

**COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT**



# TENDER DOCUMENT

## SECURITY SERVICES AT COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT (CEMK)

**TENDER NOTICE NO.: CEMK/TENDER/SS (ECS)/102/2024-25,  
Dated 06/12/2024**

Total No. of Pages: 17 (including cover page)

*DATE OF RELEASE OF TENDER: 6th December, 2024*

*LAST DATE OF RECEIPT OF TENDER BIDS: 21st December, 2024 (up to 12:00pm)*



Director  
College of Engg. & Management  
Kolaghat, West Bengal

*[Handwritten Signature]*  
**DIRECTOR**

**COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT  
KTPP TOWNSHIP, DIST. PURBA MEDINIPUR, PIN 721171**

# TENDER DOCUMENT

## For Providing Security Services

**TENDER NOTICE NO.: CEMK/TENDER/SS (ECS)/102/2024-25, Dated 06/12/2024**

**Issued By:**

College of Engineering & Management, Kolaghat,  
KTPP Township, Dist. Purba Medinipur,  
PIN: 721171  
Date of Issue: 06/12/2024

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The College of Engineering & Management, Kolaghat invites sealed tenders from reputed and experienced security agencies for providing **13 male security personnel** to ensure the safety and security of students, staff, visitors, and property within the college premises. The tender document can be downloaded from <https://www.cemkolaghat.in> and must be submitted with a non-refundable documentation fee of Rs.1, 000 (Rupees one thousand only). The fee should be paid via a Bank Draft made payable to the College of Engineering & Management, Kolaghat.

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### 1. Scope of Work

- 1.1. Protection of Property and Personnel:** Safeguard the college's property and individuals (faculty, staff, students, visitors, and residents) across all gates, academic areas, hostels, guesthouses, residential areas, community centers, and facilities, including electronic and biometric systems.
- 1.2. Asset Security:** Ensure the safety of cash, documents, and other assets, whether static or in transit, against theft or burglary involving forced entry.
- 1.3. Access Control and Trespassing Prevention:**
  - Regulate gate access and prevent unauthorized use of college grounds and facilities by outsiders.
  - Address issues like trespassing, illegal parking, unauthorized construction, squatting, vandalism, and littering.
  - Report violations promptly to supervisors or authorized representatives.
- 1.4. Loss Prevention:** Prevent losses arising from lapses in access control at college gates.
- 1.5. Firefighting:** Respond to fire emergencies using provided equipment.
- 1.6. Traffic and Parking Management:** Manage parking and vehicle movement within the campus, ensuring compliance with traffic rules.
- 1.7. Compliance with SOPs:** Follow Standard Operating Procedures (SOPs) issued by the Assistant Registrar (ECS) or their nominee, including updates as required.
- 1.8. Flexibility in Deployment:** Provide or withdraw security personnel on short notice as per the college's requirements.
- 1.9. Property Protection:** Prevent defacing or damage to college property, including graffiti and unauthorized posters.

- 1.10. **Animal Control:** Ensure an animal-free campus by preventing the entry of animals and chasing stray dogs or monkeys from sensitive areas.
- 1.11. **Utility Management:** Switch off unused security lights, report water leakage, and assist in maintaining cleanliness.
- 1.12. **CCTV Monitoring:** Assist the administration in monitoring the campus through CCTV surveillance systems.
- 1.13. **Additional Duties:** Perform any other security-related tasks assigned by the Director or their nominee.

### **Additional Scope of Work**

1. **Escort Services:** Provide security for personnel or property in transit when specified.
2. **Event Security:** Deploy additional security for events such as student festivals, VVIP visits, and social or religious functions on campus.
3. **Security Audits:** Conduct security audits, surveys, investigations, and consultations as required, free of cost.

### **2. Eligibility Criteria for Bidders**

- 2.1. The agency must be registered under applicable laws and possess valid licenses for providing security services.
- 2.2. A Contract Labor License as per the Labor Act must be produced within two months of contract award.
- 2.3. Minimum **3 years of experience** in providing security services to educational institutions or similar establishments.
- 2.4. The agency must have a valid **GST registration** and **PAN number**.
- 2.5. Submission of audited financial statements for the last three financial years.
- 2.6. The agency should not have been blacklisted by any government or private organization.
- 2.7. Proof of having at least **50 trained security personnel** on roll.
- 2.8. The Agency should be able to provide at least 12.5% Ex-Servicemen security guard
- 2.9. Bidders must give a presentation before the authorized committee on the scheduled date and time.

