BUDGE BUDGE COLLEGE

7, D B C Road, Budge Budge, Kolkata - 700137

INVITING EOI/QUOTATION FOR ENGAGEMENT OF NIGHT GUARD

Valid EOI/Quotations are invited from reputed, registered, and licensed security agencies for the engagement of professional Night Guard at Budge Budge College campus. Sealed Quotations are to be submitted at the College office within the following stipulated period during college hours.

Quotations submission Period: 16-11-26 to 28-11-2026 (excluding Sundays and public holidays.)

Date of opening of Tender: 30-11-2026

Chaudhuri 3/11/26

Teacher - in - Charge, Budge Budge College
7, Deshbandhu Chittaranjan Road,
Budge Budge, Kolkata - 700137

Details Terms and Conditions and Requirements

Budge Budge College (a West Bengal Government-aided institution affiliated with the University of Calcutta) requires the services of a professional security agency to provide a qualified **Night Guard**. The detailed terms, statutory conditions, eligibility criteria, and operational responsibilities configured to satisfy all **Government of West Bengal norms** are outlined below.

1. Eligibility Criteria for the Security Agency

To participate or qualify, the intending security agency must submit self-attested copies of the following valid legal credentials:

- **PSARA License:** Valid licence to operate a private security agency in West Bengal, issued by the Home Department, Government of West Bengal.
- **Statutory Registrations:** Valid Employee Provident Fund (**EPF**) registration, Employees' State Insurance (**ESI**) registration, and Goods and Services Tax (**GST**) registration certificates.
- **Labour License:** Valid registration certificate issued under the Contract Labour (Regulation & Abolition) Act, 1970 by the Labor Commissioner Office, Government of West Bengal.
- **Financial standing:** Permanent Account Number (**PAN**), valid Trade Licence, and Audited Balance Sheets along with Income Tax Returns (ITR) for the last 3 financial years.
- **Work Experience:** Credential certificates verifying at least 3 years of successful operation in providing manpower/security services to Government offices, Government-aided colleges, or PSUs.
- **Non-Blacklisting:** An affidavit declaring that the firm has never been blacklisted or debarred by any Central/State Government Department or Institution.

2. Personnel Qualifications & Physical Standards

The agency must deploy personnel fulfilling the physical and character norms mandated under the **West Bengal Private Security Agencies (Regulation) Rules, 2007**:

- **Background Checks:** Personnel must have an unblemished character with no criminal history. No individual convicted by a competent court or dismissed from armed forces, police, or government service for misconduct may be deployed.
- **Age Limit:** The deployed Night Guard must be between **25 and 45 years** of age, physically fit, and free from benchmark disabilities. Preference may be given to ex-servicemen.
- **Identity Cards:** The guard must wear a professional uniform and visibly display a photo identity card issued by the agency at all times on duty.

3. Duty Hours & Shift Schedule

- **Shift Timing:** The standard night shift runs from **10:00 PM to 6:00 AM** daily (8-hour shift), or as explicitly designated by the College Authority.
- **Uninterrupted Presence:** The guard must not leave their assigned post until the morning reliever arrives or they are officially signed off.
- **Weekly Offs:** The agency must provide a mandatory weekly off day for the guard, arranging a suitable, qualified substitute at no additional cost to the college.

4. Roles and Responsibilities of the Night Guard

- **Premises Protection:** Guard the college buildings, laboratories, administrative blocks, cash counters, and open areas to prevent unauthorized entry, trespassing, vandalism, or theft.
- **Routine Patrolling:** Conduct rigorous, periodic patrolling rounds across the campus during the night hours, recording observations in the guard logbook.
- **Asset Accountability:** Hand over and take over office charges by checking locks, windows, gates, and keys, followed by signatures in the dynamic duty register.
- **Gate Control:** Monitor incoming/outgoing materials against authorized gate passes signed by college officials. Maintain a strict vehicle logbook for any overnight vehicle movement.
- **Emergency Response:** Immediately report any structural damage, suspicious activity, fires, or security breaches to the College Principal/TIC/Authority and the local police station.

5. Financial & Statutory Compliance (West Bengal Govt. Norms)

- **Minimum Wages:** The agency must pay wages to the guard strictly conforming to the **Minimum Wages Act** stipulated by the Labour Department, Government of West Bengal, for the respective zone and category (Unarmed Security Guard).
- **Statutory Deposits:** The agency is solely responsible for timely deposits of EPF, ESI, and GST contributions.
- **Equipment Costs:** The agency must provide all essential duty gear—including **torches, cell batteries, raincoats, winter coats, and umbrellas**—at its own expense. The college will not bear these costs.

6. Terms of Payment & Liabilities

- **Monthly Billing:** Payments will be processed monthly via **ECS/NEFT**. The agency must submit bills along with verifiable proofs of the previous month's EPF, ESI, and GST deposit challans specifically matching the worker deployed.
- **No Advance Payments:** No advance disbursements will be entertained under any circumstances.
- **Liability Immunity:** Budge Budge College holds zero liability regarding permanent service claims or contractual employment complications for the deployed guard.
- **Compensation Waiver:** The College is completely indemnified against any financial or legal obligations arising from **accidental injuries, sickness, disability, or death** of the guard while executing duties on the premises.
- **Penalty Clause:** Pro-rata deductions from the monthly bill will be enforced if the guard is absent without an approved substitute or found sleeping, negligent, or intoxicated on duty.

Chaudhuri 3/4/26

Teacher in – Charge

Partha Pratim Chaudhuri, Ph.D
Teacher-in-Charge
Budge Budge College

Kishor Kumar 03/4/26

Convener, Purchase Committee

Budge Budge College