



Government of West Bengal

Office of the Principal

Jhargram Raj College

P.O. & District- Jhargram, PIN: 721507

Website: www.jrc.ac.in, E-Mail: jhargramrajcollege@gmail.com, Phone: 03221-255022

Memo No.: 482/ S.G

e-NIT NO- JRC/NIT-01/26-27

Date: 09.09.2026

NOTICE INVITING E-TENDER FOR ENGAGEMENT OF PRIVATE SECURITY GUARDS AT JHARGRAM RAJ COLLEGE, P.O. & DIST.- JHARGRAM, PIN-721507.

Online E-Tender is invited by the Principal, Jhargram Raj College from reputed, registered and professional Security Personnel supply agencies having at least three years 'experience in providing such services related to Private Security Guards. Interested parties may follow the instructions as given below for submission of their tenders in online mode through www.wbtenders.gov.in adhering to the guidelines of e-tendering. Price should be quoted in INR currency inclusive of all taxes.

1.	Name of work:	Providing: Total five (05) Security Guards (without guns), for guarding the premises of Jhargram Raj College, P.O. & Dist.- Jhargram, Pin-721507, for a period of 01 (one) year w.e.f. date of joining.
2.	Name and address of the office:	Office of the Principal, Jhargram Raj College, P.O. & Dist.- Jhargram, Pin-721507.
3.	Eligibility to submit tender:	(a) Bonafide, reputed, resourceful and Government registered Agencies having valid GST Registration certificate, EPF, ESI and Service Tax Registration Certificates and minimum three (03) years of experience in any Government Organization of similar nature of work. (b) The address of bidders registered office must be at the district of Jhargram or its adjoining areas/districts in order to smooth running of mutual communication, prompt and timely submission of bills and daily dealings etc.
4.	Submission of bids	Both technical bid and financial bid are to be submitted concurrently. All papers must be submitted in English language only.
5.	Bid submission start date	07th October, 2026 from 18:00hrs.
6.	Last date and time of Submitting of tenders:	28th October, 2026 upto 18:00hrs.
7.	Date and time of opening of tenders:	Technical Bid: 30th October, 2026 at 18:00hrs. Financial Bid: The Date & Time shall be informed later through Portal.

8.	Documents to be uploaded:	Technical bid must contain self-attested documents in the following manner. (a) PAN card of the bidder. (b) Up to date Trade License. (c) Valid GST registration certificate and GSTR-3B of last month. (d) EPF, ESI (up to date ECR CHALLAN). (e) Income Tax returns for the last three financial years i.e., upto FY2025-26. (f) Up to date Profession Tax clearance certificate. (g) Valid license for business of private security agency issued by the Home Department, Government of West Bengal. (h) ## Certified copies of credentials of similar nature of works in Government Colleges or Offices (Last three years). Failure of submission of any of the above documents may render the Tender liable to be summarily rejected/cancelled.
9.	Earnest Money Deposit (EMD)	Earnest Money amounting to Rs. 10,000.00 (Rupees Ten thousand only) will be deposited by the bidder electronically: online - through his net banking enabled bank account, for deposition of said EMD, Bidders must follow the online receipt and refund of EMD of e-procurement through State Government e-procurement portal vide Finance department's (Audit branch) order no 3975-F(Y) dated 28th July, 2016 read with other subsequent order related to the said matter, of Government of West Bengal i.e. by NET Banking through ICICI bank payment gateway or through RTGS/NEFT as laid down in the said order Exemption: The exemption of EMD will be allowed as per rule of Government of West Bengal. Documentary evidence must be uploaded for claim of such exemption, failing which their tender would be summarily rejected.

General Instruction to Bidders

In reference to Annexure-I

***All statutory rates are subject to change by Government.**

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

In case of same rate is quoted by multiple agencies, selection and acceptance of tender will be made on basis of Government order 2320F(Y) dated 07/06/2022 with any other order of Government of West Bengal in the related matter.

The responsibility of deposition of contribution for EPI, EPF etc. are to be borne by the security agency and documents for that matter are to be submitted on quarterly basis for clearance of the subsequent bills.

The service charge must include all other incidental charges.

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.

During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers of any bidder is incorrect / fabricated / manufactured, the bidder will not be allowed to

participate in the tender and the application will be rejected outright.

1. **Site**–Jhargram Raj College, P.O. & Dist.- Jhargram,Pin-721507.

2. **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 Jhargram Raj College, P.O. & Dist.- Jhargram,Pin-721507,barringunauthorizedentryandexit of goods and materials, guarding against trespassing and all other duties relating to security arrangements including reporting.

The authority shall have the right to allot such other duties relating to security as may be necessary from time to time in addition to what has been prescribed herein above.

3. **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.

4. **Tenure of engagement:** For 01(one) year w.e.f. the date of joining.

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

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

7. **Award of contract:** The contract will be awarded to the successful tenderers after the execution of the agreement in Rs.100/- non-judicial stamp paper and such service shall have to be provided in accordance with the agreement. The successful tenderer will have to provide service within the specified time schedule that had been assured at the time of selection as bidders.

TERMSANDCONDITIONS

1. **ForSecurityguards-**Standardofphysicalfitnessandeducationalqualifications-

- i. Good health.
- ii. A candidate should be free from any contagious or infectious diseases. Medical certificate to be enclosed.
- iii. The security personnel shouldn't be intoxicated on duty.
- 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 each individual the rate as should be prescribed by the Labour Department, Govt. of West Bengal, and notification applicable time to time and the said amount has to 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, **Jhargram Raj College**, P.O. & Dist.- Jhargram, Pin – 721507.

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 along with the invoice of next month.

