

**SATERI PISANI EDUCATION SOCIETY'S**  
**Shri. Gopal Gaonkar Memorial**  
**GOA MULTI-FACULTY COLLEGE**  
**Dharbandora-Goa.**

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Tender Notification No. GMFC/Security-Tender/2020-21/01  
Dated: 25/03/2021

**NOTE: This is only for the information purpose, however those who are interested may purchase a Tender Document personally from the college by paying requisite amount.**

**TENDER DETAILS**

**SATERI PISANI EDUCATION SOCIETY'S Shri. Gopal Gaonkar Memorial, GOA MULTI-FACULTY COLLEGE Dharbandora-Goa** invites **"Sealed Tender"** from reputed and eligible security agencies registered under the Goa Private Security Agencies Rule, 2008 and having their registered office in Goa, for providing/**OUTSOURCING OF HOUSEKEEPING, SECURITY & UTILITY (GARDENER) SERVICES AT SPES'S, GOA MULTI-FACULTY COLLEGE, DHARBANDORA-GOA**

Sr. No.	Name of the Work & Location	Estimated cost put to bid/Tender in Rupees	EMD in Rupees	Security deposit	Cost of tender documents in Rupees	Period of completion in days	Class & category of Contractor
1	SPES's GOA MULTI-FACULTY COLLEGE, Dharbandora-Goa campus and its premises	Rs. 13,11,744/- (Rupees thirteen lakh eleven thousand seven hundred forty four only).	Rs. 26,235/- (Rupees twenty six thousand two hundred thirty five only)	Rs.1,09,300/- (Rupees One Lac nine thousand three hundred only)	Rs. 1500/- (Rupees one thousand five hundred only)	About 12 months	Reputed and eligible security agencies registered under the Goa private security agencies Rule 2008 and having their registered office in Goa and having experience of at least five years, of providing at least 5 guards/housekeeping personnel at single institution / organisation in a given year may apply for tender

## TENDER SCHEDULE:

The last date of application: 31/03 /2021 to 12.00 hrs.

The last date of submission of tender: 31/03 /2021 up to 13.00 hrs.

The date & time of opening tender: 31/03/2021 after 15.30 hrs in the office of SPES's, GOA MULTI-FACULTY COLLEGE, Dharbandora-Goa.

The application/Tender Document should accompany the following documents.

- a. Attested copy of valid Registration Certificate.
  - b. Attested copy of PAN Card.
  - c. Attested copy of GST Registration of the Applicant/Agency.
  - d. Mode of payment towards Tender Documents Fee (TDF) & Earnest Money Deposit (EMD) to be paid through mode via:
    - i) National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS) / Punjab National Bank, Ponda over the Counter (OTC). Tenderer is required to download pre-printed challan towards making its payment through any of their Banks.
    - ii) Internet Banking Gateway (Debit / Credit card of type VISA, Master card or Rupay.
    - iii) Net Banking payment can be made through the internet banking of any bank
- NOTE:- Any payment made through NEFT/RTGS/OTC will take 24 hours for its reconciliation hence the payments through NEFT/RTGS/OTC should be made at least TWO BANKING WORKING DAYS in advance before any due date and submit UTR/Payment details.
- e. THE CONTRACTOR SHALL QUOTE EXCLUDING GST AND GST AS APPLICABLE SHALL BE PAID EXTRA ON TOTAL COST OF THE WORK DONE

Dr. Ganesh Gaonkar  
Chairman, SPES

**DESCRIPTION OF JOB PROFILE OF PERSONNEL**

Services to be outsourced	Nos.	Job Profile	Required Qualification
<b>UTILITY PERSON (GARDENER)</b>	1	Monitoring the Garden Plants, Nursery, watering and feeding plants, trimming trees and shrubs, fertilizing and mowing lawns, grafting, weeding gardens and keeping green spaces and walkways clear of debris and litter, maintaining landscaping equipment, including mowers, trimmers and fertilizers of all kinds. Notify superiors on any damage deficits, check stocking levels of all consumables and replace when appropriate	Knowledge of Konkani and Marathi language. Preference for Std. VIII pass: Experience of working in nurseries, farms, horticulture departments. A valid driving license of light motor vehicle and 4 wheeler vehicle is desirable
<b>HOUSEKEEPING PERSONNEL</b>	2	Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing. Ensure all rooms including washrooms and toilets are cared for and inspected according to standards. Notify superiors on any damage, deficits, check stocking levels of all consumables and replace when appropriate. Up keeping of vermi composting, management of waste disposal and its segregation.	Literate, Knowledge of Konkani and Marathi language. Proven experience as a cleaner or Housekeeper. Ability to work with little supervision and maintain a high level of performance.
<b>SECURITY GUARD</b>	3	Working in shifts 24*7; patrolling, property; including vehicle of the staff visitor and safety and security of the students; monitoring surveillance equipment; Monitor and control access at building entrances and vehicle gates, Notify superiors on any damage, deficits; check stocking levels of all consumables and replace when appropriate.	Knowledge of Konkani and Marathi language. Preference to SSC Passed, Experience as Security/ Watchman in reputed Institution/Company.  At least one watchman may possess a valid driving licence for light motor vehicle (4 wheeler vehicle)

