



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
*Maulana Azad College*



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA  
Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com  
Website: <https://maulanaazadcollegekolkata.ac.in>

**MemoNo. 592/e-tend dt.08.02.2024**

**Date:08/02/2024**

**WBHE/PRINCIPAL/NIQ-01/2024-25**

**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](http://www.wbtenders.gov.in) adhering to the guidelines of e-tendering:

1.	Name of the Work	(i) Providing: <b>Total 10(Ten) Security Guards</b> (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.) and the premises of Girls' Hostel, 19, Hazi Md. Mohsin Square, Kolkata-700016, under Maulana Azad College (4 nos.) (ii) Providing: <b>Total 05 (Five) Housekeeping Personnel</b> for the Baker Govt.Hostel,8Smith Lane, Kolkata-700013 under Maulana Azad College.
2.	Name and address of the office:	Office of the Principal <b>Maulana Azad College,</b> 8 Rafi Ahmed Kidwai Road, Kolkata-700013
3.	Eligibility to submit quotations:	Bona fide, reputed, resourceful and Government registered Agencies having valid Registration certificate, and minimum 1 year experience in any Government College (General Degree) of similar nature of work
4.	Bid submission start date:	<b>Monday 10<sup>th</sup> Feb 2024 from 18:55 hrs.</b>
5.	Last date and time of submitting of quotations:	<b>Monday 19<sup>th</sup> Feb 2024 from 15:00 hrs.</b>
6.	Date and time of opening of quotations:	<b>Technical Bid: Wednesday 21<sup>th</sup> Feb 2024 from 16:30 hrs</b> <b>Financial Bid: The Date &amp; Time shall be informed later through Portal.</b>
7.	Documents to be uploaded:	Technical bid documents in the following manner. (a) PAN card of the bidder. (b) Up to date Trade License. (c) GST registration certificate and GSTR-3B of last month. (d) EPF, ESI (up to date ECR CHALLAN). (e) Up to date Income Tax return. (f) Up to date Profession Tax clearance certificate. (g) Valid license for business of private security agency issued by the Home Department, Government of West Bengal. (h) Certified copies of credentials of similar nature of works in academic institution (at least one year). Failure of submission of any of the above documents may render the tender liable to be summarily rejected / cancelled.



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8. Earnest Money Deposit (EMD):	<p>Earnest Money amounting to Rs. 40,000.00/- (Rupees Forty thousand only) will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name &amp; Account No., Amount, Beneficiary Bank name (SBI) &amp; IFS Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD to the Account.</p> <p>Exemption: MSMEs registered with NSIC under Single Point Registration scheme / DIC (District Industries Centre)/Udyog Aadhar are exempted from depositing Earnest Money for which copies of valid MSME's Certificate along with NSIC Certificate/DIC Certificate/ Udyog Aadhaar Acknowledgement / Udyog Aadhaar Memorandum issued by MoMSME, Documentary evidence must be uploaded for claim of such exemption, failing which their tender would be summarily rejected.</p>
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**1. Instructions to the bidders-**

- (a) **'Service Charge Zero'** in case of Security Agency will not be accepted.
- (b) All Technical Bids must be supported with the following information & documents:
- List of Government establishments where security services have been provided in the last three years (3yrs) with the respective 'Work Orders' & 'Satisfactory Report'.
  - Total number of years services provided by the Security Agency at the Govt. institutions till date.
  - Number of security personnel supplied in a single contract by the agency in the last three years with supporting documents.
  - Annual turnover of the agency with supporting documents for the last 3 years.
- (c) **If there is tie in financial bid, TIA (Tender Inviting Agency) may follow the procedure as per the Memorandum No. 2320-F(Y) dt. 07/06/2022 of Finance Dept., Audit Branch, Govt. West Bengal: in the procurement of manpower supply/House Keeping/Security Service, if the contract is not divisible and bid for the agency fee quoted by all L1 bidders is one and the same, in that case TIA (Tender Inviting Agency) may select the agency based on number of personnel supplied in a single contract during the last three years.**

**NOTE: Once selected, the credentials of the Agency will be sent to Higher Authorities for approval, the work order will be issued as and when the College receives the final approval from the appropriate authority.**



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Financial bid must contain-

- i) Service charge on Basic Wages Rate Per Month only as per Labour Dept. WB as revised time to time (26 Working Days + 4 Holydays)
- ii) EPF- 13%
- iii) ESI- 3.25%
- iv) Bonus- 8.33%

During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers of any bidder are incorrect / fabricated / manufactured, the bidder will not be allowed to participate in the tender process and the application will be rejected outright.

