleaners, of floor, stairs and toilets of the above mentioned buildings-once a week after the office hours[Saturday, 2nd half].
- vii. To sweep and clean all the roads and adjacent areas in the entire campus, keeping pathways de-weeded around the main building, areas around the hostels, guest house, central library, around the staff quarters, principals quarter etc.
- viii. Collection of garbage inside the campus and removal of the same and removal the same to outside the campus.
- ix. To clean all roofs of the above mentioned building once a week so that no dust/garbage gathers on the roof closes the face of the pipelines and also to uproot plants growing in and around the roof.
- x. To wash and clean the tea tables/tea serving areas and the dining rooms, daily by the bidder.
- xi. Cleaning of all toilets, latrines, urinals washbasin including sweeping and washing of the floors of such toilets.
- xii. Cleaning the cobwebs etc. from the ceiling, walls, window pan etc. of all the rooms, office premises and office passage, toilets.
- xiii. Shutting or closing of all windows, Doors and switching off all lights and Fans.
- xiv. Cleaning, sweeping and Jungle cutting of the campus etc.
- xv. All sweepers shall be ready to attend to any call during the office time from the College authority, relating to performing of the jobs of the Agency.
- xvi. Only female staff are allowed to work in the ladies hostel, ladies toilet etc.
- xvii. Attendance of all the staffs with uniform is a mandatory requirement. Agency should report to Caretaker of the college daily.
- xviii. Non performer staff will be terminated/replaced by the new staff, if required.
- xix. Agency won't be allowed to change/replace the staff member until it is approved by the JGEC authority.
- xx. Daily attendance record is compulsory for all staff working under agency.
- xxi. The following materials must be supplied by the agency as per the given guidelines:
Liquid soap, harpic, phenol, acid, odonil,naphtholene, floor mop, vim powder, phool jharu,coconut stick, duster, belcha, rubber brush, colin, brasso, scotchbite, bleaching powder, hand wash soap, room spray, bleaching powder etc and any other materials which may be needed to fullfill the work.
- xxii. The Agency/contractor shall not appoint sub-contractor to carry out any obligation under the contract.
- xxiii. The contractor will take day to day instructions from the caretaker of the Institute and shall maintain diary for the same.
- xxiv. A normal working day shall consist of eight and half hours of work including interval for half an hour for rest.
- xxv. The Agency/contractor shall give the services for 7 days a week, while one day in any period of 7 days shall be the day of weekly rest for each cleaner/supervisor.
- xxvi. The contractor shall maintain an inspection book as prescribed which will be made available to caretaker/faculties/hostel staffs of the Institute.
- xxvii. Caretakers will supervise and monitor the work done by the supervisor and/or worker under their respective charges. These persons should be available during office hours at places to be fixed by the caretaker.
- xxviii. Feedback mechanism will be worked out to evaluate the performance of the cleaners.
- xxix. The staff engaged by the contractor shall not accept any gratitude or reward in any shape.
- xxx. No labour hut shall be allowed to be constructed and no labour shall be allowed to stay in the Institute and nothing will be paid on this account.
- xxxi. The bidder is advised to visit and acquaint himself with the area and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Institute and is aware of the operational conditions prior to the submission of the tender documents and no plea/complain about the site will be entertained afterwards.
- xxxii. The duration of contract shall be two years and can be terminated even earlier by giving notice in writing on account of any of the following reasons:
 - On account of unsatisfactory performance
 - Breach of contract clauses
 - Persistently neglect to carry out his obligations under the contract

When the contractor has made himself liable for action under any of the clauses aforesaid, the Institute shall determine the contract as aforesaid upon such the determination, the EMD shall be liable to be forfeited and shall be absolutely at the disposal of the Institute. In the event of above courses being adopted by this Institute, the contractor shall have no claim to compensation for any loss sustained by him by reason of having employed personnel for the work.

