



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF CHILD RIGHTS & TRAFFICKING
Shaishali Bhavan, DF Block, Sector – I, Salt Lake City, Kolkata – 700064
Phone no. – (033) 2321 5551, (033) 2321 2270
Email Id – scpswb2013@gmail.com

TENDER NOTICE

No.1739/ CRT

Dated Kolkata, The 5th December, 2018

Sealed Tenders are invited from bona fide and reputed persons/ agencies for quoting prices for engagement of Sweeping and cleaning agency. All details of the NIT no 1739 are available in the website www.banqlarmukh.gov.in and www.wbscps.in and www.wbcdwdsw.gov.in .

The sealed Tenders will be received on & from 06.12.2018 to 21.12.2018 from 10.00 a.m. to 4 p.m. on all working days and the same will be opened on next day i.e. on 24.12.2018 at 2 p.m. in the office chamber of the undersigned in presence of all participating Tenders.

Director
Child Rights & Trafficking
West Bengal



Govt. of West Bengal
Directorate of Child Rights & Trafficking
Shaishali Complex, 3rd floor, Salt Lake City, Sector-I, Kolkata –700 064
[Ph.: (033) 2337 5782, E-mail: richa.forest@gmail.com]

NOTICE INVITING TENDER

NIT ID no. 1739/CRT

Dated, Kolkata, the 5th December, 2018

Sealed Tenders are invited from reputed registered housekeeping agencies with valid PAN and Service Tax No. on behalf of the Director of Child Rights & Trafficking for providing House Keeping Services (sweeping and cleaning services) at Shaishali Complex, 3rd floor, Salt Lake City, Sector-I, Kolkata – 700 064.

The Tender forms along with terms & conditions can be obtained from the Directorate of the Child Rights & Trafficking on any working day from 06.12.2018 to 21.12.2018 between 11-00 a.m. to 04-00 p.m. free of cost or can be downloaded from the Website www.wbscps.in.

The technical and financial Bids be kept in two separate envelopes and both envelopes be kept in another bigger envelope duly sealed with super scribing “**Tender for providing House Keeping Services**” and addressed to the Director of Child Rights & Trafficking, Shaishali Complex, 3rd floor, Salt Lake City, Sector-I, Kolkata – 700 064. The terms and conditions duly signed by the Tenderer and the form complete in all respects along with **EMD of ₹1,000/- (Rupees One thousand)** only in the shape of Bank Draft in favour of **Director of Child Rights & Trafficking**, at Kolkata may be dropped / delivered in the tender box kept on the 3rd floor of the Directorate of Child Rights & Trafficking upto 04-00 p.m. on or before 21.12.2018. The technical bids shall be opened on the same day in the presence of bidders who may like to be present. The financial bids of only technical qualified tenderer will be opened. The opening of financial bids will be intimated through email to all qualified bidders. The financial bids will remain valid upto 120 calendar days only.

Director of Child Rights & Trafficking reserves the right to reject any or all the tenders or part thereof without assigning any reasons and any appeal or request whatsoever will be entertained.

Director
Child Rights & Trafficking
West Bengal

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Annexure-I

Terms and Conditions/Instruction to Bidders

A. Broad details of Scope of work

- i) Sweeping of entire areas of the building (3rd Floor including stair case & roof top of the building) and collection of all waste material and its disposal as per law of the land as per instructions of the Director of Child Rights & Trafficking.
- ii) Cleaning of the floor area with mechanical as well as manual and other equipments like the Wall Cleaning Machine shall be used (provide on demand). Wet floor dusters and detergents, disinfectants and other materials as necessitated shall be provided in sufficient quantity. The cleanliness operation shall be completed once in the morning before opening of the office i.e. 09-00 a.m. Spray of Finite and Room Freshener in the rooms etc. is also to be done.
- iii) Cleaning and washing of toilets and urinals using deodorants, detergents and disinfectants in a day.
- iv) Cleaning of Door Mats on floors and chairs with vacuum cleaner (to be provided by the Agency). The venetian blinds, curtains, the office towels used at the Office as ordered by the undersigned.
- v) In case of shortage of water or non-availability of water, bringing water from the underground water tank or from outside for cleaning as well as for drinking purposes (to be arranged by the Agency).
- vi) Regular dusting/cleaning of office furniture (table and chairs) book cases, filing cabinets, almirah's, doors, windows and electronic goods i.e. computers, printers, fax, telephones etc. before opening of the office up to 09-00 a.m. every day.
- vii) Provisions of soaps, liquid soaps, naphthalene balls / cakes odonil cakes, room freshners etc. as per the requirements. The Contractor will ensure that the materials mentioned above are always available at the prescribed locations in the lavatories.
- viii) The choking of the sanitary installations i.e. W.C.S. Traps, Gully traps, manholes, gratings is to be cleared within 24 hours of reporting the complaint.