



SONARPUR MAHAVIDYALAYA

ESTD - 1985

Sahid Biswanath Sarani, Rajpur, Kolkata-149

Phone: 033 2434 6987/1421

Accredited by NAAC

Ref: SM/GEN/81/25

Date: 14/11/2025

NOTICE INVITING TENDER FOR THE SERVICE OF SECURITY PERSONNEL IN SONARPUR MAHAVIDYALAYA


Last Date of Submission of Tender: 25/11/2025

Date of Opening of Tender: 26/11/2025

In accordance with resolution taken in the Governing Body meeting held on 18.07.2025, sealed Tenders are invited from the authorized competent security agencies for providing the service of Security Personnel (without armed) in the campus of Sonarpur Mahavidyalaya at Sahid Biswanath Sarani, Rajpur, Kolkata -700149.

Competent agencies are required to submit sealed Cover addressed to the Teacher-In-Charge, Sonarpur Mahavidyalaya, Sahid Biswanath Sarani, Rajpur, Kolkata -700149 containing (1) the prescribed format (Annexure – I & II) properly filled up and signed with rubber stamp, (2) the Annexure – III (duly signed on each page thereof with rubber stamp), (3) Annexure – IV (Price Bid in the letter head of the bidder duly signed and stamped) and (4) Other required documents which may be dropped in the Tender Box kept in the Building of Sonarpur Mahavidyalaya.

The Sealed Cover should also contain one Demand Drafts in favour of "Sonarpur Mahavidyalaya" payable at Kolkata of Rs. 1,000/- (Rupees One Thousand) only as non-refundable Application Fee. The Forms / Annexures can be downloaded from the College Website (www.sonarpurmahavidyalaya.com). The successful Bidder shall have to enter into an Agreement containing all Terms and Conditions of the service with the College Authority. The College authority reserves every right to accept or reject any or all applications without assigning any reason.


Teacher-In-Charge,
Sonarpur Mahavidyalaya

Teacher-in-Charge
SONARPUR MAHAVIDYALAYA
S B Sarani, Rajpur
Kolkata-700149





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ANNEXURE – I

APPLICATION FORM FOR PROVIDING THE SERVICE OF SECURITY PERSONNEL IN THE CAMPUS OF SONARPUR MAHAVIDYALAYA

1. Name of the Company/Firm/Business Organization:

2. Complete Address:
.....

3. Status of the Bidder (Attach relevant documents, e.g., Certificate of Incorporation issued by the Registrar of Companies, certified copy of the Partnership Deed in case of partnership firm, trade licence in case of sole proprietary concern) :

4. Name of the Managing Director/Managing Partner/Proprietor:

5. Contract Number:

Landline No./Mobile No.

E-mail id

5. Details of expertise in the area of providing service of Security Personnel (credentials / copy of work orders, Use separate sheet, if required / submit supporting documents):

6. PAN of the Company/ Firm / Sole-Proprietor:

6. Income Tax Returns of the assessment years 2025-26, 2024-25 and 2023-24 (attach scanned copies).
(Certified true copy to be enclosed)

7. EPF Number (Certified true copy to be enclosed):

8. ESIC Number (Certified true copy to be enclosed):

9. Profession tax Registration No. (Certified true copy to be enclosed):

10. Valid Trade License No. (Certified true copy to be enclosed):

11. Application Fees Details: Demand Draft No. _____ Date _____ of
Rs.1,000/- drawn on _____ Bank _____ Branch

I / We do hereby confirm that the Rules and Regulations already framed and to be framed for the purpose of the Service of Security Personnel including that of making "Security Deposit" as determined by the College Authority will be abided by me / us scrupulously.

I / We also certify that the information furnished above is true and correct.

Date:

Full Signature of the Applicant

Place:

Designation & Rubber Stamp



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Annexure - II

DECLARATION

1. I _____, Son / Daughter of Sri _____, Proprietor/Partner/ CEO/ MD/ Director/ Authorized Signatory of M/s. _____ am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I/ our firm / company am / is not currently debarred or black listed in any State / national organization or educational institute/College for any services.
7. Incomplete application form / application form without photocopies of all relevant documents will be rejected outright.