GENERAL CARE-TAKING

- a. Jobs specification specified at SL – 1 should normally be done on the working days. But if necessity arises any or all of these jobs shall have to be performed on the written or verbal instructions of the Principal on other working days also.

- b. The sweeper will remove the dust/garbage etc. from each floor after sweeping/cleaning etc. and deposit the same at fixed place for disposal by the authority. In doing so the agency or their employees shall act in a way which will not cause any health hazard or environmental pollution.
- c. Before starting the work the agency shall furnish a list of its employee to be engaged in the work. The list shall contain the : -
- d. Name II) Present Address III) Age IV) Identification mark V) A specimen signature VI) A passport size photo duly attested by the selected agency.

34. Other Terms and Conditions:

- a. All the personnel of the Agency/contractor shall be issued identity cards bearing their photographs. Photographs for identity card shall be provided by the Agency at their own cost. The ID card will be issued by the Contractor and countersigned by the caretaker.
- b. The Agency/contractor shall not appoint sub-contractor to carry out any obligation under the contract.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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 Manpower 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.
- i. Rates of Minimum wages and service tax will vary from time to time as per Govt. Rules.
- j. 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.
- k. Agency should provide two set of 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.
- l. 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:

- **Non-fulfilment of one or more of the conditions stated above may lead to cancellation of submitted tender of the bidding party.**
- **Basic Minimum monthly wages rates are as per latest G.O. of Govt. of West Bengal, Department of Labour.**
- **Others Components like EPF, ESI, BONUS & GST etc. will be as per Govt. rule applicable.**
- **L1 bidder will be selected on the basis of the total price quoted inclusive all taxes.(Column-14 of BOQ)**
- **L1 bidder may have to submit the breakup of all the components as mentioned above if tender inviting authority desires.**
- **For any clarification/ doubt interested bidder(s) may contact the college office during office hours.**

Principal / JGEC



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 for Hostel

Tender Reference No. : JGEC/BG/2019-20/Hostel/1 Dated: 23.04.2019

E-tender is being invited for supplying Service/ Manpower.
Follow: <http://wbtenders.gov.in> , from: 23.04.2019, 12.00 hours. www.jgec.ac.in
Notice no.:JGEC/BG/2019-20/Security/01, Notice no.:JGEC/BG/2019-20/Sweeping/01 &
Notice no.:JGEC/BG/2019-20/Hostel/01
Principal, Jalpaiguri Govt. Engg.College



TENDER

April, 23

2019

[Tender document relating the Supply of “Manpower of Mess workers (Cook & Helpers) for Hostels” of Jalpaiguri Government Engineering College for the financial year 2019-20 under Development Head]

[Bidders should note the terms and conditions first]

APPROVED BY TECHNICAL COMMITTEE



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/2019-20/Hostel/1 Dated: 23.04.2019

1. Invitation: Two Bid Tenders are invited by the Principal, Jalpaiguri Government Engineering College through the e-tendering portal of the Govt. of West Bengal (<https://wbtenders.gov.in>) for supply of 04 nos. of Cook and 10 nos. of Helpers as Mess workers for hostels of Jalpaiguri Government Engineering College through electronic tendering (e-tendering) from eligible and resourceful organizations having sufficient credential and financial capability for execution of works of similar nature. The Agency has to ensure total preparation & distribution of foods as decided by the respective Hostel Mess Committee, cleaning of Utensils, Kitchen, Dining area etc. of both Hostels for all 365/366 days of the year including Sundays and Holidays along with any special requirement of the boarders time to time.

While the main tender document (both technical and financial) must be submitted electronically following the instructions given in the said portal, hard copies of the technical bid together with all supporting documents (as submitted electronically) may be submitted directly to the Principal of the College at the above address *before the opening of tender at time specified* in this document.

A index page for the submitted bid document must be attached placing at next to the top page as follows:

Sr. no.	Name of Items / documents	Page nos.		

