



GOVERNMENT OF WEST BENGAL

# Institute of Education for Women



HASTINGS HOUSE, CTE

20-B, JUDGES COURT ROAD • ALIPORE • KOLKATA - 700 027

Phone : 2479-7034 • Fax No.: 2479-7034

E-mail: iewhastingshouse@gmail.com • Website : www.iewhastings.org

Dated the .....

Memo No. 64 /2018/IEW/G-15

Date: 7<sup>th</sup> May, 2018

## NOTICE INVITING QUOTATION

Sealed Quotations on company pad as per format given in Annexure-A are hereby invited through College Website (www.iewhastings.org) and will be received by the Principal / Officer-in-Charge of Institute of Education for Women, 20B, judges Court Road, Hastings House, Alipore, Kolkata – 200027 in the Tender Box kept in his office till the date and up-to the time specified herein. Quotations will be opened on 21st May, 2018 at 2.00 pm in presence of intending quotationer or their agents as may choose to attend.

1.	Name of Work	:	Providing 02 (Two) Nos. Male Security Personnel (without Gun) for guarding of the Institute of Education for Women, Kolkata – 27 and 02 (Two) Nos. of Female Security personnel (without Gun) for Guarding the ladies Hostel campus of the same Institute.
2.	Name and Address of the Office	:	Institute of Education for Women, 20B, Judges Court Road, Hastings House, Alipore, Kolkata – 700027
3.	Quotation who are Eligible to submit Quotation	:	Reputed, Resourceful, Experienced & bona-fide registered Private Agencies
4.	Last Date & Time of Submitting Quotation Papers	:	17 <sup>th</sup> May, 2018
5.	Opening Quotations	:	At 2.00pm on 21 <sup>st</sup> May, 2018
6.	Documents to be submitted along with the application	:	1. Copy of License for carrying on business of Private Security Agency Issued by the Home Department, Govt. of West Bengal. 2. Copy of ESI Registration. 3. Copy of EPF Registration. 4. Copy of PAN Card. 5. Copy of Trade License. 6. Copy of Service Tax Registration. 7. Credentials.
7.	Quotation Papers	:	On Company Pad as per format given in Annexure-I

## TERMS & CONDITIONS

1. The accepting authority reserves the right to reject any or all the quotations without assigning any reasons thereof.
2. The Participating bidders are required to quote their rate in per head per day both in figure and words.
3. The charges to be paid to Security charges is the minimum wage (as per latest labour department order) of the security personnel plus charges for ESI, EPF etc. is to be borne by the security agency.
4. The responsibility of deposition of contribution for EPI, EPF etc. is to be borne by the security agency.



Contd... Page No. 02

*U. K. Ghosh*  
Officer-in-Charge 07-05-2018  
Institute of Education for Women  
Hastings House, Alipore, Kol-27



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5. The service charges must include all other incidental charges.
6. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges, Hence, Lowest quotationer will be selected as per rate quoted for service charges only.
7. The period of contract will be for one year (i.e., **on and from 1<sup>st</sup> July, 2018 to 30<sup>th</sup> June, 2019**) and no enhancement of service charges is admissible during this period. However security charges may vary time to time and will be paid as per the latest Govt. Notification.
8. No condition / incomplete rate will be accepted under any circumstances.
9. The agency engaged for this work will have to maintain a regular contact with the college authority.
10. The persons engaged for the duty will have to wear same uniform and identity card for identification Uniforms will have to be supplied by the quotationers for which no additional allowances or charges will be entertained.
11. The duty hour will be 8 (eight) hours for each Security Personnel and will be fixed by the college authority.
12. The college authority shall not be responsible to supply rain coat / umbrella / Torch / Oil etc. if required, the same are to be supplied by the quotationer.
13. The college authority shall not responsible to compensate or otherwise liable in any manner what so ever for an injury and / or death of Security Guards while of duty.
14. No claim will be entertained for the permanent services of the guards engaged.
15. T.A., D.A., Overtime allowances will not be paid to the security guards by the college authority.
16. Immediately after receiving the work order, the agency must submit to the College authority list showing the name, signature (L.T.I.) passport size photograph, Election photo Identity Card (EPIC) in duplicate of each security guards deployed duly self-attested well in time. If any change is made subsequently by the agency, the change (in name, signature etc.) is also be intimated to the College authority as and when such change is made.
17. The agency will be fully responsible for any losses, shortage, damage of Government property and the cost of the same as fixed by the authority will be recovered from bill of agency.
18. The agency will keep itself ready to take up the work within seven (7) days from the date of issue of work order or from any other special date as will be mentioned.
19. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 (Three) months.
20. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
21. a) Bill in triplicate on monthly basis as per format given in Annexure –II (Supplied after work order) must be submitted within 10<sup>th</sup> of the next month.  
b) Payment to the agency shall be made as per availability of fund.  
c) Statutory deduction as applicable shall be made from the Bill of the agency.



*U. Ch. Ghosh*  
07-05-2018  
Officer-in-Charge,  
Institute of Education for Women,  
Hastings House, Alipore, Kolkata – 27

Officer-in-Charge  
Institute of Education for Women  
Hastings House, Alipore, Kol-27

Ref No.....

Date :

Annexure – 1

**QUOTATION FOR PRIVATE SECURITY GUARD**

Sl No.	Description of Work		Particulars
1	Description of Work	:	Providing four (Two Male + Two Female) private security guards for guarding the Institute of Education for Women, Kolkata - 27 and the Ladies Hostel of the same Institute.
2	Security charges (per head per day)	:	
3	Service charges (per head per day)	:	
4	G S T (per head per day)	:	

Name of Agency :

Mailing address :

Telephone No. (Office) :

Mobile No. :

Signature of the agency authority  
with office seal