

Government of West Bengal
Office of the Additional Commissioner
Commercial Taxes, Siliguri Zone
Binapani Lodge, Ashrampara
Siliguri-734001

RE-TENDER OF TENDER NIT NO.02 DATED:10-02-2015

Memo No.204

Date:16.07.2015

Name of the Work : Engagement of agency for House Keeping Services at the Directorate of Commercial Taxes, Paribahan Nagar, Matigara, Siliguri.

Sealed Quotations are invited from experienced, resourceful and bonafide agencies/ firm/ Associations of persons / Un-employed Labour Co-operative/ Limited Companies for providing House Keeping services at the Directorate of Commercial Taxes, Paribahan Nagar, Matigara, Siliguri as per details given below having experience of rendering similar services to offices under the establishment of this Government or Government of India/ Undertaking of this Government or Government of India for at least one year in the block of three financial years ending 31st March, 2015.The Tender / Quotation shall be submitted to this Department Drop Box till the date and time as specified in this notice.

DATE OF SUBMISSION & OPENING OF TENDER

Last date for submission of sealed tender at the Office of the Additional Commissioner Commercial Taxes, SiliguriZone, Siliguri

: 04/08/2015 at 1500 Hrs.

Date of opening the Tender (Techno- commercial Bid)

: 04/08/2015 at 1530 Hrs.

Venue for opening of Tender

: Office of the Additional Commissioner, Commercial Taxes, Siliguri Zone, Binapani Lodge, Ashrampara, Siliguri-734001

Quality is the essence of the service to be rendered. Services are to be performed to the satisfaction of this office. For this purpose, there will be an assessment period of 06 (six) months from the period of engagement. On satisfactory assessment report of performance, the contract will be confirmed. Bills in this of the said services rendered will have to be raised monthly basis

for a calendar month or part thereof, as the case may be and submitted to this office within the 15th of the month next to the concerned month.

Sl. No.	Description of item
1.	Cleansing of the office premises, including rooms, corridors, staircases, toilets, pantries / canteens, warehouses and courtyards on regular basis
2.	Cleansing of door, window panes, on bi-monthly basis
3.	Dusting and cleansing of working desks, tables, chairs and other office furniture on regular basis.
4.	Washing office linens on regular basis
5.	Cleansing of fans, light sources, exhaust fans, A.C. machines (external) on monthly basis
6.	Cleansing of telephone receivers, Computers including printer and peripherals (external) and other office gadgets on weekly basis
7.	Operating of Diesel Generators sets as and when required and maintenance of log book therefor
N.B.	There are 29 Common toilets, 24 attached toilets, 03 Pantries, 164 working rooms, 03 warehouses and with the covered area of approx. 76000 sq. ft.

INSTRUCTIONS FOR TENDERER:

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender document duly signed by authorized representative of tenderer and signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/ stamping on each page) as a part of their offer. Price shall not be mentioned by them anywhere in the techno-commercial portion of offer. Price shall be mentioned in the relevant price bid only and submitted in separate sealed envelope. In case of any clarification, bidder may contact this office.
2. No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.
3. Tender must be submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Price Bid. The tenderer must submit their tenders in two separate sealed envelopes prominently super scribed as Part – A ‘Technical bid’ and Part-B ‘Price Bid’, and the NIT No. & due date on each of the envelope. These two separate envelopes shall together be kept in third envelope super scribed with NIT No. & due date of opening.
4. Technical bid should contain all the documents like, signed tender document having NIT page, Instructions for tenderer, Pre-qualifying requirement, General terms & conditions, all the annexure duly filled & signed by the tenderer.
5. Price Bid should contain only the “Part-B, Price Bid Format” after quoting the rates as specified in the price bid format.
6. Rate per head as well as a consolidated rate should be quoted for all the services to be rendered (as detailed above) both in figure as well as in word including taxes.
7. Prior to quoting of rates, the intending agencies are requested to inspect the office building
8. On the date of opening of tender, only Technical Bid shall be opened.

