



**Government of West Bengal**

**Nayagram Pandit Raghunath Murmu Govt. College**

**Office of the Principal**

**Baligeria, Nayagram, Jhargram-721125**

**NOTICE INVITING e-TENDER (NIT)**

**NIT NO.-NPRMGC/ET-SG (23)/01/23-24**

**Memo. No.: 13-eT/SG(23-24)**

**Date: 15.02.2023**

**NOTICE INVITING PRE-QUALIFYING DOCUMENT-CUM-TENDER (TWO COVER SYSTEM)**

For and on behalf of the **Purchase and Tender Sub-committee** of **Nayagram Pandit Raghunath Murmu Government College**, Nayagram the Officer-in-Charge, **Nayagram Pandit Raghunath Murmu Government College**, Nayagram, Jhargram invites online item rate e - tenders for the following works through two cover system. Prequalifying documents in a separate cover and Bid documents with BOQ rate in another cover are to be submitted by the Qualified Service-Provider or any other eligible bidders who satisfy the terms and conditions in Pre-qualifying documentation regarding e-tender for the work mentioned and detailed in the table below. Intending bidders may download tender documents from e-procurement portal of the Government Website [www.wbtenders.gov.in](http://www.wbtenders.gov.in). The pre-qualifying and bid documents duly filled in all respects should be submitted on-line through our e-portal (**as per Server Time**). **Nayagram Pandit Raghunath Murmu Government College**, Nayagram,, Nayagram,, Jhargram does not take any responsibility for the delay caused due to non-availability of internet connection or poor connectivity, etc. for online bids.

<b>Name of the Work:</b>	<b>Providing four (04) number of security Personnel ( Without Gun) for guarding the Main Building and Student Activity Centre and the Premises of &amp; at Nayagram Pandit Raghunath Murmu Government College, Nayagram, Nayagram, Jhargram, 721125, from April 2023to March 2024</b>
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<b>Name and Address of the Office:</b>	<b>Nayagram Pandit Raghunath Murmu Government College, Nayagram,,Nayagram, Jhargram, 721125</b>
<b>Company / Agency eligible for submitting Quotations:</b>	Reputed, resourceful, experienced & registered Private Agencies having experience of giving security service to at least one Government General Degree College under Higher Education Department, Government of West Bengal, other than <b>Nayagram Pandit Raghunath Murmu Government College, Nayagram,</b> <b>In case of same rate is quoted by multiple agencies, selection will be made on basis of i) more number of Govt. General Degree College (under Higher Education Department, Government of West Bengal, other than Nayagram Pandit Raghunath Murmu Government College, Nayagram) served by the agency and then ii) total year of their service period and experience (year of experience will be counted only when number of colleges served will be same for multiple agencies quoted same financial bid), and, ultimately, if those factors mentioned above would turn out same, iii) the Distance of the Office of the Company/Agency from Nayagram Pandit Raghunath Murmu Government College, Nayagram,</b>
<b>Documents to be submitted</b>	1.Copy of License for carrying on business of private Security Agency issued by the Home Department, Government of West Bengal 2. GST Registration Certificate 3. Copy of ESI Registration 4. Copy of PF/EPF Registration 5. Copy of Pan Card 6. Copy of Trade License 7. Last Updated valid P-Tax Challan 8. IT-Return of last three financial years. 9. Credentials of similar nature of work including the proof of experience of serving at least in one (01) Govt. General Degree College under Higher Education Department, Government of West Bengal, other than <b>Nayagram Pandit Raghunath Murmu Government College, Nayagram,,</b> <b>10. Declaration by the agency in letterhead about details of serving Government General Degree Colleges (as stated above) with total service period details (format given below). (Agencies are instructed to upload only the relevant documents as stated above)</b>
<b>Quotation papers</b>	<b>e-Tender as per format given in Annexure-I</b>

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### ANNEXURE-I

01.	Description of work	Providing Security Service within the premises of Nayagram Pandit Raghunath Murmu Government College, Nayagram,, from April 2023 to March 2024
02.	Security Charge ( per head per shift) Minimum wages* (B Zone)	To be fixed by Government Orders (As per the GO Labr/630LC-MW dated 20/12/219 by Office of Labour Commissioner, Government of West Bengal
03.	Service charge* ( per head per shift) To be quoted in %	must be quoted by the Service Provider in percentage**
04.	E.S.I Charge*	to be fixed by Government Order
05.	E.P.F*	to be fixed by Government Order
06.	Bonus*	to be fixed by Government Order
07.	GST*	to be fixed by Government Order.

\*All statutory rates are subject to change by 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 SHOWING ZERO SERVICE CHARGE or ANY FIGURS HAVING ZERO DECIMAL(S) DENOMINATION WOULD BE SUMMARILY REJECTED. THE QUOTED RATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING”***

Mere quoting the lowest service charge which is not reasonable and cannot be calculated in round figure of Rupees will not given any right to the agency for being selected.