Signature of the Authorized Person

Date:

Full Name:

Place:

Designation:

Company Seal:



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ANNEXURE - III

TERMS & CONDITIONS FOR PROVIDING THE SERVICE OF SECURITY PERSONNEL IN THE CAMPUS OF SONARPUR MAHAVIDYALAYA

A. General Terms and Conditions

1. The service will be provided by the agency purely on contractual basis for a period of 11 months.
2. The agency will engage its work force at its own responsibility / liability in all respect. Sonarpur Mahavidyalaya shall have no responsibility or liability. However, the AGENCY shall furnish the complete details of the manpower to be deployed in the College Campus for rendering security service. Sonarpur Mahavidyalaya shall not bear any direct responsibility for payment of the wages, post-retirement benefits and other direct and indirect costs relating to such workers deployed by the agency.
3. The agency is to take care of the Campus, Buildings including its Offices, all assets insides and outsides of all Buildings and will be responsible for the total security of them.
4. In the case of any loss of the College's assets by way of theft, burglary, etc., for which the Agency will be responsible, compensation is to be made by the Agency for such loss to the College at a value to be ascertained by the College authority.
5. Violation of any terms and conditions contained in the Agreement would entail cancellation of the Agreement and proceeding for eviction and damages.
6. The Security Personnel will have to report for duty to the authorized representative of the College.
7. All personnel deployed by the agency must put on neat and clean uniform suitable for the security along with black shoes; have short hair & trimmed nails. The security personnel shall always display their name badge and I-Card on their uniform so that they can be easily identified.
8. The Agency shall maintain strict discipline among the workforce and shall review the performance of the workforce on regular basis. Personnel employed by the Agency who are found to be indiscipline or whose performance is not satisfactory, as noticed or as reported by the College authority or any other authorised person of the College shall be replaced by the Agency without causing any disruption in the assigned work at the College Campus.
9. The Agency will have to return all the assets given for use, in case they have to leave the College.
10. The Agency will see that the security personnel of a place does not leave the place of duty under any circumstances until and unless he is properly relieved.
11. The security personnel must watch that there are no unidentified / unclaimed / suspicious objects / persons in the campuses /buildings.
12. The Agency / the personnel deployed by the Agency will not indulge in or commit any act violating of law or public policy and not to undertake any activity prejudicial to the interest of the College. They will not involve in offences punishable under IPC or other law of the country.
13. The Agency will comply all the provisions of extant laws, statutory enactments, rules and regulations laid down by the Government as applicable and Sonarpur Mahavidyalaya nowhere shall



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have any liability on account of non-compliance or violation thereof and the agency shall indemnify in case Sonarpur Mahavidyalaya is saddled with any liability.

14. The Agency shall follow the guidelines and suggestions of the authority of Sonarpur Mahavidyalaya.

15. The Agency, after getting the Work Order, shall make an interest-free security deposit of Rs. 25,000/- (Rupees Twenty Five thousand) only with the College which will be refundable at the time of expiry of the Contract.

16. Any disputes or difference whatsoever arising between the agency and any representative of the College shall be settled through meeting between the Principal/Teacher-In-Charge of Sonarpur Mahavidyalaya and the Agency.

B. Special Terms and Conditions

1. Required number of security personnel shall be 4 (Four) and they will provide 24 hours services alternatively for Sonarpur Mahavidyalaya Campus

2. No service tax is chargeable in the Monthly Wage Bill as the security services provided to an educational institution is exempt from service tax (vide Circular No. 172/7/2013-ST dated 19-09- 2013 issued by the Department of Revenue, Ministry of Finance, Government of India.

3. Minimum 5(five) years experienced service personnel is required.

4. Ex-service men will be given preference.

5. Registered Office of the Company must be in Kolkata.

6. Certification of ISO:9001:2008 is desirable.

7. All personnel must be in the direct pay roll of the Agency.

8. Outsource through sub-contract is not acceptable.

9. The College will not bear the cost of any loss/damage arising out of the negligence of duty of the security personnel and the same to be compensated by the Company.

10. The Agency will provide to the authorized representative of the College, all the relevant details along with the recent photograph of the security personnel to be deployed in the College campus

11. The security personnel shall ensure that all the electrical equipments/ instruments/lights and fans are switched off at the time of closure of the office or part of the office. They will also ensure that the chambers of all the officers are locked at the close of the office and opened at the beginning of office hours and there is safe keeping of the keys.

12. The Agency shall submit their monthly bill during the first week of every following month and submit the same to the office of the Finance Officer along with the documents , viz. (i) previous month's wages payment certificate, (ii) daily attendance statement / sheets duly certified by the authority of the buildings / offices to be informed by the College authority in due course, (iii) documentary proof of regular deposit of ESI, EPF and other statutory deduction from the salary of the deployed personnel etc



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ANNEXURE - IV

PRICE BID

(to be provided in the letter head of the Bidder)

Tender Notice No.

Dated:

The quoted rates inclusive all taxes: Rs.....
(Rupees.....)
per month per head.

The above Charge is inclusive of all charges and taxes. No extra charge will be claimed.

Signature of the Authorized Person

Date: _____

Full Name: _____

Place: _____

Company Seal: _____