



Phone: 033-2441-1710

# NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

27E, Bosepukur Road, Kolkata - 700042

Email: [nbmv2005@yahoo.co.in](mailto:nbm2005@yahoo.co.in) / [info@nbmahavidyalaya.in](mailto:info@nbmahavidyalaya.in), Website: [nbmahavidyalaya.in](http://nbmahavidyalaya.in)

Ref. No.....

Date .....

## NOTICE INVITING QUOTATION

Sub: Quotation for Security Guard Service.

NOTICE INVITING Quotation No. NBM/Tender\_01/2025-26 Date 26-07-2025 sealed bids are invited under two bid systems, viz. Part I. Technical Bid and Part II Financial Bid from reputed service provider for Security Guards Service at Naba Ballygunge Mahavidyalaya ( NBM), Kolkata.

### Quotation Details:-

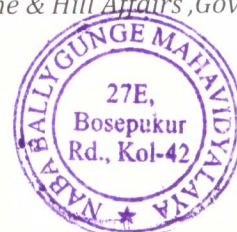
01	Date of Publication	26 <sup>th</sup> July 2025
02	Availability of Quotation Document	Annexure A, B may be downloaded from the NBM website- <a href="http://www.nbmahavidyalaya.in">www.nbmahavidyalaya.in</a>
03	Tender Fees Nil	Nil
04	Last date and time of Submission of Technical Bid	01 <sup>st</sup> August 2025 till 4:00 PM
05	Date and time of Opening of Technical Bid	2 <sup>nd</sup> August 2025
06	Date and time of Opening of Financial Bid	2 <sup>nd</sup> August 2025

Details of specifications are given below.

Sl.	Particulars	Qty	Rate Quoted Per Security Guard
01	<b>SECURITY GUARDS</b> (Please See Annexure_C )	1 Head ( 12 Hrs. Duty )	Rate Per Head inclusive of all statutory and taxes.

### Terms and conditions:

1. Bids are to be submitted with a forwarding letter as in Annexure A
2. Only hard copies of Bids are to be submitted to the office of the NBM between 12 noon to 4 PM on working days (Monday to Friday).
3. The Technical Bid shall comprise of self-attested photocopies of the following documents :-
  - a) Valid copy of Trade License (2025-26)
  - b) PASARA (License issued by Department of Home & Hill Affairs, Govt. Of West Bengal)
  - c) PAN Card
  - d) Registration Certificate of GST





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- e) Income Tax Return for last 3 years
  - f) Year wise gross turn over for last 3 years
  - g) EPFO ,ESIC & P.Tax Registration
  - h) Credential Certificate
4. The financial Bid shall comprise of price including Statutory Payments like (EPFO ,ESIC , BONUS and any others ) & GST, total price, extent of discount , if any and to be submitted in Annexure B (Separate Envelope)
5. The technical Bid and the financial bid shall be submitted in two separate sealed envelopes with board heading mentioning the name of the item (Technical Bid or Financial Bid) and quotation No. on the envelope containing documents.

The sealed envelopes of Technical Bid and Financial Bid should be submitted in a large sealed cover mentioning the Tender No. and be addressed to the Principal , Naba Ballygunge Mahavidyalaya , 27E, Bose Pukur Road, Kolkata : 700042.

- 6. The rate offered should be valid for acceptance up to on 1(one) year from the date of date of issue of the work order and the rate is inclusive of GST and other charges should be indicated. Rate should be quoted in both words and figures; if there is a discrepancy between words and figures the amount in words prevail.
- 7. The Financial Bids of only those who have been found to be technically qualified will be opened.
- 8. Acceptance of the lowest offer is not binding to the authority.
- 9. The NBM reserves the right to accept or reject any or all tenders without giving any reason whatsoever.

If the office remains closed on the opening day of the quotation, the quotation will be received up to 02.00pm after noon and opened at 02.30 pm on the next working day.

