

**QUOTATION FOR DEPLOYMENT OF SECURITY PERSONNEL
AT
GOVERNMENT COLLEGE OF ENGINEERING & TEXTILE
TECHNOLOGY, SERAMPORE
UNDER
OPEN TENDER PROCEDURE**

Tender Notice No.705 /GCETTS Security/2018-19

Government of West Bengal
Government College of Engineering & Textile Technology, Serampore
12 William Carey Road, Serampore, Hooghly - 712201

Tender Notice No. 705/GCETTS Security/2018-19

Sealed Quotations are hereby invited by the Officer-in-Charge, Government College of Engineering & Textile Technology, Serampore on behalf of the Govt. of West Bengal from the registered Security Guard suppliers/eligible and resourceful contractors, bidders, having sufficient credential and financial capability for execution of works of similar nature for the following work : - Temporary guarding arrangement by private Security Guards in the entire campus of the Government College of Engineering & Textile Technology, Serampore, 12 William Carey Road, Serampore, Hooghly-712201. The agency has to ensure total security coverage of entire college premises round-the-clock including Sundays and Holidays i.e. for all the 24 hours of the day and for all 365/366 days of the year. The agencies are requested to quote their unit rates per head per day (considering 8 hours duty) in sealed bids considering the following matters:-

Minimum Wages + EPF+ ESI+ Labour Welfare Cess as per existing Govt. rule and service charge. The responsibility for ESI, EPF, and Bonus for the security Personnel to be provided by the Security Agency will be shouldered by the agency supplying / engaging the personnel. The office of the undersigned will check the documents that above norms are being followed.

NOTE

1. Tender as per prescribed Format along with the "Terms and Conditions" are to be submitted in the two bid system in separate sealed covers.
2. Scope of work as per attached Annexure.
3. The bidder have to deposit a DD of Rs. 20,000/- (Rupees twenty thousand) in favour of Government College of Engineering & Textile Technology Serampore, payable at Serampore as "EARNEST MONEY DEPOSIT" which will be refunded to all bidders except successful one, within a month from the date of opening the said tender.
4. The agency should ensure wage to the Security Guards as per stipulation made by the Govt. of West Bengal based on the Minimum Wages Act 1948 as notified in the Calcutta Gazette from time to time.
5. The tender should be strictly in accordance with the enclosed terms and condition
6. Payment will be made on submission of attendance sheet of the previous month's duty submitted by the contractor and certified by the Registrar or competent authority of the institute. Calendar of month: One month will be reckoned from 1st of calendar month to last day of month
7. The sealed bids are to be submitted / reach the office of the Principal//Officer-in-Charge, Government College of Engineering & Textile Technology, Serampore by 1 P.M, 21st September 2018.
8. The tenders will be opened on 21st September 2018 at 1.30PM in the Committee Room of the college.
9. The Authority of Government College of Engineering & Textile Technology, Serampore reserves the right to accept or reject the tender on the basis of amount offered, past experience and/ or any other aspects, deemed fit.

Date: 06/09/18

Halish
06/9/18
Officer-in-Charge
Govt. College of Engineering and
Textile Technology, Serampore, Hooghly

Eligibility Criteria for Submission of Quotation

1. The Security Agencies should have to be registered with Central/State Government.
2. The Agency should have good financial background and reputation. The bidder must furnish a proof showing that the Agency has a work experience of last three consecutive years (i.e., FY 2015-2016, 2016-17, 2017-18) in the similar field supported with each year experience certificate.
3. The firm/agency should have EPF/ESIC registration.
4. More than 30 men/women on roll.
5. Should be able to deploy persons with good moral character having never been convicted of a criminal offence by a court of law, physically fit without any permanent physical or mental disability in the age group of 25-45 years (preferably ex-servicemen).
6. At least 2 running contracts in different establishments or educational campuses. The certificate of experience from any Institution /Organization, not below the rank of Registrar/ Executive Engineer / Gazetted Officer or equivalent rank officers shall only be considered acceptable.
7. The registered head office or one of the branch offices of the service provider should be located in West Bengal. The detail of the employees working in the office along with complete address with contact numbers must be submitted along with the bid.
8. The firm must be registered with registrar of companies/ firms.
9. The firm must be registered with the office of the Labour Commissioner.
10. The firm must be registered under the private security regulation act 2005.
11. PAN/TIN number issued in the name of firm must be submitted.
12. The firm must hold a valid registration for Employees Provident Fund (EPF)/ESIC/Service Tax and must submit documentary proof in the support.
13. The firm must hold a valid GST No.

