



**GOENKA COLLEGE OF COMMERCE & BUSINESS ADMINISTRATION
210, BEPIN BEHARI GANGULY STREET, KOLKATA 700012**

e-Mail: principal@goenkacollege.net

Memo No - G-444

Dated: 31.12.2024

NOTICE INVITING e-Tender (NIeT)

NIeT No. - GCCBA/NIeT-1/2025-2026 (1st Call)

e-Tender on official stationary as per format given in annexure-I are hereby invited by the Principal, Goenka College of Commerce & B.A. as advertised. Quotations will be compared and the List of successful bidders will be listed in www.wbtenders.gov.in site as well as in the college website.

1.	Name of Work	Providing 2 (two) Nos. of Security Personnel (without Gun) for protecting GOENKA COLLEGE OF COMMERCE & B.A.
2.	Name and Address of the Office	GOENKA COLLEGE OF COMMERCE & B.A. 210, BEPIN BEHARI GANGULY STREET, KOLKATA 700012
3.	Tenderers who are Eligible to submit Tender	Reputed, resourceful, experienced & bonafide registered Private Agencies.
4.	Documents to be Submitted Online	1. Copy of License for carrying on business of private Security Agency issued by the Home Department, Govt. of West Bengal. 2. Copy of ESI registration and latest challan 3. Copy of EPF registration and latest challan 4. Copy of PAN Card, 5. Copy of IT Return Last 3 Years 6. Copy of GST Registration No. (Active state) 7. Copy of Trade License Latest 2023-24 8. Credentials of similar nature not older than last 3yr. (Preferably in Educational Institutions)
5	EMD	Rs. 10000.00 (Ten thousand only) (Online Payment Mode either through NEFT/RTGS OR NET BANKING as per Finance order No 3975F(y) Dated: 28/07/2016.)
6	Hard Copy	All Bidder have to submit the Hard Copy to the Office of The Principal before opening date.
7	Quotation papers	e-Tender as per format given in Annexure-I


Principal
GCC&BA

ANNEXURE-I

1	Description of work	Providing 2 (two) Nos. of Security Personnel (without Gun) for protecting GOENKA COLLEGE OF COMMERCE & B.A.
2	Security Charge (Minimum wages per head per shift) *	TO BE FIXED BY GOVERNMENT ORDER through Office of the Labour Commissioner, Govt. of West Bengal
3	Service charges (per head per day) to be Quoted in % *	RATE MUST BE QUOTED BY THE SERVICE PROVIDER IN <u>PERCENTAGE</u> **
5	E.S.I CHARGE*	TO BE FIXED BY THE GOVERNMENT ORDER
6	E.P.F*	
7	Bonus*	
8	GST*	

*All statutory rates are subject to change by the Government;

** Selection of agency will be made on the basis of Service Charge only.

As this tendering exercise is meant for **HIRING OF SERVICE AGENCY, QUOTATIONS SHOWING ZERO SERVICE CHARGE WOULD SUMMARILY BE REJECTED. THE QUOTED RATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING.**

Name of the Agency :

e-mail ID :

Telephone No :

Cell Phone No :

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

Dates & Information:

1	Documents download start date (Online)	02-01-2025 AT 3.00 PM
2	Bid Submission starting (On line)	02-01-2025 AT 3.00 PM
3	Bid Submission closing (On line)	16-01-2025 AT 4.00 PM
4	Documents Submission (Hard Copy) (Offline)	Upto 17-01-2025 3.00 PM
5	Date & for opening of Technical Proposal (Online)	20-01-2025 AT 4.00 PM
6	Date & for opening of Financial Proposal (Online)	To be declared later

