

Bijoy Krishna Girls' College Howrah
5/3 Mahatma Gandhi Road Howrah 711101

Format of Quotation for Providing Housekeeping Services to be printed on Company's letter head.

1.

Name & Address of the Organisation/ Agency with Tele-Phone Number, E-mail, Name & Mobile No of the Contact Person.	
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2.

Experience of Providing House Keeping services, Particulars of experience (Attached Certificates, testimonials).	
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3.

Set-up of organisation, clearly indicating details of managerial, supervisory and other staff also mention the number of Staffs available for the services. a. Is the establishment registered under Govt or any other law in force; please give details with documents/evidence. b. Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience.	
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Cont..

4.

Pan No. GST No. (Attach Documents)	
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5.

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Acceptance of terms & conditions attached (Yes/No). Please sign the page of terms & conditions as token of acceptance.	
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6.

Details of the contract with any Govt/Public sector etc, with contact person's name and Telephone Number.	
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7.

Rate per Housekeeper	Rs.
Rate of One Supervisor	Rs.

N.B: No. of Buildings: 07; Total No. of Rooms: 117, Laboratories: 30, Bathrooms: 25, Canteen: 01

8. Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Name:
Signature:
Seal:

Address:
Phone No:
Date: