



SOUTH CALCUTTA LAW COLLEGE
57, K.N Sen Road, Kolkata – 700042
(Affiliated to University of Calcutta And Bar Council of India)

Tender Ref No. DHE/SCLC/eNIT01/2025-2026

Date: 10/01/2026

E-TENDER NOTICE INVITING QUOTATIONS FOR ENGAGEMENT OF PRIVATE SECURITY GUARDS AT SOUTH CALCUTTA LAW COLLEGE, 57, K.N SEN ROAD , KOLKATA- 700042.

Online e-Quotations are hereby invited by the Principal of South Calcutta Law College, 57, K.N Sen Road, Kolkata – 700042 from the reputed Firms/Suppliers for supply of the following categories of services through <https://wbtenders.gov.in> adhering to the guidelines of e-tendering:

1.	Name of work:	Providing: Total Two (02) Security Guards (without guns) Preferably Ex-Service man of Defense, GOI or Police Directorate under Govt. of West Bengal, for guarding the premises of South Calcutta Law College, 57, K.N Sen Road, Kolkata – 700042 for the period of 15.02.2026 to 31.03.2026 (FY 2025-26) and 01.04.2026 to 31.03.2027 (FY 2026-27) (Working Time: Shift 1 - 7:00 AM – 3:00 PM, Shift 2 – 10:00 PM – 6:00 AM and all College Working Days except Saturday & Sunday if not required)
2.	Name and address of the office:	Office of the Vice- Principal South Calcutta Law College 57, K.N Sen Road, Kolkata – 700042.
3.	Eligibility to submit quotations:	(a) Bonafide, reputed, resourceful and Government registered Agencies having valid GST Registration certificate, EPF, ESI and Service Tax Registration Certificates and minimum three (03) year's experience in any Government Organization of similar nature of work. (b) The address of bidders registered office must be at the district of Kolkata 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	10/01/2026 after 5:00 PM
6.	Last date and time of submitting of quotations:	06/02/2026 upto 12:00 Noon
7.	Date and time of opening of quotations:	07/02/2026 after 11:00 AM



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8.	<p>Documents to be uploaded:</p> <p>Technical bid must contain self-attested documents in the following manner.</p> <ul style="list-style-type: none">(a) PAN card of the bidder.(b) Up to date Valid 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 FY 2024-25.(f) Up to date Profession Tax clearance certificate and latest Challan.(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 (Last three year). <p>Failure of submission of any of the above documents may render the tender liable to be summarily rejected / cancelled.</p>
9.	<p>Earnest Money Deposit (EMD)</p> <p>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, maintained at any bank or through any bank by generating NEFT/ RTGS challan from the e-tendering portal as per order no.- 3975- F(Y) dated 28.07.2016. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name & IFS Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 - 4 banking working days before the bid submission closing date as it requires time for processing of Payment of EMD.</p> <p>Exemption: MSMEs registered with NSIC under Single Point Registration scheme / Udyog Adhar are exempted from depositing Earnest Money for which copies of valid MSME's Certificate along with NSIC Certificate / Udyog Aadhaar Acknowledgement / Udyog Adhar Memorandum issued by MoMSME, Documentary evidence must be uploaded for claim of such exemption, failing which their tender would be summarily rejected.</p>

1. Instructions to the bidders

- (a) **Service Charge Zero** in case of Security Agency will not be accepted.
- (b) All Technical Bids must be supported with the following information & documents:
 - i) List of Government Organizations where security services have been provided in the last three years (3yrs) with the respective 'Work Orders' & 'Satisfactory Report'.
 - ii) Total number of years services provided by the Security Agency at the Govt. Organizations till date.



SOUTH CALCUTTA LAW COLLEGE
57, K.N Sen Road, Kolkata – 700042
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iii) Number of security personnel supplied in a single contract by the agency in the Govt. Organizations in the last three years with supporting documents.

iv) Annual turnover of the agency with supporting documents for the last 3 years.

