

**Office of the Principal
J.K.College, Purulia
PO-Ketika, Purulia, 723101**

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NIT NO: 02/JKC/2025-26

Date: 17/05/2025

Tender is hereby invited by the Principal, **J.K.College, Purulia** for the supply of 6 to 9 no. of Security Guards for **J.K.College, Purulia** through electronic tendering (e-tendering) from eligible and resourceful organizations with sufficient credential and financial capability in execution of works of similar kind.

L₁ bidder will be selected on the basis of lowest quoted service charge by the agencies. This tender will be valid for a period of three years with effect from 01/07/2025 to 30/06/2028 subject to the approval of Governing Body, J.K.College, Purulia. The agency shall quote only the Service Charge per head per month. In case of bidding same rate, Finance Department order vides Memo no.: 2320-F(Y) dated 07/06/2022 will be followed. In this case decision of the tender inviting authority is final.

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JK College,Purulia

Important Dates:

Sl No	Milestone	Date
1	Publishing Date	17-05-2025
2	Document Download start date	17-05-2025 from 17.00 Hrs
4	Bid submission start date	17-05-2025 from 17.00 Hrs
5	Bid submission end date	28-05-2025 up to 14.00 Hrs
6	Technical Bid opening date	31-05-2025, 14.00 Hrs onward
7	Uploading of Technical Bid Evaluation sheet	To be notified later
8	Financial Bid opening date	To be notified later
9	Uploading of Financial Bid evaluation sheet	To be notified later

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Scope of the work

Security Guards for the College campus and Girls' Hostel

Eligibility Criteria for the Bidders:

1. The Agency should be registered with appropriate registration authority under company act 1956/partnership firm or a proprietorship. Relevant document should be attached with the tender.
2. The Agency should comply with all statutory Acts/ Labour Laws required to engage Manpower.
3. The Agency should have a valid PAN card and GST registration. Relevant document should be attached with the tender.
4. Income Tax (IT) returns filed for last Three Financial Year are to be enclosed with the tender.
5. The average annual turnover of the Agency in last three financial years i.e. 2021-22, 2022-23 and 2023-24 should not be less than 10 Lakhs per annum. Certified copy of balance sheet and profit-loss statement certified by the Chartered Accountant for these years are to be enclosed with the tender.
6. The Agency should have minimum Three years of experience in providing Manpower in Government Department (Central/state) / central or state government organizations/Government PSUs, Bank/ Private Organization of repute etc. Requisite experience certificates issued by competent authority to be enclosed with tender documents.
7. The Agency has to submit a Certificate & Declaration to the effect that the bidder is not blacklisted by a State/Central/PSU/Govt. agency or no case of any nature that is CBI/EPF/ESI/IT/GST etc is contemplated or pending against the bidder.

Non compliance of any of the above conditions will tantamount to non-eligibility for the services for which tender has been floated and its tender will be ignored summarily.

9. Before issuance of work order to the successful bidder an agreement on Rs 50/- stamp paper will be made between the bidder and the college authority.

Other Terms and conditions for participating in the tender

1. The agency/bidders are to ensure that the contract is for **Three (3) years** with effect from 01.07.2025. The rate of service charge will remain fixed during the entire period of contract along with all terms and conditions of the contract. However, the period of contract may be reduced subject to Agencies unsatisfactory performance.

2. The agency shall abide by rules and regulations under the Minimum Wages Act and payment of Wages Act.
3. Before engagement the agency shall furnish duly authenticated bio-data, colour photograph, copy of Aadhaar card of all workers to be engaged. A certificate of character (No Criminal record) of all persons to be engaged to be submitted by the agency. Any changes in the day to day existing worker as well as engagement of new worker after the award of contract shall be done with the intimation to the competent authority of the college and compliance of identity proof. A list of security guards engaged must be submitted to the local police station at the time of engagement by the agency and a photocopy of the receipt by the local police station to be submitted before the college authority.
4. Copy of the vouchers related to Bank transfer statement of wages should be submitted every month with certified copy of list of deployed security guards whom the payment is being made otherwise payment of bill for the next month shall be withheld.
5. The payment of wages shall be made to the Mess Workers and malis as per provision of the payment of wages Act but not later than 7th day 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 authority.
6. The contract of service may be terminated by college authority after issuing 1 (one) month notice if require.
7. College authority reserves the right to reject/cancel any tender without assigning any specific reasons.
8. The **agency shall quote the Service Charge per head per month only.**
9. The quoted rate of service charge should be valid for three years from the award of the contract.
10. In no circumstances, the agency will be eligible to increase the rate or exit from the contract on his own. However, tender inviting authority will have the right to terminate the contract depending upon the performance of the agency.
11. The agency has to give a certificate that the firm has not been blacklisted in the past by a Institution of Government/Private or convicted in any criminal case.
12. If the agency gives a false statement on any of the above information the firm/supplier will not be considered and their quotation/tender shall be rejected and the earnest money shall be forfeited.
13. Payment to the employees will be made through e -payment system/cheque/draft only..
14. Agency must pay wages to the engaged manpower **at least for 2 months** without getting any payment from the college authority.

