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Ghani Khan Choudhury Institute of Engineering & Technology

(Centrally funded Institute and Established by Ministry of H.R.D., Govt. of India.)

Office: GKCIET, Vill & Post: Kotwali, Dist: Malda, Pin- 732144, West Bengal

Memo No. GKCIET/ 427

Date: 05-06-2014

NOTICE INVITING TENDER

NIT No- 02 of 2014-15 of GKCIET, Malda. Dated: 05-06-2014

Sealed tenders are invited by GKCIET, Malda. from bona-fide Agencies for providing round the clock Armed security Guard, Highly Skilled, Skilled, Unskilled Personnel, Plumber, Gardener, Cleaner for providing services to the Educational Institute. The tender shall be accompanied by an earnest money of Rs.2,00,000/-drawn in favour of Account Officer GKCIET, Malda. . The cost of tender paper is Rs.500/- payable through Demand Draft/cash in favour of Account Officer, GKCIET, Malda. The last date of submission of Tender Paper is 18-6-2014 upto 3.00 p.m. Tenders will be opened on same day at 4.00 p.m. For details, visit our website://www.gkci.ac.in

Superintending Engineer
GKCIET, Malda.

To
The Chairman/ BOG
GKCIET, Malda.

Sub:- Tender for providing round the clock services for armed guard (ex- army/ defence) skill/ unskilled plumber, gardener cleaner to the Education Institute.

Ref:Tender notice no. GKCIET/ dated:

Sir,

I agree to provide the following categories of Skilled/ Unskilledpersonnel to your Educational Institute at our following rates with the term and condition mentioned below:-

Sl no.	Category of personnel	Unit	Quantity	Rate	Amount
1.	Armed security guard .(Ex-Army/Defence)for 8 hours duty in three shifts (6 AM to 2 PM, 2 PM to 10 PM & 10 PM to 6 AM) with full uniform	Per shift of 8 hours	20		
2.			01		
3.	Skilled Plumber.	person	04		
4.	Skilled Gardener.	person	08		
5.	Unskilled Cleaner.	person	02		
6.			20		
7.	Highly Skilled (Office Work)	person	15		
	Skilled (Office Work)	person			
	Unskilled Personal				

Terms & Condition.

1. The security guards must do their duties in full uniform (Night guards must be provided torches). They shall not leave the gate unguarded and shall report for duty at least half an hour early to enable him release the guard who has completed his shift duty. In case the next shift guard does not turn up in time he must continue/ do over time duty under intimation to his employee.
2. Security guards must sign the attendance register mentioning the arrival & departure time and get the same countersigned by GKCIET nominated officer.
3. The entry and departure of each vehicle from the main gate must be entered in the vehicle movement register and materials / equipment's shall not be allowed to go out of the institute gate without proper gate pass. In case of theft / pilferage of any materials from the campus for the security lapse of the guards the cost of materials shall be deducted from agency.
4. Plumber/ Gardener/Cleaner shall always make themselves available for attending their duties within the specified Institute working hours.
5. For wilful absence from duty without permission from GKCIET, nominated officer, salary will be paid as per the actual days of duty recorded in the attendance register.
6. The agency will raise the salary bill for all categories of staffs within 5th day of the next month enclosing a copy of the certified attendance sheets and payment will be released by 10th of next month after proper verification from the attendance registers.

7. Time: 12 Months, which may be extended on satisfactory performance of the contract, but may be discontinued with one month's notice if the performance of the agency is found to be grossly unsatisfactory.
8. Enclosed up-to-date:
 - a) Trade License
 - b) Provisional Tax Certificate:
 - c) Service Tax Clearance Certificate:
 - d) VAT Registration Certificate:
 - e) Income Tax Return:
9. Permanent Account Number (PAN)
10. License of Private Security Agency.
11. Up to date Employee Provident Fund (EPF) Clearance Certificate.
12. Enrolment Certificate.
13. The tender should be accompanied by Earnest Money Deposit of Rs. 2,00,000/- (Rupees Two lakh) only in a separate sealed envelope mentioning NIT No. on the top of the envelope. The Earnest Money shall be in the form of Demand Draft or Bankers Cheque only in favour of the Accounts Officer, GKCIET, Malda. Offer without EMD shall be rejected.
14. Photo copy of Discharge Certificate from Army/Defence organisation for engagement of Ex-Army/Defence Security Guard to be enclosed.
15. Rates should be quoted including PF, ESI & Contractor's Profit.
16. 5% over Central Minimum Wages on account of Safety, T&P, two sets liveries (one time) & Social Accountability should be included while quoting the rates.
17. It should be mentioned clearly that the quoted rates are inclusive of service tax component, if any for the work.
18. GKCIET reserves the right to increase or decrease the ordered quantity upto any extent on the same rate, terms and condition during the currency of the contract.
19. 10% of the Security Deposit for the monthly wages shall be deducted from each RA bill of the contractor and this shall be refunded to him one month after completion of the contract.
20. The cost of tender paper in Rs. 500/- payable through DD/cash in favour of Accounts Officer, GKCIET, Malda.
21. Work tax shall be deducted at source as per prevailing rules.

**Thanking you,
Dated:
(Signature with seal)**

Yours faithfully,