GALSI MAHAVIDYALAYA

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NAAC Accredited 'B' (Cycle - 1)

Ref. No. – **Date : 14-10-2026**

NOTICE INVITING SPOT TENDER FOR DEPLOYMENT OF SECURITY GUARD (THIRD CALL)

NIT No.: 4488/GM/TEN//26Date: 14.10.2026

Subject: Spot Tender for providing Security Guard for safety and security of the college campus with effect from 01.11.2026 (Tentatively)

Sealed quotations are invited from **eligible, experienced, reputed and licensed Security Service Agencies** for providing **one (01) Security Guard** for the safety and security of the college campus with effect from **01.11.2026 (tentatively)**.

The engagement shall be for **three months, i.e. up to 31.01.2027**, or until a regular security arrangement is made, whichever is earlier. The College reserves the right to extend, reduce or discontinue the engagement at its discretion.

1. Scope of Service

The agency shall deploy:

- **01 Security Guard** (The exact duty timings shall be fixed by the College Authority).

The guard shall be responsible for watch and ward, checking of Identity cards of students, prevention of unauthorised entry, protection of college buildings and property, switching on-off campus lights, regular patrolling, monitoring of the campus and immediate reporting of any suspicious activity, theft, damage, fire, trespass or other untoward incident.

2. Eligibility

The agency must:

1. possess a valid licence/registration/authorisation required for providing private security services;
2. have experience in providing security services to institutions/offices/educational establishments;
3. possess valid **PAN, GST, EPF and ESI registrations**, wherever applicable;
4. comply with all applicable provisions relating to private security agencies and labour laws; and
5. not have been blacklisted/debarred by any Government Department or public authority.

Copies of relevant documents shall be submitted with the quotation.

3. Wages and Statutory Compliance

The Agency shall pay **wages**to the deployed guards following the guidelines prescribed by the Government of West Bengal

The Agency shall be solely responsible for timely payment of wages and all applicable statutory dues and benefits, including **EPF, ESI, Statutory bonus, Weekly-off/Reliever wages, Overtime and Applicable Taxes/Cess**, to its employees as required by law and the college in no way should be held responsible for any breach in this regard.

The Agency shall possess and maintain all licences, registrations and permissions required for providing private security services, including **PAN, GST, EPF and ESI registrations**, wherever applicable.

The college shall not be responsible for any liability arising from non-payment, under-payment or delayed payment of wages or statutory dues by the Agency.

4. Deployment and Conduct

The agency shall deploy **physically fit, disciplined, alert, experienced and suitably verified personnel** in the age group of **35-50 years**. The Agency shall also **mandatorily rotate/replace the deployed security guards at prescribed intervals**, or earlier whenever required by the college, without disruption of security services.

The Security Guards shall:

- remain alert and attentive throughout their duty hours;
- wear proper uniform and identity card while on duty;
- maintain a proper register of entry/exit of persons and vehicles, wherever directed;
- prevent unauthorised entry into the College premises;
- report immediately any suspicious activity, theft, damage, fire, trespass, violence or other untoward incident;
- switch on-off the campus lights
- undertake regular patrolling of the campus as directed;
- safeguard College property;
- follow lawful instructions issued by the Principal or authorised College officials; and
- maintain proper discipline and decorum on the campus.

The agency shall ensure antecedent/identity verification of deployed personnel and furnish relevant records to the College whenever required.

Sleeping, leaving the assigned post, absence without replacement, consumption of intoxicants, negligence, misconduct or disobedience of lawful instructions shall be treated as serious lapses.

The College may require immediate removal and replacement of any guard whose conduct or performance is found unsatisfactory.

5. Reliever and Continuity of Service

The agency shall provide a suitable **reliever/substitute guard for weekly off, leave or absence of any deployed guard**, without interruption of the required day/night security coverage.

No additional payment shall be admissible merely for arranging such replacement where the agency is legally required to provide it as part of its statutory obligations.

6. Attendance and Payment

Attendance shall be verified by the College through the attendance register/CCTV or any other method adopted by the College.

Payment shall be made only for actual deployment and satisfactory service. No payment shall be made for an unauthorised absence or non-deployment.

