



BANGIYA SAHITYA PARISAD

243/1, Acharya Prafullachandra Road, Kolkata-700 006

Registered under Indian Societies registration Act. 1860, Reg. No. S/1450/1899-1900

sahityaparishadbangiya@gmail.com

Ref. No. 09/1433

Date. 03.05.2026

INVITING TENDER FOR SECURITY MANPOWER

Sealed quotation are hereby invited from eligible, experienced, and licensed agencies/vendors for providing Security Manpower (04 persons) on 24 Hours Duty Basis at BANGIYA SAHITYA PARISAD, 243/1, A.P.C.ROAD, KOLKATA-700006 (2 persons) and Jayashree Bhavan, 27, Tarasankar Sarani, Talapark, Kolkata-700037 (2 persons).

Mode of Work:

The selected agency shall provide 04 (Four) Security Guards to ensure Eight Hours (11a.m to 7p.m) security coverage of the premises for maintaining proper vigilance, access control, and safety. Parisad shall provide living and cooking facility for the Security Guards.

Eligibility Criteria:

1. The agency must be registered with appropriate government authorities and possess a valid license.
2. The agency should have prior experience in providing security services to reputed institutions/organizations.
3. The agency must have PAN card.
4. The agency must comply with all statutory obligations including ESIC and PF.

Terms & Conditions:

1. **ESIC & PF Compliance:** All deployed security personnel must be covered under ESIC (Employees' State Insurance Corporation) and PF (Provident Fund) as per applicable government rules. The vendor shall submit proof of monthly ESIC & PF contributions along with the bill.
2. **Existing Security Personnel Takeover:** The selected agency shall mandatorily take over the existing 03 (three) security personnel presently engaged, ensuring continuity of service on existing or improved terms and conditions.
3. **Uniform & Discipline:** All guards must be in proper uniform with identity cards. Personnel should be trained, disciplined, and physically fit. They must maintain duty registers, visitor logs, and follow all instructions issued by the authority.



Ramen kr Sar
Secretary
BANGIYA SAHITYA PARISAD

4. **Replacement & Leave Management:** The vendor must arrange immediate replacement in case of leave, absence, or unsatisfactory performance of any guard to ensure no disruption in 8-hour service.
5. **Payment Terms:** Payment shall be made on a monthly basis subject to submission of Wage sheet, ESIC & PF challans/proof of deposit.
6. **Contract Period:** The contract will be valid for 2 years, extendable based on satisfactory performance and mutual agreement.
7. **Liability & Responsibility:** The agency shall be fully responsible for any misconduct, negligence, theft, or security lapse by its personnel.
8. **Termination Clause:** The authority reserves the right to terminate the contract at any time without prior notice in case of unsatisfactory service or violation of terms.

Submission Details:

Interested agencies are requested to submit their sealed tenders along with all supporting documents to the undersigned on or before 15 May 2026 at Parisad office.

Right to Accept/Reject:

The undersigned reserves the right to accept or reject any or all tenders without assigning any reason.



Ramen Kumar Sar
(RAMEN KUMAR SAR)
Secretary
Bangiya Sahitya Parisad

Secretary
BANGIYA SAHITYA PARISAD