

Office of the Principal/Secretary  
**GOUR MAHAVIDYALAYA**

ACCREDITED BY NAAC (3<sup>rd</sup> Cycle) B<sup>++</sup>

Dr. Ashim Kumar Sarkar, M Phil, Ph D  
Principal  
[principalgourcollege@gmail.com](mailto:principalgourcollege@gmail.com)



P.O.- Mangalbari, Dist. : Malda. Pin – 732142 (W.B.)  
Phone : 03512- 260547; Fax 03512-260547  
E-mail : [gour\\_maha@yahoo.co.in](mailto:gour_maha@yahoo.co.in)  
Website : [www.gourmaha.ac.in](http://www.gourmaha.ac.in)

Memo No. 353/GM/2026

Date: 27/07/26

**NOTICE INVITING RATE QUOTATIONS  
[SEEKING SECURITY SERVICES FROM REGISTERED PRIVATE AGENCY]**

Sealed rate quotations are invited from **registered and experienced Private Security Service Agencies** for providing a few numbers of Security Guards (Without gun) and 01(One) number of Security Guard (With gun) for **Gour Mahavidyalaya, Mangalbari, Malda.**

**Scope of Work**

The selected agency shall provide trained, disciplined, and experienced security guards for round-the-clock security of the college campus, including academic buildings, administrative offices, laboratories, library, hostels and other institutional properties.

**Eligibility Criteria**

1. The agency must be duly registered under the relevant statutory authorities.
2. The agency must possess a valid **PSARA (Private Security Agencies Regulation Act) Licence** issued by the competent authority.
3. The agency must have at least **three (3) years' experience** in providing security services to Government/Semi-Government Colleges, Universities, Educational Institutions, or other reputed organizations.
4. The agency must have valid GST Registration, PAN, EPF Registration, ESI Registration, and Professional Tax Registration.
5. The agency should have a satisfactory record of performance and must not have been blacklisted by any Government or Semi-Government organization.
6. The agency has to issue two pairs of uniforms, cap and shoes to the personal deployed as security.
7. **Duration of the Contract:** The duration of the contract is 12 Calendar months which can be extendable for a further period at the discretion of the college. The contract can be terminated by either party by one month's notice.
8. No advance shall be paid for carrying out the service operations.
9. The contractor is permitted to allow a day's paid casual leave per month to the persons deployed. In case any employee remains absent from the work for one or the other reason, it shall be responsibility of the contractor to give a suitable substitute within 48 hours of receiving information from the college.
10. In case of any damage or accident happens to security persons with in campus the college shall not be responsible. The whole responsibility lays with the agency.
11. In case during the agreement period any additional security personal is required additional amount will be paid as per existing rates of the agreement.
12. The agency will be fully responsible for any loss, shortage, damage of Govt. property and the cost of the same, as fixed by the authority will be recovered from the bills of the agency.
13. The College authority shall not be responsible to supply Raincoat /umbrella /torch or any allied accessories or materials whatsoever, if required bidder as clarified.
14. The duty hour will be 8 (Eight) hours for each security personal and will be fixed by the college authority.

**Documents to be submitted**

- Copy of PSARA Licence.
- Certificate of Registration of the Agency.
- GST Registration Certificate.
- PAN Card.
- EPF Registration Certificate.
- ESI Registration Certificate.
- Professional Tax Registration Certificate.
- Experience certificates/work orders from educational institutions or Government organizations.
- Trade Licence (if applicable).
- Self-declaration regarding non-blacklisting.

  
Principal  
**GOUR MAHAVIDYALAYA**  
Mangalbari, Malda.

Submission of Quotations

The quotation, along with all supporting documents, must be submitted in a sealed envelope superscribed:

**"Rate Quotation for Engagement of Private Security Service Agency"**

and addressed to:

**The Principal**  
Gour Mahavidyalaya  
Mangalbari, Malda – 732142

The quotation should reach the office of the undersigned on or before **17/08/2026 at 4.00 P.M.**

Terms and Conditions

1. The Principal reserves the right to accept or reject any or all quotations without assigning any reason.
2. The selected agency shall comply with all applicable labour laws and statutory obligations relating to wages, EPF, ESI, bonus, leave, and other benefits.
3. The agency shall be solely responsible for the conduct, discipline, and deployment of the security personnel.
4. Payment shall be made as per the approved rates and subject to satisfactory performance of the services.
5. The college reserves the right to terminate the contract at any time for unsatisfactory performance or violation of the terms and conditions.



**Principal**  
Gour Mahavidyalaya  
Mangalbari, Malda

*Principal*  
**GOUR MAHAVIDYALAYA**  
*Mangalbari, Malda.*

Copy Forwarded to:-

1. The S.D.O (Sadar) Malda.
2. The DIO, NIC, Malda for wide publicity.
3. Aajkall Bengali News Paper & The Statesman Newspaper
4. Gour Mahavidyalaya website: [www.gourmaha.ac.in](http://www.gourmaha.ac.in)
5. Gour Mahavidyalaya Notice Board.