



# HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE

ESTD.-2004

Approved by AICTE, Affiliated to MAKAUT and recognized by Govt. of W.B. Department of Higher Education (Technical)

VIVEKANANDA ROAD • PIPULPATI • P.O. & DIST. HOOGHLY • PIN-712103 • WEST BENGAL

Telephone : 033 2681-0505 & 2680-4121

E-mail : mail@hetc.ac.in • Website : www.hetc.ac.in

Ref. No. HETC/2025/350

Date 7/8/25

## HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE VIVEKANANDA ROAD, PIPULPATI, P.O. & DIST. HOOGHLY, PINCODE 712103

### NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES ON MONTHLY CONTRACT BASIS AT HETC

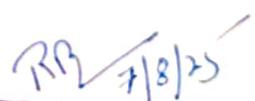
Hooghly Engineering & Technology College, invites Sealed Tenders on 'Two Bid System' as mentioned hereunder in the attached prescribed format from reputed Manpower Providing Agency/Firm having adequate experience in the field of providing Housekeeping Services on monthly contract basis.

Interested parties may submit bids in two separate envelopes duly super-scribed as "Technical Bid" and "Financial Bid". Both these bids should be put in one big envelope super-scribed "TENDER FOR PROVIDING SECURITY SERVICES ON MONTHLY CONTRACT BASIS". The Bidder/Tenderer is requested to sign all the papers comprising Technical Bid, Financial Bid and all the Annexures attached.

The Bidder/Tenderer is requested to quote rates in the 'Financial Bid' keeping in view the terms and conditions of this Tender Document and the tender is liable to be rejected if any change in the terms and conditions is proposed

Reputed Manpower Providing Agency/Firms/Security Agencies dealing in providing Security Services can obtain the detailed Tender Document, containing detailed Terms and Conditions, Eligibility Criteria, Technical Bid, Financial Bid and Annexures to be attached with bids, against a written request on their Letter Head The time schedule of tendering is specified below:-

1	Issue of Tender Document	From 7/08/2025
2	Last Date and Time for submission of Tender	7/9/2025 upto 4.00 P.M. at HETC Campus reception.
3	Pre-Bid Meeting(If any)	Will be informed accordingly

  
**RAJSEKHAR BHATTACHARYA**  
Finance Officer  
HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE



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## HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE SOCIETY

VIVEKANANDA ROAD, PIPULPATI, P.O. & DIST. HOOGHLY, PINCODE 712103

The Tender Document can also be downloaded from the website [www.hetc.ac.in](http://www.hetc.ac.in) and the same will be accepted.

All amendments/information with respect to this Tender will be uploaded on the Company's Website [www.hetc.ac.in](http://www.hetc.ac.in) and notice thereof will not be published in any newspaper. All Tenderers are, therefore, advised to visit the website regularly for updates. Hooghly Engineering & Technology College Society, reserves the right to reject all or any tender without assigning any reason, whatsoever.

*RM* 7/8/25

Finance Officer

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**RAJSEKHAR BHATTACHARYA**

Finance Officer

HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE

**HOOGLHY ENGINEERING & TECHNOLOGY COLLEGE**  
**SOCIETY**  
**VIVEKANANDA ROAD, PIPULPATI, P.O. & DIST. HOOGLHY, PINCODE 712103**

**ELIGIBILITY CRITERIA**

1. The Bidder/ Tenderer should be based at West Bengal / Kolkata and operating their business in West Bengal / Kolkata. The Office Premises of the Bidder/Tenderer should be located in West Bengal / Kolkata. **Attach self-attested photo-copy of proof.**
2. The Bidder/ Tenderer should have an established Office Premises in West Bengal / Kolkata having necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient security services. Tenders received from Firms/Establishments operating from residential premises and not having an established Office Premises with necessary infra-structure and man-power on its rolls will not be accepted and will be treated as rejected.
3. The Bidder/Tenderer are hereby informed that the Company will arrange inspection of their Office Premises and infra-structure facilities of Tenderer/Bidder through a Committee of Officials of the Company and/or through an Investigator appointed for the purpose, to verify the existence and to assess the competence of Bidders/ Tenderers in providing satisfactory and efficient services required in the Tender Document. The report shall be taken into account for the purpose of qualification of Technical Bid of Bidders/ Tenderers. The decision of Hooghly Engineering & Technology College Society in this regard shall be final and binding on the Bidders/Tenderers.
4. The Bidder/Tenderer should have a minimum experience of **three years as on 7/09/2025** in the field of providing Security Services on Monthly Contract Basis. **Attach self-attested photo-copy of proof.**
5. The Bidder/Tenderer should be registered with Government Labour Department and possess/hold a valid License issued by Central/State Government/concerned Department of Government of NCT for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act. In case any other permission or Certificate is required for providing Contract Labour to the Company, the Bidder/ Tenderer will be required to submit the same within one month of award of the work. The successful Bidder/Tenderer would be required to deploy Manpower / Contract Labour as per norms prescribed under the said Act. **Attach self-attested photo-copy of Registration with Government Labour Department and License.**
6. The Bidder/Tenderer should be registered with EPF Authorities and should have a valid Provident Fund Registration Number under EPF Act issued by EPF Authorities. **Attach self-attested photo-copy of Registration.**
7. The Bidder/Tenderer should be registered with ESI Authorities and should have a valid ESI Registration Number issued by ESI Authorities under ESI Act 1948. **Attach self-attested photo-copy of Registration.**

  
**RAJSEKHAR BHATTACHARYA**  
**Finance Officer**  
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8. The Bidder/Tenderer should be registered with Goods and Service Tax Authorities and should have a valid Good & Service Tax Registration Number issued by Statutory Tax Authority. **Attach self-attested photo-copy of Service Tax Registration.**
9. The Bidder/Tenderer should furnish **List of Clients to whom Security Guard Services are given during the last three financial years** along with the numbers of persons deputed as per format given in **Annexure III. Attach Certificate for providing Satisfactory Security Services from concerned Clients/Companies.**
10. The Bidder/Tenderer should provide the Audited Account statement duly certified by Chartered Accountant for last three financial years.
11. **The Bidder/Tenderer must submit valid and effective Quality Assurances Certificate(s), if any awarded to them, such as ISO-9001, ISO-14001, SA-8000 etc.**
12. The Bidder/Tenderer must have a **valid and effective License** to engage in the business of Private Security Agency issued by statutory authority. **Latest Copy should be submitted. Mandatory disclosure**
13. The Bidder/ Tenderer should have its own Training Center for Security Guards in **West Bengal** or should have arrangement with Certified Training Center for Security Guards at West Bengal. The Bidder/ Tenderer should have to attach proof of having Training Center.
14. The Bidder/ Tenderer should be ready to and will:-
  - (A) Deposit ESI and EPF Contribution in respect of each workman/manpower deputed for our Company through a separate Challan in every month and submit a copy of the same as proof of payment to statutory authorities along with complete details of contribution deposited.

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(B) Payment of amount of Wages to workman/manpower in Cash by the Bidder/Tenderer is prohibited and will not be accepted.

(C) Arrange Police Verification of each security guard/workman/manpower deputed for our Company at his own cost and **submit a Police Verification Report obtained from the Police Authorities** in respect of each security guard/workman/manpower before deputing to our company **treating it as a Mandatory requirement.**

(D) Provide alternative security guard/workman/manpower, whenever the regular security guard/workman/manpower deputed by them is not reporting for duty and/or is on leave treating it as a Mandatory Requirement so as to ensure continuity of proper and efficient security services without any break. In case of failure to provide alternate workman the Bidder/Tenderer should be ready to bear the penalty imposed as per the terms and conditions of the Tender Document. **Please note the penalty for not providing alternate workman in the absence of regular workman by the Bidder/Tenderer is to be borne by the Bidder/Tenderer. The Bidder/ Tenderer will not be allowed to pass on the penalty amount to the workman deputed by them.**

The Bidder/Tenderer are required to submit "Letter of Acceptance" in this regard as per specimen enclosed as **Annexure VI** and non-compliance of the above requirement or any requirement given in this Tender Document and any deviation in compliance of the requirement mentioned in the Tender Document will be treated as a default in providing satisfactory services. In such an event, the Company reserves the right to cancel the Work Order given to Bidder/Tenderer and the Security Deposit deposited with the Company by such Bidder/ Tenderer will be forfeited.

15. The Tenders from Individual / Firm / Organization including its Partners / Shareholders / Directors who have been blacklisted / prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained. An Undertaking on the Letter Head of the Company as per is required to be submitted along with Technical Bid.
16. The Tenders from Bidders who's Technical Bid(s) were earlier rejected previously on account of fake supporting documents etc. shall not be entertained.

  
**RAJSEKHAR BHATTACHARYA**  
Finance Officer  
HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE

**HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE**  
**VIVEKANANDA ROAD, PIPULPATI, P.O. & DIST. HOOGHLY, PINCODE 712103**

**GENERAL TERMS AND CONDITIONS**  
**AND INSTRUCTIONS**  
**FOR BIDDERS/TENDERERS**

1. The Tenders/Bids should be valid for a period of **at least two months from the date of opening of Technical Bid of tender.**
2. The duration of the Contract will be for an **initial period of one year from the date of commencement of work after award of contract on the rate of "Service Charges" quoted by Tenderer / Bidder** in their Financial Bid with a **provision to extend the contract for a further period** on the same terms and conditions on providing satisfactory and efficient security services. The rate of "Service Charges" quoted by the Bidder/Tenderer in their Financial Bid shall remain fixed during the currency of the Contract for an initial period of three years and no revision in rates will be permitted during the currency of contract for an initial period.
3. The Tenders are invited on **Two Bid System i.e. Technical Bid and Financial Bid.** The Bidder/ Tenderer is required to put Technical Bid in sealed Envelope No. 1 along with documents and Financial Bid in sealed Envelope No. 2. The Bidder/Tenderer is required to clearly indicate on these sealed envelopes their name, address and contact details.
4. Both the sealed envelopes super-scribed as **Envelope No. 1 "Technical Bid"** and **Envelope No. 2 "Financial Bid"** should be kept in a big **Envelope No.3.** This sealed **Envelope No.3** super-scribed as **"TENDER FOR PROVIDING SECURITY SERVICES ON MONTHLY CONTRACT BASIS"** and addressed to Secretary, Hooghly Engineering & Technology College Society, Vivekananda Road, Pipulpati, P.O. & Dist. Hooghly, Pincode - 712103 shall be deposited in the College reception of Hooghly Engineering & Technology College, Vivekananda Road, Pipulpati, P.O. & Dist. Hooghly, Pincode - 712103