B. Desirable:

1. ISO 9000 Certification.
2. Running contract or experience in large Educational Institutions.
3. Disaster Management Service.
4. Awards obtained by the Agency.
5. Reasonable years of service in the Security field of which preferably 2 years in educational institutes.
6. Knowledge of Bengali/English/Hindi is preferred for the Guards, in the case of Agency from states other than West Bengal.
7. Trained by a well-structured training center.
8. Capability to provide vehicles and wireless communication equipment to their staff.
9. Trained Security guards in handling standard firefighting equipment and CCTV/IPTV surveillance systems.
10. The financial documents of the agency must be audited by any registered Chattered Accountant.

TERMS AND CONDITIONS

1. The contract will be for three years with effect from 1st December 2018, subject to -
 - i) Renewal of contract in every year by the college authority on the basis of agency's satisfactory performance.
 - ii) The rate of percentage for service charge, as quoted by the agency, will be fixed and final for the entire period of contract.
2. The agency shall be registered with E.S.I. and E.P.F. authorities and must have the license under the contract labour (Regulation and Abolition) Act, 1970 from the Labour Department to engage contractual staff as Security Guards and Security Supervisors.
3. 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.
4. The agency shall quote percentage of rates only for Service Charge on per head per month basis and will be same for all categories of security personnel. Other charges like Basic Wages, EPF, ESI, Bonus and Service Tax will be fixed as per government order. Besides Service Charge, no other charges are to be quoted by the agency.
5. The age of the employed security personnel should not preferably be more than 45 years.
6. The college authority will pay only the quoted rates. No other charges will be entertained by the college authority. There shall be an automatic increase in the minimum wages of the personnel provided by the service provider consequent upon any increase on such account affected by any Govt. orders / minimum wages etc. However, service charge finalized through Tender shall remain fixed throughout the tenure of the contract.
7. The agency shall furnish the bio-data of the employees engaged duly authenticated by the agency before engagement. Any changes in the list of existing employees as well as, new employees' engagement after the award of contract, shall be done with the intimation to the competent authority of the college.
8. The agency shall submit a list of clients with copy of completion certificate/ experience certificate.
9. The agency shall submit proof of deposit of EPF and ESI within three weeks from disbursement of wages every month to the Accounts Officer of 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 Security Guards and Supervisors against whom the payment is made, otherwise payment of wages for the next month shall be withheld.
10. The payment of wages shall be made to the Security Guards and Supervisors as per provision of the payment of wages Act but not later than 7th 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. The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of PF, ESI, Service Tax, GST etc. However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful contractor shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No. etc. of the 14 outsourced persons every month without fail and before submitting bills for the subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the contractor.
12. The service provider will submit the bill in triplicate in the 1st week of following month for payment. The payment will be made on prorata basis whatever the amount comes to after necessary deduction in terms of non-permissible absent of the manpower.
13. The contract of service may be terminated by issuing 2 (two) months prior notice from either side.

DESCRIPTION/ SCOPE OF WORK

For effective deployment of suitable security personnel in each and every building/ Guest House, hostel, Library, residential complex, all gates of the college and entire college complex, the agency has -

1. To take charge of the entire college campus and its boundary walls and to ensure total security coverage of the college premises round-the-clock including Sundays and Holidays i.e. for all the 24 hours of the day and for all 365/366 days of the year. The security personnel deployed shall take regular rounds of the premises to maintain strict vigil and remain alert.
2. To undertake the responsibility to provide uniform and other accessories, accommodation etc. necessary for the purpose, such as, torches, batteries, lanterns, gumboots, etc. to the security personnel and arms and ammunitions for the gunmen, if any.
3. To protect properties from theft, pilferage, burglary, dacoity at the college complex. For the occurrence of such theft, burglary and the like, the contractor may adopt/embark upon any insurance at its own cost with prior knowledge of the authority of the institute.
4. To collect all keys of all departments including the office and laboratories and keep with the security personnel.
5. Gate Pass: a) No materials will be allowed to pass out in any mode unless the same is properly checked and copy of the valid challan is handed over to the Guards who shall preserve it for maintaining full account thereafter for materials. b) Any verbal instruction or any slip signed beyond the Officer-in-Charge/ Registrar will not be treated as a Gate pass. Without proper gate pass guards will not allow any vehicles to go in or out. Hence guards will not be responsible for any damage to the vehicles for want of proper gate pass.

