

**Eastern Railway/Asansol Division**  
**Personnel Department**

No. ERHS/Outsourcing/2025

Dated 20/06/2025

**Sub: Proposal for security, gardening, cleanliness & multitasking at ERHS/ASN.**

The school is inviting quotation in a sealed envelope for cleaning, security, gardening and multitasking at ERHS/ASN published at school website.

**Schedule of Quotation**

SI No	Item description	Total Cost (Rs) in figure (including GST)	Total Cost (Rs) in words (including GST)
1	Procurement for different type of services to the school as outsourcing as given in Annexure "A" attached.		

Your quotation in sealed cover should reach the Welfare Section/Personnel Department/DRM Building/ASN on 26/06/2025 up to 14.00 hrs. The quotation will be opened at Asansol at 16:00 hrs on 26/06/2025. The offer will be governed by the condition as laid down below:

**CONDITIONS**

1. The work should start within 7 days on the date of issuing confirmed work order.
2. The contractor must issue employment and identity card to his workers before starting the work within railway premises
3. The quotationer is required to inspect the site of work before submitting the quotations..
4. The work will be inspected by TIC/ERHS/ASN, the authorized representative of Sr.DPO/ASN.
5. All tools and equipment for the work shall be arranged by the contractor at his own cost.
6. The contractor must keep first aid box at the site of work.
7. Quotationer must comply with all labour laws, Payment of Wages Act, Minimum Wages Act and related rules applicable in the railways.
8. Security deposit of 5%, based on the amount of bid should be deposited by the successful bidder before signing the contract in f/o Eastern Railway High School, Asansol.
9. Payment will be made quarterly through A/c payee cheque against the bill submitted by the firm to this office (in triplicate) after satisfactory completion of the work and duly certified by TIC/ERHSS/ASN.
10. Rates should be quoted in the schedule enclosed itself.
11. Rates should be quoted both in figures and in words.
12. Special mention should be there in the quotation regarding all taxes, if any.
13. In case of dispute Eastern Railway's General Conditions of Contract shall be binding on all the firms.
14. All documents / quotations should be signed by the authorized signatory of the firm as a token of acceptance of all the conditions
15. Railway administration reserves the right to accept or reject any quotation without assigning any reason whatsoever and the decision of the Railway authority shall be final and binding on all the firms
16. 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 26/06/2025.

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

For Sr. Divisional Personnel Officer  
Eastern Railway, Asansol

## ANNEXURE "A"

Sub: Proposal for security, gardening and cleanliness in the premises of ERHS/ASN.

SI	Particulars	Description of work	Working Hours
1	Cleaning	Proper cleaning and maintenance of school premises completely, playground, school building, roof tops (when necessary), toilets (daily 02 times & when necessary) for both ERHS (Senior & Primary Section)	Working hours from 08:00 hrs to 16:00hrs (8hrs) 06 days in a week on pro rata-basis. Besides they must come when called if necessary.
2	Gardening	The personnel will look after proper cleaning, watering, trimming, manuring, mowing of grasses and maintenance of school garden.	Working hours from 08:00hrs to 16:00hrs (08hrs) 03 days (Monday, Wednesday, Friday) in ERHS/Senior Section and from 08:00hrs to 16:00hrs (08hrs) 03 days (Tuesday, Thursday, Saturday) in ERHS/Primary Section.
3	Security	12 hrs security for both ERHS/Senior Section and ERHS/Primary Section.	Working hours from 08:00 hrs to 20:00hrs (12hrs) 07 days a week. On the day of weekly rest of Rly. Night Chowkidar replacement must be provided. The remuneration will be on pro-rata basis.
4	Multitasking	Multitasking personnel must perform type writing, notes, CBSE related works, Sikhha Portal, U-Dise, etc.	Working hours from 08:00 hrs to 16:00 hrs (08 hrs) 06 days a week on pro-rata basis. The personnel must attend ERHS/Primary Section 02 days in a week for the multitasking work. Holidays will be at par with the Rly. Office Holidays. They will work during vacations.