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**RAJSEKHAR BHATTACHARYA**  
Finance Officer  
HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE

5. All the copies of the documents mentioned in the Eligibility Criteria, Technical Bid, and other necessary documents are required to be attached with the “Technical Bid” to be eligible for opening of “Financial Bid.”
6. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed in the Tender Document shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit or delivered elsewhere.
7. “Technical Bid” & “Financial Bid” will be opened on the scheduled date as decided by issuing authority .The Technical Bids will then be evaluated on the basis of documents/ information furnished eligibility criteria, and inspection of office premises, infra-structure and method of evaluation of Technical and Financial Bid given in this Tender Document. The Bidder/Tenderer are hereby informed that institute if needed may/will arrange inspection of their Office Premises and infra-structure facilities of Tenderer/Bidder through a Committee of Officials of the Company and/or through an Investigator appointed for the purpose, to verify the existence and to assess the competence of Bidders/ Tenderers in providing satisfactory and efficient services required in the Tender Document. The report shall be taken into account for the purpose of qualification of Technical Bid of Bidders/Tenderers. The decision of Hooghly Engineering & Technology College Society in this regard shall be final and binding on the Bidders/ Tenderers.

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### **8. Method of Evaluation of Technical and Financial Bid**

The Bids shall be ranked keeping in view the marks obtained on a scale of 100 during evaluation of bids. In case the Bidder/Tenderer fails to attach valid and effective documents with the Technical Bid or no valid and effective documents are received with the Technical Bid, the Bidder/Tenderer will get "0" (ZERO) marks. In case of more than 1 (one) bidder having same marks after both Technical and Financial Bid, the following calculation/procedure would be adopted in chronological order:-

- (a) Bidder who scores highest marks in Technical Bid would be announced as L-1.
- (b) If still marks are equal bidder who score higher in presentation marks would be announced L-1.
- (c) If still marks are equal the Tender Opening and Evaluation Committee's decision would be final.

### **9. The matrix for evaluation of Technical Bids on the scale of 80 marks**

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**10. The matric for evaluation of Financial Bids on the scale of 20 marks**

11. Each Bidder/Tenderer shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder/tenderer or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
12. The "Financial Bid" of only those Bidders/Tenderers who qualify in their "Technical Bid" (based on the above evaluation) will be opened. The "Financial Bid" of those Bidders/Tenderers whose "Technical Bid" is not qualified will not be opened. The date and time of opening of "Financial Bid" shall be up-loaded on Institute Website and shall be intimated to individual qualified bidders through E-mail on E-mail address provided by the Bidder/Tenderer in their Tender Document. All Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.

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13. If at any stage, it is found that the documents, certificates, bills and documents pertaining to mandatory proof of payment of minimum wages, statutory payments and other payments submitted by the Bidder/ Tenderer are forged or have been manipulated, the work order issued to the Bidder/ Tenderer shall be cancelled and the Security Deposit of the Bidder/ Tenderer lying with the Company shall be forfeited without any claim whatsoever on the Institute and the Bidder/ Tenderer is liable for action as deemed fit by the Institute.
14. All amendments/information with respect to this Tender will be uploaded on the Institute Website: [www.hetc.ac.in](http://www.hetc.ac.in) and notice thereof will not be published in any newspaper. All Bidders/ Tenderers are, therefore, advised to visit the website regularly for updates.
15. All over-writings/corrections should be duly signed by the Tenderer /Bidder.
16. Each Tenderer / Bidder will submit only one tender either by himself or as a partner in joint venture/firm/company.



### 17. ARBITRATION

- (A) In the event of any question, dispute or difference arising under this agreement or in connection there-with whether before or after the determination, abandonment or breach of the Contract except as to matter the decision of which is specifically provided under this Contract, which cannot be settled amicably by negotiation, the same shall be referred to Sole Arbitration of the Secretary, Hooghly Engineering & Technology College Society, Vivekananda Road, Pipulpati, P.O. & Dist. Hooghly, Pin - 712103 by either party within 15 days of the failure of negotiation.
- (B) The agreement to appoint an Arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof. There will be no objection to any such appointment that the Arbitrator is Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as Government Servant he has expressed views on all or any of the matter under dispute. The award of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such Deputy General Manager or the said Officer shall appoint another Officer to act as Arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.
- (C) The Arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid, arbitration and Conciliation Act, 1996 and the Rules made there under, any modification thereof from the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- (D) The venue of the Arbitration proceeding shall be the Office of their Secretary, Hooghly Engineering & Technology College Society, Head Office, Vivekananda Road, Pipulpati, P.O. & Dist. Hooghly, and Pin - 712103, or such other places as the Arbitrator may decide.
- (E) The Contractor shall not be entitled to suspend the provision Security Guard Services, pending resolution of any disputes and shall continue to render the services notwithstanding the existence of any dispute between the Contractor and the Company or the subsistence of any arbitration or other

Proceedings.

18. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.
19. Tenders/Bids must be received by/submitted to Chief Manager, Establishment Department, Hooghly Engineering & Technology College Society, Vivekananda Road, Pipulpati, P.O. & Dist. Hooghly, Pin - 712103, by the date and time stipulated in the Notice Inviting Tender. The institute may, at its discretion, extend the deadline for submission of Tenders/Bids in which case all rights and obligations of the Company and the Tenderer/Bidder will be the same. The information thereof will be available on the Institute Website and Notice thereof will not be published in any newspaper. All Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.
20. The Bidder/Tenderer, on award of contract, has to sign an Agreement with the institute on a non-judicial Stamp Paper of Rs. 100/- containing all the terms and conditions mentioned in the Tender Document.
21. The Contract with the Bidder/Tenderer can be cancelled by the Company by giving one month's notice in writing without assigning any reason, whatsoever.
22. In case the Bidder/Tenderer desires to cancel the contract, he is required to give three months' notice in writing to the institute.
23. Hooghly Engineering & Technology College Society, Hooghly, reserves the right to reject/cancel any or all the tenders without assigning any reason, whatsoever.

  
Finance Officer, HETC

**RAJSEKHAR BHATTACHARYA**  
Finance Officer  
HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE

**HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE SOCIETY**  
**VIVEKANANDA ROAD, PIPULPATI, P.O. & DIST. HOOGHLY, PINCODE 712103**

**SCOPE OF SERVICES, TERMS AND CONDITIONS & PROCEDURE FOR**  
**SUBMISSION OF MONTHLY BILL FOR REIMBURSEMENT OF PAYMENT TO**  
**BIDDER/TENDERER**

1. The Bidder/Tenderer shall be required to provide Security Guard Services at the below-mentioned office premises of Hooghly Engineering & Technology College Society :-

Sl. No	LOCATION OF OFFICE	AREA	WORKMAN
1			
2			
3			

The number of Security Guards/Supervisor required (shown above) is indicative and the actual requirement may vary.

  
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## **2 DUTY AND RESPONSIBILITY OF SECURITY GUARDS/SUPERVISOR:-**

- (A) The Bidder/ Tenderer shall ensure protection of the personnel and property of the Institute, prevent trespass in the assigned area with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs, cattle and anti-social elements and unauthorized persons in the office premises of the company at various locations. Frequent night visit and visit on holidays/Saturdays/Sundays for checking of security guards will be arranged by Bidder/ Tenderer/Security Agency and their reports will be submitted to authorized person of the institute on fortnightly basis.
- (B) The Security Supervisor will be responsible for overall security arrangement of the office premises of the Institute at various locations covered under the Contract.
- (C) The Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
- (D) The Security Guard/Supervisor will ensure that no outsiders are allowed to enter in the building without proper Gate Pass issued by them.
- (E) The Security Guards/Supervisor will ensure that no items are allowed to be taken out without proper Gate Passes issued by the Competent Authority/Authorized Officers for in and out movement of store and moveable items.
- (F) The Security Guards/Supervisor will allow officers and employees of the Company in the office premises after checking Identity Cards issued to them and no outsider will be allowed.
- (G) Deployment of Security Guards/Supervisor will be as per the instructions of the authorized person of the Institute and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
- (H) Security Personnel deployed in the office/Campus premises on holidays and Sundays and Monday (Weekly off) will be assessed as per actual requirement and the number of personnel will be suitably reduced/increased.
- (I) The Security Guards/Supervisor will also take round of all the important and sensitive points of the premises including passages on both sides of the office building so as to ensure that no person occupies the space or keep their belongings as specified by the authorized official of the company.
- (J) The Security Guards/Supervisor shall also ensure door keeping duties.
- (K) The Security Guards on duty will also take care of staff cars/vehicles parked in front of office premises and keep watch on it for safe keeping.