Further the following issues need to be addressed by the agency:

6. The contractor shall not engage any person as security personnel who have ever been convicted by a court of law or who has any adverse report against him in the records of the police.
7. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, gutka, tobacco, smoking, loitering without work.
8. The contracting Agency will be required to sign a contract with GCETTS. The other terms and conditions specified in the Tender document and accepted bid will also form the part of the Model Agreement
9. The agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on holidays/off days, as the case may be.

9. The contractor shall provide everything necessary for the proper execution of the work. GCETTS will not supply any Tools & Plants (T&P) or any other equipment, labour, etc. The Contractor shall at his own cost and expenses provide all the supervision tools, apparatus, conveyance, uniforms etc. and specified materials required for execution of the work covered by this contract to the entire satisfaction of GCETTS. Colour of Uniform: Olive Green/ Sky blue/ Blue uniform with badges of the Agency along with lathi, torches per guarding duty.

10. The agency shall maintain records of inward and outward movement of men, materials, etc with proper check on the same as per instructions given from time to time by the College authority.

11. The security personnel deployed shall take regular rounds of the premises to maintain strict vigil and remain alert.

12. The security personnel will be duly trained in fire safety operations. They should be trained to operate various fire control equipment installed at different buildings. They should have knowledge in First Aid/driving/handling wireless equipments/CCTV surveillance system, modern security gadgets etc.

13. Theft/Fire: a) In case of fire breaks out in the premises preliminary action for its Extinguishment by local arrangement or by informing Fire Bridge / Police Station will be made by the guards on duty and report immediately to the authority.

b) In case of theft or any attempt to theft of materials the responsibility of the security to lodge FIR to the local Police Station after spot verification with the permission of concerned Authority.

14. The agency will keep the College authority informed of all the matters of security and cooperate in the investigation of any incident relating to security.

15. The agency shall be responsible for protection, monitoring of the security gadgets installed at the office premises and ensure proper access control mechanisms.

16. The agency will ensure that the persons posted for the work are well conversant with the operation of fire extinguishers.

17. The college authority shall not be liable for-

- a. Any injury, accidental or otherwise, suffered by any security personnel
- b. Any damage caused to any person by any security personnel while discharging duties in the college complex, will be dealt with as per law. No compensation will be borne by the institute.

18. Change of Guards: a) The guards will have to be replaced in case of any complaint/ allegation lodged by the concerned authority in writing to the agency. No claim will be submitted for their permanent service by the agency. The college authority shall not be responsible if any liabilities arise in this regards.

19. Identification: Photographs with full permanent address of each of the guarding personnel should be placed to the Registrar, GCETT-S before deputing them to the guarding.

20. Checking of Guards: Agency authorized personnel i.e. Field Officer Supervisor of Chief Security Officer etc. will go to the guard duty area for checking the guards on duty during day and night. He will always bear his Identity Card. Otherwise he will not be able to check the guards on duty. After checking he will give his remarks on the visitors Book kept with the guards regular basis.

21. The service provider shall engage the necessary person as required by our office from time to time. The said person engaged by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary every month in time by the contractor. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (this institute) further that the said person(s) of the service provider shall not claim any benefit. The contractor should not stop the payment of salary on account of delays not attributed to the engaged.

22. Modification of the terms and Condition: Any modification required on the terms and condition may please be done in consultation with both the parties.

23. Withdrawal of Guards: If the services of the Guards are not required by the college within the validity period then one month notice will be given before with drawl of guards to the Agency.

DUTY HOURS FOR SECURITY PERSONEL

Duty Hours: Security Guards for each category duty hours will be 8 hours in each shift. a) In case shortage of Guards due to sick leave or other reason, alternative arrangement for replacement of guard will have to be made to avoid any kinds of discontinuity in the duty. No objection shall be raised by the agency for this reason. Otherwise it will be treated negligence of the agency.

Duty Schedule for Weekdays

SHIFT	FROM	TO	Un Armed Man Power
A	6.00hrs	14.00hrs	2
B	9.30hrs	17.30hrs	6
C	14.00hrs	22.00hrs	2
N	22.00hrs	6.00hrs	3

Duty Schedule for Sundays and Holidays

SHIFT	FROM	TO	Un Armed Man Power
A	6.00hrs	14.00hrs	3
B	9.30hrs	17.30hrs	3
C	14.00hrs	22.00hrs	3
N	22.00hrs	6.00hrs	4

N.B. This schedule of deployment may change as per requirement.