Name of the Agency :

**Mailing address :**

**Telephone No :**

**Mobile No :**

**Signature of the Agency Authority  
(Designation of the signing authority with seal)**

**##Format of self declaration by the agency about their experience in serving Government General Degree College (Should be submitted in letterhead along with other documents):**

<b>Sl. No.</b>	<b>Name of the Government General Degree College</b>	<b>Tenure of Service Provided</b>	<b>Experience (in Year and Month)</b>
			<b>-----year----- month</b>

### **General Terms and 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 rate in per head per day both in figure and words.**
- 3. The charges to be paid by the Security Agency are to be shown in two parts- a) Security charges, b) Service charges. A security charge is the minimum wage (as per latest Labour Department, GoWB order) of the security personnel plus charges for ESI, EPF and Bonus (as per latest Government approved rates).  
c) *The prospective bidder needs to deposit the consolidated amount of EMD of Rs. 10,000.00 (Rupees Ten Thousand only) in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/ Pay Order drawn in favour of Principal, Nayagram Pandit Raghunath Murmu Government College, Nayagram, payable at Nayagram, as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.***
- 4. The responsibility of deposition of contribution for EPI, EPF etc. is to be borne by the security agency and documents for that matter are to be submitted on quarterly basis for clearance of the subsequent bills.**
- 5. The service charge must include all other incidental charges.**
- 6. As security charges are to be quoted as per latest Government order, there will be no variation in security charges. Hence, lowest bidder will be selected as per rates quoted for Service Charges only.**

If multiple agencies quoted same reasonable, logical and convincing service charge, then selection will be made on the basis of i) more number of Government. General Degree College (under Higher Education Department, Government of West Bengal, other than Nayagram Pandit Raghunath Murmu Government College, Nayagram, ) served by the agency and then ii) total year of their service period experience (year of experience will be counted only when no. colleges served will be same for multiple agencies quoted same financial bid),and, ultimately, if those factors mentioned above would turn out same, iii) the Distance of the Office of the Company/Agency from Nayagram Pandit Raghunath Murmu Government College, Nayagram.

7. The period of contract will be usually for one year and no enhancement of service charge is admissible during this period However security charge may vary from time to lime and will be paid as per the latest Govt. notification. College Authority reserves the right to terminate the contract at any point of time or to extend the same after one year under the same terms and conditions.

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.Uniform will have tobe supplied by the company forwhich no additional allowance charges will be entertained.

11. The duty hourwill be 8 (Eight) Hoursfor each Security Personnel andwill be fixed by theCollege authority.

12. TheCollege authority shall notbe responsible tosupply raincoat/umbrella/ Sanitizer/Torch / oil etc. if required for the deputed personnel. The same are to be supplied by the selected company.

13. The College authority will not be responsible to compensate or otherwise liable in any manner whatsoever 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 allowances will not be paid to the Security Guards by the College.

16 Immediately after receiving the work order, the agency must submit to the College Authority a list showing the names, signatures (or L.T.I), Passport-size Photograph, Election Photo Identity Card (EPIC), Aadhar Card in duplicate and duly self-attested against each security guards to be deployed. 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, damage of Government property and the cost of the same as fixed by the concerned 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 issuance of work orders or from any other special date, as or when, will be mentioned.

19. The agency will not be entitled to with draw the agreement without serving a notice of withdrawal to the authority prior to 3 months.

20. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.

21. a) Bill in triplicate on monthly basis as per format given in Annexure-1 must be submitted within 10th of the next month. b) Payment to the agency shall be made as per availability of fund. c) Statutory deduction as applicable shall be made from the bill of the Agency.

22. Filled NIT without e-mail ID and contact details will be cancelled.

23. The decision of the college authority in selection of the agency will be final and binding. The supporting documents of the Lowest Bidder are to be submitted to the office of the Officer-in-Charge of the College at the time of deposition of the security guards.

**:: Date and Time / Schedule ::**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
<b>01.</b>	<b>Date of uploading of N.I.T. &amp; other Documents (Online) (Publishing Date)</b>	<b>18.02.2023</b>
<b>02.</b>	<b>Documents download/sell Start (Online)</b>	<b>18.02.2023 – 10.00 AM</b>
<b>03.</b>	<b>Bid submission: Starting date (On line)</b>	<b>18.02.2023 – 10.00 AM</b>
<b>04.</b>	<b>Bid Submission Closing (On line)</b>	<b>25.02.2023 – 03.00 PM</b>
<b>05.</b>	<b>Bid opening date for Technical Proposals (Online)</b>	<b>27.02.2023 – 03.00 PM</b>
<b>06.</b>	<b>Date of uploading list for technically qualified bidder(Online)</b>	<b>To be Notified Later</b>
<b>07.</b>	<b>Date &amp; place for opening of financial proposal (Online)</b>	<b>To be notified later</b>
<b>08.</b>	<b>Date of uploading of list of bidders along with their rates through (Online), also if necessary for further negotiation through offline for final rate.</b>	<b>To be notified later</b>

Sd/-

**Officer-in-Charge**

**Nayagram Pandit Raghunath Murmu Govt. College,**

**Baligeria, Nayagram, Jhargram,721125**