

VIVEKANANDA COLLEGE

ALIPURDUAR

NOTICE FOR ENGAGEMENT OF SECURITY STAFF

QUOTATION NOTICE NO: 247|VC|MIS-2024

DATED: 06.12.2024

Quotation invited from recognized Agency for 24*7 Security Staff for Viveknanda College, Alipurduar.

Basic requirements:

1. The agency must be enlisted as Security Agency according to the guideline of the West Bengal Private Security Agencies (Regulation) Act, 2005
2. The agency may appoint 2/3/4 manpower (as required) to provide security service for 24 hours on all 7 days in the week.
3. Rotational Duty of engaged staff should be fixed by the agency itself.
4. During duty hours the security staff should wear proper uniform provided by the agency.
5. No engaged employee should indulge in drinking, smooking, unwanted gathering, littering within the college premises.
6. Any damage to the college property will be the responsibility of the security staff on duty.
7. The security staff should check and restrict the entry to the college following basic guidelines, set up by the college administration.
8. The employees concerned should remain alert keeping in mind the security of the students of our college.
9. The employees engaged should report only to the Principal or Teacher-in-Charge of the College.
10. Interested agencies should apply to the Principal, Vivekananda College, Alipurduar, P.O. and District Alipurduar, Pin 736121 within quotation and hard copy of all required documents and credentials (if any) **within 04.01.2025 at 2 PM.**

The undersigned has the right to reject or to accept any quotation without assigning reason what so ever.


Principal

Dr. Srijit Das
Principal
Vivekananda College (Govt.-Aided College)
Alipurduar-736121