  
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- (L) The Security Guards on patrol duty should take care of all the water taps, valves, water hydrants etc. installed in the office premises.
- (M) The Security Guards/Supervisor should ensure that flower plants and pots are not damaged either by the staff/ students or by the outsiders.
- (N) The Security Guards/Supervisor should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
- (O) In emergent situations, Security Guards/Supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Company. Security Guards/Supervisor should be sensitized for their role in such situations.
- (P) The Security Guards/Supervisor are required to display mature behavior, especially towards female staff and female visitors.
- (Q) The Security Guards on duty shall not leave the premises until his reliever reports for duty.
- (R) The Security Guards will physically check the packets, bundles, brief cases, hand bags or any other things carried by the various contractor's labor /manpower while entering and leaving/going out of the building/premises to prevent theft, pilferage and mischief.
- (S) The Security Guards/Supervisor will wear clean and gracious uniform with cap, socks, boots, whistles, dandas and rain protective equipments etc. provided by the Bidder/ Tenderer.
- (T) The Security Guards/Supervisor will not allow hawkers/book-sellers to occupy space in front of office premises on all working days and on Holidays/Saturdays/Sundays etc. and take suitable steps to stop them to occupy the space in front of office premises and passages on both sides.
3. The Bidder/Tenderer will issue Name Badges/Identity Cards with their photographs to all the Security Guards deputed for the Institute and the Bidder/Tenderer has to ensure that all Security Guards wear such Name Badges/Identity Cards during duty hours.
4. The Bidder/Tenderer is required to make payment of Minimum Wages, Statutory Payments like EPF, ESI etc., Overtime, if payable, and other payments as per the Tender Document to the Workman/Manpower by the 5<sup>th</sup> day of every month to each security guard/workman/manpower deputed and to Statutory Authorities in time by themselves and then claim reimbursement of such expenses along with "Service Charges" from the Company by submitting Monthly bills along with proof of Payment of Minimum Wages, Overtime etc. to each security guard/workman/manpower and other Statutory Charges as per the procedure given in the Tender Document. Please note that reimbursements will be made to the Bidder/ Tenderer, only if the bills are accompanied by documentary proof of all these payments to security guard/workman/manpower and other statutory authorities along with other relevant documents mentioned in the Tender Document **treating it as a mandatory requirement.**
5. The Bidder/Tenderer shall make all payments including minimum wages to the workman/manpower deputed on or before 5<sup>th</sup> of every month along with Pay Slips to Individual Workman/Manpower through E-transaction and submit copy of Pay Slips along with the monthly bills to the Company for record and claiming reimbursement of expenses. **Issuance of monthly Pay Slips to each and every security guard/workman/manpower is a mandatory requirement** and the Bidder/ Tenderer has to issue it.
6. The security guard/workman/manpower deployed, engaged by the Bidder/Tenderer are employees of the Bidder/Tenderer and deputed to the Company

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only for the purpose of providing security services. The security guard/workman/manpower deployed shall be in sole employment of the Bidder/Tenderer and Bidder/Tenderer shall be solely and fully responsible for their acts, salaries, wages, remunerations and/or any other statutory or other payments. Under no circumstances the Company shall be liable for any payment or claim or compensation and in case any liability falls on the Company for any reason, the Bidder/Tenderer shall keep the Company indemnified against the same. In order to give effect to this, the Bidder/Tenderer shall incorporate suitable clause in the appointment letters to be issued to its employees/workman that they are employees of Bidder/Tenderer, a copy of which should be given to the Company for perusal and record.

7. The Bidder/Tenderer /Security Agency shall maintain all statutory registers under the Law and shall produce the same, on demand, to the Authority of the concerned office or any other Statutory Authority under the Law.
8. The Institute shall have the right to deduct from the money/amount due to the Bidder/Tenderer, any sum required or estimated to be required, for making good the loss suffered by a workman / manpower deputed, by reason of non-fulfillment of the conditions of the contract of the benefit of the workman/manpower, non-payment of wages or of deduction made from their wages which are not justified by their terms of the contract or non-observance of the regulations.
9. It is informed/clarified to the Bidder/ Tenderer that the "Service Charges" quoted by the Bidder/ Tenderer in their "Financial Bid" should include cost of all the administrative expenses involved (including cost for submission of papers/documents as proof of payment), profit margin, cost of all material, tools/aids like Lathies, Whistle, Torches, Stationery and other equipments etc. and financial arrangement/cost involved to pay the total monthly minimum wages including all other charges to security guards/workman/manpower timely and to pay the statutory payments timely to statutory authorities by the Bidder/ Tenderer in advance from their own sources and then to claim reimbursement of such expenses from the Company on monthly basis only by submitting proof of such payments along with monthly bill.
10. The Bidder / Tenderer, on award of the contract, is required to submit list of Security Guards/Supervisor deputed by them along with details like age, father's name, residential address etc. The Police Verification Report in respect of each worker is required to be arranged, obtained and submitted to by the Bidder / Tenderer at his own cost.
11. It is mandatory for the Bidder/ Tenderer to:-
  - (A) Deposit ESI and EPF Contribution in respect of security guards/workman/manpower deputed for our Institute through a separate Challan for every month in time and submit a copy of the same duly certified, stamped and signed by authorized signatory as proof of payment to statutory authorities along with complete details of contribution deposited in respect of each security guards/workman/manpower on their letter head duly stamped and signed by authorized signatory as per specimen enclosed as Annexure . No security guards/workman/manpower deputed for our Institute will be treated as employees of Institute at any point of time during the contact and Bidder/ Tenderer will be sole responsible for their employees payment in any form.

  
**RAJSEKHAR BHATTACHARYA**  
Finance Officer  
HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE

(B) Pay the total amount of Monthly Wages, Overtime and other charges mentioned in the Tender Document to the security guards/workman/manpower deputed for our Institute through "E- transaction" only **treating it as a mandatory requirement**. Payment of amount of Minimum Wages, Overtime and other charges to the security guard/workman/manpower in Cash is not being acceptable to the Institute.

