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Government of West Bengal

LADY BRABOURNE COLLEGE

P-1/2, SUHRAWARDY AVENUE ♦ KOLKATA - 17

No. 1208/4A/TEN/26

Dated 13.2.2026

From : The Principal, Lady Brabourne College, Kolkata.

To :

(i) E-TENDER NOTICE INVITING QUOTATIONS FOR ENGAGEMENT OF PRIVATE SECURITY GUARD AT LADY BRABOURNE COLLEGE, P-1/2, Suhrawardy Avenue, Beniapukur, Kolkata, West Bengal, 700017 for the period of 1.4.2026 to 31.3.2028.

(i) With ref. to Order no. 222(2)- HED-16014(99)/3/2024-APPSEC dt. 6.12.2024 of Dept of Higher Education, CG Branch, Govt of West Bengal, quotations are hereby invited by the Principal of Lady Brabourne College, P-1/2, Suhrawardy Avenue, Beniapukur, Kolkata, West Bengal, 700017 from reputed Firms/Suppliers for supply of the following categories of services through www.wbtenders.gov.in adhering to the guidelines of e-tendering:

1.	Name of the Work	Providing: Total 2(Two) Security Guards(without guns), for guarding the premises of Lady Brabourne College, P-1/2, Suhrawardy Avenue, Beniapukur, Kolkata, West Bengal, 700017.
2.	Name and address of the office:	Office of the Principal, Lady Brabourne College, P-1/2, Suhrawardy Avenue, Beniapukur, Kolkata, West Bengal, 700017
3.	Eligibility to submit quotations:	Bonafide, reputed, resourceful and Government registered Agencies having valid Registration certificate, and minimum 1 year experience in any Government College (General Degree) of similar nature of work.
4.	Bid submission start date:	19/2/2026
5.	Last date and time of submitting of quotations:	25/2/2026
6.	Date and time of opening of quotations:	28/2/2026



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7. To:	Documents to be uploaded: Technical bid documents in the following manner. (a) PAN card of the bidder. (b) Up to date Trade License. (c) GST registration certificate and GSTR-3B of last month. (d) EPF,ESI(up to date ECR CHALLAN). (e) Upto date Income Tax return. (f) Upto date Professional Tax clearance certificate. (g) Valid license for business of private security agency issued by the Home Department, Government of West Bengal. Certified copies of credentials of similar nature of works in Academic institution (at least one year). Failure of submission of any of the above documents may render the tender liable to be summarily rejected/cancelled.
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1. Instructions to the bidders-

- (a) 'Service Charge Zero' in case of Security Agency will not be accepted.
- (b) All Technical Bids must be supported with the following information & documents:
- List of Government establishments where security services have been provided in the last three years (3yrs) with the respective 'Work Orders' & 'Satisfactory Report'.
 - Total number of years services provided by the Security Agency at the Govt. institutions till date.
 - Number of security personnel supplied in a single contract by the agency in the last three years with supporting documents.
 - Annual turnover of the agency with supporting documents for the last 3 years.
- (c) If there is tie in financial bid, TIA (Tender Inviting Agency) may follow the procedure as per the Memorandum No. 2320-F(Y) dt. 07/06/2022 of Finance Dept., Audit Branch, Govt. West Bengal, in the procurement of manpower supply/House Keeping/Security Service, if the contract is not divisible and bid for the agency fee quoted by all L1 bidders is already near to Zero, & is one and the same, there remains little scope for reduction of price by inviting selected bids. In that case TIA (Tender Inviting Agency) may select the agency based on highest technical credentials-
- Number of Employs (10 = 1 point)
 - Highest average annual turnover of last three financial year (Rs.1 Cr. = 1 point)
 - Service rendered in number of Govt. organizations in last 3 years (1 credential = 1 point)}



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To :

NOTE: Once selected, the credentials of the Agency will be sent to Higher Authorities for approval, the work order will be issued as and when the College receives the final approval from the appropriate authority.

Financial bid must contain-

- ii) Service charge on Basic Wages Rate Per Month only as per Labour Dept. WB as revised time to time (26 Working Days+4 Holy days)
- iii) EPF- 13%
- iv) ESI- 3.25%
- iv) Bonus-8.33%

During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers of any bidder are incorrect/fabricated/manufactured, the bidder will not be allowed to participate in the tender process and the application will be rejected outright.

