

LALBABA COLLEGE

B NAAC ACCREDITED COLLEGE
(Affiliated to the University of Calcutta)
ESTD.-1964

Website : www.lalbabacollege.in
E-mail : lalbabacollege@yahoo.com
lalbabacollege@gmail.com



323 (Formerly 117), Grand Trunk Road,
Belur Math, Howrah -711202
Phone : (033) 2654-6289
(033) 2654-2225

Ref.

Date. 14/08/ 2026

Notice Inviting Tender (NIT) for Engagement of Security Guards for 24-Hour Security Services at Lalbaba College, Howrah, Belurmatah, West Bengal-711202

NIT No.: 113/NIT/LBC/Sec_Guards/2026-27

Date: 14/08/2026

Sealed tenders/Quotations are hereby invited from reputed, licensed, experienced, and financially sound Security Service Agencies for providing round-the-clock security services at Lalbaba College, situated at 323 (Formerly 117), G.T. Road, Belurmatah, Howrah – 711202, West Bengal. The selected agency shall deploy trained, disciplined, physically fit, properly uniformed, and police-verified security personnel for morning, day, and night shifts to ensure complete safety and security of the College campus, students, staff members, visitors, and all movable and immovable assets of the College. Interested bidders are requested to submit their sealed quotations by dropping the same in the Tender Drop Box kept in the Office of the Principal during office hours on all working days except Sundays and Government Holidays.

The College Authority reserves the absolute right to accept or reject any tender/quotation, either wholly or partially, without assigning any reason whatsoever, and the decision of the College Authority shall be final and binding upon all bidders.

All intending bidders are advised to visit and inspect the College campus and assess the site conditions before submission of quotations.

Schedule of Tender

Particulars	Date & Time
Publication of Tender Notice	From the date of publication on the College Website
Last Date & Time for Submission of Tenders/Quotations	08/09/2026 up to 4:00 P.M.
Opening of Tender	09/09/2026 or on such later date as may be notified by the College Authority.

Bursar

Lalbaba College

Convenor

Purchase Sub-Committee

Principal

Lalbaba College

Bursar
LALBABA COLLEGE
323 (117) G. T. Road, Belurmatah
Howrah - 711202

Principal
LALBABA COLLEGE
323 (117) G. T. Road, Belurmatah
Howrah - 711202

Terms and Conditions of Tender:

1. Scope of Work: The selected agency shall provide comprehensive security services, including but not limited to the following duties and responsibilities:

- Deployment of security guards for uninterrupted 24-hour security coverage on all days, including Sundays and Government Holidays.
- Deployment of two (02) properly uniformed and equipped male security personnel for active duty from 6:00 A.M. to 6:00 P.M. and one (01) dedicated Licensed Armed Guard/Gunman for night duty from 6:00 P.M. to 6:00 A.M.
- **Age of deployed Security personnel may not exceed 60 (sixty) years.**
- Protection and safeguarding of College property, classrooms, laboratories, offices, gates, and all campus premises.
- Opening and closing of classrooms, laboratories, offices, gates, and other facilities with proper handling of locks and keys strictly in accordance with directions issued by the College Authority.
- Regulation and monitoring of entry and exit of visitors, staff members, students, and vehicles within the College premises.
- Prevention of unauthorized entry, trespassing, theft, vandalism, misconduct, and other security-related threats.
- Maintenance of attendance registers, visitor registers, duty registers, log books, and incident reports.
- Assistance to the College Authority during examinations, academic programmes, cultural functions, emergencies, and official events.
- Adequate operational knowledge regarding fire extinguishers, electrical safety systems, medical emergencies, disaster management procedures, and other emergency response mechanisms.
- No leave shall be sanctioned to any deployed security personnel unless suitable reliever personnel are provided by the agency.

2. Deployment Requirement (Indicative)

Sl. No.	Category of Personnel	Duty Hours	Attendance
1	02 (Two) Male Security Guards	6:00 A.M. to 6:00 P.M.	Daily Basis
2	01 (One) Male- Licensed Armed Night Guard/Gunman	6:00 P.M. to 6:00 A.M.	Daily Basis

Total Security Coverage: 24 Hours Daily, including Sundays and Government Holidays.

3. Eligibility Criteria for the Agencies/ Bidders: The bidder must fulfil the following eligibility conditions:

- Must possess valid registration, licence, and statutory authorization for providing security services under applicable laws.
- Must have a minimum of 2–3 years' experience in providing security services to Colleges, Universities, Government Institutions, or other reputed Educational Institutions.
- Must provide trained, disciplined, uniformed, medically fit, and police-verified security personnel.
- Must ensure strict compliance with all applicable Labour Laws, Minimum Wages Act, ESI, PF, Bonus, and other statutory obligations.

- Must possess valid GST Registration, PAN, and other mandatory statutory documents.

4. Liabilities of Agency/Bidder:

- All deployed security personnel shall maintain strict discipline, punctuality, proper uniform, and professional conduct within the College premises.
- The agency shall remain solely responsible for payment of wages, insurance coverage, statutory benefits, uniforms, supervision, and all liabilities relating to the deployed personnel.
- Replacement of any security personnel found unsuitable then will be replaced with permission by the College Authority.
- The initial contract period shall ordinarily be for Six (06) Months, extendable further subject to satisfactory performance and approval by the College Authority.
- The agency must submit Police Verification Reports (PVR) of all deployed security personnel prior to joining duty. Police Verification Reports shall also be submitted for all reliever or substitute personnel engaged subsequently.
- No cooking facility or cooking space shall be permitted within the College premises. However, the College may provide one room for use by the deployed security personnel during duty hours.
- In the event of any theft, damage, loss, or misappropriation of College property/assets caused due to negligence or failure of security services, excluding losses arising from natural disasters or force majeure conditions, the concerned agency shall be held responsible and liable for compensation/replacement of such loss in accordance with applicable Government Rules and Laws.
- Beyond the College hour, Security Guards will not be allowed to enter the college premises and must inform the College Authority.

5. Payment Terms:

- Monthly payment shall be made through Account Payee Cheque based on verified attendance records certified by the Field Supervisor and duly approved by the College Authority, subject to satisfactory performance of services.
- All statutory deductions, taxes, liabilities, and compliance obligations shall be borne entirely by the agency.

6. Documents to be Submitted: The bidder shall submit self-attested copies of the following documents along with the tender:

- Valid Agency Registration Certificate and Security Service Licence.
- Experience Certificates/Work Orders issued by Colleges, Universities, or Educational Institutions within West Bengal or India..
- GST Registration Certificate.
- PAN Card.
- Labour Licence and statutory compliance documents relating to ESI, PF, etc.
- Income Tax Return Acknowledgements for the last two financial years.
- Financial Bid in the prescribed format.

**7. FINANCIAL BID FORMAT FOR PROVIDING 24-HOUR SECURITY SERVICES
AT LALBABA COLLEGE** (General Co-Educational Government-Aided Degree College)

A. Name of the Security Agency (In Capital Letters): _____

B. Address of the Agency (Current Postal Address): _____

Phone No.: _____

WhatsApp No.: _____ E-mail: _____

FINANCIAL QUOTATION

Sl. No.	Description	Duty Hours	No. of Guards	Rate per Guard Per Day (₹)	Total Monthly Amount (₹)
1	Morning/Day Shift Security Guard	6:00 A.M. to 6:00 P.M.	02 (Male)		
2	Night Security Guard (Licensed Gunman)	6:00 P.M. to 6:00 A.M.	01 (Male)		

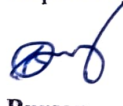
Total Monthly Cost Including GST and All Statutory Charges: ₹ _____

Note: Payment shall be made strictly on the basis of actual attendance of deployed personnel.

8. Security Deposit: The selected bidder/agency shall deposit a Security Deposit equivalent to **5% of the Annual Contract Value** prior to issuance of the Work Order, through an Account Payee Cheque drawn in favour of "Lalbaba College".

The said Security Deposit shall be refundable, without interest, after successful completion of the contract period and submission of "No Objection Certificate (NOC)" issued by the College Authority, subject to settlement of all dues, liabilities, and contractual obligations.

Prepared by

 14/8/26

Bursar

Lalbaba College

 14/8/26

Convenor

Purchase Sub-Committee

 14/8/26

Principal

Lalbaba College

Principal

LALBABA COLLEGE

323 (117) G. T. Road, Belurmah
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Bursar
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(General Co-Educational Government-Aided Degree College)

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FINANCIAL QUOTATION

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2	Night Security Guard (Licensed Gunman)	6:00 P.M. to 6:00 A.M.	01 (Male)		

Total Monthly Cost Including GST and All Statutory Charges: ₹ _____

Note: Payment shall be made strictly on the basis of actual attendance of deployed personnel.

Declaration:

I/We hereby declare that I/We have carefully read and fully understood all terms and conditions contained in this Tender Document and agree to abide by the same without any reservation.

I/We further undertake to provide trained, licensed, disciplined, and Police-Verified (PVR) security personnel for round-the-clock security services as stipulated herein. The quoted rates are inclusive of all statutory liabilities, taxes, duties, service charges, and incidental expenses, and no additional claim whatsoever shall be raised at any stage subsequently.

Signatory: _____

Name: _____

Designation: _____

Name of Agency: _____

Official Seal of Agency: _____

Date: _____