



NARASINHA DUTT COLLEGE

(Affiliated to the University of Calcutta)

(Accredited by NAAC)

129, Belilious Road, Howrah – 711 101 (W.B.)

Ref. No... NDC/327/TNDR/2025

Date: 14 -11-2025

TENDER NOTICE

TENDER INVITATION FOR RATES FOR SECURITY SERVICES ON CONTRACT (MALE & FEMALE)

Service providers are invited for tender(s) of the work mentioned in below at Narasinha Dutt College, 129, Belilious Road, Howrah-711 101.

Sl. No.	Work type	Descriptions of the Work(s)	Eligibility of Contractor
1	Service	SECURITY SERVICES ON CONTRACTUAL BASIS	Bona fide Resourceful Tenderers with credential please follow the instruction

Important Information

Tender ref. no.	NDC/ 327/TNDR/2025
Tender date	14.11.2025
Closing date & time	06.12.2025 at 5.00 P.M.
Opening date & time	09.12-2025 at 11.00 A.M.
Place	Narasinha Dutt College, Howrah-1

The detailed descriptions of the Tender(s) are available in the following link:

<https://narasinhaduttcollege.edu.in/ws/tender-notice/>

Contract with Narasinha Dutt College

Shift	Timing	Principal will the final authority to settle/ change the number of security personnel at any point of time
Shift-1	8:00 a.m. to 8:00 p.m.	
Shift-2	8:00 p.m. to 8:00 a.m.	
Total		

PATTERN OF QUOTING: TENDERER MAY PLEASE QUOTE THE RATE AS PER SECURITY PER DAY INCLUSIVE OF ALL.



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TERMS OF TENDER(S)

GENERAL TERMS

1. The contract will be initially valid for a period of **one year, subject to satisfaction of the services** from the date of issue of offer of contract.
2. The agency should obtain and produce license under the contract Labour (Regulation & Abolition Act 1970) from the Labour Department. The agency shall maintain, and if necessary, submit to the Institute for inspection on demand the records such as Muster roll, Payment register etc. Narasinha Dutt College will not bear any liabilities pertaining to the personnel engaged by the Agency.
3. The Security agency shall engage and post only trained, physically fit, mentally alert and experienced Security personnel. Security Guards (minimum prescribed qualification will be Madhyamik / SSC passed.)
4. The Security agency shall submit an undertaking to the effect that in the event of laxity in the performance in the mentioned scope of work and the Agency has the sole responsibility for **any loss or damage, caused to the properties of the College for their negligence.**
5. The Security agency shall maintain its own authenticated master rolls for the persons engaged by them and submit for verification to the College along with invoice every month.
6. The Security agency must follow the labours laws etc. for its workers.
7. Absenteeism must not exceed five percent of the total deployment in any month. The College shall reserve the right to impose penalty for excess absenteeism or failure to deploy adequate personnel. Agency must replace the security personnel if case of absence of any one.
8. Items of torches, lathis, uniforms including rain coat, jerseys, rain shoes etc. for efficient conduct of duty by the agency personnel shall be provided by the agency and shall be in good, neat, tidy and usable condition.
9. No accommodation will be provided on the campus for the agency personnel and the agency shall make its own arrangements for its personnel.
10. The agency shall alone be liable to pay compensation for any damage/death /injury sustained by the personnel or any other members of the agency as sustained by them in the course of their work/ duty at the College during the contract period.
11. The Agency shall ensure politeness, good behaviour, good conduct, application, alertness and commitment in the discharge of duty of personnel engaged by them.
12. The personnel of the Security Agency **shall not be treated or considered as employees of Narasinha Dutt College** under any circumstances. The Agency personnel will have to perform with high professional standards and commitment with the College to maintain strict security measures round the clock.
13. College authority will not provide any type of benefit such as salary, gratuity, compensation, pension, ESI, Medical and so on.
14. The Agency personnel shall perform their duties effectively and diligently in accordance with the general procedure laid down by the College from time to time.



