



Govt. of West Bengal

Maulana Azad College

8 Rafi Ahmed Kidwai Road, Kolkata-700013, West Bengal, India

Phone: 033-29730203 (Office)

Web:maulanaazadcollegekolkata.ac.in e-mail: maulanaazadcollegekolkata@gmail.com



Memo No.: 44/ Security Guards & House Keeping Personnel/ Tender

Date: 15.07.2020

WBHE/PRINCIPAL/NIQ-01/2020-21

E-TENDER NOTICE INVITING QUOTATIONS FOR ENGAGEMENT OF PRIVATE SECURITY GUARD & HOUSE KEEPING PERSONNEL AT MAULANA AZAD COLLEGE, 8 RAFI AHMED KIDWAI ROAD, KOLKATA-700013.

Quotations are hereby invited by the Principal of Maulana Azad College, 8 Rafi Ahmed Kidwai Road, Kolkata-700013. from reputed Firms/Suppliers for supply of the following categories of services through www.wbtenders.gov.in adhering to the guidelines of e-tendering:

1.	Name of work:	(i) Providing: Total 06 (Six) Security Guards (without guns), for guarding the premises of Baker Govt. Hostel, 8 Smith Lane, Kolkata-70013 (4 nos.) under Maulana Azad College & the premises of Maulana Azad College, 8 Rafi Ahmed Kidwai Road, Kolkata-700013 (2 nos.) (ii) Providing: 05 (Five) Housekeeping Personnel for the Baker Govt. Hostel, 8 Smith Lane, Kolkata-70013 under Maulana Azad College.
2.	Name and address of the office:	Office of the Principal Maulana Azad College, 8 Rafi Ahmed Kidwai Road, Kolkata-700013
3.	Eligibility to submit quotations:	Reputed, resourceful, experienced and bonafide registered private security agencies/companies
4.	Bid submission start date	17 July 2020 From 14 Hrs.
4.	Last date and time of submitting of quotations:	Saturday 25th July 2020 up to 16:00 hrs.
5.	Date and time of opening of quotations:	Technical Bid: Monday 27th July 2020 at 13:00 hrs. Financial Bid: <u>The Date & Time shall be informed later through Portal.</u>
6.	Documents to be uploaded along with applications:	(a) Copy of license for carrying on the business of private security agency issued by the Home Department, Govt. of West Bengal (b) Copy of ESI registration (c) Copy of EPF registration (d) Copy of PAN card (e) Copy of Aadhaar card (f) Copy of trade license (g) Copy of GST registration with GSTIN (h) Credentials (i) IT Return 3 years.

Principal



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TERMS & CONDITIONS:

The following terms and conditions must be adhered to while submission of quotations:

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 rate in per head per day both in figures and in words.
3. The charges to be paid to the Security Agency are to be shown in two parts: (a) Security charges & (b) Service charges. Security charges are the minimum wage (as per latest order of the Labour Department) of the security personnel plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates).
4. The responsibility of deposition of contribution for EPI, EPF etc. is to be borne by and shall lie with 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 quotation shall 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. Conditional/incomplete rate will not be accepted under any circumstances.
9. The agency engaged for this work shall have to maintain regular contact with the college authority.
10. The persons engaged for the duty will have to wear the same uniform and carry identity card for identification at all times. Uniforms shall have to be supplied by the agency for which no additional allowance or charges will be entertained.
11. The duty hours will be 8 (eight) hours for each Security Personnel and specific timings shall be fixed by the College authority.
12. The College authority shall not bear responsibility to supply rain coat/umbrella/Torch/oil etc, if required. The same are to be supplied by the agency.
13. The College authority shall not be responsible to compensate or otherwise liable in any manner whatsoever for 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 a list showing the name, signature and L.T.I., passport-sized photograph, Electoral Photo Identity Card (EPIC) in duplicate of each security guard deployed duly self-attested. If any change in personnel is made subsequently by the agency, the change(s) (in name, signature etc.) is also to be intimated to the college authority as and when such change(s) 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 college authority shall be recovered from bills of the agency.
18. The agency must be prepared to take up the work within seven (07) days from the date of issue of work order or from any other special date as might be decided upon by the college authority.
19. 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.



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20. The undersigned reserves the right to terminate the agreement at any time without assigning any reason whatsoever.
21. Bill in triplicate on monthly basis as per format given in **ANNEXURE-II** must be submitted within 10th. of every month.
22. Payment to the agency shall be made as per availability of government funds/allotment.
23. Statutory deductions as applicable shall be made from the bill of the agency.
24. All bills must be addressed to “***The Principal, Maulana Azad College, 8 Rafi Ahmed Kidwai Road, Kolkata-700013.***”
25. GST TDS will be deducted as per Government rules.
26. As per Govt. rules, income tax shall be deducted at source for payments against bills submitted.
27. All quotations shall remain valid up to 31st March, 2021.

The last date for submission of quotations through www.wbtenders.gov.in shall be Saturday 25th July 2020 up to 16:00 hrs., and quotations shall be opened on Monday 27th July 2020 at 13:00 hrs.

The Principal Maulana Azad College, reserves the right to accept or reject any or all of the quotations without assigning any reasons thereof.

Principal