

## ANNEXURE-A

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

| Sl | Particulars  | Description of work   | Working Hours  |
|----|--------------|---|--|
| 1  | Security     | 12 hrs security for ERHS/Andal  | Senior Section : Working hours from 08:00 hrs to 20:00hrs (12hrs) 07 days a week. Min. no. of personnel required in 01 (Male)  |
|    |              |   | Primary Section : Working hours from 08:00 hrs to 20:00hrs (12hrs) 07 days a week. Min. no. of personnel required in 01 (Male)   |
| 2  | Cleaning     | Proper cleaning and maintenance of school building, playground, ceilings, surrounding premises and furniture. | Senior Section : Working hours from 08:00 hrs to 16:00hrs (8hrs) 07 days in a week. Besides they must come when called if necessary. Min. no. of personnel required is 02 (Male)                 |
|    |              |   | Primary Section : Working hours from 06:00 hrs to 14:00hrs (8hrs) 07 days in a week. Besides they must come when called if necessary. Min. no. of personnel required is 02 (01 Male + 01 Female) |
| 3  | Gardening    | Watering, trimming, manuring, mowing of lawns and maintenance of gardens.                                     | Senior Section : Working hours from 08:00 hrs to 16:00hrs (08 hrs) 07 days a week. Min. no. of personnel required in 01 (Male)   |
|    |              |   | Primary Section : Working hours from 08:00 hrs to 16:00hrs (08 hrs) 07 days a week. Min. no. of personnel required in 01 (Male)  |
| 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. They will work during vacation also. Min. no. of personnel required in 02.  |

  
for Sr. Divisional Personnel Officer  
Eastern Railway, Asansol

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

No. ERHS/ASN/Outsourcing/2026

Dated 22/06/2026

**Sub: Proposal for outsourcing of 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     | Outsourcing of different type of services to the school as outsourcing as given in Annexure "A" attached. |   |  |

Your quotation in sealed cover should be submitted in the drop-box kept at Welfare Section within 26/06/2026 up to 18.00 hrs. The quotation will be opened at DRM Office, Asansol in the chamber of DPO at 11:00 hrs on 29/06/2026. 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 period of contract is of 01 year and will be renewed for another year on satisfactory performance. The contract may extend up to a maximum of 03 years.
3. The contractor must issue employment and identity card to his workers before starting the work within railway premises
4. The bidder is required to inspect the site of work before submitting the quotations..
5. The work will be inspected by TIC/ERHS/ASN, the authorized representative of Sr.DPO/ASN.
6. All tools and equipment for the work shall be arranged by the contractor at his own cost.
7. The contractor must keep first aid box at the site of work.
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, ASN.
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/ERHS/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.

  
For Sr. Divisional Personnel Officer  
Eastern Railway, Asansol

Copy to: TIC/ERHS/ASN for information please and to upload the notice in school website. He should also remain present while opening of quotations at the scheduled time.

  
For Sr. Divisional Personnel Officer  
Eastern Railway, Asansol