



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
STATE INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT
KALYANI, DIST. – NADIA, WEST BENGAL, 741235
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Benoy Bhavan(Campus-B)
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N.I.T NO- 8 of 2012-13

Dated : 20/09/2012

NOTICE INVITING TENDER

Sealed tenders are invited from the bonafide Labour Contractors/ Organisation/ Labour Co-operatives having vast experience and suitable manpower in the field of caretaking of the large organization.

01. NAME OF WORK :Sweeping, Cleaning and Washing of all rooms of the building of SIPRD, (Benoy Bhavan), Kalyani, Nadia including cleaning and cutting of grasses, Jungles, bushes inside the campus during the period with effect from 01/11/2012 to 31/10/2013(1 Year).
02. Location :Administrative Building including guest room, Hostel Buildings, Book Depository Building, Pump Room Bituminous Road, Link Road, Sitting Place (1 No.) all within Campus – "B" (Benoy Bhavan).
03. TERMS OF PAYMENT : Monthly / Quarterly/ Half-yearly as agreed.
04. DETAILED DESCRIPTION OF WORKS : Keeping the entire Campus neat and clean by daily cleaning and washing all the :-
 - i) Rooms, ii) Bathrooms, iii) Staircases & Common passages, iv) Dining Halls in the hostel, v) Dusting of the furniture, vi) Glass panels of the doors and windows, vii) Daily collection of garbage & disposal in to Municipal garbage, vat, viii) Cleaning of the surface drains of the campus, ix) cleaning & washing of the sitting places, x) Daily sweeping of the roads within the campus with broom sticks, xi) Quarterly cleaning of overhead tanks, xii) Cleaning Jungles, cutting grasses, bushes, thorns daily the entire area of campus "B" (including those grown on the walls and roof tops). The pond inside campus will also be cleaned at least once in a month
05. Rate may be quoted in plain paper showing the charges of labour per man per month and cost of materials required for a single month separately. He will also furnish an analysis of the rate quoted on the day of opening tender. The number of labour required for the campus is 10(ten). No extra remuneration will be paid to any supervisor for the job The Labour charges are to be paid as per Minimum wages fixed by the Govt. for unskilled labour. Other provisions of Labour Laws in this regard will also be applicable.
06. The agency selected shall be responsible for payment of minimum wages (as revised from time to time) and also for due compliance of all Labour Laws e.g. Payment of Wages Act, Bonus Act, E.S.I. Act,P.F.Act etc and this office will not be responsible for the same.
07. The participating contractors should have sufficient capabilities so as to meet the monthly payment requirement of engaged labourers in time within first week of succeeding months.
08. AMOUNT PUT TO TENDER: As per lowest quoted rate.
09. **Date of dropping the tenders:- 27th September,2012 from 11.00A.M to 3.00P.M.**
10. **Date & Time of opening : 27th September,2012 at 3 p.m. in the office chamber of Deputy Director (Admn) .at Gandhi Bhavan,SIPRD, Kalyani** in presence of intending tenderers.
11. The following documents in original or duly attested are to be submitted along with the quoting rate.
 - i) Current Income Tax clearance certificate.
 - ii) PAN No.
 - iii) P.Tax clearance certificate
 - iv) Credentials regarding past experience.
 - v) ESI Registration No. with upto date deposit challan.

