

Government of West Bengal
Office of the Principal
Government General Degree College, Keshiary
P.O. – Tilaboni Mahisamura, Dist. – Paschim Midnapur, Pin 721135

Memo No. 82/GGDCK/19,

Date: 20.02.2019

NOTICE INVITING QUOTATION

Sealed Quotation on company pad as per format given below are hereby invited and will be received by the Officer of the Principal till the date and up-to the time specified herein. For **Terms and Conditions** please follow the college website www.ggdckeshiary.ac.in or contact the Office of the Principal. Quotation will be opened on the 28th February, 2019, one hour after the schedule deadline of time of receipt of the quotation.

1.	Name of work	:	Providing four (4) Nos. Security Personnel (without Gun) for guarding the College and its campus day and night from July, 2019 to February, 2019 in the FY 2019-2020.
2.	Name and Address of the Office	:	Office of the Principal Government General Degree College at Keshiary P.O. – Tilaboni Mahisamura, Dist. – Paschim Midnapur, Pin 721135
3.	Quotationers who are eligible to submit Quotation	:	Reputed resourceful, Experienced & <i>bona fide</i> registered Private Agencies
4.	Last date & time of submitting quotation paper	:	28 th February 2019, up to 1 .00 P.M.
5.	Opening of quotations	:	At 2.00 P.M. on 28.02.2019
6.	Documents to be submitted along with the application	:	1. Copy of License for carrying on business of Private Security Agency issued by the home department, Govt. Of West Bengal 2. Copy of ESI registration 3. Copy of EPF registration 4. Copy of PAN card 5. Copy of Trade License 6. Copy of Service Tax Registration 7. Relevant credentials
7.	Quotation Paper	:	On company pad as per format given below

Format for Quotation:

QUOTATION FOR PRIVATE SECURITY GUARDS

1.	Description of work	:	
2.	Security Charge (per head per day)	:	Wage:.....(in Rs.)(Minimum Wage) Contribution for ESI, EPF and Bonus..... (in Rs.)
3.	Service Charge (per head per day)	:(in % of minimum wage)
4.	GST (per head per day)	:(in Rs.)

Name of the Agency:.....

Mailing Address:.....

Telephone No.:.....

.....
(Signature of the agency Authority)

.....
(Designation of the signing authority)

By Order
Sd/- Officer-in-Charge
Government General Degree College, Keshiary