### **3. Terms and Conditions**

- 3.1. **Schedule of Service:** As outlined in the Scope of Work.
- 3.2. **Agency Liability:** The Agency is responsible for any injuries or accidents involving its employees. It must ensure good conduct and behavior of its staff. Any employee found misbehaving with college staff or students will be terminated on the recommendation of the authorized officer.
- 3.3. **Employee Responsibility:** The Agency must prevent the misuse, loss, or damage of college property and assets. If negligence by the Agency causes damage, compensation will be demanded following an inquiry. The Agency is not responsible for damages from natural calamities.
- 3.4. **Subcontracting:** The Agency cannot outsource any obligations under the contract.

- 3.5. **Instructions & Performance:** The Agency must follow daily instructions from the college's authorized officer. Failure to meet the college's satisfaction in executing assigned tasks will result in fines, deducted from monthly payments.
- 3.6. **Employee Conduct:** Agency employees are prohibited from engaging in private work on college premises during work hours. Violations will lead to penalties.
- 3.7. **Employee Qualifications & Standards:** Security Guards must be between 20 and 58 years of age, able to read/write in English and Bengali, and meet physical standards (height, eyesight, and fitness).
- 3.8. **Training & Deployment:** The Agency is required to submit employee details and undergo a screening process by the college before deployment. The Agency must also ensure continual skill development for its staff and maintain records of training. Staff will be trained on fire safety systems and must undergo at least three days of onsite training.
- 3.9. **Contract Termination:** The contract may be terminated by either party with a one-month notice. If the Agency fails to meet standards, the contract can be terminated early, and a record of all lapses will be maintained.
- 3.10. **Payment & Wages:** The Agency must ensure employees are paid according to the mandated rates. Failure to do so will result in the college directly compensating employees, deducting the amount from the Agency's payment. Payment records and EPF contributions must be submitted for verification.
- 3.11. **Uniforms & Identification:** The Agency must provide uniforms, shoes, torch, umbrella, identity cards, and standard accessories for its staff. Employees must wear their uniforms at all times during duty hours, and identity cards should be returned if an employee is terminated.
- 3.12. **Shift Work & Hours:** Security staff will work in three shifts. The college reserves the right to adjust shifts based on requirements. No employee will work beyond 8 hours without authorization.
- 3.13. **Contractor Responsibilities:** The Agency must ensure the proper recruitment and training of staff, with copies of training manuals available for inspection. The college has the right to review the staff's suitability before deployment.
- 3.14. **Performance Security:** The Agency must provide a contract performance security of Rs.3, 00,000 within 30 days of award, refundable after the contract expires.
- 3.15. **Penalties:** The Agency will incur penalties for failure to meet contractual obligations, including delayed wage payments and unsatisfactory service.
- 3.16. **Tax Responsibilities:** The Agency is responsible for all applicable taxes and levies, and for ensuring compliance with tax and welfare obligations for its employees.
- 3.17. **Contract Duration:** The contract is for one year, with possible annual renewal based on satisfactory performance.
- 3.18. **Arbitration & Jurisdiction:** Disputes will be resolved by a sole arbitrator appointed by the college. Jurisdiction lies with the courts at Tamluk.
- 3.19. **General Rules:** Smoking and alcohol consumption are prohibited on campus. Any violations must be addressed immediately.
- 3.20. **Site Familiarization:** Contractors must visit the site to understand conditions before quoting. Failure to do so does not absolve them of responsibility.
- 3.21. **Final Payment:** The last payment will be cleared only after all liabilities are settled.

**3.22. Clarifications:** The following Acts will apply:

- The latest **Private Security Agencies (Regulation) Act.**
- The updated **Private Security Agencies Central Model Rules.**
- The current **West Bengal Private Security Agencies (Regulation) Rules.**

#### **4. Submission of Tender**

All tender documents, including the original copy, must be properly numbered, indexed, and bound. These should be submitted along with the **Earnest Money Deposit (EMD) of Rs. 75,000/- (Seventy-Five Thousand Rupees Only)**. The EMD must be in the form of a Demand Draft or Banker's Cheque, payable in favor of the College of Engineering & Management, Kolaghat.

- Any changes, alterations, or corrections in the BID must be signed and dated by the person or persons signing the BID. Erasures and overwriting are strictly prohibited.
- The transfer of a BID from one bidder to another is not allowed. Once the BID is submitted, no changes to its essence will be permitted. If a bidder modifies or withdraws their BID during the validity period, their Earnest Money Deposit (EMD) will be forfeited.
- The BID should include the name, address, and contact details of the bidder or the business entity submitting the BID, and it must be signed and sealed on every page by the authorized person.
- In the case of a partnership firm, the names of all partners must be provided, and the BID must be signed in the partnership name. Signatures and designations of authorized partners or representatives should follow, along with a copy of the partnership deed or agreement.
- The bidder's name in the BID should be the exact legal name of the firm/company/corporation, as registered or incorporated.

