

Government of West Bengal
Office of the Principal
Kalyani Government Engineering College
Kalyani- 741 235; Nadia; Ph. 033 25808437

Tender Notice No. KGEC/BG/Security/2009-2010/20

Sealed bids are invited from Security Agency for effective deployment of suitable Security Personnel in each and every building/installation/hall and hostels, girls' hostel, Library, residential complex and in all main gates of the Kalyani Government Engineering College.

The agency has to ensure total security coverage of all 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 bidding documents may be downloaded from the college websites www.kgec.ac.in / www.kgec.edu.in.

The sealed bids are to be submitted to the office of the Principal, Kalyani Government Engineering College by 10.02.2010 up to 14-00 hours. Bids also can be submitted through post/courier which must reach the office of the Principal within stipulated time.

The tenders will be opened on 10.02.2010 at 14-30 hours in the Conference Room of the college.

The college reserves the right to reject/cancel any/all bid(s)/tender(s) without assigning any reason.

[Krishnendu Chakraborty]
Principal

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Kalyani- 741 235, Nadia

TENDER NOTICE NO. KGEC/BG/Security/2009-2010/20

Reference Tender Notice published in the news paper, Tender Papers should accompany the following documents:

1. Latest Income Tax clearance certificate
2. Professional Tax clearance certificate
3. Trade License for the related work.
4. Certificate of Registration for Estts. Employing contract labour prescribed under Rule 17 (1) of the West Bengal/Central Contract Labour (R&A) Rules/Act 1970 from Deputy Labour Commissioner/Assistant Labour Commissioner.
5. ESI, EPF and Service Tax.
6. Partnership Deed showing numbers of partners, if any, and their respective powers.
7. The bidder have to deposit a DD of Rs. 5,000/- (Rupees five thousand) in favour of 'KGEC-Block Grant' payable at Kalyani 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.
8. Tender as per prescribed Format along with the "Terms and Conditions" are to be submitted in a sealed cover.
9. The bidding documents may be downloaded from the college websites www.kgec.ac.in /www.kgec.edu.in.

NOTE

1. Tender as per prescribed Format along with the "Terms and Conditions" are to be submitted in a sealed cover.
2. Scope of work as per Annexure
3. The Authority of Kalyani Government Engineering College reserves the right to accept or reject the tender on the basis of amount offered, past experience and/ or any other aspects deemed fit.
4. The amount offered should ensure minimum rate of wages to be paid by the contractor 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 current month duly certified by the contractor and payment sheet of the proceeding month duly signed by the security personnel and is to be certified by the contractor.
7. Bids can be submitted through post/courier which must reach the office of the Principal within stipulated time.

Last date of submission: 10.02.2010 up to 14.00 hrs.
Tender will be opened on the same day at 14.30 hrs.

Principal

TERMS AND CONDITIONS

1. The Contractors are to ensure that the contract will be effective from 01.04.2010.
2. The agency shall be registered with E.S.I. and E.P.F. authorities and must have the licence 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 rates for all the different categories of security staff separately.
5. The rate quoted by the agency shall be fixed and final for the entire period or period of contract. Any enhancement in Minimum Wages, whether statutory or otherwise shall be borne by the agency.
6. The agency shall furnish the bio-data of the employee engaged duly authorized by the agency before engagement. Any changes in the day to day existing employee as well as new employee engagement after the award or contract shall be done with the approval of the competent authority of the college.
7. The agency shall submit a list of clients with copy of completion certificate / experience certificate.
8. The agency shall submit proof of deposit of EPF and ESI within three weeks from disbursement of wages every month to 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.
9. 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.

Signature of authorized representative
of the agency with seal

DESCRIPTION/ SCOPE OF WORK

For effective deployment of suitable security personnel in each and every building/ installation/hall and hostels, girls hostel, Library, residential complex and in all main gates of the college.

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.
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 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 employer.
4. All relevant keys of all departments including the Halls/Hostels have to be collected from the deposited to the Caretaker Office daily by the security personnel in accordance with the routine to be prepared for the purpose.
5. The contractor shall not engage any person as security personnel who has ever been convicted by a court of a law or who has any adverse report against him in the records of the police.
6. The employer shall in no way be liable for-
 - i) any injury, accidental or otherwise, suffered by any security personnel
 - ii) 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.

Principal

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TENDER FORMAT

(Tender Notice No. KGEC/BG/Security/2009-2010/20)

Wages structure per head per month [8hrs/day]

Sl. No.	Particulars	Security Supervisor	Security Guard
01.	Basic wages		
02	E. P. F.		
03.	E. S. I.		
04.	Bonus		
05.	Others (if any)		
Total (Rs.)			
	Service Charge		
	Service Tax		
Gross Amount (Rs.)			

Signature of authorized representative
of the agency with seal