TERMS & CONDITIONS

1. The accepting authority reserves the right to reject any or all the quotations without assigning any reasons thereof.
2. The participating bidders are required to quote their service charge in percentage (in figure and words).
3. Security charges are the minimum wage (as per latest Labour Department order) of the security personal plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates).
4. The responsibility of deposition of contribution for ESI, EPF *etc.* is to be borne by the security agency.
5. The service charge must include all other incidental charges.
6. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges. Hence, lowest tenderer will be selected as per rates quoted for service charges only.
7. The period of contract will be for one year and no enhancement of service charge is admissible during this period. However, security charge may vary time to time and will be paid as per the latest Govt. notification.
8. No conditional / incomplete rate will be accepted under any circumstances.
9. The agency engaged for this work will have to maintain a regular contact with the college authority.
10. The persons engaged for the duty will have to wear same uniform and identity card for identification. Uniforms will have to be supplied by the tenderer for which no additional allowance or charges will be entertained.
11. The duty hour for each Security Personnel will be fixed by the College authority.
12. The College authority shall not be responsible to supply rain coat / umbrella / Torch / oil *etc.* if required. The same are to be supplied by the tenderer.
13. The College authority shall not be responsible to compensate or otherwise liable in any manner what so ever for an injury and / or death of Security Guards while on duty.
14. No claim will be entertained for the permanent services of the guards engaged.
15. T.A., D.A., Overtime allowance will not be paid to the security guards by the college authority.
16. Immediately after receiving the work order, the agency must submit to the College authority list showing the name, signature (L.T.I.), passport size photograph, Election Photo Identity Card (EPIC) in duplicate of each security guards deployed duly self-attested well in time. If any change is made subsequently by the agency, the change (in name, signature *etc.*) is also to be intimated to the College authority as and when such change is made.

17. The agency will be fully responsible for any losses, shortages, damages of Govt. property and the cost of the same as fixed by the authority will be recovered from bills of the agency.
18. The agency will keep itself ready to take up the work within seven (7) days from the date of issue of work order or from any other special date as will be mentioned.
19. **Service charge should be in the whole integer number (not in fraction) and should not be less than "1%" of minimum wages. if so then the bidder concern will not be considered as a valid participant in the concerned Tender process.**

In case two or more technically qualified firms quote the same lowest price, i.e. more than one L1, then, the bid shall be awarded as per Memo No. 2320-F(Y) dated 07.06.2022.

20. Tenure of the tender will be for three years, with a clause of option for renewal for one year at a time based on performance of the selected agency and observation of other conditions. (As per DHE order No. 222 (2) - HED-16014(99)/3/2024-APPSEC, Date. 06.12.2024)
21. Before issuing service order to the L1 an agreement in the prescribed format of the college between the college authority and the agency should be signed and an undertaking by the said agency in the prescribed format on a non-judicial stamp paper should be affirmed and submitted to the college.
22. The agency shall not be entitled to withdraw from the agreement without serving a written notice of withdrawal to the authority prior to three (3) months from the date of withdrawal.
23. The undersigned reserves the right to terminate the agreement at any time without assigning any reason whatsoever.
24. **All Agencies have to deposit amount of Rs. 10,000/- during online bidding as Earnest Money Deposit (EMD) through Online Payment Mode as per Finance order No: 3975F(y) Dated: 28/07/2016.**
25. Bills in triplicate on monthly basis must be submitted within 10th of the next month. Payment to the agency shall be made as per availability of fund. Statutory deduction as applicable shall be made from the bill of the agency.

Interested parties may follow the instructions as given below for submission of their tenders in online mode.

General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).

I. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently. All papers must be submitted in English language only.

II. Eligibility for submitting e-tender:

Bonafide and reputed Government registered Agencies having valid **Registration certificate, EPF, ESI and Service Tax Registration Certificates** and considering the nature of work minimum 3-years' experience in any Government Organization.

The address of the Bidder's registered office must be in Kolkata or its adjoining areas / districts in order to smooth running of mutual communication, prompt and timely submission of bills and daily dealings etc.

My Document (Non-Statutory Cover) containing as follows (Check List):

SI No.	Category	Sub category	Sub category Description
1.	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate & GSTR 3B Of Last month.
			Copy EPF Registration Certificate & Latest Challan
			Copy of ESI Registration Certificate & Latest Challan
			Copy of P. Tax Registration Certificate & Latest Challan of deposit of P.Tax & Copy of P. Tax Enrolment Certificate, P. Tax Challan (2024-25)
2.	Company/ Firm Details	Company Details	Trade License (FY-24-25)
			Copy of License for carrying on business of private Security Agency issued by the Home Department, Govt. of West Bengal
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3.	Credential	Credential 1	The prospective bidder must have the similar nature credential of satisfactorily completion as a prime agency during the last 3 (three) years from the date of issue of this notice under authority of state / central Govt. Undertaking / statutory bodies constituted under the statute of the state / central Govt.
			Brief User List preferably for users in West Bengal in an Institute of Higher Learning.
4.	Financial Information	Payment Certificate	PL & BS & Income Tax Returns submitted for the Assessment year 2022-23.
			PL & BS & Income Tax Returns submitted for the Assessment year 2023-24.
			PL & BS & Income Tax Returns submitted for the Assessment year 2024-25.