(C) Arrange/Apply for "On Line" Police Verification in respect of each workman/manpower deputed for our Company on his own expenses and submit **Police Verification Report obtained from the Police Authorities** in respect of each workman/manpower before deputing him to our company **treating it as a Mandatory requirement**. Please note that **online application for Police Verification is to be made by Bidder/ Tenderer** giving declaration that the security guard/workman/manpower in question is his/their own employee. **Police Verification applied by the individual security guard/workman/manpower will not be accepted.**

(D) Provide alternate security guard/workman/manpower, whenever the regular security guard/workman/manpower deputed by them is not reporting for duty and/or on leave **treating it as Mandatory Requirement** as the Company is making payment of Reliever/Leave Cost of the Bidder/Tenderer.

The Bidder/Tenderer are required to submit a **Letter of Acceptance** in this regard and non-compliance of the above-noted mandatory requirements or any requirement given in this Tender Document and any deviation in compliance of the requirement mentioned in the Tender Document will be treated as a default in providing satisfactory security services. In such an event, the Institute reserves the right to cancel the Work Order given to Bidder/Tenderer.

12. In case of absence/non-availability of the security guard/workman/manpower deputed for a particular day or period on account of leave or otherwise, the **Bidder/ Tenderer is required to arrange for alternative security guard/workman/manpower** (for which reliever/leave cost is being paid to the Bidder/Tenderer) so as to ensure continuance of proper and efficient security guard services **treating it as a Mandatory requirement**.
13. In case of non-compliance of any of the terms and conditions mentioned in the Tender Document Contract/Agreement, a penalty will be levied on the Bidder/Tenderer/Security Agency and the same will be deducted from the "Service Charges" payable to the Bidder/Tenderer/Security Agency. Please **note that the Bidder/Tenderer will not deduct/recover this penalty from the amount payable to the security guard/workman/manpower deputed by them and the Bidder/Tenderer will have to bear the penalty amount, if any imposed.** The penalty for some of the defaults are as under :-

S.No	Nature of Default	Penalty Amount
1	Non-observance of Dress Code	Rs. 100/- per instance.
2	Non-reporting and absence from duty without reliever	Rs. 100/- per shift.
3	Change of Security Guards without prior permission of Company	Rs. 100/- per instance.
4	Found under the influence of Alcohol/un-authorized drugs	Two days salary at first instance and removal thereafter.

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5	Sleeping on Duty	Rs. 200/- per instance.
6	On receipt of public complain attributable to misconduct/misbehavior of Guard	Rs. 200/- per instance.
7	ESI and EPF contribution not being deposited regularly by Bidder/Tenderer/Agency to statutory authorities	2 percent of the total bill amount.
8	EPF amount deducted from wages of security guard and deposited less in the account of security guard by Agency	Double the less EPF amount deposited.
9	Wages are not paid in time to the security guards/workman/manpower	2% upto 7 days thereafter 5% for each subsequent day of the wage bill of that particular bill.
10	Non-wearing or Non-Supply of Complete Set of Uniform (Winter/Summer) including Caps by/to the Security Guard	Rs. 50/- per Day per Security Guard/Supervisor.
11	Salary Slip not issued to the Security Guard/Supervisor	Rs. 50/- per Security Guard/Supervisor.
12	Payment to some guards is made in Cash or by Cheque	Rs. 50/- per Security Guard/Supervisor.
13	If any person is found occupying space or keeping their belongings on passages (both sides) of office premises.	Rs. 10/- per occasion.
14	If a person/hawker is found occupying space in front of office premises or on both sides of passage-way on working days/Saturdays/Sundays.	Rs. 100/- per occasion.

14. The Bidder/Tenderer will obtain the PF Number and ESI Number for security guard/workman/supervisor from the appropriate authority and submit a copy of the same to the Company. The **Bidder/Tenderer will also obtain ESI Card for their workers, plumber and supervisor** from the concerned statutory authority and hand-over the same to the workers, plumber and supervisor under acknowledgement and provide a photocopy of the same to the Institute.
15. The Bidder/Tenderer will be required to make payment to the Security Guard/Workman/Manpower deployed for the period they are on duty only through E-payment Only by the 5<sup>th</sup> of every month and is required to submit proof of such payment along with Monthly Bills for claiming reimbursement from the Institute **treating it as a mandatory requirement and no deviation in the mode of payment to security guards/workman/manpower will be permitted.**
16. The behavior of the workman/manpower should be polite, cordial, obedient and not convicted in any Civil or Criminal Court/Law Agencies. The

  
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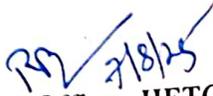
**Bidder/Tenderer, on award of contract, shall have to give undertaking in this regard.** In case of any misbehavior, in addition to taking legal action, the Bidder/Tenderer will be penalized for the same and the decision of the competent authority of the company in this regard shall be final and binding on the Tenderer.

**PROCEDURE FOR SUBMISSION OF THE BILL ON MONTHLY BASIS FOR REIMBURSEMENT / RELEASE OF PAYMENT TO BIDDER / TENDERER**

The Bidder/Tenderer is required to submit their Monthly Contract Bills, in duplicate, for reimbursement of Minimum Wages, Overtime, statutory charges and other charges as mentioned in Tender Document paid by them to security guard/workman/manpower and to statutory authorities and Service Charges as per rates quoted by them along with the following documents for **claiming reimbursement/release of Monthly Contract Charges treating it as a mandatory requirement:-**

- (1) Statement of Computation of Total Contract Charges payable to the Bidder/Tenderer for the month.
- (2) Statement of Computation of Wages, Overtime and other charges payable to each security guard/workman/manpower for the month.
- (3) Photo-copy of Challan for deposition of ESI contribution in respect of each security guard/workman/manpower deputed through a Separate Challan in respect of security guards/workman/manpower deputed for our company every month duly certified, stamped and signed by authorized signatory along with complete details of contribution deposited in respect of each security guards/workman/manpower on their letter head duly stamped and signed by authorized signatory.
- (4) Photo-copy of Challan for deposition of EPF contribution in respect of each workman/manpower deputed through a Separate Challan in respect of workman/manpower deputed for our company every month duly certified, stamped and signed by authorized signatory along with complete details of contribution deposited in respect of each security guards/workman/manpower on their letter head duly stamped and signed by authorized signatory as per specimen enclosed as **Annexure X**.
- (5) Photo-copy of proof of payment of Monthly Wages, Overtime and other charges mentioned in the Tender Document along with copy of Pay Slips to the security guards/workman/manpower through "E-transaction" only duly certified, stamped and signed by authorized signatory.

The Bidder/Tenderer is required to make payment of minimum wages, overtime and other charges to the Security Guards/Workman/Manpower and statutory charges to statutory authorities in time from his own sources and then claim reimbursement from the Company on Monthly Basis along with the above-noted documents. It is **informed/clarified that submission of all documents listed above in the Tender Document along with bill for the month, in duplicate, is a mandatory requirement, failing which the payment will not be released.**

  
Finance Officer, HETC

**RAJSEKHAR BHATTACHARYA**  
Finance Officer  
HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE

**'TECHNICAL BID'**

The Bidder is requested to furnish the following information.

SL. NO	DESCRIPTION	PARTICULARS
1	Name of the Firm/Security Agency for providing Security Guards.	
2	Address of the Firm / Security Agency for providing Security Guards.	
3	Year of Establishment	
4	Whether the Firm / Security Agency is proprietorship / partnership / limited Company. <b>Attach proof with Registration Number and CIN Number of Company.</b>	
5	(A) Name of authorised contact person. (B) Mobile / LandlineNumber (C) FaxNumber (D) E-mail ID	<hr/> <hr/> <hr/> <hr/>
6	PAN number of the Firm /Security Agency. <b>Attach Self-attested photo-copy of the PAN Card.</b>	
7	Labour License/Registration under the Contract Labour (Regulation & Control Act, 1970). <b>Attach self-attested photo-copy of Labour License Registration.</b>	

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8	License under Private Security Agencies (Regulations) Act. <b>Attach self-attested photo-copy of License</b>	
9	Valid and effective Quality Assurance ISO Certificates held by the Firm / Security Agency. <b>Attach self-attested photo-copy of all such ISO Certificates.</b>	
10	Goods and Service Tax Number of the Firm/ Security Agency. <b>Attach Self-attested photo-copy of Goods &amp; Service Tax No.</b>	
11	EPF Registration Number of the Firm / Security Agency. <b>Attach Self-attested photo-copy of Certificate of EPF Registration.</b>	
12	ESI Registration Number of the Firm / Security Agency. <b>Attach Self-attested photo-copy of Certificate of ESI Registration.</b>	
13	<b>Experience of minimum three years in the field of providing Security Services on Monthly Contract Basis as on 31/03/2018. Attach Satisfactory Performance Certificates issued by them for providing Security Guards Services.</b>	
14	Bank Account Details of the Firm (A) Bank Account No. (B) Bank Name and Address (C) IFSC Code (D) MICR Code. <b>Attach self-attested photo-copy of cancelled cheque.</b>	<hr/> <hr/> <hr/> <hr/> <hr/>

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15	List of existing Clients along with proof which should include <b>at least three</b> Government / Public Sector Undertaking or any Private Company having minimum Rs. 50 Lacs paid-up capital during the last three financial years as per <b>Annexure III. Attach Satisfactory Performance Certificates from them.</b>	
16	The Bidder/Tenderer annual <b>turn-over</b> for the last three financial years. <b>Attach Certificate from Chartered Accountant in this regard as per Annexure IV.</b>	
17	The Bidder / Tenderer should have <b>minimum 100 Security Guards in on its rolls as on 7/09/2025. Attach Certificate from Chartered Accountant in this regard as per Annexure V.</b>	
18	Whether the Bidder/Tenderer is categorized as Micro and Small Enterprises under Public Procurement Policy of Government of India and eligible for benefits. If Yes, attach self-attested copy of Valid Certificate of Registration as MSEs along with letter from Registering Authority certifying exemption from payment of EMD.	

  
**RAJSEKHAR BHATTACHARYA**  
**Finance Officer**  
 HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE

**DECLARATION :**

I/We hereby certify that the information furnished above are true, complete and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, my/our agency is liable to be blacklisted and will not have any right of dealing with Hooghly Engineering & Technology College Society. Moreover, the Company reserves the right to take any suitable action in accordance with the Tender and extant rules including forfeiture of Security Deposit/EMD, as the case may be.

