

Subarnarekha Mahavidyalaya

Gopiballavpur, Jhargram, West Bengal

Website: www.srmv.ac.in

NOTICE FOR INVITING QUOTATIONS

Sealed quotations are hereby invited by the undersigned from reliable, resourceful, and experienced bona fide vendors who meet the eligibility criteria upon scrutiny of the requisite documents and credentials to be submitted to the undersigned.

Nature of the Work:

Provision of **Security Guard-cum-Caretaker services** for Subarnarekha Mahavidyalaya, including the office and the entire campus, located at Gopiballavpur, Jhargram, West Bengal, Pin – 721506, for a period of one (1) year.

(Details outlined in the undermentioned Terms and Conditions).

Terms & Conditions

1. **Site Inspection:** The vendors must quote their rates after inspecting the premises and locality to familiarize themselves with the site conditions.
2. **Required Documentation:** Quotations must be submitted along with photocopies of valid registration certificates for operating a private security agency issued by the competent authority, relevant credentials, PAN card, and Professional Tax clearance certificates.
3. **Document Verification:** All original documents must be produced upon request for verification.
4. **Rate Quotation:** Rates should be quoted in accordance with the unit costs mentioned in the annexure of this notice, both in figures and words.
5. **Submission Deadline:** Quotations must be submitted no later than **22.10.2024 by 4:00 PM**, in a sealed envelope addressed to: **The Principal**, Subarnarekha Mahavidyalaya, Gopiballavpur, Jhargram, West Bengal, Pin – 721506.
6. **Materials and Equipment:** The vendor shall provide all necessary materials (e.g., torches, batteries, protective equipment, etc.) at their own cost for effective discharge of services.
7. **Literacy Requirements:** The Security personnel must be literate and able to read, write, and understand Bengali, along with a basic understanding of English.
8. **Non-Conditional Quotations:** Conditional quotations will not be accepted.
9. **Inclusive Costs:** The quoted rate must include all applicable costs, taxes, and charges relevant to the provision of services.
10. **Cautionary Deposit:** The vendor shall allocate an amount equivalent to two (2%) percent of the total contract value (calculated annually) as a cautionary deposit, which will be retained by the institution. This amount shall serve as a security against any potential breach of contract or failure in service performance. In the event of significant damage to the institution's property or harm to its employees, arising directly from the negligence or misconduct of the service provider, the institution reserves the right to forfeit the cautionary deposit, in whole or in part, as a pecuniary penalty.
11. **Discretionary Powers:** The undersigned reserves the sole right to determine the eligibility of the vendors and reserves the right to accept or reject any quotation without assigning any reason.

Sd/-
Principal, Subarnarekha Mahavidyalaya

Additional Terms & Conditions

- Duty Schedule:** Security duties shall be performed according to the duty roster issued by the Principal's Office.
- Attendance:** Security personnel must sign an attendance register upon arrival and departure.
- ID Cards:** The agency must provide printed, laminated photo identity cards with original signatures for each security guard-cum-caretaker.
- Personnel Details:** The agency must provide a recent photograph and residential address of each security guard-cum-caretaker, along with valid government- issued identity documents (Aadhaar Card and Voter ID).
- No Extra Payments:** No additional payments will be made beyond the contractual agreement.
- Substitute Personnel:** In case of emergencies or unavailability of the assigned security personnel, a substitute must be provided, with prior discussion and approval from the college authorities.
- Guard Fitness:** All security personnel must be physically fit, and provided with uniforms and the necessary equipment to perform their duties.
- Termination Clause:** The institution reserves the right to terminate the agreement, after a notice period of seven (7) days, without assigning any reason.
- Immediate Replacement:** If a security guard is found to be negligent, involved in misconduct, or misbehaving, the vendor must immediately replace the guard upon receiving a written complaint.

It is presumed that the vendor has reviewed and accepted the terms and conditions of this agreement and will comply with them accordingly.

Annexure

Work Details:

Providing security guard-cum-caretaker services for Subarnarekha Mahavidyalaya, Gopiballavpur, for one (1) year.

Sl. No.	Mane of the Work	Location and address of prmisses	Number of Security guard cum house keeper	Period of Work	Unit cost	Total amount Rs.
1	Security Guard-cum-Caretaker Services	Subarnarekha Mahavidyalaya, Gopiballavpur, Jhargram, West Bengal, Pin – 721506	3 (Three) – one for each shift	1 (One) year (24x7 duty in three shifts)	Rs. [Unit cost per guard/month]	Rs. [Total cost inclusive of all applicable charges]

Dated: 11/10/2024




Principal, Subarnarekha Mahavidyalaya