



SHORT NOTICE INVITING QUOTATION

(issued in cancellation of the earlier notice NO. F.2(1)GDC/KMP/ 2007/14 dated 04.05.2018)

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

Dated:-22/06/2018

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.	Security Guard	02	8 (eight) hours in a day
2.	Sweeping & Cleaning Assistant	02	4 (four) hours per day, preferably from 6AM to 10AM
3.	Cook (ST Boys Hostel)	02	8 (eight) hours in a day in two equal shifts

Last Date of receiving Quotation is on 09/07/2018 up to 3:00 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 monthly 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.

