

QUOTATION FOR PRIVATE SECURITY GUARDS

1	Description of work	:	Providing four private security guards for guarding the college.
2	Security charge (per head per day)	:	Wage : (in Rs.) (Minimum wage) Contribution for ESI, EPF and Bonus (in Rs.)
3	Service charge (per head per day)	: (in % of minimum wage)
4	Service Tax (per head per day)	: (in Rs.)

Name of agency:

Mailing address:
.....
.....

Telephone No.

.....
(Signature of the agency authority).....
(Designation of the signing authority)

DEMAND FOR SANCTION OF FUND FOR PRIVATE SECURITY GUARDS

1. No. of security guards :
2. Wage per head per day in Rs. :
3. Contribution for ESI, EPF and Bonus per head per day in Rs, :
4. Service charge per head per day in Rs. :
5. Service Tax per head per day in Rs. :
6. Total claim per head per day in Rs. :
7. Total claim per head for one month in Rs. :
8. Total for number of security guards per month :
9. Total requirement for 12 months in Rs. :

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(Signature of the Principal / Officer-in-Charge)