



सत्यमेव जयते

OFFICE OF THE PRINCIPAL

Govt. of West Bengal
Office of the Principal
Government Girls' General Degree College
Ekbalpur, Kolkata

Memo no. 403/ GGGDC/ Office/26

Date: 20/02/26

NIT NO- WB/DHE/GGGDC/SECY/NIT-1/26-27

NOTICE INVITING TENDER

Online E-Tender is invited by the **Principal, Government Girls' General Degree College** from reputed, registered and professional Security Personnel supply having at least three years' experience in providing such services related to Housekeeping, Private Security Guards for the FY 2026-27 of this College. It is also required from registered professional agencies to provide experienced Security personnel for the College for the FY 2026-27. Interested parties may follow the instructions as given below for submission of their tender in online mode. Price should be quoted in INR currency inclusive of all taxes.

1	Name of Work	Providing 4 (Four) Nos. Security Personnel (without Gun) for the guarding Building and Premises of Government Girls' General Degree College
2	Name and address of the Office	Government Girls' General Degree College 7 Mayurbhanj Road, Ekbalpur, Kolkata-700023
3	Company Eligible to submit Quotation	Reputed, resourceful, experienced & bona-fide registered Private Agencies having experience of giving security service to Govt. College of West Bengal.
4	Earnest Money (Earnest money only have to be submitted through online with RTGS / NEFT in case of offline payment through bank account in any bank.)	Rs. 10000 (Rupees Ten Thousand Only) [Earnest money Rs. 10000 (Rupees Ten Thousand Only) only have to be submitted through online with RTGS / NEFT in case of offline payment through bank account in any bank.]

Principal

Government Girls' General Degree College

1. General Instructions:

In the event of E- Tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).

2. Submission of Bids:

Both technical Bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in> All the papers must be submitted in English language.

3. The eligibility criteria are given below:

- I. Submit the quotations stating that wages to be paid to the personnel in terms of current Labour Departments' minimum wages rates and other statutory deductions also to be provided them as per State Government notification. (Wages per day per head, Contribution for ESI, EPF, and Bonus etc. per day per head, Service Charges per day per head, these rates also be given per month per head as well as per annum per head.)
- II. The rates should remain valid for the period up to **March 2027** after considering Labour Departments' minimum wages rate.
- III. The tender should be submitted in the proforma enclosed herewith.
- IV. The violation of any of the conditions will entitle cancellation of the order.
- V. Scan copy of from of Income tax return for the last three financial year, GST Registration certificate, PAN No. Current Trade License, current license of Home & Hill affairs Departments, Govt. of West Bengal, P. Tax other related licenses and registration certificates, if any, and also credentials.
- VI. The tender inviting authority shall verify the above-mentioned documents (In original) which are mandatory for the participation before issuance of the work order.
- VII. The prospective tenderers as a primary agency should have satisfactorily completed the supply to any Government or Private Organizations for the last three (03) years.
- VIII. The tenderers are to deposit the tender papers for the individual items.
- IX. Payment of the bills on its production will be made after successful completion of requisite services within reasonable time.
- X. The tender bid will be out rightly rejected if it comes to the notice of the tender inviting authority during scrutiny that the credential or any other paper of a tenderer is fabricated etc.
- XI. The undersigned reserves the right of accepting or cancelling the tender without assigning any reason.
- XII. To qualify for a Package of contracts made up of this and contracts for which bids are invited in the NIT, the bidder must demonstrate having experience and resources sufficient to meet the aggregate of the qualifying criteria for individual contracts.
- XIII. **Service charge should not be in fraction & decimal. if so then the bidder concern will not be considered as a valid participant in the Tender process.**
- XIV. **In case two or more technically qualified firms quote the same lowest price, i.e. more than one L1, then, the firm with superior credentials in the technical bid shall be awarded the contract. as per Finance order No: 2320-F(y) Dated:07/06/2022.**

4. Payment of Rs. 10000/- as Earnest Money Deposit (EMD) will be through Online payment Mode either through NEFT / RTGS or Net Banking as per Finance order No. 3975f(y) Dated: 28-07-2016.