(c) **If there is tie in financial bid, TIA (Tender Inviting Agency) may follow the procedure as per the Memorandum No. 2320-F(Y) dt. 07/06/2022 of Finance Dept., Audit Branch, Govt. West Bengal for choosing L1 for the procurement of Security Services. The tie may be broken based on the number of security personnel supplied in a single contract during the last three years only in GOVERNMENT ORGANIZATIONS, any other personnel engaged other than security purposes will not be taken into account. If the tie persists on evaluation of the number of security personnel then as per observation of Finance Department, the TIA (Tender Inviting Agency) may select the agency based on their highest technical credential as per the scoring appended below:**

Service rendered in number of Govt. organizations in last 3 yrs (1 credential = 1 point),
Satisfactory certificate for rendering security service in Govt. Colleges in West Bengal (1 credential = 5 point).

NOTE: Once selected, the credentials of the Agency will be sent to Higher Authorities for approval, the work order will be issued

- i) After making an agreement between the College and Selected Security Agency
- ii) And as and when the College receives the final approval from the appropriate authority and as per the direction of College Governing Body.

Financial bid must contain -

- i) Service charge (in percentage) on Basic Wages Rate (Per Day Per Head) as per notification of Labour Dept., Govt. of WB as revised time to time.
- ii) EPF - TO BE FIXED BY THE LATEST GOVT. ORDER
- iii) ESI - TO BE FIXED BY THE LATEST GOVT. ORDER
- iv) Bonus - TO BE FIXED BY THE LATEST GOVT. ORDER

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.

2. **Site** – South Calcutta Law College, 57, K.N Sen Road, Kolkata- 700042

3. Scope of services -

Working Time: Shift 1 - 7:00 AM – 3:00 PM, Shift 2 – 10:00 PM – 6:00 AM and all College Working Days except Saturday & Sunday if required.

For Security Guards -The service shall consist of providing security personnel, safeguarding all kinds of property belonging to and under custody of the South Calcutta Law College, 57, K.N Sen Road, Kolkata- 700042, barring unauthorized entry and exit 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.



SOUTH CALCUTTA LAW COLLEGE
57, K.N Sen Road, Kolkata – 700042
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4. **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.
5. **Tenure of engagement:** From 15th Feb, 2026 to 31st March, 2026 and 1st April, 2026 to 31st March, 2027.
6. **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.
7. **Selected contractor to provide** - Uniforms, Torch, umbrella, shoes and other such requirements which are essential for discharge the services.
8. **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.

TERMS AND CONDITIONS

1. **For Security guards** - Standard of physical fitness and educational qualifications-
 - i. Good health.
 - ii. A candidate should be free from any contagious or infectious diseases. Medical certificate to be enclosed.
 - iii. 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 Vice- Principal, South Calcutta Law College, 57, K.N Sen Road, Kolkata- 700042.



SOUTH CALCUTTA LAW COLLEGE
57, K.N Sen Road, Kolkata – 700042
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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 and College Programme.
11. Before issuing service order to the L1 an 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 in figures in BOQ.

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.



SOUTH CALCUTTA LAW COLLEGE
57, K.N Sen Road, Kolkata – 700042
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19. The agency engaged for this work shall have to maintain regular contact with the college authority and college office.
20. The duty hours will be 8 (eight) hours for each Security Personnel and specific timings shall be fixed by the College authority. Working Time: Shift 1 - 7:00 AM – 3:00 PM, Shift 2 – 10:00 PM – 6:00 AM and all College Working Days except Saturday & Sunday if required.
21. The College authority shall not bear responsibility to supply rain coat/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., Overtime 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-I*** must be submitted within 10th of every month.
32. Payment to the agency shall be made as per availability of College funds/allotment.
33. Statutory deductions as applicable shall be made from the bill of the agency.
34. All bills must be addressed to "***The Vice- Principal, South Calcutta Law College, 57, K.N Sen Road, Kolkata- 700042***
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 quotations shall remain valid up to ***31st March, 2027***.
38. ***The Vice- Principal, South Calcutta Law College, 57, K.N Sen Road, Kolkata- 700042, reserves the right to accept or reject any or all of the quotations without assigning any reasons thereof.***
39. ***M/S. SUNFLOWER SECURITY SERVICES (ADDRESS – 174D PANCHANAN TALA ROAD, PASCHIM PUTIARY, KOLKATA – 700041) is debarred from participation in the said e-tender process. Any kind of participation shall be subject to rejection as per the direction of the Governing Body of the College.***

Sd/-

Vice-Principal

South Calcutta Law College



SOUTH CALCUTTA LAW COLLEGE
57, K.N Sen Road, Kolkata – 700042
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ANNEXURE-I

(On company pad as per format given in Annexure-I must be uploaded in financial cover)

1) Description of work	Providing: Total two (02) Security Guards (without guns) Preferably Ex-Service man of Defense, GOI or Police Directorate under Govt. of West Bengal, for guarding the premises of South Calcutta Law College, 57, K.N Sen Road, Kolkata- 700042 for the period of 15.02.2026 to 31.03.2026 (FY 2025-26) and 01.04.2026 to 31.03.2027 (FY 2025-26)
2) Security Charge (Basic wage per day per head) Minimum wages (A Zone).	TO BE FIXED BY THE LATEST GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
3) Service charge on basic wage (per day per head)	TO BE QUOTED BY THE SERVICE PROVIDER in percentage.**
4) E.S.I. Charge (per day per head)	TO BE FIXED BY THE LATEST GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
5) E.P.F. (per day per head)	TO BE FIXED BY THE LATEST GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
6) Bonus (per day per head)	TO BE FIXED BY THE LATEST GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.
7) G.S.T. (per day per head)	TO BE FIXED BY THE LATEST GOVT. ORDER AND NOT TO BE QUOTED BY THE SERVICE PROVIDER.

****Selection of agency will be made on the basis of Service Charge only.** This tendering exercise meant for “**HIRING OF SERVICE. AGENCY SHOWING ZERO SERVICE CHARGES WOULD BE SUMMARILY REJECTED. THEREFORE THE QUOTED RATE SHOULD BE REASONABLE, LOGICAL AND CONVINCING FOR PROPER SERVICE ON PUBLIC INTEREST**”.

Name of the Agency:

GSTIN No.:

Mailing address:

Telephone No:

Mobile No:

EMAIL:

Signature of the agency authority
(Designation of the signing authority)



SOUTH CALCUTTA LAW COLLEGE

(AFFILIATED TO UNIVERSITY OF CALCUTTA)

New Campus : 57 K.N. SEN ROAD, KOLKATA - 700042(For Correspondence)

Old Campus : 6/1, SWINHOESTREET, KOLKATA-700019

TEL:(033) 2442-8183 . E-mail:sclawedu@gmail.com

Ref No. :

Date:

EXPERIENCE PROFILE FORMAT

NAME OF THE FIRM/APPLICANT:

LIST OF COMPLETED PROJECTS THAT ARE SIMILAR IN NATURE TO THE WORKS DURING THE LAST THREE YEARS FROM THE DATE OF NIT.

Name and Location of the Govt. Organization for deployment of Security Personal against a single contract	Dept. Concern	Original Time Schedule		Actual Time Schedule		No. of Security Personal Deployed in a single contract.
		Start Date	Completion Date	Start Date	Completion Date	

Note:

- a) Certificate in letter head from the Govt. organization hiring security services to be attached (do not include the count of personnel for other services in the above table).
- 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)

Sd/-

**The Vice- Principal & the DDO
South Calcutta Law College
57, K.N Sen Road, Kolkata-
700042**