Quantity of manpower requirement may increase or decrease or may be cancelled up to any extent.

The responsibility of the Security supervisor will be to co-ordinate the overall security system.

Submission of Tenders: The tender should be submitted in a wax sealed master envelope with the name of job i.e. "Tender for Security Services" super scribed over it. The name and address of the bidder should be written on the bottom left hand corner of the envelope. The tender should be addressed to, **Officer-in-Charge, Govt. College of**

Engineering and Textile Technology, Serampore, 12 William Carey Road, Serampore, Hooghly, W.B., 712201. The documents can be submitted up to 1.00PM. of 21st September 2018 and be submitted in sealed three parts i.e. 1) Earnest Money 2) Technical Bid (Qualifying Requirement) 3) Financial/Price-Bid in a separate sealed envelope, indicating specific part on the envelop.

Envelope shall contain the following:-

- a) Tender Document duly filled and signed.
- b) Bidder's covering letter.
- c) Crossed Demand Draft for Earnest Money in separate envelope.
- d) Copy of License under W.B. Private Security Agency (Regulation) Act, 2005.
- e) PAN/ TAN Number and copy of latest Income Tax return of the company/firm etc.
- f) Service Tax Number.
- g) Copy of Profession Tax License.
- h) Copy of Shop & Establishment License / registration of firm.
- i) PF registration Number / Account.
- j) Experience certificate / Company's profile.
- k) List of Clients.
- l) ESI certificate or certificate of accidental insurance of the employees.
- m) The firm must hold a valid registration for Employees Provident Fund (EPF)/ESIC/Service Tax and must submit documentary proof in the support.
- n) Audited copy of balance sheet with trading, profit and loss account for last three financial years.
- o) License for using arms by the arm guards.

All pages of tender document including various annexure shall be signed and stamped at the lower right hand corner and wherever required by the bidder.

Handwritten signature and date:
06/9/18

Officer-in-Charge
Officer-in-Charge
Govt. College of Engineering and
Textile Technology, Serampore, Hooghly

TENDER FORMAT

Technical Bid

Information/inputs to be filled by the agency

Items	Information /inputs (Separate sheets may be enclosed if required)
Name and address of the agency	
Telephone number, Fax, Mobile number, Email address	
Type of organization (Whether proprietorship, partnership, private limited, limited company)	
Name and address of the directors/ proprietor /partners	
Year of formation of the company/ experience as a security service agency	
Experience of working in the educational institutions	
Nature of business carried by the company	
List of current clients	
Branches in other cities in India and contact details	
Any sister concerns and their address	
Details of registration	
Banker's name and address, IFSC Code	
Total number of employees of the firm	
Contact numbers in case of emergency	1. 2. 3.
Income tax return for the last financial year	
Total turnover of the agency during last financial year	
Details of registration with statutory authorities like PF, Gratuity, etc	
Details of Arms/ammunitions (if any)	
ESI/Accidental Insurance details	
Service tax number/ certificate	
PAN number	
Detail of Labour License	
Security Registration Details (under the private security regulation act 2005)	
GST Details	

ANNEXURE-II

Undertaking

I do hereby certify that all the information furnished above are true to the best of my knowledge/ and I have no objection to the College verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency/tender

Official seal/ stamp

Date:

Place:

TENDER FORMAT

Financial Bid

(Tender Notice No. 705/GCETTS Security/2018-19)
Wages structure per head per month

Sl. No.	Particulars	Amount(Rs.)
01.	Basic/Minimum wages	Fixed as per Govt. order issued from the Finance Department from time to time
02	E. P. F.	Fixed as per Govt. order issued from the Finance Department from time to time
03.	E. S. I.	Fixed as per Govt. order issued from the Finance Department from time to time
04.	Bonus	Fixed as per Govt. order issued from the Finance Department from time to time
05.	Service Tax	Fixed as per Govt. order issued from the Finance Department from time to time
06.	Service Charge (To be quoted on per month per head basis as per percentage of Basic/Minimum wages)	

Signature of authorized representative
of the agency with seal

**QUOTATION FOR DEPLOYMENT OF
SECURITY PERSONNEL**

AT

**GOVERNMENT COLLEGE OF
ENGINEERING & TEXTILE
TECHNOLOGY, SERAMPORE**

**UNDER
OPEN TENDER PROCEDURE**

Tender Notice No. 705/GCETTS Security/2018-19

Dated : 06.09.2018

**Tender Closing Date:
up to 1.00PM. of 21st
September 2018**