



Rabindra Bharati University

56A, B.T. Road, Kolkata - 700050

Ref. No: RBU/SO/T/10/2025

Date:24/03/2025

Notice Inviting Limited Tender

Quotations are invited through Limited Tender process from the reputed, bonafide, financially sound companies/agencies having registered/corporate office at Kolkata and credibilities/capabilities of providing security services at different campuses and hostels of Rabindra Bharati University. The Selected Company has to submit a demand draft of **Rs.50,000.00** (Rupees Fifty thousand only). The Demand Draft will be made in the name of **Rabindra Bharati University** payable at Kolkata. The last date of submission of e-tender is **26.03.2025 (3 Pm)**.


24/03/2025
Security Officer



RABINDRA BHARATI UNIVERSITY

(Reaccredited with 'A' Grade by NAAC in 2016)

Terms & Conditions and Scope of Job:

1. The tender will be initiated as a limited tender and the period of contract will be made for three months i.e. from 01.04.2025 to 30.06.2025. In case of any extension needs to be given to the company that will be the sole discretion of the Competent Authority of the University.
2. Requirement of Manpower is 01 (one) security supervisor, 50 (Fifty) security guards (male/female) and should be physically fit and well built. Private Security Act 2005 follows:
3. The rate may be quoted as per the prescribed minimum wages and statutory compliances like EPF, ESI, Bonus, National Holidays as applicable for Ward and Watch duties of Labour Commission, Govt of West Bengal and service charges may be calculated including the cost of T-Shirt, however, GST will be paid as per Govt rules. Overtime will be paid extra on submission of separate invoice.

Sl No.	Categories of Manpower	Minimum Wage (MW) for 26 days	EPF, ESI, Bonus, National Holidays	% of Service Charge on MW % & Rs.	Total Cost For 01 SS and 50 SG Rs.
01	Security Supervisor				
02	Security Guards (Male/Female)				
GST = 18% (9% + 9%) (CGST+SGST)					
Total Cost Per Month / 26 days including GST					

4. The employees shall be treated as company's permanent staff and the salary to be paid to the employees by 7th of following month and has to be paid through bank account only.
5. One T-Shirt to be provided to the employees free of cost as per their size the company's name to be engraved on pocket and back side of the T-Shirt to be engraved with SECURITY.
6. All the employees will be the company's staffs and they have to be issued with identity card.
7. All the employees have to be neatly dressed with trouser (Navy blue but not jeans) and company given T-Shirt with proper hair cut and turnout.
8. In case of any accident or death occurred during the course of duty with any employee that has to be treated/compensated by the company only.
9. In case of any legal complications arises, then that has to be settled within the jurisdiction of Calcutta High Court only.
10. After completion of full month duties, the invoice may be submitted to the Security Department along with attendance sheet duly signed by the employees, company official and the university authorised signatory for 26 days or actual duties performed by the employees all the requisite documents.
11. Out of the total 51 manpower, 25 personnel will be deployed at Jorasanko Museum including 01 Supervisor, 02 Lady security guards and 22 Male security guards, 03 lady security guards 01 each in three shifts at three Girls Hostels (Mayamanjuri, Aryashree and Mrinalini) including 01 security guard (male) each at the five Hostels at night duty, 03 security guards (male), 01 each in three shift at two Boys Hostels (Abanindranath and B R Ambedkar). Left over 06 guards (4M+2L) will be remain as reliever and performed their duties in shift at Emerald Bower campus of Rabindra Bharati University
12. All the guards have to perform 8 hours duty per day/shift for 26 days as per their place of duty, however, they will be given one day weekly off on Monday for Jorasanko Museum duty and for hostels as per feasibility of duties.
13. Shift timing for Jorasanko Museum duty is 10 am to 6 pm and for hostels duty 6 am to 2 pm, 2 pm to 10 pm, 10 pm to 6 am round the clock 24X7 days.
14. The Company has to provide the Bio-Data of the employees along with Voter, Aadhar, PAN cards and self attested copies of educational qualifications which is duly signed by the employees and forwarded by the company with signature and official stamp.
15. The BOQ given above to be duly filled in by the company authority along with Name, Designation and Official stamps and selection will be made on the basis of rate given in BOQ.

Signature of Competent Authority of