



WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Department of Technical Education, Training & Skill Development, Government of West Bengal
Karigari Bhavan, 3rd, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

Memo No. WBSCTVESD/TED/2016-2017/1255

Dated : 05.04.2017

Notice Inviting Tender

Subject : “Seeking Sealed Tender for Selection of Agency Towards for sweeping and cleaning services at the Office of WBSCT&VE&SD ”

The Competent authority of this Council invites sealed quotations for Selection of Agency towards sweeping and cleaning services at the Office of WBSCT&VE&SD from experienced and reputed Agency working in relevant area for outsourcing services for One Year.

Scope of Work (Sweeping & Cleaning):

1. Daily ‘sweeping and cleaning’ of the total floor area including all the rooms and office space under the occupation of the WBSCT&VE&SD along with the floor space of the office of the “Karigori Bhavan” and common space at entry point of each block i.e. Ground Floor, 4th & 5th Floor for the area with water-soaked brush, disinfectants, deodorants, room-fresheners and floor cleaner (Phenol).
2. Cleaning of all toilets (latrines & urinals) wash-basins including sweeping and washing of the floors of the toilets covered in the aforesaid floor space twice daily with disinfectants, chemicals including anti-mosquito chemicals, deodorants, room-fresheners.
3. Removing of dust from the tables and chairs and other furniture in all the rooms and office spaces daily. Cleaning of cobwebs etc. from the ceilings, walls, window panes etc. of all rooms, office premises, passages and toilets on weekly basis. Cleaning of the blades of the fans of all the rooms and cleaning sweeping and mopping office premises and passages with soap water and detergents in the aforesaid floor space on weekly basis. Removal of dust/refuse/garbage etc. from each of the floors after sweeping and cleaning etc. and deposition of the same at fixed places for disposal by the appropriate authority and in doing so the agency or its employees shall act in a way which will not cause any health hazard or environmental pollution.
4. Interested vendors are requested to inspect the site covering total floor area, latrines & urinals before submission of Financial bid. The required material for sweeping & cleaning will be provided by Council.

Mandatory Disclosure: Deployment of the personnel shall be the discretion of the authority of this Council subject to the condition.

Submission of Bid:

Envelop for Technical Bid is to be submitted along with the Bid:

A:

- i) Valid Trade License
- ii) PAN Card of Company
- iii) Professional Tax Clearance Certificate
- iv) Audited Balance Sheet for three years of the Company/ Organization
- v) IT Return for last year i.e. for financial year 2015-16
- vi) License under West Bengal Contract Labour (R&A) Act, 1970
- vii) Valid documents regarding experience in the outsource services.

B: An EMD amounting Rs. 5,000/- (Rupees Five Thousand only) is to be submitted in form of Demand Draft favouring WBSCT&VE&SD payable at Kolkata.

Another envelop as “Financial Bid” shall contain the Financial Bids with the “Providing sweeping and cleaning services at the Office of WBSCT&VE&SD (TED) as per Scope of Work mentioned in NIT Inclusive all Charges etc.” No other charges will be borne by this Council. Payment will be made monthly on the basis of quoted rate divided by 12 Months. The rate will be valid for 1 year.

Sealed Quotations with both envelops mentioned above should be submitted super-scribing “Bid for Selection of Agency Towards Providing Sweeping Services ” and positively be placed in the Tender box located at 4th Floor WBSCT&VE&SD office. The bid should be addressed to the CAO, WBSCT&VE&SD at above mentioned address on or before 17.04.2017 at 4.00 p.m. This office shall not be responsible for any delay in postal transit. No bid shall be accepted after the due date and time. The notification is available at our Council’s website www.webscte.org which may be downloaded and submitted to this office.

The Council reserves the right to cancel any or all the tenders if so required without assigning any reason thereof.

Chief Administrative Officer,
WBSCT&VE&SD

APPLICATION

NOTICE INVITING TENDER FOR SELECTION OF AGENCY TOWARDS PROVIDING SWEEPING SERVICES

NIQ No _____

1. Name and address of Firm/Agency/ _____
Company and Telephone/Cell phone _____
Numbers _____

2. Registration No with ROC with Date _____

3. Name, Designation, Address _____
and Telephone No. Of _____
Authorized Signatory _____

4. Please specify as to whether _____
tenderer is sole proprietor/
Partnership firm/Private or _____
Limited company

5. Name, Address, Telephone No _____
Email ID of Directors/partners _____

6. Name & Address of the Banker _____

8. Any other information:

10. Financial Proposal:

Sl No.	Description of Item	Qty	Unit	Rate Inclusive all Taxes etc. excluding Cleaning Material
1	“Providing sweeping and cleaning services at the Office of WBSCT&VE&SD (TED) as per Scope of Work mentioned in NIT Inclusive all Charges without Materials etc for one year ”	1	Lumpsum	

10. Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and condition contained herein and undertake myself/ourselves to abide by them.

(Signature of the Bidder)

Name and Address

(with Seal)