



**Office of the Principal**  
**A.B.N. Seal College, Cooch Behar**  
**Government of West Bengal**  
**P.O.& Dist. Cooch Behar, Pin:736101(W.B.), India**  
**Tel: 03582-226112, e-mail:[cobabnsealcollege@gmail.com](mailto:cobabnsealcollege@gmail.com)**  
**Website: [abnsealcollege.ac.in](http://abnsealcollege.ac.in)**

Memo No. 544/25

Date: 29/12/2025

**NOTICE INVITING TENDER**  
**NIT NO: WBHED/ABNSC/NIT-01/2026-2027**

**E-TENDER NOTICE INVITING QUOTATIONS FOR ENGAGEMENT OF PRIVATE SECURITY GUARD AT MNNM BOYS' HOSTEL OF A.B. N. SEAL COLLEGE, COOCH BEHAR, A.B.N. SEAL GIRLS' HOSTEL OF A.B. N. SEAL COLLEGE, COOCH BEHAR and AT PREMISES OF A.B.N. SEAL COLLEGE, COOCH BEHAR, WEST BENGAL, PIN- 736101**

Quotations are hereby invited by the Principal, A.B.N. Seal College, Cooch Behar from reputed Firms/Suppliers for supply of Private Security Guards for the FY 2026-27 and 2027-28 of this College through [www.wbtenders.gov.in](http://www.wbtenders.gov.in) in strict adherence to the guidelines of e-tendering for the following work:

SL No.	Name of the Work	EMD Amount
1.	<b>Engagement of 03 (Three) Security Guards (without guns) for protecting premises of MNNM Boys' Hostel of A.B. N. Seal College, Cooch Behar, engagement of 02 (Two) Security Guards (without guns) for protecting premises of A.B.N. Seal Girls' Hostel of A.B. N. Seal College, Cooch Behar, and engagement of 02 (Two) Security Guards (without guns) for protecting premises of A.B.N. Seal College, Cooch Behar</b>	₹20000 (Online Payment Mode either through NEFT/RTGS OR NET BANKING as per Finance order No 3975F(y) Dated: 28/07/2016.)

Interested parties may follow the instructions as given below for submission of their tenders in online mode. Price should be quoted in INR currency inclusive of all taxes.

**I. General Instructions:**

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).

**II. Submission of bids:**

Both Technical bid and Financial Bid are to be submitted concurrently. All papers must be submitted in English language only.

### III. Eligibility for submitting e-tender:

Bonafied and reputed Government registered Agencies having valid Registration certificate, EPF, ESI and Service Tax registration certificates and considering the nature of work minimum 3-year experience in any Government Organization.

### IV. My Document (Non-Statutory Cover) containing as follows:

Sl No.	Category	Subcategory	Subcategory Description
1.	Certificates	Certificates	PAN Card of the Bidder GST Registration Certificate & GSTR3B of Last month. Copy EPF Registration Certificate & Latest Challan Copy of ESI Registration Certificate & Latest Challan Copy of P. Tax Registration Certificate & Latest Challan of deposit of P. Tax & Copy of P. Tax Enrolment Certificate, P. Tax Challan (current)
2.	Company/Firm Details	CompanyDetails	Trade License (FY-24-25) Copy of License for carrying on business of private Security Agency issued by the Home Department, Govt. of West Bengal Registration with Registrar of Companies Memorandum of Articles for Limited Companies.
3.	Credential	Credential1	The prospective bidder must have the <b>similar nature credential</b> satisfactorily completed as a prime agency during the last 3 (three) years from the date of issue of this notice under authority of state / central Govt. Undertaking / statutory bodies constituted under the statute of the state/central Govt. Brief User List preferably for users in West Bengal in an <b>Institute of Higher Learning</b> . Number of security personnel supplied in a single contract by the agency in the last 3 (three) years with supporting documents
4.	Financial Information	Payment Certificate	PL&BS & Income Tax Returns submitted for the Assessment year 2023-24. PL&BS & Income Tax Returns submitted for the Assessment year 2024-25. PL&BS & Income Tax Returns submitted for the Assessment year 2025-26.

## **V. Financial Proposal**

**The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the item rate online through computer in the space marked for quoting rate in the BOQ.**

## **VI. TERMS AND CONDITIONS**

1. **The period of contract will be up to 31.3.2027 from the date of agreement. However, depending upon satisfactory service it can be extended for one more year i.e., up to 31.03.2028.**
2. The rates should remain valid for the period up to **March 2028** after considering Labour Department minimum wages rate. Any change in Labour Department minimum wages rate will be perfectly adjusted by the college authority.
3. The charges to be paid to the 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) of the security personnel plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates). The responsibility of deposition of contribution for ESI, EPFetc.is to be borne by and shall lie with the security agency.
4. The service charge must include all other incidental charges.
5. No bidder can charge '**price below Re. 1/-**' as **Service Charge**. So, the agency quoting Service Charge below Re.1/- or decimal price' will not be considered as a valid participant in the concerned Tender process.
6. Rate to be quoted inclusive of all charges. No other charges other than the contractual amount will be entertained.
7. 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.
8. **In case of two or more technically qualified firms quote the same lowest price, i.e. more than one L1, then, the firm with superior credentials in the technical bid shall be awarded the contract. as per Finance order No: 2320-F(y)**  
**Dated:07/06/2022.**
9. **The period of contract will be up to 31.3.2027 from the date of agreement. However, depending upon satisfactory service it can be extended for one more year i.e., up to 31.03.2028.** No enhancement of service charge is admissible during this period. However, security charge may vary time to time and will be paid as per

the latest Govt. notification.

