



Phone : 03512 - 268780  
Fax : 03512 - 268455  
e-mail : gkciet\_malda@yahoo.in

**Ghani Khan Choudhury Institute of Engineering Technology**  
(Under Ministry of Human Resource Development, Govt. Of India)  
Vill+Post. Kotwali , Malda -732144 (W.B)

No. : GKCIET/593

Date: 23-09-2013

**OPEN TENDER NOTICE**

To,

\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

***Sub : Invitation of quotation for Armed Guard (Ex-Army/Defense), Highly Skilled, Skilled, Unskilled personnel, Plumber, Gardener, Cleaner.***

- I. Reputed security service provider agencies duly registered with DGR and approved for services in the state of West Bengal may furnish the competitive tenders for providing round the clock Armed Guard (Ex-Army/Defense), Highly Skilled, Skilled, Unskilled personnel, Plumber, Gardener, Cleaner to the Educational Institute building and premises at Kotwali, Malda; TTC Power Grid Complex, Maliha, Malda; 16 Mile-Baishnabnagar, Malda; Narayanpur, Malda, West Bengal with single entrance gate with two guards each per shift round the clock in three shifts. A JCO to ensure round the clock security supervision, report and return to GKCIET in the front office. A guard room will be provided for group stay.

**II. Terms & conditions:**

- 1.1 Tenderer(s) must be quoted as per Central Govt. Rate.
- 1.2 Up-to-date Trade License, Provisional Tax Certificate, Service Tax Clearance Certificate, VAT Registration Certificate, Income Tax Return must be attached with the quotation.
- 1.3 Permanent Account Number (PAN).
- 1.4 License of Private Security Agency.
- 1.5 Up-to-date Employee Provident Fund (EPF) Clearance Certificate.
- 1.6 Enrolment Certificate.
- 1.7 Credential.

1.8 Tenderer(s) registered with the State/Central Government must quote his registration numbers, if any, and submit a Xerox copy of registration along with the tender.

1.9 **The rate quoted must be both in words and figures.**

1.10 The period of contract for 12 months subject to extension with the satisfaction of the authority.

1.11 The quantity against each item mentioned in the tender may vary according to the actual requirements at the time of placing Work Order.

1.12 Cover containing the tender/quotation must be super scribed as follows:  
**"Tender No ----- due on -----".**

1.13 All legal disputes shall be under the jurisdiction of the Malda Courts in the state of West Bengal.

## **2) Earnest Money Deposit (EMD):**

2.1 "EMD at the rate of 2% of the quoted price" (if the quoted price is above Rupees one lakh) in the form of Crossed Account payee demand draft, fixed deposit receipt from commercial bank or Bank guarantee from a commercial bank drawn in favour of Accounts Officer, Ghani Khan Choudhury Institute of Engineering & Technology, Malda on any scheduled bank at Malda shall be submitted along with the Tender/Quotation. Tender/Quotation without earnest money deposit shall be **OUTRIGHTLY REJECTED**. A model format of bank guarantee for furnishing EMD is enclosed in **Annexure- A**.

2.2 Forfeiture of EMD: EMD of a tenderer will be forfeited if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

2.3 Refund of EMD: EMD furnished by all unsuccessful tenderers should be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 days after conclusion of the contract. EMD of the successful tenderer should be returned, without any interest whatsoever, after receipt of performance security from it as called for in the contract.

2.4 **Each bidder shall submit only one quotation.**

## **3) Validity of Quotation:**

Quotation shall remain valid for a period not less than 6 months after the deadline date specified for submission.

## **4) Delivery Period:**

Earliest period of delivery shall be mentioned in the quotation.

**5) Evaluation of Quotations:**

**GKCIET, Malda** will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
  - (b) conform to the terms and conditions, and specifications.
- The quotations would be evaluated separately for each item.

