PAKUAHAT DEGREE COLLEGE

ESTD - 1997

P.O.- Pakuahat, Dist- Malda, Pin – 732138

Telephone : (03511) 266410, 266103 Fax- 03511-266103

Website : www.pakuahatcollege.com, Email : pdcpakuahat@gmail..com

Ref no.:21/NTS/PDC/26   Date: 21.02.2026

Notice for Inviting Rate Quotations

Sealed quotations are invited from reliable resourceful private agencies/third party agencies for providing resource persons [Security Staff, Data-Entry Operators, Office Assistants, Male Attendant & Female Attendant]. Interested agencies may submit their quotation at the office of the Principal, Pakuahat Degree College, Malda-732138 on or before 25.02.2026. by 03:00 pm.

Schedule:

Sl. No.	Description of works	Qty	Quoted Rate per Qty. (For 01 Month)	Total (Including of all taxes)
1	Security Staff,	To be informed as per requirement		
2	Data-Entry Operators,			
3	Office Assistants.			
4	Male Attendant			
5	Female Attendant,			
			Final quoted price :	

Terms and conditions:

1. Rates to be quoted by the supplier having (1) Valid Trade License & Agency License (2) Copy of GST Registration, (3) Copy of Service Tax Registration in their own Letter head pad with signature & Seal.
2. Agencies should inspect Pakuahat Degree College before submitting quotations, obtain all the information required on all matter such as nature of work to carryout in different area like location.
3. The agency has to issue uniforms / dress-code in campus.
4. No advance shall be paid for carrying out the service operations.
5. **Duration of Contract : The duration of the contract is 6 months which can be extendable**
6. **The age of staff deployed should be not less than 18 years and Agencies may have one Ex-Service man between them, and he/she should be physically fit to work with good behavioral attitude.**
7. **Payment should be given by generation of bill/invoice in monthly basis.**
8. **College reserves the right of whole selection process and terminate the service at any point of date and time**
9. **Specifications of qualification:**

   For Security Staff: Minimum Class VIII Pass.

   For Data-Entry Operators: Minimum Graduate having any Computer Knowledge Certificate.

   For Office Assistants: Minimum Graduate.

   For Female Attendant: Minimum Graduate.

   For Male Attendant: Minimum Graduate.

Sd/-

Principal

Pakuahat Degree College

Malda-732138.