**Annexure I**

**TENDER FORM FOR OUTSOURCING OF HOUSEKEEPING, SECURITY & UTILITY (GARDENER) SERVICES AT  
SPES'S, GOA MULTI-FACULTY COLLEGE, DHARBANDORA-GOA**

I/ WE hereby tender for providing security housekeeping utility services to SPES's, Goa Multi-Faculty College, Dharbandora – Goa as specified in the underwritten memorandum and at the rates given in the attached “Annexure II” and accordance with the specification and instructions provided in the condition of contract.

a) Name of the security service : \_\_\_\_\_

b) Address of the Security Service with telephone / Mobile No: \_\_\_\_\_

c) Name and address of the office to whom all reference shall be made regarding this tender: \_\_\_\_\_

d) Experience Certificate : \_\_\_\_\_

e) E.M.D. / Bank Draft Details : \_\_\_\_\_

f) Period: - 12 months from the month as specified in the contract or as specified in the work order.

Tender be accepted in whole, I/we hereby agree: -to abide by and fulfil all the terms and provision of the said contract annexed hereto and to abide by and fulfil all the terms and provision contained in the notice inviting tender, so far as applicable and or in default therefore and pay to SPES's, Goa Multi-Faculty College, Dharbandora – Goa the sum of money mentioned in the said conditions.

If the contract is awarded to me/us, I /we shall submit a security deposit amounting to Rs.1,09,300/- (Rupees One Lac nine thousand three hundred only) towards the performance guarantee in cash/Demand Draft, fixed deposit Receipt/Bank guarantee issued by Nationalised Bank in favour of SPES's, Goa Multi-Faculty College, Dharbandora – Goa may adjust the EMD submitted as part of Security Deposit.

If I/ we fail to commence the work as specified in the work order I/we agree that SPES's, Goa Multi-Faculty College, Dharbandora – Goa shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money and security deposit towards performance guarantee without any notice to us.

I/We hereby agree to provide security/ their personnel as mentioned in this tender documents in additions to mentioned in “Annexure II” the terms and conditions agreed to.

Dated the \_\_\_\_\_ day of 2021

Seal & Signature of Contractor

Witness :- \_\_\_\_\_

Address :- \_\_\_\_\_

**Annexure - II**

**FOR PROVIDING/OUTSOURCING OF HOUSEKEEPING, SECURITY & UTILITY (GARDENER) SERVICES AT  
SPES'S, GOA MULTI-FACULTY COLLEGE, DHARBANDORA-GOA**

Sr. No	Requirement	Number of persons for deployment of security/ other personnel	Rate/day/ Personnel	GST(if any)	Total	Rate per day for total requirements ( in Rupees)		Amount
						In figures	In words	
1	2	3	4	5	(4+5) 6	7	8	9 ( as in 7)
01	Security Guard/ Watchmen Round the Clock (24 hrs x 7 days of a week)	02 (09.00 am – 05.00 pm)						
02	Security/ Watchmen Round the Clock (12 hrs x 7 days of a week)	01 (08.00 am – 08.00 pm) OR (08.00 pm – 08.00 am)						
03	Gardner/Utility person Round the Clock (8 hrs x 7 days of a week)	01 (08.00 am – 04.00 pm)						
04	Housing Keeping	01 (08.00 am – 04.00 pm) 01 (10.00 am – 06.00 pm)  (Total – 02)						
							TOTAL RS.	

Note:- Details of Break ups of the wages / rate/ taxes quoted should be provided on a separate page.

I/ We have read and understood all the terms and conditions of the contract and agree to abide by them.

Signature & Seal of Contractor.

**ANNEXURE – III**

Security Watchmen Round the Clock (24 hrs x 7 days a week) 12 hrs		
Sr. No.	Description	Amount
1	Basic wages	
2	VDA	
3	Provident fund	
4	ESIC	
5	LWF	
6	Additional wages for 4 hrs.	
7	Agency Service charge	
Security Watchmen Round the Clock (12 hrs x 7 days a week) 8 hrs		
Sr. No.	Description	Amount
1	Basic wages	
2	VDA	
3	Provident fund	
4	ESIC	
5	LWF	
6	Additional wages for 4 hrs.	
7	Agency Service charge	
(House Keeping ) Attendant Round the Clock (8 hrs x 7 days a week)		
Sr. No.	Description	Amount
1	Basic wages	
2	VDA	
3	Provident fund	

4	ESIC	
5	LWF	
6	Additional wages for 4 hrs.	
7	Agency Service charge	
Utility Personnel		
<b>Description</b>		<b>Amount</b>
Basic wages		
VDA		
Provident fund		
ESIC		
LWF		
Additional wages for 4 hrs.		
Agency Service charge		

Signature & Seal of Contractor.

**Note: The Agency is enjoined upon to attach its own sheet to give more details of break-up and the same should be signed.**