**6) Award of contract:**

The **Ghani Khan Choudhury Institute of Engineering and Technology, Malda** will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

**6.1** Notwithstanding the above, **Ghani Khan Choudhury Institute of Engineering and Technology, Malda** reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

**6.2** The bidder whose bid is accepted will be notified of the award of contract by the **Ghani Khan Choudhury Institute of Engineering and Technology, Malda** prior to expiration of the quotation validity period. The accepted terms of the offer shall be incorporated in the purchase order.

**7) Performance Security:**

**7.1** Performance security at the rate of 5% of the contract value in the form of account payee demand draft, fixed deposit receipt from commercial bank or Bank guarantee from a commercial bank in favour of **Accounts Officer , Ghani Khan Choudhury Institute of Engineering and Technology, Malda** shall be submitted within 21 days after the notification of the award of contract. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations. A model format of Bank guarantee for providing performance security is enclosed at **Annexure -B**.

**7.2** Forfeiture of Performance Security: Performance security is to be forfeited and credited to the purchase organization in the event of a breach of contract by the supplier, in terms of the relevant contract.

**7.3** Refund of Performance security: Performance security should be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.

**10) Payment:**

Payment will be made for whole of the month.

**11) Normal commercial warranty/ guarantee:**

Normal commercial warranty/ guarantee shall be applicable to the supplied goods and this should be specified clearly by the bidder.

**12)** Points which are not explicitly covered under “**terms and conditions**” above shall be covered by Manual on Policies and Procedures for Purchase of Goods circulated by Ministry of MHRD, Govt. of India. A copy of the same is available in the office of the Department of Electrical Engineering for perusal of the tenderers. Tenderers are advised to go through the manual before submission of their quotations. A soft copy of the manual can also be downloaded from <http://finmin.nic.in/>.

You are requested to provide your offer as per schedule provided in Notice Inviting Tender.

**Chairman, BoG,  
Ghani Khan Choudhury Institute of Engineering and Technology,  
Vill + PO: Kotwali, Dist. Malda- 732144  
Tel. & Fax No. +91(3512) - 268780/278058**

Whereas .....  
.....(hereinafter called the "tenderer").....  
has submitted their offer dated .....  
for the supply of.....  
.....(hereinafter called the "tender").....  
against the purchaser's tender enquiry No. ....  
KNOW ALL MEN by these presents that WE .....  
of .....having our registered office at.....  
.....are bound unto.....  
(hereinafter called the "Purchaser") .....  
in the sum of .....  
for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors  
and assigns by these presents. Sealed with the Common Seal of the said Bank this  
.....day of .....20

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)  
Name and designation of the officer  
Seal, name & address of the Bank and address of the Branch

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To  
The Chairman,  
GKCIET, Malda

WHEREAS .....  
(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no ..... dated ..... to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby, affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of .....  
..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20

(Signature of the authorized officer of the Bank)  
Name and designation of the officer  
Seal, name & address of the Bank and address of the Branch



**GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**(Estd. by Ministry of Human Resource Development, Govt. of India)**  
**Office: Vill+Post. Kotwali, Dist. Malda, Pin- 732144, West Bengal, Ph- 03512278058**

**TENDER NOTICE No.- GKCIET/593 Date: 23-09-2013**

Sealed tenders are invited by GKCIET, Malda from bona-fide Agencies for providing round the clock Armed Guard (Ex-Army/Defense), Highly Skilled, Skilled, Unskilled personnel, Plumber, Gardener, Cleaner to the Educational Institute for office work with 2% earnest money on quoted price. The cost of **TP** is Rs. 500/- payable through DD i/f/o **Accounts Officer, GKCIET, Malda**. The last date of submitting **TP** is 28-10-2013 upto **3:00 pm**. Tenders will be opened on 28-10-2013 at **4:00 pm**. **For details visit our website: [http// www.gkciet.in](http://www.gkciet.in)**

**Sd/-**  
**Chairman-BoG**  
**GKCIET/Malda**