

Eastern Railway/Asansol Division
Personnel Department

No. ERHS/UDL/Outsourcing/2024

Dated 24/06/2024

Sub: Procurement for different type of services to the ERHS/UDL as outsourcing.

The school is inviting quotation in a sealed envelope for providing for different type of services to the ERHS/UDL as outsourcing published at school website.
Schedule of Quotation

Sl No& Schedule	Item description	Only one rate to be quoted	Offer rate in figure	Offer rate in words
		Unit		
1(Sch-B)	Procurement for different type of services to the ERHS/UDL as outsourcing covered in Schedule B. Breakup of work attached in Annexure-A	%	Above/ Below/ At PAR.	

Your quotation in sealed cover should reach the Welfare Section/Personnel Department/DRM Building/ASN on 01/07/2024 up to 14.00 hrs. The quotation will be opened at 16:00 hrs on 01/07/2023 at Asansol. The offer will be governed by the condition as laid down below:

CONDITIONS

1. The work should start within 30days on the date of issuing confirmed work order.
2. The work will be inspected by TIC/ERHS/UDL, the authorized representative of Sr.DPO/ASN.
3. This contract is initially for 01 (one) year and may be extended for another year after reviewing performance.
4. Payment will be made quarterly through A/c payee cheque but not in advance against the bill submitted by the firm (in triplicate) after satisfactory completion of the work and duly certified by TIC/ERHS/UDL.
5. Penalty will be imposed if service/services are not available in a particular day or days. If the penalty imposed exceed 10% of the offered amount, the contract will be dissolved.
6. The firm has to deposit 5% of the total as security money through bank draft in the name of Eastern Railway High School, Andal before signing of the contract.
7. The firm must follow labour laws and minimum wage rules laid down by the Government.
8. Rates should be quoted both in figures and in words.
9. In case of dispute Eastern Railway's General Conditions of Contract shall be binding on all the firms.
10. Payment will be made on actual work done basis.

Yours truly,


For Sr. Divisional Personnel Officer
Eastern Railway, Asansol

Copy to: Sr.DFM/ASN for information and he is requested to depute one section officer to open the quotation at Asansol on 01/07/2024.

Copy to: TIC/ERHS/UDL for information please and to upload the notice in school website.


For Sr. Divisional Personnel Officer
Eastern Railway, Asansol

ANNEXURE-A

Sub: Procurement for different type of services to the school as
Outsourcing.

Schedule "B" Items

Sl	Name of the service to be provided	Minimum number of man power required	Nature of work
1	Security of the school	02	1 for day & 1 for night for security of the school including Sunday and holidays
2	Cleanliness of the school building and school premises	02	To clean the whole school including school premises everyday with materials and equipments.
3	Cleanliness of toilets and washrooms.	02 1 Male & 1 Female	To clean all toilets and washrooms everyday three times (morning, noon & afternoon)
4	Official works	02	To help/perform all official works, maintain the records and files
5	Maintaining of Garden	01	To take care of the garden and bush and trees.
6	MTS (Office)	01	To perform office works, laboratory work and library work.