2. General Guidance for e-tendering:

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

3. LANGUAGE OF TENDER:

The tender shall be submitted in the prescribed form in English. All papers and correspondences in connection with the tender shall also be in English.

4. BID VALIDITY:

The validity of the offer shall be for a minimum period of 180 days from the date of submission of the same.

5. Pre-qualification (PQR) for participation: (proofs to be attached):

- p) IT, ST, Clearance Certificates as applicable or suitable certificate bearing exemption to any or all of above from competent authority.”.
- q) Having GST Registration No. (GSTIN), PTAX Registration;
- r) PAN Card.
- s) Valid “Certificate of Incorporation”/ “Trade License
- t) EPF / PF registration certificate.
- u) ESI registration Certificate.
- v) Registration under Private Agencies (Regulation) Act, 2005 and its subsequent renewal
- w) Credential Certificate of satisfactory completion of similar kind of work in the last three years.

In respect of bidder’s demands of non requirement(s) of one or more from the above, eligible proof (s) / documents / justifications must be attached in favour of claimed demands.

6. 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 Manpowers, 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.

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.

7. 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.

8. Submission of Tenders.

8.1: General process of submission

8.1.1: 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.

8.1.2: Bidder 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.

8.1.3: Bidder 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.

8.2: 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.

8.3 Submit the hard copies of the technical bid together with all supporting documents (as supplied electronically) before opening of the tender at specified time . (Preferable)

9. 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) Valid PAN Card in the name of Firm/ Agency/ Proprietor
- c) EPF / PF registration certificate .
- d) ESI registration Certificates .
- e) P-Tax registration Certificates .
- f) License under WB contract labor (R & A) act 1970 .
- 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 and certificate must clearly mention the category for which it is issued & mentioned category is to be suitable for the present work.
- v) 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 Govt. Engineering College" to be uploaded in Technical Cover.
- l) IT clearance
- m) Audited Balance sheet for the organization of last 3 years

In respect of bidder's demands the non requirement(s) of one or more from the above, eligible proof (s) / documents / justifications must be attached in favour of claimed demands.

10. Addenda/Corrigenda: Bidders have to keep track of all the Addendum/Corrigendum issued w.r.t. this NIT and **if published**, upload the downloaded 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 (serial no. 9) in the statutory cover is missing.

11. 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 only if the mentioned category on the certificate is suitable for present work.

12. 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 copy of the above documents is to be uploaded, virus scanned and digitally signed by the bidder).

Please follow item -21 of this tender(NIT).

13. Submission of Original Documents and Earnest Money

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.

14. Conditional and Incomplete Tender

- i) Conditional and incomplete tenders are liable to summarily 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.

15. 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.

16. Opening and Evaluation of Tender:

- 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) Technical Cover (Statutory Documents) would be opened first and if found in order, Non- statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv) Decrypted (Transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation authority.

17. 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.
- vi) While evaluation, the Committee may summon 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.

18. Opening and Evaluation of Financial Proposal:

- k. 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 of the date of publication of final summary list of the Bidders.
- l. The encrypted copies will be decrypted at that time of financial bid opening.
- m. After evaluation of Financial Proposal, by Tender Evaluation authority, the final summary result, name of bidder and the rates quoted by them will be uploaded.
- n. The Tender Accepting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that tenderer.
- o. 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.

19. 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.

20. 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 will be converted towards part deposit of the Security Deposit.

21. Price:

The bidder should quote rate after going through all the relevant instructions mentioned in this tender.

The bidder should quote rate in given BOQ as per given instruction in this tender.

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

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

- ❖ Basic Minimum monthly wages rates will be as per latest G.O. of Govt. of WB, Department of Labour.
- ❖ Others Components like EPF, ESI, BONUS & GST etc. will be as per Govt. rule applicable.

