

Serampore College

09, William Carey Road, Serampore, Hooghly, West Bengal, 712201

Faculty of Arts-Science-Commerce

NOTICE INVITING QUOTATIONS

Tender No.: SC-ASC/2024-25/02

Date: 08th April, 2024

Sealed quotations are invited mentioning for the following work(s)/product(s): **Housekeeping & Security Services**. The quotations are to be dropped into the assigned box in Principal's Office on or before **16th April, 2024, 12:00 noon** the quotations are to be opened at 12:15 P.M. in the Principal's Office on the 16th April, 2024 (depends on the availability of the competent authorities). Interested legitimate parties are welcome to attend. This notice is also published on our website i.e., <https://seramporecollege.ac.in> and WhatsApp Group (registered vendors only).

Description of Work(s)/Product(s): -

Security Services:

- ❖ Number of Security Guards Required- 02 (age should not be greater than 45 years)
- ❖ Duty Day & Hours: 26 days in a month; 09:30 a.m. to 05:30 p.m.
- ❖ EPF & ESIC should be provided to the Security Guards by the vendor, college will not be liable for it.
- ❖ Provision of trained security personnel for safeguarding the college premises.
- ❖ Conducting regular patrols to ensure the security and safety of the college property and individuals.
- ❖ Monitoring access points and maintaining visitor records.
- ❖ Responding promptly to any security-related incidents or emergencies.
- ❖ Any other security related work assigned by the College Administration.
- ❖ Trained manpower for carrying out the security duties.

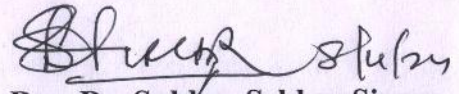
Housekeeping Services:

- ❖ Number of Housekeepers Required- 02 (age should not be greater than 60 years)
- ❖ Duty Day & Hours: 26 days in a month; 09:00 a.m. to 05:00 p.m.
- ❖ EPF & ESIC should be provided to the Housekeepers by the vendor, college will not be liable for it.
- ❖ Regular cleaning and maintenance of all Toilets of Serampore College. Every toilet should be cleaned regularly twice a day. Additional on demand service should be provided.
- ❖ Ensuring cleanliness and hygiene standards in washrooms, including regular cleaning and sanitization.
- ❖ Disposal of waste materials in a responsible and environmentally friendly manner.
- ❖ Provision of additional on-demand cleaning services as per the college's requirements.
- ❖ Trained manpower for carrying out the housekeeping duties.



Dr. Bithin Kumar Maji
Vice-Principal

Vice-Principal
Arts-Science-Commerce Dept
SERAMPORE COLLEGE
Hooghly, W Bengal



Rev. Dr. Subhro Sekhar Sircar
Principal (Acting)

Acting Principal
Serampore College
Serampore, Hooghly



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Terms & Conditions:

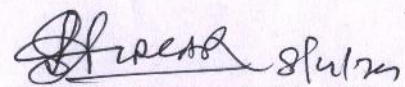
Interested parties are requested to carefully review the following terms and conditions.

- Eligibility:** Only those with License (Specific) in relevant field are eligible to participate in the tendering process. The bidder must be a Govt. registered contractor/firm with relevant experience in the respective field of work. Valid registration/license documents must be provided along with the tender. Quotations will be accepted sent by registered post only duly received by the College Administration.
- Tender Document:** Submission of photocopies of License, PAN Card and GST Certificate of taxable entity is mandatory on the time of submission of quotations and bills. GST registered vendors will get preference in the selection process. The tender document contains detailed specifications, drawings and etc. for the respective work, conforming to PWD norms for civil work.
- Submission of Quotations:** Sealed quotations, clearly indicating the specific work for which the bid is being submitted, must be submitted to the Principal's Office (assigned box) on or before the specified deadline. Late quotations will not be considered. Total amount for the work/product should be mentioned in the quotation. All quotations should include taxes as applicable. It is mandatory to mention the vendor's name on the envelope along with the tender number at the time of submission of quotations. Quotations should be submitted on the original letterhead of the company/vendor. The rate should be quoted both in figure and words. The rate should be inclusive of all taxes and incidental charges. Only one quotation will be accepted from each contractor/Vendor. Before dropping, those intending to submit quotations are requested to inspect the site. No extra charges will be entertained after accepting the quotation. No conditional quotation will be entertained. Those who have GST Registration will have to submit GST inclusive Quotations and GST Bills (Regular GST or Composite GST as applicable). The taxes and government duties as applicable will be deducted from the bill of the contractor/Vendor.
- Opening of Tenders:** Quotations are to be opened at 12:15 P.M. in the Principal's Office on the last date of submission (depends on the availability of the competent authorities). Interested legitimate bidders or their authorized representatives are welcome to attend. The contractor/vendor who does not fulfil any or all noted conditions and submit incomplete quotation, the same will be summarily rejected. The quotation notice will form a part of agreement. Concerned authority reserves the right to judge the merit of the quotations and decide accordingly for issuing the work order or rejecting the same.
- Evaluation Criteria:** Tenders will be evaluated based on various factors including compliance with PWD norms (for civil work), technical capabilities, past experience, and cost competitiveness. The decision of the college regarding the selection of the successful bidder will be final.
- Work Order:** The successful bidder will be required to enter into a formal contract with Serampore College. The contract shall include terms and conditions related to project timelines, quality standards, payment terms, etc.
- Payment:** Payments will be made as per the terms agreed upon in the contract. No advance payment will be provided.
- Compliance:** The selected contractor/firm must comply with all relevant laws, regulations, PWD norms (for civil work), and safety standards during the execution of the work. Non-compliance may result in termination of the contract and imposition of penalties. The successful contractor/vendor will have to abide by the provisions of the West Bengal Contract Labour (Regulation & Abolition), Rules, 1972 as will be in force from time to time. (if applicable).
- Right to Modify:** The college reserves the right to modify or cancel the tender process at any stage without incurring any liability.



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