

THE SANSKRIT COLLEGE AND UNIVERSITY

1, BANKIM CHATTERJEE STREET, COLLEGE SQUARE
KOLKATA – 700 07

Email. - regoffice.scu@gmail.com

Website: www.sanskritcollegeanduniversity.org.in

TENDER NOTICE NO. Reg/SCU/065(Tender)/909 dated 07.03.2022 FOR CLEANING & HOUSEKEEPING

Sealed tenders are invited within 10 days from the agencies, willing to take the work of Sweeping , Cleaning and House-keeping of SCU building situated at the above address, having at least 5 (five) years of experience in Cleaning & House Keeping works in Multi Storied building of Government Hospital / Offices / Institutions / Semi Government undertaking; shall only be eligible to apply. Tender envelope should be super scribed as "**Tender Notice No. Reg/SCU/065(Tender)/909 dated 07.03.2022 for Cleaning & Housekeeping**". Tender Form may be downloaded from SCU's website. Tender complete in all respect **to be submitted between 12 noon to 3 pm on working days (Monday to Friday except intervening holidays) within last date of 16th March, 2022 (Wednesday).**

The contract will be initially for a period of 6 (six) months (may get extension subject to satisfaction of the authority and therefore, rate/s quoted has to be valid for a period of 2 years starting from 1st April, 2022) and Agreement will be signed by both the parties within 15 days from the date of issue of Work Order for which Agency will be submit the same (Agreement copy with due approval of SCU) in Non-judicial Stamp paper for Rs. 100/-.

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.

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 super scribed 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.

S. Bose
07/03/2022

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) Four (4) 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 equipment's, 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.

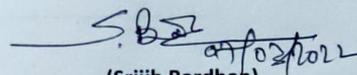
ITEMS OF WORK TO BE DONE GENERALLY ONCE A WEEK:

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.
11. Quotation with "Nil" or "Negligible" Service Charge will be outright rejected.
12. **2 Bids (i.e. Technical & Financial) in 2 different sealed envelopes super-scribing the type of Bid (i.e. Technical or Financial) with Tender No. & Date, addressed to the undersigned and clearly writing the particulars of vendor; have be contained in Final Sealed Envelope super scribing the Tender No. with Date addressed to the undersigned and clearly writing the particulars of vendor to be submitted between 12 noon to 3 pm on working days (Monday to Friday except intervening holidays) within last date of 16th March, 2022.**
13. Tender will be open on **16.03.2022 (Wednesday) at 03:30pm**. Interested bidder can join the meeting either in person or through authorise representative.


(Srijib Bardhan)
Registrar
The Sunehrit College and University

TECHNICAL BID

Credentials of the Tenderers

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

Experience (last Five years)

Sl. No.	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)

(Signature of the tenderer)
With complete address and seal

Place:

Tel. No. :

Date:

Mobile No. :

(Financial Bid for Tender No. Reg/SCU/065(Tender)/909 dated 07.03.2022)

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 super scribe "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 (for the Cost of Materials) must be attached by the Agency along with the price bid, failing which price bid will not be considered.

Date:

Signature of the tenderer

Place:

Name & Address of Tenderer with seal

Telephone / Mobile No.