**4.1. Technical Bid:** The Technical Bid must include the following:

- a) Cost of the BID Tender Document (Rs. 1000) in the form of a Bank Draft.
- b) Earnest Money Deposit (EMD) as per **F-1**.
- c) BID Form **F-2**, signed and stamped on all pages by the authorized signatory, accepting all terms and conditions.
- d) Bidder's General Information (**F-3**) with supporting documentation.
- e) Bidder's Eligibility Criteria with supporting documentation.
- f) No Deviation Confirmation as per **F-4**
- g) Letter of authority (letter must be on the bidder's letterhead and signed by an authorized representative.) as per **F-5**
- h) Details of past Security Staff services with documentary proof.
- i) Company/Agency profile.
- j) Updated documents related to Trade License, ITR, PAN, Professional Tax Registration, GST, EPF, and ESI.
- k) Audited financial statements for the last three years (2020-21, 2022-23, 2024-25).

**4.2. Financial Bid:** To include the per-person monthly cost and total charges for 13 security personnel as per **F6**. In the Financial Bid, bidders must provide their quoted rates (excluding GST) in both figures and words. In case of a discrepancy between the rate quoted in figures and words, the higher of the two will be considered as the BID price.



**4.3. Mode of Submission:**

- The tender must be submitted in two separate sealed envelopes (**Technical Bid** and **Financial Bid**), marked accordingly, and placed in a single larger sealed envelope.
- Addressed to:  
**Director**  
College of Engineering & Management, Kolaghat,  
KTPP Township, Dist. Purba Medinipur,  
PIN: 721171

**4.4. Last Date for Submission: 21/12/2024**

**4.5. Tender Opening Date: 24/12/2024**

**5. Evaluation Criteria**

- The tender will be evaluated based on:
  - a. Compliance with eligibility criteria.
  - b. Experience and reputation of the agency.
  - c. Financial competitiveness.

**6. College's Right to Accept or Reject Bids:**

The College reserves the right to accept or reject any or all bids without providing any reason. Bids that are incomplete, missing required information, or fail to meet the prescribed conditions will be deemed non-responsive and may be rejected. Bids not meeting the evaluation criteria outlined in the document will be rejected outright.

**7. Contract Signing:**

The successful bidder must sign the Contract Agreement, accepting all terms and conditions, on a non-judicial stamp paper valued at Rs. 100/- (Rupees One Hundred) within seven days of receiving the Letter of Acceptance. Failure to do so will result in forfeiture of the EMD and cancellation of the bid acceptance.

Place : CEMK



Director  
College of Engg. & Management  
Kolaghat, West Bengal

*Dee Jay*  
Director

College of Engineering and Management, Kolaghat  
P.O. KTPP Township, Dist. Purba Medinipur,  
PIN : 721 171

**FORMS AND FORMATS FOR BID SUBMISSION**

**F-1: Earnest Money Deposit (EMD)**

**DETAILS OF EARNEST MONEY DEPOSIT**

(To be enclosed in a separate sealed envelope labeled "Earnest Money")

<b>Name of the Bank</b>	
<b>Demand Draft/Banker's Cheque</b>	
<b>Date</b>	
<b>Amount</b>	<b>In Figures:</b>
	<b>In Words:</b>

**Signature of the Bidder**  
*(or Authorized Signatory)*

Date: \_\_\_\_\_

*Seal of the Agency*

**F-2: BID Form**

**To**  
The Director  
College of Engineering & Management, Kolaghat  
KTPP Township,  
Dist. Purba Medinipur, PIN: 721171

**Subject:** Proposal for Providing Security Services (13 Security Guards)

Dear Sir/Madam,

We respectfully submit our BID for the provision of security services as outlined in your tender reference no. .... Below are the details of our proposal:

1. Having thoroughly reviewed all the BID documents attached to your invitation, we hereby offer our services in full compliance with the terms and conditions stipulated therein.
2. Enclosed is an Earnest Money Deposit (EMD) of Rs.75,000/-, provided in the form of a Demand Draft/Banker's Cheque, No. \_\_\_\_\_, dated \_\_\_\_\_, drawn in favor of the **College of Engineering & Management, Kolaghat**.
3. We confirm that we have carefully read and fully understood each term, condition, and the scope of work specified in the BID documents. We unequivocally accept all terms without any conditions or deviations.
4. We agree to keep this BID valid for 60 (sixty) days from the date of its opening, and this commitment shall remain binding.
5. We understand that until a formal contract is prepared and executed, this BID, along with your written acceptance, shall serve as a binding agreement between the College and us.
6. Enclosed herewith is our "Financial Bid".

