

Memo No. 384/SDBI/Quotation/Security Services/2024

Dated 03/02/2024

**NOTICE INVITING QUOTATION**

**FOR PROVIDING SECURITY SERVICES**

Sealed Quotations (Rate per Unit) are invited from reputed and experienced registered Agencies for **providing Security Services** at SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE) 412/1, G.T. Road (S), Shibpur, Howrah – 711102.

**Submission of tenders & Time Schedules:**

1) The Security Agency shall provide complete and continuous security services on 24 X 7 round the clock basis, including all Holidays & Sundays across all the shifts (Morning, Day & Evening) of the college.

2) Manpower required: 9 (Nine) Male Skilled Security Guards

3) Submission:

Sealed Quotation in **Letter Head and duly signed** must be submitted in the “DROP BOX” available in the Main Entrance of the College.

- “Quotation for providing Security Services” must be superscribed on the Sealed Envelope
- **Quotations submitted by post/courier/e-mail will be rejected.**

4) All Taxes & Delivery Charges:

Rates should be quoted inclusive of all kinds of taxes. The fact must be clearly mentioned in the quotations.

5) The Security Agency must enclose the following documents along with the quotation

- Trade License
- West Bengal Labour License
- Private Security License
- P.Tax registration
- GST registration
- ESI registration
- EPF registration
- PAN/Turnover/I Tax return

6) **LAST Date of Submission of Quotations in the “Drop Box”:  
12-02-2024 (Monday).**



**Principal**

SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE)