

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF SCHOOL EDUCATION  
STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING  
**SAKTIGARH GOVERNMENT SPONSORED PRIMARY  
TEACHERS' TRAINING INSTITUTE, UNIT - II**

\*P.O: BARSUL\* DIST: PURBA BARDHAMAN\* PIN: 713124\*

Call: 8101632241, Email: saktigarhspgovtptti2@gmail.com, Website: <https://saktigarhunittwo.wbptti.in/>

**ESTD: 1958**



**Memo No:** 93/S.G.S.PTTI.UNIT-II/ 2025

**Date:** 03<sup>th</sup> July 2025

**NOTICE INVITING SEALED QUOTATION FOR ENGAGEMENT  
OF SECURITY PERSONNEL (NIGHT DUTY)**

In compliance with the **Memo No. S36 / F. No. 84s(Pt) / SCERT dated Kolkata, 23.06.2016**, issued by the Director, SCERT (WB), sealed quotations are hereby invited from **Government-recognized security agencies** for deployment of security personnel for night duty at **SAKTIGARH GOVERNMENT SPONSORED PRIMARY TEACHERS' TRAINING INSTITUTE, UNIT – II** to safeguard institutional property and prevent any anti-social activity during night hours.

**Quotation Submission Timeline:**

- **Commencement of Quotation Submission:** 05-07-2025
- **Last Date of Submission:** 20-07-2025 (on or before 12:30 P.M.)
- **Opening of Quotation:** 21-07-2025 at 03:00 P.M. in the office chamber of the undersigned (Agency representatives may remain present at the time of opening)

**Terms and Conditions:**

1. **Document Verification:** Quotation documents and other relevant particulars may be verified by interested bidders during office hours at this office before submission.
2. **Submission Mode:** The sealed quotation must be submitted **by hand or by post** to the office of the undersigned. No other modes will be accepted.
3. **Incomplete Offers:** Offers lacking required documents or incomplete in any form will be summarily rejected.
4. **Right to Reject:** The authority reserves the right to reject any or all quotations or cancel the entire process without assigning any reason. The decision of the authority shall be final and binding.
5. **Quotation Format:** The agency must quote rates per guard per month **inclusive of all charges**, taxes, and liabilities. No further claim will be entertained later under any circumstances.
6. **Lowest Bidder Selection:** Work Order will be issued to the **lowest bidder** among the reputed, Government-recognized security agencies **after administrative approval and financial sanction** from the Office of the Director, SCERT, Govt. of W.B. for the **Financial Year 2025–2026**.

On 03.07.2025  
Lecturer-in-Charge  
Saktigarh Govt. Spd. P.T.T.I.  
Unit-2  
Barsul, Purba Bardhaman



**Night Security Assignment Terms:**

1. **Duty Hours:** From **06:00 PM to 07:00 AM (next day)** on daily attendance basis.
2. **Replacement Policy:** If the security personnel cannot attend duty, the agency must inform the office **at least one week in advance** and ensure timely replacement.
3. **Dress Code & ID:** The Security Guard must wear proper **agency uniform and carry an identity card** during duty hours.
4. **Personnel Details:** The selected agency must provide the **name, address, and recent photograph** of the deployed Security Guard.
5. **Monthly Payment Terms:**
  - Monthly payment will be made only after **satisfactory performance** and submission of valid **bills/cash memos**.
  - **Government deductions** as applicable will be enforced during payment.
6. **Liability & Damage:**
  - The agency will be held responsible for **any loss, damage, or theft** of Government property during duty hours.
  - The **cost of damage/loss** as determined by the authority will be recovered from the agency's bills.
7. **Termination Clause:** In case of **unsatisfactory performance**, the authority may terminate the engagement at any time without any prior notice or explanation.
8. **Legal Compliance & Safety:**
  - All liabilities for **accidental injury or death** during duty will be borne by the agency as per **existing laws**.
  - The agency must provide **powerful torches/searchlights and batteries** at its own cost for effective night surveillance.

Interested agencies are requested to submit their sealed quotations within the stipulated time period.

• **Copy forwarded for favour of your kind information along with a humble request for wide publication of this NIQ to:**

1. *The Director, State Council of Educational Research & Training, Department of School Education, 25/3, Ballygunge Circular Road, Kolkata-700019,*
2. *The Commissioner of School Education, Bikash Bhawan, 7th Floor, Salt Lake City, Kolkata-700091,*
3. *The District Magistrate & District Collector, New Administrative Building, Kachhari Road, Near Court Compound, P.O.- Bardhaman, Dist.- Purba Bardhaman, Pin-713101,*
4. *The Sub-Divisional Officer, Burdwan South Sub-Division, Dist.- Purba Bardhaman,*
5. *The Chairperson/Chairman, District Primary School Council, Dist.- Purba Bardhaman, Kachhari Road, Badamtala, Kalibazar, Burdwan, 713101,*
6. *The District Inspector of Schools (Primary Education), Dist.- Purba Bardhaman, Kachhari Road, Badamtala, Kalibazar, Burdwan, 713101,*
7. *The Block Development Officer and Executive Officer, BARDhaman-ii Block & Panchayet Samity, Barsul, , Dist.- Purba Bardhaman,*
8. *The Proddhan, Barsul Gram Panchayet, Barsul Dist.-Purba Bardhaman,*
9. *Office Notice Board & Official Website.*

*Ch-03.07.2025*  
Lecturer-in-Charge  
Saktigarh Govt. Spd. P.T.T.I.  
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Barsul, Purba Bardhaman