



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
STATE INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT

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Memo No: 1562 / I-118/2013

Date: 16.12.2015

Notice Inviting Tender

NIT No. : WBSIPRD/I-118/13/e-NIT-02/2015-16

Sealed quotations are hereby invited from bonafide Labour Contractors/ Organizations/ Labour Cooperatives having experience and credentials in manpower deployment.

The details of works are given below:

1. **Name of the work:** Sweeping, Cleaning work at Gandhi Bhavan (B-18/204, Kalyani) and Benoy Bhavan (B-4/352, Kalyani) of State Institute of Panchayats and Rural Development, Kalyani, Nadia.
2. **Location for Sweeping & Cleaning Work:**
 - a. Gandhi Bhavan: Administrative Building, Hostel I & II, Composite Building, Guest House, Library Building with extended portion, Book Depository, Establishment & Finance Section, Faculty Members' Building, Link Road, Bituminous Road, Gateway Between Hostels, Sitting Places, the approach road to the Faculty and Staff Quarters and surface drains.
 - b. Benoy Bhavan: Administrative Building, Hostels, New Building, Link Road, Bituminous Road, Sitting Places and surface drains.
3. **Description of Sweeping & Cleaning Work:**

Keeping the entire campuses neat and clean by the following work management procedure:

 - i. Daily sweeping and cleaning of all the rooms (including dining places and hostel rooms), toilets, bathrooms etc., staircases and common passages of both the campuses except residential quarters of Faculty and Staff.
 - ii. Daily dusting of furniture.
 - iii. Daily cleaning of sitting places.
 - iv. Cleaning of glass panels of doors and windows, display boards.
 - v. Daily sweeping of Link Road, Bituminous Road, Gateway between Hostels.
 - vi. Monthly sweeping and cleaning of common passages in the residential quarters of staffs and faculties.
 - vii. Cleaning of surface drain of the campuses at least once in 15 days.

