

**THE SANSKRIT COLLEGE AND UNIVERSITY
(SCU)**

**1, BANKIM CHATTERJEE STREET, COLLEGE SQUARE,
KOLKATA – 700 073.**

TEL: 033 2241 1906

Website: www.sanskritcollegeanduniversity.org.in

**TENDER NOTICE NO. 04/2018
FOR
SWEEPING & CLEANING**

Sealed tenders are invited from the agencies, willing to take the work of Sweeping and Cleaning of SCU building situated at the above address, having at least 3 years of experience in House Keeping works in Multi Storied building / Hospital / Hotel / Government / Semi Government undertaking / Multi-National Companies / reputed Private Organizations shall only be eligible to apply. Tender envelope should be superscribed as **“Tender Notice No. 04/2018 for Sweeping & Cleaning”**. Tender Form may be downloaded from SCU’s website. Tender complete in all respect must be submitted latest by 3 PM of 3rd May, 2018.

Incomplete and conditional tenders shall be summarily rejected. SCU reserves the right to accept any tender in whole or in part or reject it entirely without assigning any reason, whatsoever.

Registrar

Terms & Conditions:

1. Sealed tenders under two bid systems are invited for sweeping & cleaning work for SCU, Kolkata. Bids should be submitted in sealed cover superscribed as "Tender for Sweeping & Cleaning work".
2. The tenderer shall quote his rates in figures as well as words against relevant column and the same shall be duly attested.
3. No cutting/overwriting and use of Whitener is permitted in Technical Bid as well as Price-Bid/Financial-Bid.
4. The bidder should quote their lowest rates based upon the terms & conditions forming part of tender document. Order shall be placed to the successful bidder out of the eligible bidders. However, the tender inviting authority does not bound to accept the lowest tender.
5. The tenderers are requested to put their firm's endorsement on each page of the tender document as token of perusal.
6. Technical Bids and Price-Bid/Financial-Bid should be signed by the same authorized signatory of the agency.
7. The rates quoted should remain valid for a minimum period of 1 year from the date of submission of tender.
8. The Tender inviting Authority reserves the right to accept or to reject any or all tenders at its discretion without assigning any reasons thereof. The tender inviting authority does not bind to accept the lowest tender.
9. The rate of wages, statutory dues and other allowances etc. under the labour law and other law payable by the employer (the bidder) should be indicated in detail and **break up of rates must be attached with the financial bid failing of which the same will not be considered.** The wages must be in accordance with the applicable minimum wages act as applicable.
10. **Area:-** i) Administrative Building & Bharati Bhavan
ii) Total 2 floors of the Administrative Building and 5 floors of the Bharati Bhavan.
iii) Compound of the two buildings mentioned above.
Note: Parties are advised to visit the area in person.
11. **Working Days:** - All days except Sundays and Gazetted Holidays notified by the State Government (unless otherwise required on written requisition).
12. **Timings:** - From 08:30 AM to 05:30 PM daily.
13. **Manpower:** -i) Five (5) nos. (Unskilled)
ii) One (1) no. Sewer Man (as and when required).
14. Sweeping of entire areas of the building and surrounding area of the building and collection of all waste material and its disposal as per instructions of the SCU.
15. The cleanliness operation shall be carried out in the morning before opening of the office and thereafter, toilets at every 3 hours duration, area like corridors, stairs, lifts and reception etc. at afternoon. Spray of room freshener and mosquito repellent in all rooms & verandas must be carried out daily.
16. Cleaning and washing of toilets and urinals by using deodorants, detergents and disinfectants in the morning as well as in the afternoon.
17. Sweeping and cleaning of open area, roads, passages etc. within the boundary wall surrounding the building.

18. Regular dusting / cleaning of office furniture (table and chairs) and equipments, telephones, book cases, filing cabinets, almirahs, doors, windows, ventilators etc. before opening of the office up to 09:00 AM every day.
19. Soaps, liquid soaps, naphthalene balls / cakes, odonil cakes, disinfectants etc. shall be provided by the agency, as per the requirement of the board.
20. The choking of the sanitary installations i.e. W.C. Traps, Gully Traps manholes, gratings is to be cleared within 24 hours of reporting the complaint.
21. Regular dusting / cleaning of Modular & General Furniture of the office.

ITEMS OF WORK TO BE DONE GENERALLY ONCE A WEEK:

1. Washing and scrubbing of floor areas with detergents and dirt/spots removing agents.
2. Acid cleaning of sanitary wares without damaging their shine/lustre.
3. Removing of stains from floor, doors and partitions by using surf or any suitable detergents, as found suitable without leaving undesirable spots/cleaning marks.
4. Cleaning of water cooler tanks and space underneath water coolers.
5. Cleaning the filled surface in the corridors and stair cases.
6. Polishing of name plates with brasso and cleaning of all other name plates/boards
7. Dusting and cleaning of fans, electrical fittings, windows, glass panes.

DUTIES, BEHAVIOUR AND STAFF REQUIREMENT:

1. The agency shall comply with all the labour laws and regulations applicable in the matter of such workers as are engaged by it.
2. The agency's workers shall be polite, courteous, well behaved and honest.
3. The agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds committed by its workers.
4. The agency shall be directly responsible for payment of the wages, which should in no case be less than minimum wages prescribed from time to time.
5. Insurance and accidents of the workers will be the responsibility of the agency.
6. The agency shall have to ensure that the work is done to the satisfaction of the SCU.
7. The area has been given as a reference for quoting rates. Agencies are advised to visit the website site to assess the actual area before submitting the tender.
8. Labour license, EPF & ESI certificates, PAN etc. must be attached with the tender.
9. The minimum staff required compulsorily for SCU shall be five (5) workers on regular basis with identity card during course of duty.
10. The manpower deployed by the agency must put on their uniform during office hours.

TECHNICAL BID

Credentials of the Tenderers

1. Name of the Agency :
2. Office Address & Tel. Nos. :
3. License No. & Registration Details :
4. PAN No. (with documentary evidence) :
5. GST Regn. No. :

Experience (last three years)

Sl · N o ·	Year	Name of the Organization	Cost of the work executed	Officer concerned in the organization with Telephone No.	Total no. of Manpower deployed	Period (from / to)

(Enclose separate sheet, if necessary)

1. The Price-Bid of those agencies who qualify in the Technical Bid will only be opened for consideration. The tender is to be submitted under two bid system i.e. technical bid and price bid should be packed in separate envelopes and these two envelopes in turn should be packed in one envelop superscribe "Tender for Sweeping & Cleaning Work".
2. **Declaration:All terms and conditions as mentioned in the tender are acceptable to me/us.**
3. **Note: The agency must have the Labour license.**

**(Signature of the tenderer)
With complete address and seal**

Place:

Tel. No. :

Date :

Mobile No.:

PRICE-BID / FINANCIAL-BID

Schedule of Work

Name of Work:Sweeping & Cleaning

Sl. No.	Description of work	Qty.	Unit / Rate	Amount
1	Minimum Wages			
2	Employees Provident Fund Charges			
3	E.S.I. Charges			
4	Cost of material to be used per month (give details)			
5	Service Charges (overall %) on labour input only			
6	Total charges per month			

- **Analysis of rate must be attached by the Agency along with the price bid, failing which price bid will not be considered.**

Date:

Place:

Signature of the tenderer

Name & Address of Tenderer with seal

Telephone / Mobile No.