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15. The agency shall arrange to effectively safeguard men, materials and the sanctity of the College Campus. Security personnel should be posted in such manner and at such points, that the College gets satisfactory security service. This includes assisting the College in first-aid and safety operations in case of emergency.
16. In the event of theft, pilferage or damage to College's property and assets, after necessary investigations, if proved beyond doubt that the Agency/their personnel are responsible, the agency shall compensate all the losses /damage.
17. The rates agreed upon shall remain unchanged until the expiry of the contract period.
18. Bill/s have to be submitted, after the completion of every month and the College will release payment within reasonable time from the date of submission of bill/s.
19. On all matters pertaining to this tender, the decision of the Principal shall be final.
20. The agencies are urged to **physically visit the campus** with the permission of the authority before submission of their technical and financial bids.
21. Successful Security Agency/ contractor shall execute an agreement in the prescribed format on stamp paper of appropriate value.
22. **Narasinha Dutt College reserves the right to accept/reject any or all the tenders without assigning any reasons.**

SPECIFIC TERMS:

1. The Security agency shall engage and post only trained, physically fit, mentally alert and experienced Security personnel. Security Guards (minimum prescribed qualification will be Madhyamik / equivalent passed.
2. The security personnel should be of
 - Age group between 22 and 55 years
 - The security guards should have the education and average intelligence to check Identity cards and Gate passes;
 - Knowledge of Bengali/Hindi/ is essential
 - Training/experience in fire safety and firefighting is desirable.
3. Principal or any authorized official will screen the documents of the personnel submitted by the bidder:
 - Age proof
 - EPIC/ AADHAR Card
 - Photo ID Card issued by the employer agency
 - Proof of education qualification
 - Discharge certificate (in case of ex-servicemen)
 - The latest police verification certificate
 - Fitness Certificate (not more than 3 months)
4. Continuous shifts by the same person should be avoided and no post should remain unmanned. Odd duties/shifts may be required according to exigencies, and have to be provided for.
5. Security Personnels must wear clean and tidy uniforms during duty hours
6. Performance of the Security Personnel will be the only criterion for continuation of deployment at Narasinha Dutt College



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7. Rotation/ Change of any Security Personnel will be subject to the prior permission of the college authority
8. The Principal reserves the exclusive right only to change/rotate the security personnel in the college.

SCOPE OF WORK

1. To maintain round the clock (24 hours) vigilance and security throughout the campus security at Narasinha Dutt College.
2. To assure entry of students only with valid ID Card/ Acknowledgement Card issued by the college
3. The Security agency shall restrict the entry of all unauthorized persons into the Campus, Entry is restricted and is allowed for bonafide staff, students. Visitors shall be allowed after proper identification and verification of their credentials and genuineness of purpose of entry to the campus.
4. To open & close the Class Rooms/ Laboratories/ Libraries/ Book Bank/ Offices/ Staff Rooms/ Other Sections of the entire college
5. To put off the lights/ fans/ other appliances of the class rooms/ other places when classes are over
6. To operate Pump as and when required
7. To be present in all ceremonial occasions
8. The Security agency shall maintain all security registers in the format prescribed by the College like IN and OUT material registers, Vehicle Movement Register, Visitors Registers and Returnable Gate Pass Registers, etc. with their stationery (agency should provide the stationery)
9. The Security agency shall remain professional and independent maintaining amiable relations with the College fraternity. They shall be polite, but firm on security and access issues.

NECESSARY REQUIREMENTS FROM THE TENDERER

1. Profile of your firm and clients list and past credentials.
2. Details of experience and proof thereof. The Security agency should have undertaken similar work **at least for a period of 5-10 years.**
3. Details of service tax and references of registration with the Government like, Labour Department and PAN number, GST Certificate etc.
4. Bidder must submit the filled-up Bidder Information Form
5. The successful bidder shall enter into an agreement with the College.



Soma Bandopadhyay
Principal
Narasinha Dutt College
Howrah-711101



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Bidder Information Form

Name of the Organisation/Contractor/Proprietor:		
Registration no.:		
Name of Authorised Person:		
Postal address:		
Phone no.	Mobile no.	
E-mail ID		
Website		
GST No.	PAN no.	
TAN		
Aadhaar no.		
IT Clearance (Last year)	Certificate No.	Date
EMD DETAILS (if applicable)		
Bank Name	Branch Name	
IFSC no.	Amount (Rs.)	
Draft/ Cheque no.	Date	
Tender Value (Rs.)		
EXPERIENCES (in Years)		



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CHECK LIST FOR BIDDERS

Sl. No.	ITEM
1	Envelope with address to Principal, Narasinha Dutt College, Howrah mentioning the Tender for _____ with Ref. No. _____ dated _____
2	Covering Letter to the Principal for this tender
3	All pages of this Invitation Notice with Signature & Seal
4	Bidder Information Form
5	Photocopy of Trade License, PAN Card, GST Certificate
6	Photocopy of first page of Bank Passbook or Cancelled Cheque
7	Copies of Experience Certificates/ Credentials
8	Testimonials of the Security Personnels to be deployed at Narasinh Dutt College



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