**Witnesses:**

**Name:** \_\_\_\_\_

**Address in full:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For and on behalf of:**

\_\_\_\_\_  
**Name:** \_\_\_\_\_

**(Signature and Seal)**



### **F-3: Bidder's General Information**

*Bidders must provide the following details along with self-attested copies of supporting documents:*

<b>Sl. No</b>	<b>Details</b>	<b>Information</b>
1	<b>Name of Firm/Agency</b>	
2	<b>Number of Years in Operation</b>	
3	<b>Registered Address</b>	
4	<b>Operational Address (if different from above)</b>	
5	<b>Telephone Number (Landline)</b>	
6	<b>Telefax Number</b>	
7	<b>Mobile Number</b>	
8	<b>Email Address</b>	
9	<b>Branch Name &amp; Address (if any)</b>	
10	<b>Type of Organization (Public Limited / Private Limited / Partnership / Sole Proprietorship) (Attach proof)</b>	
11	<b>Name of Proprietor/Partners/Directors</b>	
12	<b>ISO Certification (If applicable, provide details)</b>	

*(Signature of bidder with seal)*

## **F-4: No Deviation Confirmation**

To  
The Director,  
College of Engineering & Management, Kolaghat

**Subject:** Declaration of Compliance

Sir,

We hereby affirm our understanding that any deviation or exception in any form may lead to the rejection of our bid. Accordingly, we certify that no deviations or exceptions have been taken or included in our bid.

Furthermore, we agree that should any deviation or exception be identified or noticed, our bid may be subject to disqualification.

Yours sincerely,

(Seal and Signature of the Bidder)

## **F-5: Letter of Authority**

*Proforma letter of authority for attending presentation, technical & financial bid opening, and other communication / correspondence relating to the bid*

No. -----

Date: \_\_\_\_\_

To  
The Director,  
College of Engineering & Management, Kolaghat

Dear Sir,

I/We, hereby authorize the following representative(s) to attend the Technical/Financial Bid opening, make presentations, and handle any other correspondence or communication related to the bidding process.

Sl. No.	Name & Designation	Signature
1.		
2.		
3.		

We confirm that we will be bound by all commitments made by the above-mentioned authorized representatives.

.Yours faithfully,

Signature

Name & Designation

For and on behalf of

*Note: This authorization letter must be on the bidder's letterhead and signed by an authorized representative.*

## **F6: Financial Bid.**

The quoted rate should be based on the prescribed rates outlined in Letter No. 22/Stat/14/RW/24/2023/LCS/JLC, dated 16/07/2024 (Notification No. Labr/630/LC-MW, dated 20/12/2019)

### **Rate Structure for Civilian Security Guards (CSG)**

Effective from 01 January 2025 to 30 June 2025

<b>Particulars</b>	<b>8-Hour Shift Rate per Month (Rs.)</b>
Basic (Minimum Wages – As per Labour Dept., Govt. of W.B)	
EPF (Employer's Contribution @ 13.15% on Basic Wages)	
Bonus (8.33% on Basic Wages)	
ESI (3.75% on Basic Wages)	
Special Allowance (If Any)	
<b>Total (Including Allowances &amp; Contributions)</b>	
Rate of Service Charge on Basic Wages (%)	
<b>Net Billing Amount</b>	

### **Deductions**

<b>Particulars</b>	<b>Amount (Rs.)</b>
EPF (Employee's Contribution @ 12% on Basic Wages)	
ESI (Employee's Contribution @ 1.75% on Basic Wages)	
Professional Tax (As per norms)	
<b>Total Deductions</b>	

- 1. The wages and other dues specified above are fixed, and no additional allowances are permitted.*
- 2. Any statutory dues beyond those specified, if applicable, will be reimbursed by the College upon submission of documentary proof.*

**Note: Minimum wages are as per the latest notification issued by the Office of the Labour Commissioner, Government of West Bengal.**

**Date:**

*Signature of the Contractor or Authorized  
Signatory with Agency Seal*

### FORM FOR DETAILED INFORMATION

Each response/document must be referenced with the relevant page number from the tender document.

