

JAMINI MAZUMDER MEMORIAL COLLEGE

Patiram, Dakshin Dinajpur, West Bengal



NOTICE INVITING QUOTATION (NIQ)

Memo No.: 145/JMMC/SECU/NIQ/2026-27/02

Date: 25.08.2026

Sealed quotations are hereby invited from interested and eligible **registered Security Service Agencies** for providing **24-hour security services through three (03) Security Guards** for the protection and security of the College premises and property of **Jamini Mazumder Memorial College, Patiram, Dakshin Dinajpur**.

A. SCHEDULE OF NIQ

Sl. No.	Description of Service	No. of Guards	Duty	Monthly Rate per Guard (₹)	Total Monthly Amount for 3 Guards (₹) including GST	Remarks
1	Security Guard Service	03 (Three)	8 hours per day per Guard, in three shifts covering 24 hours			Rate to be quoted inclusive of applicable taxes

Note: The quotationer must clearly mention the monthly rate per Security Guard as well as the total monthly amount for three (03) Security Guards.

B. TERMS AND CONDITIONS

- The quotationer shall quote the monthly rate per Security Guard for 8 (eight) hours of duty per day, separately and clearly, without any overwriting or alteration. The quotation should also indicate the total monthly amount for three (03) Security Guards. The rates shall comply with the minimum wages/rates applicable under the Labour Department, Government of West Bengal, as amended from time to time.
- The intending Security Service Agency must submit its quotation along with self-attested copies of valid and applicable documents, including:
 - Valid Trade License.
 - Professional Tax (P. Tax) clearance certificate, wherever applicable.
 - Income Tax Return/IT documents as applicable.
 - PAN Card.
 - Valid registration/license/authorization for providing security services under the applicable law.
 - GST Registration Certificate, wherever applicable.
 - Valid license/registration under the applicable Labour Department requirements.
 - ESI Registration.
 - EPF Registration.
 - Credential/experience certificate showing satisfactory performance in providing security services to any Government or Semi-Government organization during the last three years.
- The last date for submission of quotation is 05.09.2026 up to 2:00 P.M. Quotations will be opened on 07.09.2026 at 2:30 P.M. in the presence of the quotationers or their duly authorized representatives who may wish to remain present.
- In case of any dispute, doubt, or difference arising in connection with the quotation process, the decision of the Principal/competent authority of the College shall be final and binding, subject to applicable rules.



5. Payment shall be made on a monthly basis through A/C Payee Cheque or NEFT against submission of bills in duplicate and after deduction of applicable taxes/statutory deductions as per Government rules.
6. The quoted rate shall be inclusive of all applicable taxes, duties, charges and other expenses, unless specifically stated otherwise in the quotation and accepted by the College.
7. The lowest evaluated quotation (L1) may be accepted, subject to fulfilment of all eligibility requirements, compliance with the terms and conditions, and satisfaction of the competent authority of the College.
8. Security services shall be provided 24 hours a day throughout the month, including working days, Sundays and holidays. The service shall be arranged in three shifts of 8 (eight) hours each, with one Security Guard deployed in each shift.
9. The initial contract period shall be three (03) months from the date of commencement of the service. The contract may subsequently be extended for such further period as may be decided by the competent authority of the College, subject to satisfactory performance and applicable rules.
10. The Security Service Agency shall be responsible for providing proper security and protection to the College premises and property during the period of duty. In case of any loss or damage to College property attributable to negligence, misconduct, or failure of the security personnel to perform their assigned duties, the matter shall be examined by the College authority and appropriate action shall be taken in accordance with the terms of the agreement and applicable law.
11. The successful quotationer shall execute an agreement on appropriate Non-Judicial Stamp Paper of the prescribed value, incorporating the terms and conditions of the contract, within 7 (seven) days from the date of issue of the Work Order, or within such period as may be specified by the College.
12. Security Guards deployed by the agency must remain properly dressed in the prescribed/approved uniform and maintain a neat and presentable appearance throughout their duty hours.
13. During duty hours, the Security Guards shall maintain the required Entry/Exit Register for all vehicles, visitors and other persons entering or leaving the College premises, in the format prescribed by the College. The required register/format will be supplied by the College.
14. The College shall not be liable for any overtime, tiffin/food allowance, medical expenses, travelling allowance, or any other personal expenses of the Security Guards. Such expenses, if any, shall be the responsibility of the Security Service Agency, subject to applicable law.
15. The Security Service Agency shall ensure that the Security Guards deployed at the College are properly trained, disciplined, physically fit for the assigned duties, and comply with all applicable statutory requirements.
16. The Security Service Agency shall be responsible for the conduct, attendance, discipline and statutory compliance relating to its deployed personnel.
17. The College reserves the absolute right to accept or reject any quotation or all quotations, wholly or partly, without assigning any reason and without thereby incurring any liability to the quotationer.
18. Any quotation received after the prescribed date and time, or not complying with the prescribed terms and conditions, may be rejected.
19. The successful agency shall commence security services from the date specified in the Work Order issued by the College.
20. The successful quotationer shall comply with all applicable laws, rules, regulations and statutory requirements relating to the deployment and employment of Security Guards.

C. SUBMISSION TIMELINE OF QUOTATION

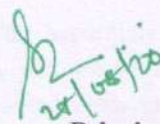
1.	Date of submission/dropping of quotation	From 25.08.2026 to 05.09.2026, between 11:00 A.M. and 2:00 P.M., except Sundays and holidays.
2.	Last date and time of submission	05.09.2026 up to 2:00 P.M.
3.	Date and time of opening of quotation	07.09.2026 at 2:30 P.M.
4.	Place of submission	Office of the Principal, Jamini Majumder Memorial College, Patiram, Dakshin Dinajpur.

D. EVALUATION

The quotation will be evaluated on the basis of:

- Compliance with technical specifications.
- Eligibility documents submitted.
- Experience and credentials.
- Lowest quoted rate (L1) among technically qualified bidders.

The decision of the Purchase Committee and the Principal shall be final and binding upon all bidders.


24/08/26

Principal

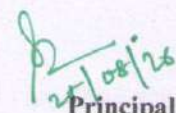
Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur

Principal

Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur

COPY FORWARDED FOR INFORMATION AND NECESSARY ACTION TO:

1. The SDO, Balurghat, Dakshin Dinajpur.
2. The Block Development Officer, Balurghat.
3. The Pradhan, Patiram Gram Panchayat.
4. College Notice Board and College Website.
5. Convenor, Finance and Purchase Sub-Committee.
6. The Head Clerk (Additional Charge) and Accountant.

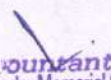

24/08/26

Principal

Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur

Principal

Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur


Accountant
Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur


Convenor
Purchases & Construction
Sub Committee
Jamini Majumder Memorial College
Patiram, Dakshin Dinajpur