



GOVERNMENT OF WEST BENGAL

**OFFICE OF THE ADDITIONAL COMMISSIONER, COMMERCIAL TAXES
SILIGURI ZONE, ASHRAM PARA, R. K. ROAD, SILIGURI-734001**

SHORT NOTICE INVITING TENDER / QUOTATION UNDER SEALED ENVELOP

Memo No.: 920 CT (S)

Date:10.02.2015

NIT NO. : ...02..... Dated: 10.02.2015

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, 2014.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**

: 28/02/2015 at 1500 Hrs.

Date of opening the Tender (Techno- commercial Bid)

: 28/02/2015 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.

Terms & Conditions

1. 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.
2. Prior to quoting of rates, the intending agencies are requested to inspect the office building
3. Multiple quotations by a single agency will not be entertained.
4. Joint ventures will not be entertained.
5. 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 License
 - vii.) Service Tax Registration Certificate

- viii.) Certificate of Registration of Employees' Provident Fund and / or Employees' State Insurance, if applicable
6. 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
7. In case of mechanized process of working the operating staff shall be adequately trained and shall be adept in doing so
8. The operating staff does have such state of physical and mental ability commensurate to provide the above stated house-keeping service.
9. The service may have to be rendered for beyond the stipulated hours of work and even on holiday including Sundays.
10. The personnel will have to work in separate groups for each floor performing under adequate and competent supervision
11. Labour related enactments and laws of the land are to be observed strictly
12. The right of acceptance or rejection of a quotation lies with the undersigned who reserves the right to accept or to reject any quotation without assigning any reason therefor
13. The agency selected for engagement shall have to enter into a formal agreement with the department.
14. No conditional quotation will be entertained.
15. 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.
16. Local private agency will be given preference.

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

Format for Submission of Rates

Description of item	Consolidated monthly rate quoted (in figure)	Consolidated monthly rate quoted (in words)
<ol style="list-style-type: none">1. Cleansing of the office premises, including rooms, corridors, staircases, toilets, pantries / canteens, warehouses and courtyards on regular basis2. Cleansing of door, window panes, on bi-monthly basis3. Dusting and cleansing of working desks, tables, chairs and other office furniture on regular basis.4. Washing office linens on regular basis5. Cleansing of fans, light sources, exhaust fans, A.C. machines (external) on monthly basis6. Cleansing of telephone receivers, Computers including printer and peripherals (external) and other office gadgets7. Operating of Diesel Generators sets as and when required and maintenance of log book therefor.		

(Signature & seal of the bidder)