



Estd.: 1991

SAHEED ANURUP CHANDRA MAHAVIDYALAYA

BURUL, SOUTH 24 PARGANAS, West Bengal- 743318

State-Aided College, Govt. of West Bengal

Affiliated to University of Calcutta; Approved by UGC 2(f) and 12B



NAAC B+ (3rd Cycle)

Memo No.: SACM/Tender/12/25/103

Date: 05.12.2025

NOTICE INVITING QUOTATIONS

Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, 743318, hereby invites sealed quotations for providing **Two Sweeper/Cleaner (One Male & One Female)** at the College premises for one shift on daily basis from reputed Agencies as per details furnished below:

The interested bidders are required to submit their quotations by way of filling up two separate application formats on their company's Letter Head – one for the Technical Bid and the other for the Financial Bid. The quotations (both technical and financial bid) along with relevant documents must be send to College Office only.

The authority reserves the right to accept / reject any tender without showing any reason thereof.

Only Hard Copy will be accepted.

- Date of Issue/Publishing of Notice - 05.12.2025
- Last date of submission of quotations - 15.12.2025 (Up to 05.00 P.M.)
- Date and Time of opening of quotations – 16.12.2025 (01.00 P.M.)

Further any query, Please Contact – 9830501820/9748021855

Before filling up the bidders are required to note and follow the requirements given below:

1. Place of Duty: Saheed Anurup Chandra Mahavidyalaya Campus, Burul, South 24 Parganas
2. Duty hours: 8 am to 4 pm (Monday to Saturday excluding public holidays)
3. Day off: Sunday
4. Age: Above 20 years and below 55years

CLEANING REQUIREMENTS

PLACE	FREQUENCY
Principal's Office, Staff Room, College Office	Daily
Classrooms, Laboratory, Library and Other Room	Once every week
Toilet	Daily
Corridors	Once every week
Outdoor Space in front of the college office	Daily
Students Common room and Students Union room	Once every 15 days



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APPLICATION FORMAT FOR TECHNICAL BID

To,
The Principal
Saheed Anurup Chandra Mahavidyalaya
Burul, South 24 Parganas
West Bengal - 743318

Sir,
Kindly find the Technical Bid for the engaging **Two Sweeper/Cleaner (One Male & One Female)**, in response to your Quotation Notification No. SACM/Tender/12/25/103, Dated – 05.12.2025 published in your college website

01.	Name of the bidder																										
02.	Nature of the bidder	Single proprietor / Partnership / Limited Company / Others -																									
03.	Address with mobile number and WhatsApp number																										
	Mobile																										
	WhatsApp																										
04.	Trade License No																										
05.	GST No																										
06.	PAN No																										
07.	Whether company providing ESI/EPF for their staff	Yes/No																									
08.	Work Experience	Whether providing service to any educational institution/organization													Yes /No												

**To be enclosed:

1. Self-attested copy of all above mentioned documents & experience certificate
2. Company's 3-year IT Return.

Authorized Signature of the Proprietor / Firm / Company with Seal



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APPLICATION FORMAT FOR FINANCIAL BID

To
The Principal
Saheed Anurup Chandra Mahavidyalaya
Burul, South 24 Parganas
West Bengal- 743318

Sir,

Kindly find the Financial Bid for the providing **Two** Sweeper/Cleaner at the College premises for one shift, in response to your Quotation Notification No. SACM/Tender/12/25/103, Dated – 05.12.2025 published in your college website

1.	Name of the bidder																								
2.	Nature of the bidder	Single proprietor / Partnership / Limited Company / Others -																							
3.	Address with mobile number and WhatsApp number																								
	Mobile																								
	WhatsApp																								
														Price				GST				Total			
4.	Charge of One Sweeper/Cleaner for one shift																								
	TOTAL COST																								

Authorized Signature of the Proprietor / Firm / Company with Seal

Prof(Dr.) Santanu Kumar Sen
Principal

Principal
Saheed Anurup Chandra Mahavidyalaya
Burul, South 24 Parganas