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NOTE:

- 1) Non-fulfilment of one or more of the conditions stated above may lead to cancellation of submitted tender of the bidding party.**
- 2) Basic Minimum monthly wages rate will be as per latest available G.O. of Govt. of West Bengal, Department of Labour.**
- 3) Others Components of charges will be as per latest available Govt. rule applicable.**
- 4) In BOQ bidder should quote the service charge only.**
- 5) L1 bidder will be selected on the basis of service charge only.**
- 6) For any clarification/ doubt interested bidder may contact with the college authority through phone/email during office hours.**

General Guidance for e-tendering

Interested bidders are requested to log on to the website <https://wbtenders.gov.in> to participate in the bid.

1. Registration of Bidders

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India.(viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT)or as mentioned in e-tendering portal of GOVT. OF WB <https://wbtenders.gov.in>. DSC is given as a USB e-Token. After obtaining the Class2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available in the website.

2. Earnest Money

EARNEST MONEY /BID SECURITY DEPOSIT: - Earnest Money **Rs 10,000/- (Ten thousand only)** is to be deposited online by the tenderer in favour of J.K.College, Purulia as per e-tender norms. **EMD of successful bidder will be converted as security deposit and will be returned to the bidder after satisfactorily completion of the work.** In case of failure of violation of tender terms and conditions, the E.M.D. of the successful Bidder will be forfeited. The earnest money shall be forfeited in the event of withdrawal of the tender within the original validity period, once

submitted or the successful bidder fails to execute necessary work within the period specified or for submitting false, incorrect, misleading information in the bid, mistakes, miscalculations. The Earnest Money Deposit of unsuccessful bidders will be returned as per e-tender norms. **No interest on E.M.D. is admissible.**

Tender documents without EMD will not be accepted.

EMD if not submitted cannot be submitted after tender documents are opened on the stipulated date of opening.

JKC reserves the right of forfeiture of „EMD“ in case the Bidder after opening of Bid withdraws, amends, impairs, derogates or revokes his Tender within the validity period or extension thereof or if successful Bidder fail to execute the contract provision within the contract period as mentioned in the service order.

3. Collection of Tender Documents:

Tenders are to be submitted online and interested bidders will have to download the tender documents from the website <https://wbtenders.gov.in> directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

5. Submission of Tenders

5.1 General process of submission

5.1.1 Tender is to be submitted online through the website <https://wbtenders.gov.in>. All the documents uploaded by the Tender Inviting Authority form an integral part of the bid. Bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender.

5.1.2 Bidders must submit the Tenders in two covers i.e. “**Technical**”, & “**Finance**”.

Bidders must download tender specific documents (NIT, BOQ etc) from <https://wbtenders.gov.in>, prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations.

5.1.3 Bidder needs to fill up the rates of items in the BOQ, downloaded for the supply, in

the designated cell of the BOQ spreadsheet and upload the same in designated location of “**Finance**” cover.

- 5.2** The documents uploaded must be scanned against any virus and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

6. Technical Proposal (Statutory Documents)

(To be submitted in **Technical** Cover)

The following documents in standard formats should be uploaded in **Technical** cover:

- i. Notice Inviting Tender (NIT) – The NIT as published is to be downloaded, then digitally signed and uploaded.

7. Submission of EMD

(To be submitted in **Technical** Cover)

i.) Earnest Money Deposit (EMD) – In favour of the “**Principal JK College, Purulia**”, IFSC Code- **IDIB000P063 A/C No- 539846803 through RTGS/NEFT/CBS system only. The Package number and UTR number should be clearly mentioned on the deposit challan. Payment made otherwise will be rejected.** Scanned copy of online payment receipt towards EMD as prescribed in the NIT, in favour of J.K.College, Purulia to be uploaded in **Fee** Cover. Earnest Money is to be deposited online by the tenderer in favour of J.K.College, Purulia as per e-tender norms.

8. Financial Proposal

(To be submitted in “**Finance**” Cover)

The financial proposal should contain the following document in one cover (cover).
Bill of Quantities (BOQ): The bidder is to quote the rate in the space/ cell marked for quoting rate in the BOQ. *(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder)*

9. Submission of Earnest Money

- i) **Mode of Payment:** Earnest Money is to be deposited online by the tenderer in favour of “J.K.College, Purulia” in AC. NO. as per e-tender norms. Payment in any other form eg: NSC, KVP etc will not be accepted.

10. Conditional and Incomplete Tender

- i) Conditional and incomplete tenders are liable to summary rejection
- ii) Bidder must quote/fill for all cells (applied/ not applied) mentioned in BOQ/similar excel chart. BOQ/similar excel sheet with all cells filled-up (applied/ not applied) must be submitted in Technical Bid. Non-submission of this sheet in Technical Bid and partial quoting will lead to rejection of the bid.

11. General Terms & Conditions

The work shall be covered strictly as per enclosed schedule of items and in conformity with the terms & conditions as directed from the controlling officer.

12. Opening and Evaluation of Tender

12.1 Opening of Technical Proposal

- i) Technical proposals will be opened by the Tender Committee electronically from the website stated in Clause 1, using their Digital Signature Certificate.
- ii) Technical proposals for those tenders whose original copies of DD/BG towards EMD have been received will only be opened. Proposals corresponding to which the EMD have not been received will not be opened and will stand rejected.
- iii) Technical Cover (Statutory Documents) would be opened first and if found in order, Cover for Non-statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv) Decrypted (Transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation authority.

12.2 Uploading of Summary List of Technically Qualified Bidders

- i) Pursuant to scrutiny and decision of the Technical Evaluation authority, the summary list of eligible bidders for which their Financial Proposals will be considered will be uploaded in the web portals.
- ii) While evaluation, the Committee may summon of the Bidders and seek clarification /information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

12.3 Opening and evaluation of Financial Proposal

- i) Financial proposals of the Bidders declared technically eligible by the Tender Evaluation authority will be opened electronically from the web portal on the prescribed date, normally after two working days after the date of publication of final summary list of the Bidders.
- ii) The encrypted copies will be decrypted and the rates will be read out to the bidders, present at that time of bid opening.
- iii) After evaluation of Financial Proposal, by Tender Evaluation authority, the final summary result, name of bidder and the rates quoted by them will be uploaded.
- iv) The Tender Accepting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that tenderer.
- v) The **J.K.College, Purulia** does not bind itself to accept the lowest tender and reserves the right to accept or reject any or all tenders without assigning any reason whatsoever or to split the whole work entrusting the same to more than one contractor.

13. Bid Validity:

The Bid shall remain valid up to 31/05/2026

14. Acceptance of Tender

Bidders must quote service charge per head per month only in BOQ sheet. Bids with Lowest service charge should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the

tenders, for valid reasons and also reserves the right to split the order, alter the quantity of any or all Bidders without assigning any reason whatsoever.

15. Return of Earnest Money Deposit

The Earnest Money of the entire unsuccessful Bidder will be returned, after placement of L.O.A on the successful bidders. The Earnest Money Deposit of unsuccessful bidders will be returned as per e-tender norms. However, the EMD of the successful bidder it will be converted towards the Security Deposit. No interest on E.M.D. is admissible.

16. Price

16.1 The agency should quote rate after going through the entire relevant Document uploaded for this tender.

16.2 The agency should quote rate at individual item wise rate for all items and multiply with quantity as given in the BOQ.

16.3 Escalation of prices/rates what so ever, during the entire period of contract (including extended Period, if any) over and above the quoted price shall not be allowed.

16.4 Any other item, not covered will be guided by practice and principle as followed by Govt.of West Bengal.

17. ELIGIBILITY CRITERIA:- Offers for all items will be accepted only from the reputed agencies in the field for which necessary authorization certificates shall have to be submitted. Intending tenderer must have to produce the clientele list he served during last 03(three) years with documentary evidence.

18. PRICE: - All tender prices shall be quoted inclusive of all charges (taxes, freight, duties etc). The prices quoted shall be written both in figures and words. In case of conflict between the figures & words, latter will prevail. Where there is a discrepancy between the unit and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will prevail. The rates quoted by the Bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. Each Bidder shall submit one quotation only. Conditional Discounts in the Price offered by the Bidder will not be entertained. The prices shall be quoted in **Indian rupees only**. Price preference as per existing government rules shall be given to eligible bidders.

19. PAYMENT: - (a) 100 % after completion of work/job. (b) No additional charges will be paid other than the quoted price.

20. ARBITRATION:- In the event of any question, dispute or difference arising under the contract conditions of Contract, or any special conditions of contract, or in connection with the contract(except as to any matters the decision of which is specially provided for by these or the special conditions) the same shall be referred to the sole arbitration of an officer as per prevailing norms of Govt of West Bengal .

21. FRAUD AND CORRUPTION:- The Bidders in the contracts require to observe the highest standard of ethics during the execution of this contract by not being engaged in Corrupt, fraudulent, collusive, coercive or obstructive practice as generally defined. Non-Compliance of the above will lead to rejection of proposal for award/declaring a firm or individual ineligible etc even for future bidding.

22. AWARD OF CONTRACT:- The college authority shall award the contract, within the validity period of tenders, to the bidder who meets the tender conditions in all aspects, has the necessary technical and production capabilities and financial resources and whose bid is substantially responsive to the tender conditions and has offered the lowest evaluated cost. The terms of the accepted offer shall be incorporated in the work order.

25. SIGNING OF CONTRACT

25.1. At the same time as the College notifies the successful bidder that its bid has been accepted, the College will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 14 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to the college authority.

26. SPECIAL TERMS AND CONDITIONS:-

While tenders are under consideration, tenderers and their representatives or other interested parties shall refrain from contacting by any means any persons or representatives of the college authority on matters relating to the tender under study. The college authority if necessary may request for clarification of tender in writing. After the public opening of the tenders, information relating to clarification and evaluation of tenders and recommendations concerning awards shall not be disclosed to bidders or other persons not officially concerned with this process until the successful bidder is notified of the award of the contract.

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