10. No Conditional/incomplete rate will be accepted under any circumstances.
11. The agency engaged for this work will have to maintain regular contact with the college authority.
12. Scan copy of form of Income Tax return for the last three financial year, GST Registration certificate, PAN No., Current Trade license, Current license of Home & Hill affairs Department, Govt. of West Bengal, copy of valid ESI registration, copy of valid EPF registration, copy of valid PAN card in the name of the company, P.Tax, other related licenses and registration certificates, if any, and also credentials are to be submitted along with application for tender.
13. The tender bid will be outrightly rejected if it comes to the notice of the tender inviting authority during scrutiny that the credential or any other paper of a tenderer is fabricated etc.
14. The undersigned reserves the right of accepting or cancelling the tender without assigning any reason.
15. 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 on a non-judicial stamp paper should be affirmed and submitted to the college.
16. 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.
17. 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.
18. The undersigned reserves the right to terminate the agreement at any time without assigning any reason whatsoever.
19. Payment of bills on its production will be made after successful completion of requisite services as per availability of fund from Govt. of West Bengal and through IFMS portal.
20. All quotations shall remain valid up to 31<sup>st</sup> March, 2028.

## **VII. Earnest Money Deposit (EMD):**

All Agencies have to deposit amount of Rs.20,000/-during online bidding as Earnest Money Deposit (EMD) through Online Payment Mode either through NEFT/RTGS OR NET BANKING as per Finance order No: 3975F(y) Dated:28/07/2016.

**VIII. Disposal of Disputes:** In case of any dispute, the decision of the college authority will be treated as the final and conclusive. All legal actions are subject to Cooch Behar Jurisdiction only.

**IX. Discretion of the College:**

- a. College may take decision about non-hiring of the said personnel even after selection due to its fund constraints.
- b. College may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
- c. College reserves the right to relax any clause as stated herein above for selection of responsive vendor.

**X. Date and Time Schedule of the E-tender:**

Sl. No.	Particulars	Date&Time
1	Date of uploading of Tender Notice & other Documents (online)	30-12-2025
2	Bid submission start date (Online)	30-12-2025 at 2:00 p.m.
3	Last date and time of submission of quotations (Online)	14-01-2026 at 3:55 p.m.
4	Date and time of opening of Technical bid	16-01-2026 at 1:00 p.m.
5	Date and time of opening of Financial bid	To be notified later.



Principal  
A.B.N. Seal College  
Principal  
A B N Seal College  
Cooch Behar

**ANNEXURE I**

**FURNISHING BASIC INFORMATION**  
 (To be furnished in the Company's official letter pad)

1	<b>Name of the Bidder</b>	
2	<b>Address for Communication</b>	
3	<b>Contact Number(s)</b>	
4	<b>E-mail ID</b>	
5	<b>Trade License No.</b> <b>(Please enclose copy of Trade License)</b>	
6	<b>PAN (Please enclose copy of PAN Card)</b>	
7	<b>GST No. (Please enclose copy of GST)</b>	
8	<b>Do you have previous experience for providing Security Personnel at Educational Institute of Higher Learning          (Please enclose copy of Workorder &amp; user list, if yes)</b>	<b>Yes/No</b> <b>(Please put tick mark)</b>
9	<b>Annual Turnover as per Audited P/L ACCOUNTS &amp; BALANCE SHEET</b>	<b>AY2023-24:</b> Rs..... <b>AY2024-25: Rs.</b> ..... <b>AY2025-26: Rs.</b> ..... <b>Average Annual Turnover:</b> Rs. .....

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the College.

**Signature of the Bidder  
 (With Seal)**

## ANNEXURE II

### APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, Email Address etc)

To  
The Principal  
A.B.N. Seal College  
Govt. of West Bengal

Sub: NIT for Providing of for the purpose of college requirement

Ref: N.I.T. No. .... dated .....

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of.....in the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the security personnel as per your requirement.
5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
6. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Actas amended by the Government from time to time and shallbe fully responsible for any violation.
7. I/We do hereby undertake that complete security of the College shall be ensured by our Security Agency.

Date:

Signature of applicant including title and capacity in which application is made.  
Contact no:  
E-mail address:  
Postal Address: