



No. - 255/JMMC/QUOTATION

QUOTATION NOTICE

Date-23.08.2025

PREFACE: Sealed Quotations are invited from the interested Registered Security service agencies for providing 24 hours Security Guards for guarding the our Institution as mentioned in the schedule below for the office of the undersigned. The Quotation in a sealed cover super-scribed "Quotation No.- 255/JMMC/QUOTATION" dated 23.08.2025 should reach the office of the undersigned on 30.08.2025 up to 2.00. P.M. The Quotations received so will be opened at 2.30.P.M - on the same day i.e. on 30.08.2025 in the chamber of the undersigned.

A. Schedule Date of Quotation:

1. Date of Quotation dropping / submission 23.08.2025 to 30.08.2025 from 11 A.M. to 2P.M.(except Sunday & holiday).
2. Date of Opening Quotation: 30.08.2025 at 2.30. P.M.

B. Terms & Conditions:

1. Rate must be quoted separately for three security guards [for 8(eight) hours duty of each guard]on monthly basis avoiding over writing along with claim of GST. Minimum rate should be maintained as per Labour Department, Govt. of West Bengal.
2. Intending Security service providing agency must produce application along with self attested copy of valid requisite documents as stated below: Trade License, P.Tax clearance Certificate, income Tax return certificate, PAN card, Security Service providing registration by Home Department of State or Country, GST registration, License of Labour Department of West Bengal, ESI & EPF Registration & Credential Certificate of any Govt. or Semi Govt. Organization for last three years.
3. Date of submission of Quotation is 30.08.2025 up to 2 P.M. and the same will be opened on the same day at 2.30 P.M. in the presence of Quotationers or their authorized representatives.
4. In case of any dispute on Quotations, the decision of the undersigned shall be final and binding in all respect.
5. Payment will be made through A/C payee Cheque or NEFT on monthly Basis against submission of bill (in duplicate) after deducting applicable Taxes as per govt. Rules.
6. The rate should be inclusive all taxes.
7. Lowest Quotation will be accepted subject to satisfaction of the undersigned.
8. Working period for 24 hours security guard is regularly on the basis of both on working days & non-working days of the respective month.
9. Contract Period will be valid firstly for three months period and it may be extended with the permission of the approving authority of this Institution for further period with full satisfactory service.
10. Security Service Agency will solely be responsible for any type of loss of Institution Property during day & night and will bear the lost value as per final decision of the authority of this Institution.
11. An agreement on Rs. 10/- or Rs.20/- of Non Judicial stamp Paper must be made by the successful tendered quoting the tender terms & condition(as per guidance of Institution) with 7days of date of issue of work order.
12. During duty hours they to have to be fully dressed up with his organization.
13. During duty hour they have to maintain Register of all entry like vehicle and other person as per our format (The Register with format will be issued from this end)
14. Overtime, Tiffin or any medical expenses, T.A. etc. for security guards will not be entertained by the Institution.
15. The Institution reserves absolute right to accept or reject any one or all the tenders without assigning any reason.

Schedule of providing 24 hours Security Guards

SL NO	DESCRIPTION	Rate as per Person on Monthly basis inclusive all taxes (Rs.)	REMARKS
1	Security Guards-03(Three) security guards [for 8(eight) hours duty per day of each guard]on monthly basis		

Teacher-in-charge
JaminiMajumder Memorial College
Patiram, Dakshin Dinajpur
Date-23.08.2025

No. - 255(6)/JMMC/QUOTATION

Copy forwarded for information and with a request for making an arrangement to display the notice for wide publicity to:-

1. The Prodhana, Patiram, 7 No.GramPanchayet.Patiram, D/D.
2. Tathya Mitra Kendra, Patiram, D/D.
3. The Librarian, Monorama palli Pathagar, Patiram, D/D.
4. Office Notice Board.
5. The College website <https://www.jmmcollege.in>
6. Office copy.

Teacher-in-charge
Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur