

TENDER NOTICE

Sealed Tenders are hereby invited by the Dist. Magistrate, Nadia for engaging experienced, reputed, bonafide and resourceful firm / Labour Co-operative / Organisation / Contractor (having sufficient experience in the field of sweeping & cleaning) for sweeping / cleaning of all the latrines at Administrative Building under Nadia Collectorate, Krishnagar office premises including Circuit House, Krishnagar (both old and new) and DOMA Office and D. M's Pool Car Section for the financial year 2016-17.

The agency will have to provide the service of the works and supervise only as details in sl.no. 1-24 of the Tender notice for sweeping & cleaning the latrines. The materials related to sweeping & cleaning etc. will be supplied by this office. The Agency will 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 cleaning and mopping with phenyl of the entire corridor of both old and new Circuit House pavement as well. The floor includes the passage, the stairs (at least two times a day on all working day before 9:00 am & 2.00 p.m.). If any programme is held on Saturday, Sunday & other Holidays, the concern areas should be mopped & cleaned properly. The floor also includes all the common areas and the room of the old and new Circuit House buildings which also have to be mopped & cleaned as per the direction of the care taker of Circuit House.
- 2) To wash, sweeping & cleaning all the Toilets of main Collectorate Building and both old & new Circuit House with Acid and phenyl. (at least two times a day on all working day before 9:00 am & 2.00 p.m.).
- 3) To wash, sweeping & cleaning all the Toilets in the D. O. M. A. buildings i.e. Minority Bhawan under Nadia Collectorate premises with Acid and phenyl (at least two times a day on all working day before 9:00 am & 2.00 p.m.).
- 4) To wash, sweeping & cleaning all the Toilets at D. M's Pool Car Section with Acid and Phenyl (at least two times a day on all working day before 9:00 am & 2.00 p.m.).
- 5) Putting Deodorant (e.g. Odonil/Naphthalene) – 2 (Two) pcs. In each Urinal sink points, which must be changed once in a week.
- 6) Two large size Odonils to be placed in each toilet and to be changed, once in a month.
- 7) Through washing by water flow with floor cleaner e.g. Lysol of the floor, Stairs & toilets of the Circuit House & Toilets of the main Buildings daily.
- 8) Materials related to cleaning will be supplied by the contractor itself.
- 9) The contractor has to ensure that toilets in each floor remain clean all the time. If it requires more than twice cleaning, he shall arrange.
- 10) Interested Persons may visit the Collectorate Office, Circuit House, Minority Bhawan & D. M's Pool Car Section at any working day between 11.00 am to 3.00 pm and contact the DA/Nazir/NDC, Nadia.
- 11) 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 & beyond the office hours to attend the urgent calls for cleaning. The persons for Circuit House should be made exclusively available for it.
- 12) The parties should quotes 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 entire in English, Bengali but the same 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.
- 13) Conditional tender will not be accepted in any case.

- 14) Only those who are capable of providing the above services should quote their amounts.
- 15) Any deviation from the provisions mentioned above will be subject to deduction of proportionate amount from the parties bill amount.
- 16) After submit the receipt of Rs. 500/- (Rupees five hundred) only through D.C.R., the Tender forms may be available from Nazareth Section from 06-09-2016 to 08-09-2016 upto 2.00 pm.
- 17) Last date of submission of application for purchase of Tender paper is on 08-09-2016 upto 3.00 pm.
- 18) The Tender will submit a demand draft/ bank draft amounting to Rs. 10,000/- (Rupees Ten 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. 30,000/- (Rupees Thirty 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.
- 19) The sealed cover should be super scribed " Tender for Sweeping & Cleaning Arrangement"
- 20) Non-sealed quotation will be summarily rejected.
- 21) 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 08-09-2016 by 2.00 pm and will be opened by the under signed at 3.00 pm on the same date in the office chamber of the Nazareth Deputy Collector, Nadia. The tenders himself or their representatives may remain present at the time of opening of the Tenders.
- 22) The under signed reserves the right to reject any lowest or highest tender without assigning any reasons what so ever.
- 23) In case of any dispute arising out of the agreement, the decision of the District Magistrate, Nadia will be Final.
- 24) The District Magistrate and Collector, Nadia shall be entitled to terminate the agreement by one month's notice in writing served on the party concern.

Sd/-

Addl. District Magistrate (Gen.)
Nadia.

Memo no. 2678.....(15)/ NEZ.

Dated Krishnagar, 26th Aug. 2016.


Copy forwarded for information & taking necessary action to the :

- 1) Sub-Divisional Officer, Sadar, Krishnagar, Nadia with a request to display his office notice Board.
- 2) Post Master, Krishnagar H.P.O., Nadia with a request to display his office notice Board.
- 3) Secretary, Nadia Zilla Parishad, Nadia with a request to display his office notice Board.
- 4) Superintendent of Police, Nadia with a request to display his office notice Board.
- 5) The D.I.O., NIC, Nadia for uploading the same in the Official Website.
- 6) Block Development Officer, Krishnagar - 1 with a request to display his office notice Board
- 7) Office Notice Board.
- 8) P.A. to the District Magistrate, Nadia for placing the same before the Authority.
- 9) P.A. to the Addl. District Magistrate(Gen), Nadia for placing the same before the Authority.

[Handwritten Signature]
for District Magistrate, Nadia.
2-27-2016

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
1	Thorough cleaning and mopping with phenyl of the entire corridor of both old and new Circuit House. The floor includes the passage, the stairs (two times a day on all working day before 9:00 am & 2.00 p.m.).	Office of the District Magistrate, Nadia.	Rs. 30,000/-	Bonafide and resourceful firm Labour Co-operative /Organisation/ Contractor having sufficient experience in the field of Sweeping & Cleaning.
2	To wash, sweeping & cleaning all the Toilets in the main Collectorate Building and both old & new Circuit House with Acid and phenyl (two times a day on all working day before 9:00 am & 2.00 p.m.).			
3	To wash, sweeping & cleaning all the Toilets in the D. O. M. A. buildings i.e. Minority Bhawan under Nadia Collectorate premises with Acid and phenyl (two times a day on all working day before 9:00 am & 2.00 p.m.)			
4	To wash, sweeping & cleaning all the Toilets at D. M's Pool Car Section with Acid and Phenyl. (once a day on all working days before 9:00 am)			



 Addl. District Magistrate (Gen.)
 Nadia.


 18/8/16

ANNEXURE - II

Conditions:

1. The amount must be quoted both in words and figures.
2. The quotations must be signed by the questioner with stamp / seal.
3. The quoted amount must be legible. Any deletion / omission / addition must be duly signed by the questioner. 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, VAT) and the cost of carriage and all other incidental charge.
5. Once the amount quoted and submitted cannot be altered by any means or methods.
6. No enhancement of amount is admissible.
7. The Tender must quote the amount with his knowledge & belief after 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 rezones what so ever.
9. The District Magistrate, Nadia, reserves the right to accept any quotation other then the lowest one without assigning any reasons to participating questioner
10. The ambiguity about the clauses noted above will invited rejection of the quotation.
11. Name of the work : As per Annexure - I


 Addl. District Magistrate (Gen.)
 Nadia.


 18/8/16