Sl.No	Details to be Filled by the Agency	Reference Page No.
1	Name of the Agency (Full address with telephone number)	Proof at page:
2	Registration Number of the Agency under State/Central Govt. (Attach Copy)	Page:
3(a)	List of clients where 50 or more security staff per 8-hour shift is provided at a single location/campus (Attach Copies)	Page:
3(b)	Experience in educational institutions, including handling student-related activities (e.g., hostel students, functions, festivals). (Attach Copies)	Page:
4(a)	ESI Code	Page:
4(b)	EPF Code	Page:
4(c)	PAN Number	Page:
4(d)	GST Number (Attach Copies)	Page:
5(a)	Total Annual Turnover (Agency must have a minimum turnover of Rs.1 crore for the last three years. Attach certified balance sheets.)	Page:
5(b)	IT Returns for the last three assessment years	Page:
5(c)	Details of bankers and a certificate from the bank confirming the ability to provide a bank guarantee of Rs.3,00,000	Page:
6	Experience in the security business for at least five years (Attach Copies)	Page:
7	Details of infrastructure available (e.g., electronic/non-electronic gadgets, metal detectors, vehicle-checking machines, etc.)	Page:
8(a)	Details of ISO Certification or any other certifications (Attach Copies)	Page:
8(b)	Membership of any professional security associations (Attach Copies)	Page:
9	Details of any tie-ups (Attach Copies)	Page:

#### Important Notes

1. If any information provided in the technical bid is found to be false at any stage, the entire earnest money will be forfeited, and the bid will be rejected.
2. College of Engineering & Management, Kolaghat, reserves the right to blacklist the bidding agency in case of false information.

**Signature of the Bidder or Authorized Signatory**  
(With Seal of the Agency)

**STAFF DEPLOYMENT DETAILS SUBMISSION FORMAT:**

**Details of Staff Deployed**

Sl. No.	Name of the Client (with Address)	Period		No. of Civilian Guards	No. of Guards per Shift	Remarks
		From	To			
1.						
2.						

Signature of the Authorized Signatory: \_\_\_\_\_

**FORMAT FOR DETAILS OF EXPERIENCE**

<b>Sl. No.</b>	<b>Name of Educational College (with Location)</b>	<b>From (Start Date)</b>	<b>To (End Date)</b>	<b>Number of Guards per Shift</b>	<b>Number of Supervisors per Shift</b>
1.					
2.					

**Signature of the Authorized Signatory:** \_\_\_\_\_

## ACCEPTANCE CERTIFICATE

I, \_\_\_\_\_ (Designation) of \_\_\_\_\_  
(Name of the Agency), hereby acknowledge that I have thoroughly read, understood, and  
accepted the Terms & Conditions outlined in the sections (Para \_\_\_\_\_ to \_\_\_\_\_) along  
with all corresponding Appendices for the Security Contract of the College of Engineering &  
Management, Kolaghat.

### **Authorized Signatory's Signature**

Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Seal/Stamp:

Place: \_\_\_\_\_

**Counter-Signature of the Director,**  
College of Engineering & Management, Kolaghat.



## CHECKLIST FOR SUBMISSION OF TENDER

*(Mark ✓ in the appropriate box as applicable)*

No.	Description	Yes	No
1.	Confirm that the original tender is signed on each page & included in the offer.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Confirm the agency has maintained a rate template for Civilians, in line with the WB state Govt. wages in the "Priced Part". The price bid should mention rate in figures and words, with the corresponding amount. Also, mention the percentage above/below or at par rate in figures and words.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Confirm that the EMD (Technical & Commercial) is submitted with the Unpriced Commercial Part.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Details of EMD:</b>		
	Value: Rs.		
	Demand Draft/Pay Order No.:		
	Banker Name:		
	Date of D.D./P.O.:		
4.	Confirm that the latest Assessment Order/IT return is enclosed.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Confirm that details of Service Tax Registration are furnished.	<input type="checkbox"/>	<input type="checkbox"/>
	Service Tax Registration No.:		
	Place of Registration:		
6.	Confirm submission of eligibility requirement: Work orders with completion certificates (executed in the last 3 financial years) of similar nature.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Confirm submission of eligibility requirement: Copy of Audited Balance Sheets and Profit & Loss accounts of the last 3 financial years.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Confirm that a copy of Permanent Account Number (PAN) is furnished.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Confirm that PF and ESI registration certificates are furnished.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Confirm that Power of Attorney/Proof of Proprietorship is furnished.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Confirm that the Partnership Deed/Article of Association is furnished.	<input type="checkbox"/>	<input type="checkbox"/>