*Ashosh*  
Principal 26.07.25

Quotation No: NBM/Tender\_01/2025-26

Date: 26-07-2025

Principal  
Naba Ballygunge Mahavidyalaya  
27E, Bosepukur Road.  
Kolkata-700 042



ANNEXURE - A

To  
The Principal,  
Naba Ballygunge Mahavidyalaya,  
27E, Bose Pukur Road,  
Kolkata -700042.

Ref Quotation No: NBM/Tender\_01/2025-26 Date 26-07-2025

Madam,

I/We have read various conditions to tender and hereby agree to the said conditions. I/We also agree to keep this tender open for acceptance for a period of 07 days from the date fixed for opening the same.

Sl.	Particulars	Qty	Rate Quoted Per Security Guard
01	SECURITY GUARDS	1 Head ( 12 Hrs. Duty )	Rate Per Head inclusive of all statutory and taxes.

1. I/We hereby bind myself/ourselves to provide service as specified in the conditions of Agreement. I/We also hereby agree to abide by the General conditions of agreement and to carry out the work according to the standard practice.

2. In case there is difference between figures and word in the quoted cost, the cost Indicated in word will be taken as correct for consideration.

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Seal and Signature of Tenderer



ANNEXURE - B

To  
The Principal,  
Naba Ballygunge Mahavidyalaya,  
27E, Bose Pukur Road,  
Kolkata -700042.

Ref Quotation No: NBM/Tender\_01/2025-26 Date 26-07-2025

Madam,

**Financial Bid:**

Sl.	Particulars	Qty	Amount (including all Charges)	Gst	Total per Pcs. $D+E=F$	Total Nos.	Total Amount (Including GST) $F \times G= H$
A	B	C	D	E	F	G	H
01	SECURITY GUARDS	1 Head ( 12 Hrs. Duty )				1 Head	

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Seal and Signature of Tenderer

Note : Rate should be quoted as per Minimum Wages of Govt. of West Bengal .

Detail Structure attached with Annexure -B .

ANNEXURE -C

To  
The Principal,  
Naba Ballygunge Mahavidyalaya,  
27E, Bose Pukur Road,  
Kolkata -700042.

Ref Quotation No: NBM/Tender\_01/2025-26 Date 26-07-2025

The criteria for hiring a security guard at an educational institution typically focus on a combination of physical fitness, background qualifications, and specific training. These criteria are designed to ensure the safety and security of students, staff, and the premises. Here are some common criteria:

1. Minimum Education and Age

Education: Typically, a high school diploma or equivalent is required.

Age: The minimum age is often 18, with some institutions preferring individuals between 25-45 years old, depending on the nature of the job and physical demands.

2. Physical Fitness

Health and Stamina: The security guard should be physically fit to stand for extended periods, patrol the premises, and respond to emergencies quickly.

Height and Strength: Some institutions may set specific height or strength requirements, especially if physical confrontation might be a part of the job.

3. Experience and Background

Experience: Previous experience as a security guard, in law enforcement, or in any related field is often preferred but not always mandatory.

Background Check: A clean criminal background is essential. Institutions will typically conduct a criminal history check to ensure the candidate does not have a record that could pose a risk.

References: Positive references from past employers or relevant authorities are important.

4. Work Schedule Flexibility

The guard should be willing to work shifts, including evenings, weekends, or holidays, depending on the

Patrolling: Regular patrols to prevent unauthorized access or ensure that facilities are secure.

Access Control: Screening and controlling access to the premises, ensuring that only authorized individuals are allowed entry.

Emergency Response: Responding to emergency situations such as medical incidents, fires, intruders, or natural disasters.

5. Professional Appearance

Security guards must maintain a clean and professional appearance, usually in a uniform, as part of representing the institution and fostering an environment of authority and trust.

In addition to these common criteria, specific educational institutions might have additional requirements depending on their size, location, or specific security concerns.

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Seal and Signature of Tenderer