Sl	Item Description	Item Code / Make	Quantity	Units	TOTAL AMOUNT (Wages +EPF+ESI+ Bonus : in Figures To be entered by the Bidder as per instruction of NIT in INR (per month)	Excise Duty Amount in INR (per month)	GST Amount in INR (per month)	Freight Charges (Unloading & Stacking) in INR (per month)	Agency Service Charges in INR (per month)	Any Other Duties/Levies in INR (per month)	TOTAL AMOUNT Without Taxes in INR (per Year) col (13) = (7)x 12	TOTAL AMOUNT With Taxes in INR (per Year) col (14) = col(13) +[sum (8) to (12)]x 12	TOTAL AMOUNT in Words (Per year)
1	2	3	4	5	7	8	9	10	11	12	13	14	15
1	Department: Central Administration												
1.	Manpower for Hostels : 04 nos. of Cook + 10nos. of 1 Helpers total 14Nos. As Specified in NIT	item1	1.00	Set	A	B	C	D	E	F	G	H	INR Zero Only
T	otal												INR Zero Only
Quoted Rate in Words		INR Zero Only											

22. ELIGIBILITY CRITERIA:- Offers for all items will be accepted only from the reputed agency. Intending tenderers must have to produce the client list he served during last 03(three) years with documentary evidence.

23. PAYMENT:- (a) 100 % after completion of work/job monthly (b) No additional charges will be paid other than the eligible price.

24. FORCE MAJEURE:- There could be circumstances/events where the 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 considerations based on merit of the case may be granted.

25. 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

26. 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.

27. 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 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.

In case of equal value of total amount, the bidder with higher credential in Government sector will be given higher priority

28. SIGNING OF CONTRACT:

At the same time as the College notifies the successful bidder that their 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.

29. SPECIAL TERMS AND CONDITIONS:-

While tenders are under consideration, tenderers 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.

30. Schedule of Dates for e-Tendering:

SI No	Milestone	Date
1	Publishing Date	23-4-2019 at 12.00 Hrs.
2	Document Download start date	23-04-2019 from 12.00 Hrs
4	Bid submission start date	23-04-2019 from 12.00 Hrs
5	Bid submission end date	11-05-2019 up to 12.00 Hrs
6	Technical Bid opening date	13-05-2019, 14.00 Hrs
7	Uploading of Technical Bid Evaluation sheet	To be notified later
8	Financial Bid opening date	To be notified later
9	Uploading of Financial Bid evaluation sheet	To be notified later

31. Requirements:

Service: Mess Workers for Hostels.			Two years from The date of work order	
Department : Central Administration				
Sl. No	Name of Item / work	Nature of work	Man power reqd. (qty)	Remarks
1	Cook	Preparation & distribution of foods as decided by the respective Hostel Mess Committee, cleaning of Utensils, Kitchen, Dining area etc.	04	Some Female staffs may be preferred. Requirements may increase, if Government approves.
2	Helper	Preparation & distribution of foods as decided by the respective Hostel Mess Committee, cleaning of Utensils, Kitchen, Dining area etc.	10	

32. Terms and conditions for participating in the tender

- a. The agency/bidders are to ensure that the contract is for TWO year with effect from Date of Work to be started . However, the period of contract may be extended subject to:-
 - i. Agencies satisfactory performance.
 - ii. The rate of service charge, as quoted by the agency will remain fixed during the extended period along with all terms and conditions of the contract.
- b. For girls' hostel only ladies Mess Workers and for boys' hostel only gents Mess Workers to be engaged. This is to be strictly maintained.
- c. The agency shall be registered with E.S.I. and E.P.F authorities.
- d. The agency shall abide by the rules and regulations under the Minimum Wages Act, Employees Provident Funds & Miscellaneous Provision Act, Employees State Insurance Act and payment of Wages Act.
- e. The agency shall furnish the bio-data of the workers engaged duly authenticated by the agency along with recent coloured photograph before engagement. Any changes in the day to day existing worker as well as engagement of new worker after the award of contract shall be done with the intimation to the competent authority of the college and compliance of identity proof. A list of mess workers engaged must be submitted to the local police station at the time of engagement by the agency and a photocopy of the receipt by the local police station to be submitted before the college authority.
- f. The agency shall submit a list of clients with copy of completion certificate/experience certificate.
- g. It will be the responsibility of the agency to deposit EPF & ESI of the engaged mess workers and must submit proof of deposit of EPF & ESI within three weeks from disbursement of wages every month to the college. Copy of the vouchers in relation to ESI & EPF subscription deposit with Bank authority should be submitted every month with certified copy of list of deployed Mess Workers against whom the payment is made otherwise payment of wages for the next month shall be withheld.
- h. The payment of wages shall be made to the Mess Workers as per provision of the payment of wages Act but not later than 7th day of every month. The agency shall, however, not refuse/defer the payment of wages on the plea that the bill/bills for the month/months have not been paid by the college.
- i. The contract of service may be terminated by issuing 1 (one) month prior notice from either side.

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. To take responsibility of cooking and distribution of foods to all boarders of the hostels for all 365/366 days of the year.
- b. To undertake the responsibility to provide clean dress and other accessories, accommodation etc. necessary for the purpose, to the Mess Workers.
- c. To take responsibility of utensils, cooking accessories and other kitchen instruments as provided by the college authority. In case of any missing/theft of such item, the cost will be borne by the contractor.
- d. To take responsibility of keeping the kitchen dining and surrounding area including utensils clean and hygienic.
- e. Clean, hygienic and properly cooked foods to be provided to the boarders.
- f. The college authority shall in no way be liable for-
 - a. any injury, accidental or otherwise, suffered by any Mess Workers
 - b. any damage caused to any person by any Mess Worker while discharging duties in the college complex, will be dealt with as per law. No compensation will be borne by the institute.
- g. 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 Students, officers and other employees of the State Govt. working in the College premises or any member of public coming to College.
- h. 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.
- i. The terms and conditions stated in the tender document may alter during execution of agreement with consent of both College and the successful bidder.

33. Terms and conditions for participating in the tender

- q) All prices quoted must not be less than 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.
- r) 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.
- s) College reserves the right to reject any tender without assigning any specific reasons.
- t) Accommodation to the Hostel Cooks & Helpers will be provided by the contractor/agency.
- u) In order to ensure that the Hostel Cooks & Helpers 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 their own cost.
- v) The Liability of any compensation of injury to the Hostel Cooks & Helpers arising as a result of duties shall be that of the contractor/agency.
- w) With regard to the interpretation of the terms and conditions of these documents, JGEC decision shall be final.
- x) The contractor/agency have to produce the list of clients, deployed under one organisation since last three years.

34. Other Terms and Conditions:

- k. The College holds no liability for any injury, accident or accidental death etc for any person which may occur in course of the works. The question of compensation arising out of cases shall have to be settled by the agency itself entirely at its own cost and responsibility.

- l. 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.
- m. The Agency and its employee shall work in collaboration with the officials of the JGEC having the charge of the hostels of the College.
- n. The agency shall follow strictly at least the 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.
- o. 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.
- p. Rates of Minimum wages and service tax will vary from time to time as per Govt. Rules.
- q. If the Authority 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 Authority may terminate the contract.

NOTE:

- Non-fulfilment of one or more of the conditions stated above may lead to cancellation of submitted tender of the bidding party.
- Basic Minimum monthly wages rates are as per latest G.O. of Govt. of West Bengal, Department of Labour.
- Others Components like EPF, ESI, BONUS & GST etc. will be as per Govt. rule applicable.
- L1 bidder will be selected on the basis of the total **price quoted inclusive all taxes. (Column-14 of BOQ)**
- L1 bidder may have to submit the breakup of all the components as mentioned above if tender inviting authority desires.
- For any clarification/ doubt interested bidder(s) may contact the college office during office hours.

Principal / JGEC
