**TENDER NOTICE FOR ENGAGEMENT OF SECURITY GUARD**

**Tender No. VMC/Office/Security/5/23 Dated:17/07/2023**

***Sealed quotations*** are invited for engagement of Security Guards without arms, from reputed, registered and professional Security Personnel Supply Agencies having at least three years of experience in providing such services for ***one male Security Guard*** with proper dress provided by the respective company to be deployed at Vidyasagar Metropolitan College from **10 am to 8 pm** for a tenure of **one year**.

Interested agencies are requested to submit tender documents in a **sealed envelope** stating the service charge for that Guard per month excluding GST. Clearly mention the terms & conditions and submit all the relevant papers relating to Trade License, PAN Card, GST Certificate, License issued by competent authority and latest Income Tax Return addressing to the **Principal, Vidyasagar Metropolitan College**. The college will not be liable for late receiving of any quotation. The college authority has a right to reject any quotation without assigning any reason and the decision will be binding on all.

Vendors should **write their contact number outside of the envelope** so that they can be contacted for any query.

**Important notes:**

1. **Date of Publication of tender:** 17.07.2023
2. **Time for Submission:** 10.00 am to 7.00 pm (Except holidays)
3. **Last Date of Submission:** 22.07.2023 upto 12.30 pm
4. **Place of Submission:** Tender box available near the glass door entrance of

 the college

1. **Mention contact number** of the vendor on the outside of the sealed envelope.
2. **Date & Time of opening tenders:** 22.07.2023 at 1 p.m at Principal’s Office**.**

 **Principal**

 Vidyasagar Metropolitan College