**2. Site-** Maulana Azad College, 8, Rafi Ahmed Kidwai Road, Kolkata-13 and Baker Govt. Hostel, 8, Smith Lane, Kolkata-13 of Maulana Azad College and 19 Hazi Md Mohsin Square, Kolkata- 16.

**3. Scope of services-**

**For Security Guards** -The service shall consist of providing security personnel, safeguarding all kinds of property belonging to and under custody of the Maulana Azad College, Baker Govt. Hostel and Girls' Hostel, barring unauthorized entry and exit of goods and materials, guarding against trespassing and all other duties relating to security arrangements including reporting.

**For Housekeeping personnel-** The service shall provide cleaning and housekeeping of Baker Govt. Hostel including all the rooms, corridors, and adjoining areas of the Hostel.

The authority shall have the right to allot such other duties relating to security or housekeeping arrangements as may be necessary from time to time in addition to what has been prescribed herein above.

**4. Dismissal of personnel-** The selected contractor shall dismiss / withdraw from the work or take appropriate action against any person employed there on, who may be found incompetent or guilty of misconduct or unsuitable in the interest of the college and place a suitable substitute immediately.

**5. Tenure-** of engagement from FY-2024-25

**6. Liability of statutory Payments and compliances-** The selected contractor is liable to pay statutory payments viz. EPF, ESI, Bonus etc. and liable to comply with statutory obligations on the aspect of the engagement of personnel timely and regularly.

**7. Selected contractor to provide-** Uniforms, Torch, umbrella, shoes, and other such requirements which are essential for discharge the services.

**TERMS AND CONDITIONS**

1. **For Security guards-** Standard of physical fitness and educational qualifications-

- i) Height Male 160 cm and female 150 cm and weight according to the height.
- ii) Chest 80 cm with an expansion of 4 cm
- iii) A candidate should be free from any contagious or infectious diseases. Medical certificate is to be enclosed.
- iv) A candidate should have passed standard VIII<sup>th</sup> Examination.

**For Housekeeping Personnel-**

- i) A candidate should be physically fit and should be free from any contagious or infectious diseases. Medical certificate is to be enclosed.
- ii) A candidate should have passed standard VIII<sup>th</sup> Examination.

2. In the matter of payment towards the engaged personnel the agency will be liable to pay the minimum wages to everyone the rate as should be prescribed by the Labour Department, Govt. of West Bengal, and



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notification applicable time to time and the said amount must be deposited by means of e- transfer to bank account of the individual engaged personnel. This must be noted at the time of Tender as declaration. If there be any violation of this, the tender shall be liable for rejection.

3. Rate to be quoted inclusive of all charges. No other charges other than the contractual amount will be entertained.
4. The successful agency should provide an Identity card with recent photo to each personnel, and they should wear the uniform and badge (supplied by the agency) during duty hours.
5. The name, complete profile with identity proof to be put on duty shall have to be communicated to the **Principal, Maulana Azad College.**
6. The amount deducted on account of contribution of EPF, ESI etc. shall have to be deposited to the appropriate authority within the stipulated timeframe and document evidencing such deposits shall have to be deposited to the office.
7. Contractor shall have to comply with provision of the Minimum wage act.
8. Successful bidder L1 must submit the bills in triplicate within 10th day of each month along with documents of:
  - i) EPF and ESI deposited challan of the last month showing the names of the engaged personnel.
  - ii) E-Payment documents to individual engaged personnel through bank showing the amount and date of payment are to be enclosed.
9. The authority reserves the right to reject any or all the tender at its own discretion without assigning any reason thereof.
10. The authority reserves the right to alter the terms and conditions of this notice at any time in the interest of public service and in the interest of National Programme.
11. 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 before the court of Executive Magistrate should be affirmed and submitted to the college.
12. The participating bidders are required to quote their Service Charge rate on monthly basis both in figures and in words.
13. The charges to be paid to the Security Agency are to be shown in two parts: (a) Security or House Keeping charges & (b) Service charges. Security charges or House Keeping 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).
14. The responsibility of deposition of contribution for ESI, EPF etc. is to be borne by and shall lie with the Security agency.
15. The service charge must include all other incidental charges.
16. As security or House Keeping charges are to be quoted as per latest Govt. order, there will be no variation in security charges. Hence, lowest quotation **shall be selected based on rates quoted for service charges only.**
17. **The period of contract will be From April- 2024 to March – 2025 (1 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 by Labour Department.
18. Conditional/incomplete rate will not be accepted under any circumstances.
19. The agency engaged for this work shall have to maintain regular contact with the college authority.



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20. The persons engaged for the duty will have to wear the same uniform and always carry identity card for Identification. Uniforms shall have to be supplied by the agency for which no additional allowance or charges will be entertained.
21. The duty hours will be 8 (eight) hours for each Security or House Keeping Personnel and specific timings shall be fixed by the College authority.
22. The College authority shall not bear responsibility to supply raincoat/umbrella/Torch/oil etc, if required. The same are to be supplied by the agency.
23. 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.
24. No claim will be entertained for the permanent services of the guards engaged.
25. T.A., D.A., Overtime Allowance will not be paid to the security guards by the college authority.
26. 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.
27. 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.
28. 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.
29. 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.
30. The undersigned reserves the right to terminate the agreement at any time without assigning any Reason whatsoever.
31. Bill in triplicate on monthly basis as per format given in **ANNEXURE-I** must be submitted within 10<sup>th</sup> of Every month.
32. Payment to the agency shall be made as per availability of government funds/allotment.
33. Statutory deductions as applicable shall be made from the bill of the agency.
34. All bills must be addressed to “to **The Principal, Maulana Azad College, 8 Rafi Ahmed Kidwai Road, Kolkata-700013**”.
35. GST TDS will be deducted as per Government rules.
36. As per Govt. rules, income tax shall be deducted at source for payments against bills submitted.
37. All quotations shall remain valid up to **31<sup>st</sup> March 2025**.  
***The Principal, Maulana Azad College reserves the right to accept or reject any or all the quotations without assigning any reasons thereof.***

***Principal***



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**ANNEXURE-I**

1. Description of work	(i) Providing: Total 10 (Ten) 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.) and the premises of Girls' Hostel, 19, Hazi Md. Mohsin Square, Kolkata-700016, under Maulana Azad College (4 nos.) (ii) Providing: Total 05 (Five) Housekeeping Personnel for the Baker Govt. Hostel, 8 Smith Lane, Kolkata-700013 under Maulana Azad College.
2. Security Charge (monthly basis) Minimum wages (A Zone)	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER
3. Service charge (monthly basis)	TO BE QUOTED BY THE SERVICE PROVIDER in percentage **
4. E.S.I CHARGE	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
5. E.P.F.	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
6. Bonus	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
7. GST	TO BE FIXED BY GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.

\*\* Selection of agency will be made based on Service Charge only. As this tendering exercise is meant for "HIRING OF SERVICE, AGENCY SHOWING ZERO SERVICE CHARGE WOULD BE SUMMARILY REJECTED. THE QUOTED RATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING".

Name of the Agency:

Mailing address:

Telephone No:

Mobile No:

EMAIL:

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



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**EXPERIENCE PROFILE. FORMAT**

**B.6.1. NAME OF THE FIRM/APPLICANT:**

**B.6.2. LIST OF COMPLETED PROJECTS THAT ARE SIMILAR IN NATURE TO THE WORKS DURING THE LAST THREE YEARS FROM THE DATE OF NIT.**

Name, Location & Nature of Work	Dept. Concern	Original Time Schedule		Actual Time Schedule		No. Of Personal Deployed.
		Start Date	Completion Date	Start Date	Completion Date	

Note:

- Certificate from the Employers to be attached.
- Non-disclosure of any information in the Schedule will result in disqualification of the firm.

**Signature of applicant**

(Including title and capacity in which application is made)