



**Government of West Bengal**  
**Office of the Principal**  
**SHAHID MATANGINI HAZRA GOVERNMENT COLLEGE FOR WOMEN**  
Chaksrikrishnapur:: Kulberia :: Purba Medinipur :: Pin-721649

**Memo No.: SMHGC/33/2019**

**Date: 14/02/2019**

**NOTICE INVITING QUOTATION**

Sealed Quotations on company pad as per format given in Annexure-I are hereby invited and will be received by the Office of the Principal Shahid Matangini Hazra Govt. College for Women till the date and up-to the time specified herein. Quotations will be opened on the same day one hour after the time of receipt of quotation.

Name of Work	:	Providing Security Personnel (without Gun) for guarding of the Shahid Matangini Hazra Govt. College for Women.
Name and Address of the Office	:	Shahid Matangini Hazra Govt. College for Women, Chaksrikrishnapur, P.O-Kulberia. Near Nimtouri Bus Stand. Purba Medinipur.
Quotationers who are Eligible to submit Quotation	:	Reputed, resourceful, experienced & bona-fide registered Private Agencies.
Last Date & Time of submitting quotation Papers	:	04/03/2019 up to 1:00 P.M.
Opening of quotations	:	At 02:00 PM on 06/03/2019
Documents to be submitted along with the application	:	<ol style="list-style-type: none"><li>1. Copy of License for carrying on business of private Security Agency issued by the Home Department, Govt. of West Bengal.</li><li>2. Copy of ESI registration</li><li>3. Copy of EPF registration</li><li>4. Copy of PAN Card</li><li>5. Copy of Trade License</li><li>6. Copy of Tax registration</li><li>7. Copy of Trade licence</li><li>8. Credentials</li></ol>
Quotation Papers	:	On company pad as per format given in annexure-I



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## 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 rate in per head per day both in figure and words
3. The charges to be paid to Security Agency are to be shown in two parts- a) Security charges, b) Service charges. Security charges is the minimum wage (as per latest labour department order) 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 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 bidder 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. Uniform will have to be supplied by the company for which no additional allowance or charges will be entertained.
11. The duty hour will be 8 (eight) hours for each Security Personnel and 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 selected company.
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.



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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, damage, 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. The agency will not be entitled to withdraw 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-11 must be submitted within 10<sup>th</sup> 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 age

**ANNEXURE-I**

**QUATATION FOR PRIVATE SECURITY GUARDS**

<b>1.</b>	<b>Description of work</b>	<b>:</b>	
<b>2.</b>	<b>Security charge (per head per shift)</b>	<b>:</b>	
<b>3.</b>	<b>Service charge (per head per shift)</b>	<b>:</b>	
<b>4.</b>	<b>Service Tax (per head per shift)</b>	<b>:</b>	

**Name of agency:**

**Mailing address:**

**Telephone No. :**

**Mobile No     :**

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