

Office of the Principal
Maulana Azad College
8, Rafi Ahmed Kidwai Road, Kolkata- 700013.

Memo No.

Dated- 19/02/2018

NOTICE INVITING QUOTATIONS

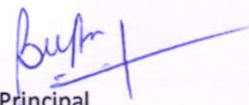
Sealed quotations on company pad as per format given in annexure A are hereby invited and will be received by the Principal, Maulana Azad College in the Tender Box kept in his office till the date and upto the time specified herein. Quotations will be opened on the same day one hour after the time of receipt of quotations in presence of such intending quotationers or their agents as may choose to attend.

1.	Name of work	1. Providing 4 (four) Nos Security Personnel (without gun) for guarding of the Maulana Azad College (at Baker Hostel) 2. Providing 05 (five) Nos. of maintenance and housekeeping personnel for cleaning and maintenance of the government properties (at Baker Hostel)
2.	Name and address of the Office	Maulana Azad College, 8, Rafi Ahmed Kidwai Road, Kolkata-700013.
3.	Quotations who are eligible to submit quotations.	Reputed, experienced and registered private agencies.
4.	Last Date & Time of submitting quotation papers.	06.02.2018
5.	Opening of Quotations	07.02.2018
6.	Documents to be submitted	i) Copy of License for carrying on business of private Security Agency issued by the Home Dept., Govt. of West Bengal and for Item no 2.) Copy of License for carrying on business of private housekeeping agency and copy of Trade License. ii) Copy of ESI Registration iii) Copy of EPF Registration iv) Copy of PAN Card. v. Copy of Service Tax Registration. vi) Credentials

Terms and 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 basis both in the figures and words.
3. The charges to Security Agency and Housekeeping Agency are to be shown in two parts- a) Security Charges or Housekeeping Charges and b) Service Charges. Security Charges or Housekeeping Charges is the minimum wage (as per latest labour department order), Plus Charges for ESI, EPF and Bonus (as per latest Govt. approved rates).
4. The responsibility of deposition of contribution for EPI, EPF etc. is to be borne by the agency.
5. The Service Charge must include all other incidental charges.
6. Security Charges or Housekeeping Charges are to be quoted as per latest Govt. Order, there will be no variation in Security Charges or Housekeeping Charges. Hence, lowest quotationer will be selected in as per rates quoted for service charges only.

7. The period of contract will be for one year and no enhancement of service charge is admissible during this period. However, Security Charges or Housekeeping Charges may vary time to time and will be paid as per the latest Govt. notification.
8. No conditional / incomplete rate will be accepted under any circumstances.
9. The agency engaged for the work will have to maintain a regular contact with the college authority.
10. The person engaged for the duty will have to wear same uniform and identity card for identification. Uniform 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 or Housekeeping Personnel and will be fixed by the college authority.
12. No claim will be entertained for the permanent services of the Security Personnel or Housekeeping Personnel engaged.
13. TA or DA or Overtime allowance will not be paid to Security Personnel or Housekeeping Personnel by the college authority.
14. 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 agency.
15. The college authority shall not be responsible to compensate or otherwise liable in any manner what so ever for an injury and / or death of the Security Guards while on duty.
16. Immediately after receiving the work order, the agency must submit to the college authority list showing the names, signature (LTI), passport size photograph, Copy of election photo identity card (EPIC) in duplicate of each personnel deployed. If any change is made subsequently by the agency, the change (in name, signature, etc.) is also to be intimated to the college authority.
17. The agency will be fully responsible for any loses, shortages, damages of Govt. property and the cost of the same as fixed by the authority will be recovered from the bills of the agency.
18. The agency will keep itself ready to take up the work within seven (7) days from the date of issue of work orders 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 months.
20. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
21.
 - a) Bills in triplicate on monthly basis must be submitted within 10th 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.



Principal
Maulana Azad College