

TENDER NOTICE FOR ENGAGEMENT OF HOUSEKEEPING SERVICE PERSON(S)

Tender No.VMC/Office/Housekeeping/7/23

Dated:21/08/2023

Sealed quotations are invited for engagement of housekeeping service persons, from reputed, registered and professional Housekeeping Personnel Supply Agencies having at least two years of experience in providing such services for **two service persons** with proper dress provided by the respective company to be engaged at Vidyasagar Metropolitan College from **8.30 am to 8.00 pm** for a tenure of **six months (initially)**.

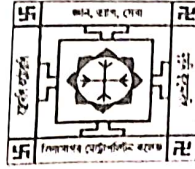
Interested agencies are requested to submit tender documents in a **sealed envelope** stating the consolidated amount to be paid for those two persons per month excluding GST. There should not be any extra service charge in the quotation other than GST.

Clearly mention the terms & conditions and submit all the relevant papers relating to PAN Card, GST Certificate, License issued by competent authority and latest Income Tax Return addressing to the **Principal, Vidyasagar Metropolitan College**.The college authority has a right to reject any quotation without assigning any reason and the decision will be binding on all.

Vendors should **write their contact number outside of the envelope** so that they can be contacted for any query.

Important notes:

- 1. Scope of work:** Daily sweeping and cleaning/mopping of College building (8A Shibnarayan Das Lane, Kolkata-70006) including rooms, toilets, lobby, staircases and adjacent outskirt. Toilets to be cleaned twice a day.
- 2. Consumables:** To be supplied by the agency and to be kept in their custody and bill amount to be reimbursed by the college subject to a monthly maximum limit. This monthly maximum limit of consumables should be mentioned in the quotation.
- 3.** Agency may visit the site between 11.30 am to 6.30 pm on working days to get idea about the scope of work.



4. Time of Service:

Sl no	Duty	Toilet Cleaning time	Toilet Cleaning time
Housekeeper 1	8.30 a.m-5.30 p.m	9.30 a.m	12.30 p.m
Housekeeper 2	11.00 am -8.00 p.m	2.30 p.m	6. 30 p.m

5. Date of Publication of tender: 21.08.2023

6. Time for Submission: 10.00 am to 7.00 pm (Except holidays)

7. Last Date of Submission: 28.08.2023 upto 5 pm

8. Place of Submission: Tender box available near the glass door entrance of the college

9. Mention contact number of the vendor on the outside of the sealed envelope.

Argho Saha

Principal
Vidyasagar Metropolitan College