

Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
&
Shri Chetan Manju Desai College
Delem-Canacona, Goa 403702

Invitation of Tender for OUTSOURCING OF SECURITY & HOUSEKEEPING SERVICES

Date : 10/06/2025

Quotations are invited from Indian residents and agencies of Goa for outsourcing the following services bunched together as 'Security & Housekeeping Services' at DPM's Shree Mallikarjun and Shri Chetan Manju Desai College as per the requirements enlisted against each of the services. Unsealed /Open Tender forms will be rejected without assigning any reason.

Sr. No.	Services to be outsourced	Nos.	Job Profile	Required Qualification
1	Watchmen	3	Manning 2 entry points, Working in shift 24 X 7 patrolling property; Monitoring Surveillance equipment; Manage and allot parking spaces, maintain entry/exit records, ensure smooth student-related traffic outside college gate, Manage and safe keep College assets, keep custody of keys, monitor and control access at building entrances and vehicle gates. Managing water pump, lighting at night and notify superiors on any damage or property, surveillance of premises immediately outside the gates during College hours.	Knowledge of Konkani and Marathi languages. Preference to SSC Passed. Experience as Security / Watchman in reputed institution/company desired.
2	Gardening	2	Monitoring and Maintaining the Shivaji Statute, College Garden, Plants, Herbarium, Botanical garden, & Nursery. Planting, grafting, watering and feeding plants, trimming trees and shrubs, fertilizing, composting, moving and maintaining lawns, weeding gardens and keeping green spaces and walkways clear of debris and litter. Maintaining landscaping equipment, Vermicomposting plants, and notify superior on any damage, deficits; check stocking levels of all consumables and replace when appropriate.	Knowledge of Konkani and Marathi language. Preference for std. VIII passed; Experience of working in nurseries, farm, and horticulture departments.

3	Housekeeping	4	Perform a variety of wet and dry cleaning activities such as sweeping, mopping, dusting, scrapping, including cleaning interiors in the full build-up campus, stairs, pathways, furniture, fixtures, boards, equipment's, Tables, Chairs, workspaces, computers, LCD, sound system, grills, window panes, window glasses, including polishing. Ensure all rooms including washrooms and toilets are cared for and inspected according to standards. Serving tea/refreshments to the staff, guests as and when needed. Notify superiors on any damage, deficits; check stocking levels of all consumables and replace when appropriate.	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.
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In addition to the above, the Agency (Security & Housekeeping) must:

- a. Deep Clean the premises after Monsoon, During Important Functions, in addition to the regular schedule.
- b. Provide Casual Laborers for making Plant beds, landscaping, as and when demanded (and bill us separately as per the agreed rates).
- c. Must on a weekly basis Collect, Segregate and Dispose of all Dry/Wet Wastes, including E-Waste, at designated places as per the rules of the Municipal bodies.

Quotations should specify the all-inclusive monthly salary bill including monitoring, supervising, administrative, consumables, equipment etc., by quoting rate per day including all taxes, surcharges, and profit margin. It should also accompany the details of the service benefits (if any) that are legally liable to be given for such employees. The details of its employee records — attendance, leaves, etc. to be maintained by agency.

The quotation for outsourcing the above service should reach to the Principal by 23/06/2025 before 12:00 noon by specifying on the envelope **Security & Housekeeping**.

College doesn't provide any employment to any individuals through this specific "Outsourcing" but uses hiring services on Contract basis for specific periods. If service rendered satisfactory, then it may be renewed for the individual / organization / agency. There will be no liability to continue the services on contract basis or otherwise without renewal.

Charges to be quoted should be inclusive of Taxes/Charges, no additional benefits will be provided for the above services.

The Quotations will be opened on **23/06/2025** at **01:00** p.m. in the College Office at Delem-Canacona, Goa.

The College reserves the right to accept or reject any quotation without assigning any reason thereof.

Dr. Sucheta Naik
Officiating Principal