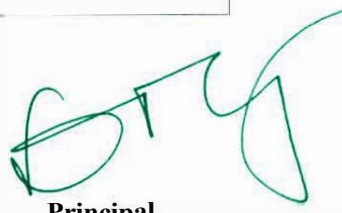
7. Contractor shall have to comply with provision of the Minimum wage act of Govt. of W.B. and its subsequent amendments time to time.
8. Successful bidder L1 has to submit the bills in triplicate within 10th day of each month along with documents of,
 - i. EPF and ESI deposited challan of the last month 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 L1an 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 rate in per head per day both in figures 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, Govt. of West Bengal) 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 as per rates quoted for service charges only.**
- 17. During the period of contract and subsequent renewal, if any no enhancement of service charge is admissible.** However, security charge may vary time to time and will be paid as per the latest Govt. notification of Labour Department of Govt. of West Bengal.
18. Conditional/incomplete rate will not be accepted under any circumstances.
19. The agency engaged for this work shall have to maintain regular contact with the college authority.
20. The duty hours will be 8 (eight) hours for each Security Personnel and specific timings shall be fixed by the College authority.
21. The College authority shall not bear responsibility to supply raincoat/umbrella/Torch/oil etc, if, required. The same are to be supplied by the agency.
22. 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.
23. No claim will be entertained for the permanent services of the guards engaged.
24. T.A., D.A., Over time Allowance will not be paid to the security guards by the college authority.
25. Immediately after receiving the work order, the agency must submit to the college authority a list showing the name, signature and L.T.I., passport-sized photograph, photocopy of Aadhaar Card 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.
26. 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.
27. The agency must be prepared to take up the work within seven(07) days from the date of issue of work order or from any other special date as might be decided upon by the college authority.

28. 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.
29. The undersigned reserves the right to terminate the agreement at any time without assigning any Reason whatsoever.
30. 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, Jhargram Raj College**, P.O. & **Dist.- Jhargram, Pin - 721507**".
35. GST will be deducted as per existing Government rules.
36. As per Govt. rules, income tax shall be deducted at source for payments against bills submitted.
37. All tenders shall remain valid up to **31st March, 2027**.
38. Any typographical error in this notification shall be neglected.

The Principal, Jhargram Raj College, P.O. & Dist.- Jhargram, Pin - 721507, reserves the right to accept or reject any or all of the tenders without assigning any reasons thereof.

::Date and Time / Schedule::

Sl. No.	Particulars	Date & Time
01.	Date of uploading of N.I.T. & other Documents (Online) (Publishing Date)	07.10.2026 at 06.00pm
02.	Documents download/sell Start (Online)	07.10.2026 at 06.00 pm
03.	Bid submission: Start date (on line)	07.10.2026 at 06.00 pm
04.	Bid Submission Closing (On line)	28.10.2026 at 06.00
05.	Bid opening date for Technical Proposals (Online)	pm 30.10.2026 at 06.00pm
06.	Date of uploading list of technically qualified bidder(Online)	After 04.11.2026 at 4.00 pm
07.	Date & place for opening of financial proposal (Online)	To be notified later.
08.	Date of uploading of list of bidders along with their rates through (Online), also, if necessary, for further negotiation through offline for final rate.	To be notified later.


Principal
Jhargram Raj College

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Jhargram Raj College

ANNEXURE-I

1)Descriptionofwork	Providing: Total five (05) Security Guards (without guns), forguarding thepremises of Jhargram Raj College,P.O. & Dist.- Jhargram, Pin -721507.
2)SecurityCharge(Basicwageper day per head) Minimumwages(AZone).	TO BE FIXED BY THE LATEST GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
3)Servicechargeonbasicwage (per day per head)**	TOBEQUOTEDBYTHESERVICEPROVIDERinfixed rate.
4)E.S.I.Charge (perdayper head)*	TO BE FIXED BY THE LATEST GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
5) E.P.F.(perdayperhead)*	TO BE FIXED BY THE LATEST GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
6)Bonus(perdayperhead)*	TO BE FIXED BY THE LATEST GOVT. ORDER AND NOT TOBE QUOTED BY THE SERVICE PROVIDER.
7)G.S.T.(perdayper head) ⁸	TO BE FIXED BY THE LATEST GOVT. ORDER AND NOT TOBE QUOTED BY THE SERVICE PROVIDER.

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##EXPERIENCEPROFILEFORMAT

NAME OFTHE FIRM/APPLICANT:

LISTOFCOMPLETEDPROJECTSTHATARESIMILARINNATURETOTHEWORKSDURING THELASTTHREEYEARSFROMTHEDATEOFNIT.

NameandLocation of the Govt. Organization for deployment of SecurityPersonal against a single contract	Deptt. Concern	Original Time Schedule		ActualTime Schedule		No. of Security PersonalDe ployed inasingleco ntract.
		Start Date	Completion Date	Start Date	Completion Date	

Note:

- a) **Certificate in letterhead from the Govt. organization hiring security services to be attached**
b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

Signature of applicant

(Including title and capacity in which application is made)

ANNEXURE II

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, Email address etc)

To
The Principal,
Jhargram Raj College,
P.O. & Dist. – Jhargram, Pin-
721507.

Sub: NIT for the Supply of **security personnel (without gun)** for the purpose of college requirement.

Ref: - _____ N.I.T.No.....dated.....

Sir,
Having examined the pre-qualification & other documents published in the N.I.T, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of.....
.....in the capacityduly

authorized to submit the offer. The authorization letter from the Company is attached in Annexure III.

2. We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the security personnel as per your requirement.
5. In the event of being selected, I will make the supply within the stipulated period except the condition which is beyond our control.

Date: _____ Signature of applicant including title and capacity in
which application is made.

Name of the Agency:

GSTIN No.:

Mailing address:

Telephone No:

Mobile No:

EMAIL