9. Opening of Price bids will be done for the offers of only those tenderers, whose bids are found technically acceptable.
10. Tender documents are also available on Directorate of Commercial Taxes web site i.e. www.wbcomta.gov.com and the same can be downloaded and used as tender document for submission of bids.
11. The Directorate of Commercial Taxes, West Bengal reserves the right to accept or reject any or all offer without assigning any reason thereof. Also The Directorate of Commercial Taxes, West Bengal shall not entertain any correspondence from bidders in this matter.
12. Technical bids will be opened on the due date and time as mentioned above, in the presence of tenderers or their representatives who would like to be present.
13. The undersigned reserves the right to negotiate the rates, terms and conditions with the lowest tenderer or any of the other tenderers to ascertain the suitability of the acceptable offer.
14. The contract shall be initially for the Financial Year 2015-2016. The authority holds the right to terminate the contract for violation of terms and conditions at any time without any notice.
15. The agency selected for engagement shall have to enter into a formal agreement with the department.
16. The agency selected for engagement shall have to deposit a sum of Rs.50000.00 (Rupees fifty thousand) only as security money, which will be refunded on termination / discontinuation of the contract without having prejudice to release of such Security Deposit . Any damage of substantial nature caused owing to mishandling / negligence / inefficiency of the successful agency will be realized against the security money.
17. The tenderers or their representative may attend the opening of both the Bids (Part A & B).

PART-A

Engagement of agency for House Keeping Services at the Directorate of Commercial Taxes, Paribahan Nagar, Matigara, Siliguri.

The following documents and Terms & Conditions are to be furnished by the firm as **Technical Bid**

Terms & Conditions

1. Multiple quotations by a single agency will not be entertained.
2. Joint ventures will not be entertained.
3. An intending agency shall submit attested copies of the following documents along with the rate to be quoted.
 - i.) Credential for experience of rendering similar services to offices under the establishment of this Government or Government of India/ Undertaking of this Government or

Government of India for at least one year in the block of three financial years ending 31st March, 2014.

- ii.) PAN Card
 - iii.) Profession Tax Registration Certificate
 - iv.) Certificate of Registration issued by competent authority in case of Registered Firms (including partnership firms) / Association of Persons / Un-employed Labour Co-operatives / Limited companies
 - v.) License / Registration Certificates issued by competent authority of the Government for providing such services, if required
 - vi.) Trade Incense
 - vii.) Service Tax Registration Certificate
 - viii.) Certificate of Registration of Employees' Provident Fund and / or Employees' State Insurance, if applicable
4. A personnel of the successful agency, who will be working in the said office :
- i.) Shall be a citizen of India with valid proof of citizenship like Elector's Photo Identity Card (EPIC)
 - ii.) He shall have his ordinary residence within 8 (Eight) kilometer from the office site.
 - iii.) He shall have an authority by the successful agency to work on their behalf
 - iv.) He shall have age not exceeding 50 years
 - v.) He shall be courteous, sober obedient and dutiful
5. In case of mechanized process of working the operating staff shall be adequately trained and shall be adept in doing so
6. The operating staff does have such state of physical and mental ability commensurate to provide the above stated house-keeping service.
7. The service may have to be rendered for beyond the stipulated hours of work and even on holiday including Sundays.
8. The personnel will have to work in separate groups for each floor performing under adequate and competent supervision
9. Labour related enactments and laws of the land are to be observed strictly
10. Local private agency will be given preference.

PART-B

Engagement of agency for House Keeping Services at the Directorate of Commercial Taxes, Paribahan Nagar, Matigara, Siliguri.

The following is to be furnished by the firm as **Price Bid**

Price Bid Format

Description of item	Rate per Head	Consolidated monthly rate quoted (in figure)	Consolidated monthly rate quoted (in words)
1. Cleansing of the office premises, including			

<p>rooms, corridors, staircases, toilets, pantries / canteens, warehouses and courtyards on regular basis</p> <ol style="list-style-type: none"> 2. Cleansing of door, window panes, on bi-monthly basis 3. Dusting and cleansing of working desks, tables, chairs and other office furniture on regular basis. 4. Washing office linens on regular basis 5. Cleansing of fans, light sources, exhaust fans, A.C. machines (external) on monthly basis 6. Cleansing of telephone receivers, Computers including printer and peripherals (external) and other office gadgets 7. Operating of Diesel Generators sets as and when required and maintenance of log book therefor. 			
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(Signature & seal of the bidder)

**Additional Commissioner
Commercial Taxes
Siliguri Zone, Siliguri**