



**SHORT NOTICE INVITING QUOTATION**

**NO. F.2(1)GDC/KMP/ 2007/14**

Dated:-04/05/2018

**Name of Work: Outsourcing of Security Guard, Sweeping & Cleaning Assistant and Cook (ST Boys Hostel) at Government Degree College, Kamalpur.**

Sealed Rate Quotation is hereby invited in the format given below from Registered Agencies having minimum 3 (Three) years working experiences in rendering services to Government Departments and Public Undertakings for providing **Security Guard, Sweeping & Cleaning Assistant and Cook (ST Boys Hostel) at Government Degree College, Kamalpur.** Number of persons to be engaged and Duty Hours of the posts are as given below.

Sl. No.	Name of the post	No of Persons to be engaged	Duty Hours
1.	<b>Security Guard</b>	02	8 (eight) hours in a day
2.	<b>Sweeping &amp; Cleaning Assistant</b>	02	4 (four) hours per day, preferably from 6AM to 10AM
3.	<b>Cook (ST Boys Hostel)</b>	02	8 (eight) hours in a day in two equal shifts

**Last Date of receiving Quotation is on 10/05/2018 upto 1:00 PM.** The authority reserves the right to cancel the tender at any stage of the tendering process without assigning any reason thereof.

**Other Terms and Conditions are as given below:-**

1. Documentary proof of current validity (duly attested) of the tenderer's Nationality / PAN card / Service Tax registration certificate; working experiences certificate, Work Licence / Permit from appropriate Government Authority and a written request citing Quotation No must be submitted with the Quotation.
2. The wages of the Security Guard, Sweeping & Cleaning Assistant and Cook (ST Boys Hostel) will be fixed as per Labour Act, Govt. of Tripura.
3. Rate should be quoted both in figures and words.
4. Rules and regulations of the college in terms of discipline and other decorum will remain binding upon the persons to be deployed by the bidder.
5. College authority reserves the right to cancel the contract with one month prior notice without showing any cause.
6. The Security Guard, Sweeping & Cleaning Assistant and Cook (ST Boys Hostel) will perform duty as per instruction to be given by the college authority and on a time schedule to be provided by the college as and when required.
7. Payment will be made in cheque drawn in favour of the agency on quarterly basis / subject to availability of fund against bills raised by the agency.
9. The College authority will have the right to recommend for discontinuation of any Security Guard, Sweeping & Cleaning Assistant or Cook for poor performance and other deficiencies.
10. Bill is to be submitted in Triplicate duly authenticated by the concerned officer.

11. All applicable Taxes as notified by the concerned Departments, would be deducted at source as per norms.
12. The College authority reserves the right of accepting or rejecting a quotation without assigning any reason thereof.
13. It would remain binding upon the Agency to inform the Authority in black and white at list before 90 (Ninety) days if any situation occurs for discontinuation / withdrawal of the said Agency and also if any staff is to be substituted on unavoidable situation.
14. Each of the deployed staff should be provided with authorized identity proof (with recent colour passport size photograph duly attested) from the Agency ahead of deployment.

**FORMAT FOR SUBMISSION OF QUOTATION**

1. Quotations to be submitted preferably in the pad of the Agency
2. Please mention our Ref/ notification no. with date
3. Agencies Ref no./ Quotation no. with date should be mentioned
4. The quotation and all further communication should be addressed to the

**Principal-in charge, Govt. Degree College, Kamalpur, Dhalai, Tripura-799285.**

Email- gdckamalpur@gmail.com

5. Please submit the rates in tabular form as given below.

Sl. No.	Name of the Post	No of Persons to be engaged	Rate Per Person per Month	Rs. In Word
1.	<b>Security Guard</b>	02		
2.	<b>Sweeping &amp; Cleaning Assistant</b>	02		
3.	<b>Cook</b>	02		

*Debashis Roy Chowdhury*  
04/05/18

**(Debashis Roy Chowdhury)**  
Principal-In-Charge  
Government Degree College, Kamalpur  
Dhalai, Tripura