



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. 052/CRT

Dated, Kolkata, the 09th January, 2019

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 16.01.2019 to 30.01.2019 between 10-00 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 30.01.2019. The technical bids shall be opened on the next 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

CONTENT

Annexure	Description of the Section
I	Terms and conditions on the basis of which order will be placed
II	Eligibility Criteria
III	Scope of work/Schedule of Requirement
IV	Quotation Form (Technical Bid)
V	Quotation Form (Financial Bid)

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.

- ix) Regular watering and maintenance of trees / plants to be placed in tub or stand to be provided by undersigned and the agency will be responsible to keep the tree / plant alive and flowering wherever applicable by using water, manure and related materials and labour etc.
- x) The Agency will have to check the wall and boundary of the building for growth of plants and destroy the same with the help of chemicals, and other tools and the work is to be undertaken whenever detected. Checking of such growth will have to be checked quarterly.

Signature of the Tenderer with Seal _____

B. General Terms and conditions

- i) Washing and scrubbing of floor areas with detergents and dirt / spots removing agents.
- ii) Cleaning of sanitary wares without damaging their shine/luster.
- iii) Removing of stains from floor, doors and partitions etc. by using any suitable detergents, without leaving undesirable spots/cleaning marks.
- iv) Cleaning of water tanks and water purifiers and space underneath water tank.
- v) Cleaning the filled surface in the corridors and stair cases including hand rail.
- vi) Polishing of name plates and number plates with brasso and cleaning of all other name plates / Boards.
- vii) Dusting and cleaning of fans, electrical fittings, windows, panes with glass cleaning chemicals / agents and cleaning of partitions, paneling etc. to be done at least once in a week.

C. Duties, Behavior, Staff Requirement etc.

- i) The agency shall comply with all the labour laws and regulations applicable in the matter of such workers as are engaged by them for due discharge of the contracted work.
- ii) The Agency staff shall not disturb the employees of the Directorate or make any sort of noise in the premises.
- iii) The Agency's workers shall be polite, courteous, well behaved and honest.
- iv) The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds committed by its workers.

- v) The character and Antecedents of all the workers on job will be got verified from police by the agency before deployment for work. A Certificate to this effect shall also be submitted by the Agency at the time of undertaking the work.
- vii) The Agency's workers shall not enter-into any unlawful activity with the Directorate premises and shall have good moral character.
- viii) The Directorate shall have the right to impose cash penalty on the Agency or deduct such amounts from the security deposit as deemed fit in case the Directorate is put to any financial loss or other inconvenience directly or indirectly by any act or omission on the part of the Agency's Workers.
- ix) The Agency shall be directly responsible for payment of the wages, which should not be less than minimum wages prescribed by Govt. and statutory benefits available under the rules to its employees. The Director of Child Rights & Trafficking shall not entertain any such claim of the persons employed by the Agency.
- x) Insurance and accidents of the workers will be the responsibility of the Agency.
- xi) All the workers of the Agency shall be free from infectious/contagious diseases.
- xii) The Agency shall in no case transfer the services ; it is required to perform under this agreement to any other agency or person without the permission of the Directorate of Child Rights & Trafficking.
- xiii) Agency shall deploy sufficient number of workers along with a Supervisor to ensure that the work is done to the satisfaction of the Directorate.
- xiv) Being Examining Body, Agency deputed cleaning staff will be subject to security check, if required.
- xv) The Agency will depute faithful cleaning persons so that confidentiality of the office is fully maintained.
- xvi) The Directorate reserves the right to order any worker of the agency to leave the premises of the Directorate of Child Rights & Trafficking, if his presence at any time is felt undesirable.
- xvii) In the event of any dereliction / negligence of duty or defaults or breach of terms of agreement on the part of Agency, the Directorate shall be free to make alternate arrangements as deemed fit. Any additional cost borne by the Directorate on this account shall be recovered from the payment to be made to the agency / performance security deposit of the agency.
- xviii) The Directorate reserves the right to recover liquidated damages for defaults on the part of the agency.