

**City College**  
**102/1, Raja Rammohan Sarani, Kolkata – 700 009**  
**www.citycollegekolkata.org**

**Invitation of quotation for selection of Security Agency at City College, Kolkata – 700 009**

**Ref. No. OCT/01/2019-20**

**Date: 24.10.2019**

Sealed quotations are invited from the registered, bonafide reputed agencies for engagement of security personnel at the college premise located at 102/1, Raja Rammohan Sarani, Kolkata – 700 009.

Sl. No.	Particulars	Description
01.	Name of the Agency	
02.	Address of the Agency with phone number/s; e-mail address	
03.	Name, designation and phone number of the authorized person submitting quotation	
04.	Date and Signature of the authorized person submitting quotation with Seal of the Agency	

**PERIOD:**

1. The Contract shall have commenced with effect from the date of actual deployment of the security personnel through letter of indent and will be valid up to a maximum period of 2 (two) years therefore unless extended.
2. The contract may be terminated by mutual agreement by either party giving a calendermonth's notice to the other party failing which the defaulting party will pay full calender month's charges in lieu of notice.

**STAFF:**

1. The agency should have to provide security guards to carry out duty at City College, 102/1, Raja Rammohan Sarani, Kolkata – 700 009.
2. The College may call for proof of fitness, including police verification from the agency in respect of any guards if necessary.
3. The agency shall, in respect of each security personnel, supply to the College the following information:- Name, Father's Name, Date of Birth, Educational Qualification with permanent address and a passport size photograph with identity proof.
4. The agency shall not substitute a Guard without the approval of the College Administration. The College may advise replacement of any Security Guard of the agency if not fully meet the security requirement.

5. The security personnel provide by the agency to the College shall be treated as employees of the Agency for all purpose.
6. In any circumstances, the College with 7 days notice may issue order to the agency to reduce/increase security strength as specified by the College.

#### **DUTIES OF THE GUARDS SHALL INCLUDE AS FOLLOWS:-**

1. To extend all courtesy to students, teachers, staff, guardians, visitors, stakeholders of City and maintain integrity, orderliness and discipline and be in proper uniform while on duty and should carry out all duties and tasks allotted by College Administration sincerely and to the best of his ability.
2. **Duty Hours include college working days and time. : 10.30 a.m. to 4.30 p.m.**
3. To guard/check during duty hours and ensure that no theft, pilferage, trespasses, accident, nuisance, disturbance of peace etc. takes place in the area of his duty.
4. To regulate and check the flow of visitors, materials, etc. at the entry points and also ensure the entry/exit is as per valid documents and expeditious record of the same is maintained as per order.
5. To seize goods not found in order or suspected to be stolen.
6. To bring to the immediate notice of his supervisor or the College Administration towards any untoward occurrence on the premises.
7. To perform incidental and allied duties as may be required to be performed.

#### **TERMS OF PAYMENT:-**

The agency will be responsible for payment of wages to it's employees under minimum Wages Act as per West Bengal Government notification including bonus and contribution towards ESI & Provident Fund and other allowances and the College will reimburse as may be applicable and payable under the existing rules in force. The agency will get only service charge excepting towards the payment cheque after submission of bills in triplicate duly endorsed the copy of the attendance sheet by the College authorized person. If any loss of property of the College is noticed, the compensation will be borned by the agency as levied by the College. Accordingly, the rate should be quoted as per bidding proforma only (Financial Bid)

#### **GENERAL**

1. Accommodation to the security personnel will be provided by the agency at work site.
2. The agency shall provide security guards all necessary facilities in the form of uniform, torches, umbrella, batons, shoes, socks, stationery items and allied articles etc. at his own cost.
3. The Liability of any compensation of injury to security personnel arising as a result of duties shall be that of the contractor/agency.
4. With regard to the interpretation of the terms and conditions of this document, the College decision shall be final.
5. The contractor/agency should have to produce the list of clients since last three years.

LAST DATE OF SUBMISSION OF THE QUOTATION: 07/11/2019(THURSDAY)

*Sital Prasad Chattopadhyay*  
Principal  
City College, Kolkata- 700009  
Principal 24.10.19  
City College, Kolkata-700009

**FINANCIAL BID**  
for Supply of Security services at City College  
102/1, Raja Rammohan Sarani, Kolkata – 700 009

Name of the Organization	
Address of the Agency with phone number/s; e-mail address	
Name, designation and phone number of the authorized person	
Date and Signature of the authorized person submitting quotation with Seal of the Agency	

Sl. No.	Security Services	No. of Man days*	Rate (minimum wages)	Total Amount (Rs.)
1	Supply of Security Guards	2 (two)		

\* One Man Day for Security Guard = 6 hours from 10.30 a.m. to 4.30. p.m.

(Authorized signatory with stamp and date)