

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE COLLECTOR NADIA
NEZARATH DEPARTMENT**

TENDER NOTICE

Sealed Tenders are hereby invited by the District Magistrate, Nadia for engaging a reputed, bonafide and resourceful firm/ Labour Co-operative/ Organisation/ Contractor for dusting/ cleaning of its office premises and campus and Circuit House (both old and new) for the financial year 2013-14.

The agency will have to provide the service of the workers and supervisors only as detailed in Sl. No. 1 to 21 of the Tender Notice for cleaning and up keeping of office premises, campus and Circuit House (both old and new). The materials related to cleaning etc. will be supplied by the Office. So, the Agency shall quote the monthly amount for the above work. [Enclosure : Name of work in Annexure – I & Conditions in Annexure – II].

The details of work are as follows :

1. Thorough dusting and cleaning with phenyl of the entire Corridor of both old and new Circuit House. The floor includes the passage, the stairs (once a day on all working days before 9.00 a.m.). If any programme is held on Saturday, Sunday & other holidays, the concerned areas should be dusted and cleaned as indicated above. The floor also includes all the common areas and the room of the old and new Circuit House buildings which also has to be cleaned and dusted as per the direction of the Caretaker of Circuit house.
2. To wash and clean all the toilets in the above mentioned buildings i.e. Main Collectorate Building & both old and new Circuit House with acid and phenyle. (once a day on all working days before 9.00 a.m.).
3. Putting deodorant (e.g. Odonil/ Naphthalene) – 2 (two) pcs. In each urinal sink points, which must be changed once in a week.
4. Two large size odonils to be placed in each toilet and to be changed, once in a month.
5. Through washing by water flow with floor cleaner e.g. Lysol of the floor, stairs & toilets of the Circuit House & toilets of the main building (once in a week).
6. Materials related to cleaning will be supplied by the Office monthly in the scale mentioned in Annexure – III.
7. Interested persons may visit the Collectorate office & Circuit house on any working day between 11.00 a.m. to 3.00 p.m. and contact the Nazir/NDC, Nadia.
8. The selected party will have to ensure that the work is carried out by a group of properly trained and disciplined workers. The party must ensure availability of persons with uniform including supervisor all the time on working days during the office hours to attend urgent calls for cleaning. These persons should be made exclusively available for Circuit House.
9. The parties should quote on their official letter head lump-sum amount that will be charged by them per month for the above work. The parties should quote in their own hand writing in figures as well as words. The party may sign either in English, Bengali but the amounts as stated above should also be quoted in the same language. In case of illiterate party the amount-tendered form should be attested by a witness known to the accepting authority.
10. Conditional tender will not be accepted in any case.
11. Only those who are capable of providing the above services should quote their amounts.
12. Any deviation from the provisions mentioned above will be subject to deduction of proportionate amount from the party's bill amount.
13. Submit the receipt of having purchased this bid document amounting to **Rs. 300/-** (Rupees three hundred) only as the bid document purchase price to be deposited by D. C. R. and after that Tender Forms will be available from Nazarath Section from **21/05/2013 to 22/05/2013 upto 02.00 p.m.**
14. Last date of submission of Application for purchase of tender paper is on **20/05/2013 up to 3.00 p.m.**
15. The Tenderer will submit a demand draft/bank draft amounting to **Rs. 5,000/-** (Rupees five thousand) only as earnest money deposit payable in favour of the District Magistrate, Nadia at the time of submission of tender paper. The demand draft/bank draft amounting to **Rs. 5,000/-** (Rupees five thousand) only as earnest money deposit will be converted as Security Deposit, if he is selected for such purpose. If he fails to provide services as mentioned in the tender form the security deposit will be forfeited.

16. The sealed cover should be superscribed "Tender for cleaning Arrangement"
17. Non-sealed quotation will be summarily rejected.
18. The sealed quotation must be dropped in the Tender Box which will be available at the Office Chamber of Nazareth Deputy Collector, Nadia on or before **23-05-2013 by 2.00 p.m.** and will be opened by the undersigned at **3-00 p.m.** on the same date in the office chamber of the Nazareth Deputy Collector, Nadia. The tenderers himself or their representatives may remain present at the time of opening the tenders.
19. The undersigned reserves the right to reject any lowest or highest tender without assigning any reasons what so ever.
20. In case of any dispute arising out of this agreement, the decision of the District Magistrate, Nadia will be final.
21. The District Magistrate and Collector, Nadia shall be entitled to terminate the agreement by one month's notice in writing served on the contractor.

Sd/-
Addl. District Magistrate(Gen.),
Nadia.

Memo. No. 699 (15) / NEZ

Dated, Krishnagar, the 15th May, 2013.

Copy forwarded for information / office Notice Board to the

- 1) P. A. to the District Magistrate, Nadia for placing the same before the Authority.
- 2) P. A. to the Addl. District Magistrate(Gen.), Nadia for placing the same before the Authority.
- 3) Superintendent of Police, Nadia.
- 4) District Judge, Nadia.
- 5-8) Sub-Divisional Officer, Sadar/ Tehatta/ Ranaghat/ Kalyani
- 9) Post Master, Krishnagar H.P.O.
- 10) D.I & P.R.O, Nadia.
- 11) Secretary Nadia Zilla Parishad, Nadia.
- 12) Chairman, Krishnagar Municipality.
- 13) Collectorate Notice Board.
- 14) Block Development Officer, Krishnagar – I
- 15) The D.I.O., Nadia, for uploading the same in the official website.


for District Magistrate, Nadia.

Annexure – I

Sl. No.	Name of work	Name of the Institution	Earnest money required (Rs.)	Contractor's eligibility to submit the Tender
1	2	3	4	5
	<u>Dusting and cleaning with phenyl of the entire Corridor of both old and new Circuit House. The floor includes the passage, the stairs (once a day) & Latrines of Collectorte Building on all working days before 9.00 a.m.).</u>	Office of the District Magistrate, Nadia.	5,000/-	Bonafide and resourceful firm/ Labour Co-operative/ Organisation/ Contractor

[Signature]
15/5/13
for District Magistrate, Nadia.

Annexure – II**Conditions :**

1. The amount must be quoted both in words and figures.
2. The quotations must be signed by the quotationer with stamp/seal.
3. The quoted amount must be legible. Any deletion/omission/addition must be duly signed by the quotationer. In absence of signature with date quotation will be treated as cancelled.
4. The amount must include all taxes of State Government, Union Government (like PT, IT, ST) and the cost of carriage and all other incidental charges.
5. Once the amount quoted as submitted cannot be altered by any means or methods.
6. No enhancement of amount is admissible.
7. The tenderer must quote the amount with his knowledge & belief after going through the item/items of the work.
8. The District Magistrate, Nadia, reserves the right to reject any lowest or highest tender without assigning any reasons what so ever.
9. The District Magistrate, Nadia, reserves the right to accept any quotation other than the lowest one without assigning any reasons to participating quotationer.
10. The ambiguity about the clauses noted above will invite rejection of the quotation.
11. Name of the work : As per annexure -I.

[Signature]
15/5/13
for District Magistrate, Nadia.

Annexure – III

The following materials related to cleaning etc. will be supplied by the office monthlhy, in the scale as mentioned below (quantity may be changed if necessary):

Sl. No.	Item.	Quantity.
1	Harpic	1 Ltr.
2	White Phenyle	10 Ltrs.
3	Acid	5 Ltrs.
4	Odonil	35 Pcs.
5	Napthalene	500 gm.
6	Phool Jharu	5 pcs.
7	Coconut Stick	1 Kg.
8	Duster	10 Pcs.
9	Plastic Belcha	As and when required.
10	Rubber Brush	As and when required.
11	Colin	500 ml.

[Signature]
15/5/13
for District Magistrate, Nadia.