The agency shall submit its monthly bill along with:

- attendance statement;
- wage-payment details;
- bank payment proof;
- EPF/ESI challans and other statutory compliance documents, wherever applicable; and
- GST invoice, wherever applicable.

The College may withhold processing of bills until satisfactory compliance documents are furnished.

7. Uniform and Equipment

The agency shall provide, at its own cost, proper uniform, identity card, shoes and other basic articles/equipment necessary for the performance of security duties.

Where required, the agency shall also provide suitable equipment such as torch, whistle, rain protection and other basic security accessories.

8. Quotation

The bidder shall quote the **monthly cost per deployed Security Guard** for each of the following duty options: **8 hours, 10 hours and 12 hours per day**. The quoted amount shall be in accordance with the **guidelines prescribed by the Government of West Bengal** and shall include **all applicable statutory dues,** together with the **monthly agency/service charge** payable to the bidder.

9. Security Deposit

The College may require the successful bidder to furnish a **security deposit/performance security**, if considered necessary by the competent authority.

10. Inspection and Supervision

The College Authority shall have the right to inspect the security arrangements and the performance of the deployed personnel at any time.

The agency shall nominate a responsible representative who shall remain available for communication with the College Authority and for resolving any operational issue.

11. Liability and Indemnity

The agency shall be solely responsible for the conduct, discipline, wages, statutory dues and employment-related liabilities of its personnel.

The agency shall **indemnify and keep indemnified the College** against any claim, liability, loss, penalty, compensation or proceeding arising from the acts, omissions, negligence or misconduct of the agency or its personnel, including non-compliance with labour/statutory requirements.

12. Termination / Discontinuance

The College reserves the right to **terminate the engagement at any time**, particularly in the event of:

- unsatisfactory performance;
- security lapse or negligence;
- absence/non-deployment of guards;
- misconduct or indiscipline;
- breach of any tender condition;
- non-payment/non-compliance of statutory dues;
- submission of false documents; or
- commencement of any regular/alternative security arrangement.

In cases involving serious security lapse, misconduct, fraud or other grave breach, the college may terminate the engagement **with immediate effect**.

The agency shall not discontinue the service without **at least 30 days' prior written notice**, unless otherwise permitted by the college.

13. Selection

The college shall have full discretion to assess the eligibility and suitability of the bidders. Among eligible bidders complying with all statutory and tender requirements, the **lowest reasonable monthly cost per deployed Security Guard**may be considered.

The college reserves the absolute right to accept or reject any or all quotations, wholly or partly, without assigning any reason. No bidder shall have any claim against the college on this account.

14. General Conditions

1. All certificates, licences, registrations and other supporting documents submitted in support of the bid shall be in the name of the bidding agency itself. Documents issued in the name of any other person, firm or agency shall not be accepted for evaluation of the bid.
2. The quotation must be signed and stamped by the authorised representative of the agency.
3. Must submit valid licence to engage in the Business of Private Security Agency from Govt. of W. B
4. Conditional quotations may be rejected.
5. Canvassing in any form shall lead to disqualification.
6. The successful agency shall execute an agreement/undertaking with the College.
7. The engagement is purely **temporary/interim** and shall not confer any right upon the agency for continuation.
8. The college shall have no employer-employee relationship with the guards deployed by the agency.
9. The agency shall comply with all applicable Central and State Government laws, rules, notifications and orders.
10. The decision of the competent authority of the college regarding acceptance of the quotation shall be final, subject to applicable rules.
11. All matters not specifically provided herein shall be governed by the applicable Government rules, statutory provisions and directions of the competent authority.

15. Spot Tender

Considering the urgent requirement of uninterrupted security arrangements, the selected agency shall be prepared to **commence deployment from 01.11.2026**.As the festive season is underway, please contact **9635381351 / 9749234579** before submitting your quotation.

Last date and time for submission:28.10.2026 (2.00 P.M.)

Place of Submission: Galsi Mahavidyalaya

Date and time of opening: After 28.10.2026 as per the availability of the Appropriate Authority concerned

The sealed envelope shall be superscribed:

"SPOT TENDER FOR PROVIDING SECURITY GUARD – GALSI MAHAVIDYALAYA(THIRD CALL)"

14/10/25

(Dr Amit S Tiwary)
Principal
Galsi Mahavidyalaya
Galsi, Purba Bardhaman