MURSHIDABAD UNIVERSITY

11, Police Reserve Road (Cantonment Area),
Berhampore, Murshidabad,West Bengal,
Pin- 742101

Website: www.msduniv.ac.in

Land (Off): -03482-295824
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Email: registrar@msduniv.ac.in

Ref: MU(R)/17/A/Tender/601/2025 **Date: 03.07.2025**

Notice Inviting Quotation for Supply of 03 Security Guards (without arms) at Murshidabad University, Berhampore

The University intends to invite rates through sealed quotations for the supply of the following 03 Security Guards (without arms) for the Murshidabad University from interested agencies, parties, suppliers, or distributors. The quotation should bear the superscription **"Quotation for Supply of Security Guards (without arms)"** and should reach to the Office of the Registrar, Murshidabad University, Berhampore, on any working day up to 4 pm during the period from 03.07.2025 to 13.07.2025. Quotations will be opened on 18.07.2025 at 2.30 pm in the Office of the Registrar, Murshidabad University.

☞ **Eligibility criterion of participation in the tender:**

- The Bidders must submit the self-attested copies of the following documents with the quotation for participating:

  i. Valid registration copy of Govt. registered Agency.
  ii. PAN Card.
  iii. Registration certificate of GST
  iv. The address of the Bidder's Registered Office must be at Berhampore or its adjoining areas.
  v. Minimum 1 year experience in any similar institutions (Office / Bank / College / University / Hospital).
- Bids without supporting documents will be rejected and their bids will not be considered.

Details of Specifications:

Sl. No.	Details	Quantity
1.	Security Guards (Without Arms) 24x7 Gender – Male (Ex-service men will be given preference) Security Service – 8 Hours x 3 Duty Roster – Rotational Shift as following Shifts – 6 am - 2 pm (Morning) 2 pm – 10 pm (Day) 10 pm – 6 am (Night) Duty Hours – 8 Hours	03
Please submit your quotation for total salary per individual as per our requirement within ₹8000 (including GST) per month per head		

Rajib Mukherjee
REGISTRAR
MURSHIDABAD UNIVERSITY

Registrar
Murshidabad University
Estd-2018

General Terms and Conditions:

1. The service will be provided by the agency purely on contractual basis for a period of one year which may be extended for a further period of one year subject to their satisfactory performance during the contract period.
2. The agency will engage its work force at its own responsibility / liability in all respect. Murshidabad University shall have no responsibility or liability. However, the AGENCY shall furnish the complete details of the manpower to be deployed in the University Campus for rendering security service. Murshidabad University shall not bear any direct responsibility to such workers deployed by the agency for payment of the wages, post-retirement benefits and other direct and indirect costs.
3. The agency is to take care of the Campus, Buildings including its Offices, all assets' insides and outsides of all Buildings and will be responsible for the total security of them.
4. In the case of any loss of the University's assets by way of theft, burglary, etc., for which the Agency will be responsible, compensation is to be made by the Agency for such loss to the University at a value to be ascertained by the University authority.
5. Violation of any terms and conditions contained in the Agreement would entail cancellation of the Agreement and proceedings for eviction and damages.
6. The Security Personnel will have to report for duty to the authorized representative of the University.
7. All personnel deployed by the agency must put on neat and clean uniform suitable for the security along with black shoes; The security personnel shall always display their name badge and I-card on their uniform so that they can be easily identified.
8. The Agency shall maintain strict discipline among the workforce and shall review the performance of the workforce on regular basis. Personnel employed by the Agency who are found to be indisciplined or whose performance is not satisfactory, as noticed or as reported by the University authority or any other authorized person of the University shall be replaced by the Agency without causing any disruption in the assigned work at the University Campus.
9. The Agency will have to return all the assets given for use; in case they have to leave the University.
10. If the any Security Personnel be absent on any working day or shift, the Agency needs to send replacement without failing.
11. The Agency will see that the security personnel of a place does not leave the place of duty under any circumstances until and unless he is properly relieved.
12. The Agency / the personnel deployed by the Agency will not indulge in or commit any act violating of law or public policy and not involve in offences punishable under any law of the country.
13. The Agency shall follow the guidelines and suggestions of the authority of Murshidabad University.

Terms & Condition: -

1. The quoted rates should include all charges and should be inclusive of all taxes.
2. No advance payment will be paid. The 100% NEFT / Cheque payment will be made only after satisfactory service. The joining of the Security Guard must be done within 7 days from the date of issuance of the work order.
3. The authority reserves the right to either accept or reject any bid without assigning any reasons whatsoever and the tenderer shall have no claim/s on this account.
4. The authority reserves the right to withdraw the tender notice anytime without assigning any reasons whatsoever and the bidders shall have no claim/s on this account.
5. The authority reserves the right to discontinue to receive the services under this tender without assigning any reason.
6. Bills for each monthly charges must be submitted within the 10th day of each succeeding month.

MURSHIDABAD UNIVERSITY Estd-2018 Berhampore (W.B.)

Rajib Mukherjee
REGISTRAR
MURSHIDABAD UNIVERSITY
Registrar
Murshidabad University
Estd-2018

Copy to:

1. Hon'ble Vice-Chancellor, Murshidabad University
2. Finance Officer, Murshidabad University
3. University Website
4. Guard File

Rajib Mukherjee
REGISTRAR
MURSHIDABAD UNIVERSITY
Registrar
Murshidabad University
Estd-2018

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Murshidabad University
Estd-2018