

# MURSHIDABAD UNIVERSITY

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Ref: MU(R)/17/A/Tender/243/2025

Date: 04.04.2025

## Notice Inviting Quotation for Supply of 09 Security Guards (without arms) at Murshidabad University, Berhampore

The University intends to invite rates through sealed quotations for the supply and installation of the following 09 Security Guards (without arms) for the Krishnath College Campus of Murshidabad University from interested agencies, parties, suppliers, or distributors. The quotation should bear the superscription “**Quotation for Supply of Security Guards**” and should reach to the Office of the Registrar, Murshidabad University, Berhampore, on all working days up to 4 pm during the period from 04.04.2025 to 21.04.2025. Quotations will be opened on 22.04.2025 at 2 pm in the Office of the Registrar, Murshidabad University.

### Details of Specifications:

Sl. No.	Specification	Quantity
1.	Security Guards (Without Arms) 24x7 Gender – Male Ex-service men will be given preference Posting – Krishnath College Campus, Murshidabad University Security Service – 8 Hours x 3 Duty Roster – Rotational Shift (Day, Morning, Night) Shifts – 6 am, 2 pm and 10 pm Duty Hours – 8 Hours Extra payment will pay per person per day for Security Guard (If extra duty required)	09
<b>Please submit your quotation for total salary per individual as per our requirement within ₹8000 (including GST) per month per head</b>		

### Eligibility to submit quotations:

Bonafide, reputed, resourceful and Government registered Agencies having valid Trade License/PAN No., Registration Certificate, GST, EPF, ESI, and Service Tax Registration Certificates, up to date Income Tax and considering the nature of work minimum 1 year experience in any such institutions (Office/Bank/College/University/Hospital). The address of the Bidder's Registered Office must be at Berhampore or its adjoining areas in order to smooth running of mutual communication, prompt and timely dealing etc. Said documents need to be produced during the receiving of work order.

### General Terms and Conditions:

- The service will be provided by the agency purely on contractual basis for a period of one year which may be extendable for a further period of one year subject to their satisfactory performance during the contract period.
- 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 for payment of the wages, post-retirement benefits and other direct and indirect costs relating to such workers deployed by the agency.



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 net 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 and 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 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 IPC or other 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 delivery & installation 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 supply of the Security Guards. The job needs to be done within 02 working days after receiving the work order.
3. The completion of the work needs to be approved by the concerned Offices for the final approval.
4. 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.
5. After completion of the aforesaid job delivery challan (two copies) and invoice (two copies) need to be produced.



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.-2021

*Rajib Mukherjee*

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