Principal

Government Girls' General Degree College

5. My Document (Non-Statutory Cover) containing as follows:

Sl. No	Category	Sub category	Sub category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate & GSTR 3B of Last month
			Copy of ESI & EPF Registration Certificate & Latest Challan
			Copy of P. Tax Registration Certificate & Latest Challan of deposit of P. Tax & Copy of P. Tax Enrolment Certificate, P. Tax Challan (Current)
2	Company / Firm Details	Company / Firm Details	Trade License of FY 2025-26
			Copy of license for carrying on business of Private Security Agency issued by the Home Department, Govt. of West Bengal
			Registration with Registrar Companies
			Memorandum of Articles for Limited Companies
3	Credential	Credential 1	Copy of the order and complication certificate for providing security personnel within last 3 years in Govt. of west Bengal
			Brief User list preferably for users in West Bengal in an Institute of Higher Learning.
4	Financial Information	Payment Certificate	PL & BS & Income Tax submitted for the Assessment year 2023-24
			PL & BS & Income Tax submitted for the Assessment year 2024-25
			PL & BS & Income Tax submitted for the Assessment year 2025-26

6. Disposal of Disputes: In case of any dispute, the College's decision will be treated as the final and conclusive. All legal actions are subjected to Kolkata jurisdiction only.

7. Inspection: Before submitting the tender, the intending tenderers should thoroughly acquainted themselves with the proposed supply and installation by local inspection of site and make into consideration the site condition and other criterion for effecting smooth supply. No claim whatsoever will be entertained afterwards.

8. Discretion of the College:

- I. College may take decision about non-hiring of the said personnel even after selection of agents due to its fund constraints.
- II. College may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
- III. College reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

Principal

9. Date and Time Schedule of the E-Tender:

Sl. No	Particulars	Date & Time
1	Date of uploading (Publishing Date) of N.I.T & other Documents (online)	24/02/2026
2	Documents download / Sale start date (Online)	24/02/2026 AT 12.30 PM
3	Bid submission start date	24/02/2026 AT 12.30 PM
4	Documents download / Sale end date (Online)	05/03/2026 AT 1.00 PM
5	Bid Submission closing (Online)	05/03/2026 AT 1.00 PM
6	Bid opening date for technical Proposals	7/03/2026 AT 2.00 PM

Principal

Government Girls' General Degree College

ANNEXURE I

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST)	
8	Do you have previous experience for providing Security Personnel at Educational Institute of Higher Learning (Please enclose copy of Purchase order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	FY 2018-19: Rs..... FY 2019-20: Rs..... FY 2020-21 : Rs..... Average Annual Turnover: Rs.....

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the College.

Signature of the Bidder

(With Seal)

APPENDIX II

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail

Address etc)

To

The Principal

Government Girls' General Degree College
Govt. of West Bengal
7, Mayurbhanj Road
Kolkata-700023

Sub: NIT for Providing of **Security personnel** for the purpose of College requirement

Ref: - _____N.I.T. Nodated

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of
.....in the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the housekeeping staff and security personnel as per your requirement.
5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
6. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
7. I/We do hereby undertake that complete security of the Department shall be ensured by our Security Agency, as well as any other Point considered by our Agency. Our Security Service shall be covered under the loss on account of theft, if any, shall be recoverable from me/us.

Date :

Signature of applicant including title and capacity in which application is made. Contact no:

E-mail address: Postal

Address::

APPENDIX-III

(Authorization letter in favour of the applicant (other than Managing Director/
Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail
address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr..... (Name), employee of this
Organization as..... (Official Designation) is hereby authorized to
submit tender online , Vide NIT No.....Dated
..... on behalf of the Organization

Signature of the competent authority with Seal

.....
(Signature of the Authorised Person)

Signature of Mr.....
.....is hereby attested.

Signature of the competent authority with Se

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt. The

Managing Director/Proprietor (etc.) of the Firm.,

.....(Name of the firm)

At (address)..... do

hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Chemicals / Equipments/other items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Chemicals, Lab. Chemicals & Laboratory Equipments and other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