2. Site- Lady Brabourne College, P-1/2, Suhrawardy Avenue, Beniapukur , Kolkata , West Bengal ,
700017

3. Scope of Services-

For Security Guards -The service shall consist of providing security personnel, safeguarding all kinds of property belonging to and under custody of the Lady Brabourne College and guarding against trespassing and all other duties relating to security arrangements including reporting.

4. Dismissal of personnel- The selected contractor shall dismiss / withdraw from the work or take appropriate action against any person employed there on, who may be found incompetent or guilty of misconduct or unsuitable in the interest of the college and place a suitable substitute immediately.

5. Tenure- of engagement from FY-2026--28 (1st April,2026 to 31st March,2028), initial approval for one year i.e 1st April,2026 to 31st March,2027 and subsequent approval subject to satisfactory performance report.

6. Liability of statutory Payments and compliances- The selected contractor is liable to pay statutory payments viz. EPF, ESI, Bonus etc. and liable to comply with statutory obligations on the aspect of the engagement of personnel timely and regularly.

7. Selected contractor to provide- Uniforms, Torch, umbrella, shoes, and other such requirements which are essential for discharge the services.



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TERMS AND CONDITIONS

1. **For Security guards-** Standard of physical fitness and educational qualifications
 - i) Height Male 160 cm and female 150 cm and weight according to the height.
 - ii) Chest 80 cm with an expansion of 4 cm
 - iii) A candidate should be free from any contagious or infectious diseases. Medical certificate is to be enclosed.
 - iv) A candidate should have passed standard VIII th examination.
2. In the matter of payment towards the engaged personnel the agency will be liable to pay the minimum wages to everyone the rate as should be prescribed by the Labour Department, Govt. of West Bengal, and notification applicable time to time and the said amount must be deposited by means of e- transfer to bank account of the individual engaged personnel. This must be noted at the time of Tender as declaration. If there be any violation of this, the tender shall be liable for rejection.
3. Rate to be quoted inclusive of all charges. No other charges other than the contractual amount will be entertained.
4. The successful agency should provide an Identity card with recent photo to each personnel, and they should wear the uniform and badge (supplied by the agency) during duty hours.
5. The name, complete profile with identity proof to be put on duty shall have to be communicated to **The Principal, Lady Brabourne College.**
6. The amount deducted on account of contribution of EPF, ESI etc. shall have to be deposited to the appropriate authority within the stipulated timeframe and document evidencing such deposits shall have to be deposited to the office.
7. Contractor shall have to comply with provision of the Minimum wage act.
8. Successful bidder LI must submit the bills in triplicate within 10th day of each month along with documents of:
 - i) EPF and ESI deposited challan of the last month showing the names of the engaged personnel.
 - ii) E-Payment documents to individual engaged personnel through bank showing the amount and date of payment are to be enclosed.
9. The authority reserves the right to reject any or all the tender at its own discretion without assigning any reason thereof.
10. The authority reserves the right to alter the terms and conditions of this notice at any time in the interest of public service and in the interest of National Programme.
11. Before issuing service order to the LI an agreement in the prescribed format of the college between the college authority and the agency should be signed and an undertaking by the said agency in the prescribed format before the court of Executive Magistrate should be affirmed and submitted to the college.
12. The participating bidders are required to quote their Service Charge rate on monthly basis both in figures



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To : and in words.

- 13 The charges to be paid to the Security Agency are to be shown in two parts: (a) Security charges & (b) Service charges. Security charges are the minimum wage (as per latest order of the Labour Department) of the security personnel plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates).
- 14 The responsibility of deposition of contribution for ESI, EPF etc. is to be borne by and shall lie with the Security agency.
15. The service charge must include all other incidental charges.
16. As security charges are to be quoted as per latest Govt. order, there will be no variation in security charges. Hence, lowest quotation shall be selected based on rates quoted for service charges only.
17. The period of contract will be for 2 years with a clause of option for renewal for 1 year at a time based on performance of the selected agency and observance of other conditions. The new work order will be effective from 1st April- 2026 subjected to the approval of Dept. of Higher Education and no enhancement of service charge is admissible during this period. However, wedge rate of security service may vary time to time as per order/notification from labour commissioner.
- Conditional/incomplete rate will not be accepted under any circumstances.
- 18 The agency engaged for this work shall have to maintain regular contact with the college authority.
- 19 The persons engaged for the duty will have to wear the same uniform and always carry identity card for Identification. Uniforms shall have to be supplied by the agency for which no additional allowance or charges will be entertained.
- 20 The duty hours will be 8(eight) hours for each Security Personnel and specific timings shall be fixed by the College authority.
22. The College authority shall not be a responsibility to supply raincoat/umbrella/Torch/oil etc, if required. The same are to be supplied by the agency.
23. The College authority shall not be responsible to compensate or otherwise liable in any manner whatsoever for injury and/or death of Security Guards while on duty.
24. No claim will be entertained for the permanent services of the guards engaged.
25. T.A., D.A., Overtime Allowance will not be paid to the security guards by the college authority.
26. Immediately after receiving the work order, the agency must submit the college authority a list showing the name, signature and L.T.I., passport-sized photograph, Electoral Photo Identity Card (EPIC) in duplicate of each security guard deployed duly self-attested. If any change in personnel is made subsequently by the agency, the change(s) (in name, signature etc.) is also to be intimated to the college authority as and when such change(s) is made.
27. The agency will be fully responsible for any losses, shortages, damages, of Govt. property and the cost of the same as fixed by the college authority shall be recovered from bills of the agency.
28. The agency must be prepared to take up the work within seven (07) days from the date of issue of work



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To : order or from any other special date as might be decided upon by the college authority.

29. The agency shall not be entitled to withdraw from the agreement without serving a written notice of withdrawal to the authority prior to three (3) months from the date of withdrawal.

30. The under signed reserves the right to terminate the agreement at any time without assigning any Reason whatsoever.

31. Bill in triplicate on monthly basis as per format given in ANNEXURE- 1 must be submitted within 10th of every month.

32. Payment to the agency shall be made as per availability of government funds/allotment.

33. Statutory deductions as applicable shall be made from the bill of the agency.

34. All bills must be addressed to "The Principal, Lady Brabourne College, P-1/2, Suhrawardy Avenue, Beniapukur, Kolkata, West Bengal, 700017"

35. GST TDS will be deducted as per Government rules.

36. As per Govt.rules, income tax shall be deducted at source for payments against bills submitted.

37. **All quotations shall remain valid up to 31st March 2028.**

However, as per the Memorandum No. 2320-F(Y) dt. 07/06/2022 of Finance Dept., Audit Branch, Govt. West Bengal, in the procurement of manpower supply/House Keeping/Security Service, if the contract is not divisible and bid for the agency fee quoted by all Li bidders is already near to Zero, & is one and the same, there remains little scope for reduction of price by inviting selected bids. In such case, Li bidder with highest technical credential will be awarded the contract.

As per order no.2320-F(Y) dt. 07/06/2022 of Finance Dept., Audit Branch, Govt. West Bengal, the following component will be used for breaking the tie if more than one Agency quote same service charge(Please fill up Annexure-II).

It is mandatory to fill up Annexure-I and Annexure-II

The TIA reserves the right to select and reject quotations based on Highest Technical Credential from the Li bidders.

The Principal, Lady Brabourne College, reserves the right to accept or reject any or all the quotations without assigning any reasons thereof.

SS arkar

Principal 18.2.2026

Principal
Lady Brabourne College
Kolkata



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ANNEXURE-I

To :

1. Description of work	(i) Providing: Total 2 (Two) Security Guards (without guns), for guarding the premises of the Lady Brabourne College, P-1/2, Suhrawardy Avenue, Beniapukur , Kolkata , West Bengal , 700017
2. Security Charge (monthly basis) Minimum wages(A Zone)	TO BE FIXED BY GOVT.ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER
3. Service charge (monthly basis)	TO BE QUOTED BY THE SERVICE PROVIDER in percentage **
4. E.S.I CHARGE	TO BE FIXED BYGOVT.ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
5. E.P.F.	TO BE FIXED BY GOVT.ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
6. Bonus	TO BE FIXED BYGOVT.ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
7. GST	TO BE FIXED BY GOVT.ORDER AND NOT TO BE QUOTED BYTHE SERVICE PROVIDER.

**Selection of agency will be made based on Service Charge only. As this tendering exercise is meant for "HIRING OF SERVICE, AGENCY SHOWING ZERO SERVICE CHARGE WOULD BE SUMMARILY REJECTED.THE QUOTE DRATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING".

Name of the Agency:

Mailing address:

Telephone No:

Mobile No:

EMAIL:

Signature of the agency authority
(Designation of the signing authority)



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To :

ANNEXURE---II

YEAR	Number of Security personnel supplied in a single contract during the last 3 years.
1 st Year	
2 nd Year	
3 rd Year	

Attach relevant documents.

Signature of applicant

(Designation of the signing authority)