SIGNATURE WITHSTAMP : \_\_\_\_\_

NAME OF FIRM/SECURITY AGENCY: \_\_\_\_\_

NAME OF AUTHORISED PERSON :

\_\_\_\_\_ CONTACT NUMBER

: \_\_\_\_\_

E-mail ID : \_\_\_\_\_

DATE : \_\_\_\_\_

*RM 7/8/25*  
**RAJSEKHAR BHATTACHARYA**  
Finance Officer  
HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE

ANNEXURE II

CERTIFICATE BY CHARTERED ACCOUNTANT

I/We, \_\_\_\_\_, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned for the financial years mentioned above in respect of M/s. \_\_\_\_\_ are checked and found correct and true as per their Books of Accounts and other related records.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT**

  
**RAJSEKHAR BHATTACHARYA**  
Finance Officer  
HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE

**ANNEXURE III**

**LIST OF PRESENT AND PAST  
CLIENTSDURING LAST THREE  
FINANCIALYEARS.**

(Please give complete details as per the following format along with the Experience Certificate issued by clients/organizations to which services were provided during the last three financial years. This information provided will facilitate evaluation of Technical Bid).

Sl. No	Name of the Organization with complete postal address <b>located in West Bengal / Kolkata</b> mentioning Pvt. Sector/ Govt Body / PSU / Public Limited Company.	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for which Contract was awarded.	Nature of Work	Number of Security Guards provided to them.

SIGNATURE WITH STAMP : \_\_\_\_\_  
NAME OF FIRM/SECURITY AGENCY : \_\_\_\_\_  
NAME OF AUTHORISED PERSON : \_\_\_\_\_  
CONTACT NUMBER : \_\_\_\_\_  
E-mail ID : \_\_\_\_\_  
DATE : \_\_\_\_\_

*Rajsekhar Bhattacharya*  
21/8/15

**RAJSEKHAR BHATTACHARYA**  
Finance Officer  
DOGHLY ENGINEERING & TECHNOLOGY COLLEGE

ANNEXURE IV

CERTIFICATE REGARDING TURN-OVER OF  
TENDERER DURING THE LAST THREE FINANCIAL  
YEARS

I /We, M/s \_\_\_\_\_, the Bidder/Tenderer/Security Agency for providing security guard services on Monthly Contract Basis, hereby confirm that the average total turn-over of the firm/company and profit during the last three financial years i.e. ...., is equal to or more than Rs. 2.5 Crores. The financial year-wise break-up is given below:-

S.NO	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR	PROFIT EARNED FOR THE YEAR
1		Rs. _____	Rs. _____
2		Rs. _____	Rs. _____
3		Rs. _____	Rs. _____

SIGNATURE & SEAL OF THE TENDERER

*RSV 78/25*  
**RAJSEKHAR BHATTACHARYA**  
Finance Officer  
HOOD - ENGINEERING & TECHNOLOGY COLLEGE

**ANNEXURE V**  
**CERTIFICATE REGARDING CONFIRMATION OF NUMBER OF**  
**SECURITYGUARDS ON THE ROLL OF THE BIDDER / TENDERER AS ON**

I / We, M/s \_\_\_\_\_, the Bidder/Tenderer/Security Agency for providing Security Guard Services on Monthly Contract Basis to Hooghly Engineering & Technology College Society, Vivekananda Road, Pipulpati, Hooghly -712103, hereby confirm that the total number of Security Guards on my/our roll as on.....is \_\_\_\_\_ (No. in figures: \_\_\_\_\_). The site / firm / contract- wise break up of Security Guards provided to Firms/Clients are asunder:

SL. NO	NAME OF FIRM / COMPANY TO WHOM SECURITY SERVICES ARE PROVIDED	ADDRESS OF FIRM / COMPANY	NUMBER OF SECURITY GUARDS PROVIDED AS ON 7/09/2025
		GRAND TOTAL :	

**SIGNATURE & SEAL OF THE TENDERER**

Certified that the figure regarding number of Security Guards in Delhi/NCR on the roll of Mr. / M/s \_\_\_\_\_, the Bidder/ Tenderer for providing Security Services on Monthly Contract Basis as mentioned above is true and found correct as per their Books of Accounts as on 31/06/2018.

*RAJ*  
**RAJSEKHAR BHATTACHARYA**  
 Finance Officer  
 HOOGHLY ENGINEERING & TECHNOLOGY COLLEGE

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT**

**SPECIMEN OF UNDERTAKING REGARDING NON-  
BACKLISTING/PROSECUTION OF THE FIRM**

(To be submitted on the Letter Head of the Bidder/Tenderer)

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

**TO WHOMSOEVER IT MAY CONCERN**

I / We / Our organization, M/s \_\_\_\_\_ hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law.

  
**RAJSEKHAR BHATTACHARYA**  
Finance Officer  
HOUGHLI ENGINEERING & TECHNOLOGY COLLEGE

**SIGNATURE OF BIDDER/TENDERER  
WITH DATE AND RUBBER STAMP**