

Nirmala Institute of Education

Altinho, Panaji, Goa

Outsourcing of Services

Quotations are invited for outsourcing the following services at Nirmala Institute of Education as per the requirements enlisted against each of the services.

Sr. No	Services to be outsourced	No	Job requirement	Qualifications/ Experience
1	Gardener (individuals)	2	Monitoring the health of all plants and greenescapes, watering and feeding plants, trimming trees and shrubs, fertilizing and mowing lawns, grafting, weeding gardens and keeping green spaces and walkways clear of debris and litter, maintaining landscaping equipment, including mowers, trimmers and fertilizers.	Knowledge of Konkani. Preference for Std VII. Experience of working in nurseries, farms, horticulture departments.
2	Housekeeping (individuals)	2	Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing; ensure all rooms are cared for and inspected according to standards; notify superiors on any damages, deficits; check stocking levels of all consumables and replace when appropriate.	Knowledge of Konkani language. Preference for Std VII. Experience as a cleaner or housekeeper.
3	Security Guard (through Agency)	2	Working in shifts; patrolling property; monitoring surveillance equipment; Monitor and control access at building entrances and vehicle gates.	Knowledge of Konkani language. Preference for Std VII. Experience as security/watchman

Quotations should specify the monthly salary by quoting rate per day. Charges to be quoted should be all inclusive. It should also accompany experience/qualification and areas of speciality. Quotations for outsourcing the above services should reach this office by 09/05/2025 before 4.00 pm. by specifying on the envelope **Outsourcing of Services**.

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

07/05/2025

S/d
Dr. Russell D'Souza
Principal