



(N.I.T no. JB/security/2016-17/01 dated 11.07.2016)

**JAGADIS BOSE NATIONAL SCIENCE TALENT SEARCH
1300, RAJDANGA MAIN ROAD
KOLKATA - 700107
Tel. : 2442 8270, 24417542**

NOTICE INVITING QUOTATION

Tenders are invited from reputed agencies for supplying security guards at JBNSTS office at 1300, Rajdanga Main Road, Kolkata – 700107. The terms and conditions are as under :

1. No. of guards : 7 per day [2 (two) guards per shift for 3 shifts of 8 hours each and one guard for general duty hours]. The initial engagement is for 1 (one) year.
2. All guards should be physically fit to take the hardship of the duty. Maximum age limit is 45 years.
3. The guards should always be in full uniforms supplied by the agency. Nobody shall be allowed in duty without proper uniform.
4. The agency should supply battery torch and wooden batons to the guards on shift duty.
5. The guards should not vacate their post unless and until the guards of next shift join their duty.
6. Nobody shall be allowed to continue in duty for more than 12 hours at a stretch.
7. The guards should look after the building as well as the premises of the office.
8. The agency shall be held responsible for any theft, trespassing etc. JBNSTS reserves the right to deduct any amount from the monthly bill as compensation of such theft, trespassing etc.
9. The rate of the service should include all legal payments like PF, ESI, bonus, service tax etc. The quoted amount shall be treated as the final amount and no further payment in any form whatsoever shall be made. The agency shall remain responsible for complying with all legal provisions applicable for the service.
10. Each quotation should be accompanied by a copy of the trade license, PF registration, ESI Registration and a list of clients.

Last date of submitting quotation : 21st July, 2016 (upto 12 pm.)

Opening of quotation : July 21, 2016 at 03.00 pm. Representatives of tenderers may remain present at the time of opening tender

For further details contact:

Asst. Director (Admin)
Phone: 033- 24417542