



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
B. R. AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT
KALYANI, NADIA, PIN – 741235, PHONE NO. 25828161, 25825975/5641
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Notice Inviting Tender

E-NIT No: e - NIT- 2 of 2022-2023 (Sweeping & Cleaning)

Sealed quotations are hereby invited from bonafide Labour Contractors / Organizations / Labour Cooperatives having experience and credentials in manpower deployment. The details of works are given below:

1. **Name of the work:** Sweeping, Cleaning work at Gandhi Bhavan (B - 18/204, Kalyani) and Benoy Bhavan (B - 4/352, Kalyani) of B. R. Ambedkar Institute of Panchayats & Rural Development (BRAIPRD), Kalyani, Nadia, PIN-741235
2. **Location for Sweeping & Cleaning Work:**
 - a. **Gandhi Bhavan:** Administrative Building, Hostel I & II, Composite Building, Guest House, Library Building with extended portion, Book Depository, Establishment & Finance Section, Faculty Members' Building, Technology Building, Link Road, Bituminous Road, Gateway Between Hostels, Sitting Places, the approach road and stair case of the Faculty and Staff Quarters and surface drains and open spaces.
 - b. **Benoy Bhavan:** Administrative Building, Hostels, New Building, Link Road, Bituminous Road, Sitting Places and surface drains and open spaces.
3. **Description of Sweeping & Cleaning Work:**

Keeping the entire campuses neat and clean by the following work management procedure:

- i) Daily sweeping and cleaning of all the rooms (including dining places and hostel rooms), toilets, bathrooms etc., staircases and common passages of both the campuses except Faculty and Staff quarters.
- ii) Daily dusting of furniture.
- iii) Daily cleaning of sitting places.
- iv) Cleaning of glass panels of doors and windows, display boards.
- v) Daily sweeping of Link Road, Bituminous Road, Gateway between Hostels.
- vi) Weekly sweeping and cleaning of common passages in the residential quarters of staffs and faculties.
- vii) Cleaning of surface drain of the campuses at least once in 15 days.
- viii) Daily cutting of bushes, jungles and grasses of the green area apart from the flower beds including those that grow on the walls and roof tops.

4. Total Number of Personnel required for Gandhi Bhavan & Benov Bhavan for Sweeping & Cleaning Work is 16 (sixteen) as follows:

a. For Sweeping & Cleaning

1. Gandhi Bhavan: 8 (eight) numbers
2. Benoy Bhavan: 4 (four) numbers

b. For Bush, Jungle and Grass Cutting Work:

1. Gandhi Bhavan: 2 (two) numbers
2. Benoy Bhavan: 2 (two) numbers

5. Terms and Conditions of the Work: The detailed terms and condition are given below:

- a. All the personnel engaged in the contract will have to work for 8 (eight) hours in a day.
- b. The duty hours of sweeping and cleaning personnel including those engaged in bush, jungle and grass cutting will be from 6:00 am to 2:00 pm.,
- c. The Manpower supplied should be physically fit and mentally sound and shall not be above the age of 60 years. The bio-data along with copies of photo identity card e.g. EPIC, passport size photographs [2 (two) copies] of each personnel shall be submitted by the lowest tenderer before signing the agreement. The Agency has also to ensure that no personnel has adverse antecedent / police report since the agency will be held liable in case any untoward situation arises.
- d. The duty allocation to each personnel shall be prepared in consultation with the agency which shall be adhered to in toto.
- e. Attendance register will have to be maintained under the supervision of an assigned office employee for payment of remuneration.
- f. All the personnel will have to be provided with a specific dress by the agency to identify them.
- g. The agency will have to produce documents regarding submission of EPF, Bonus, ESI contribution and wage pay roll of the previous month along with the prayer for payment from the institution.
- h. Materials required for sweeping cleaning work will be supplied by this office.

6. Condition of Rate Quotation:

- a) Rates are to be offered as service charge only in rupees as consolidated amount for supplying personnel per month. The Month in term means 26 days in a month. Other portion of the rate per head per month as sweeping charge which includes charges like minimum wages, bonus, ESI, EPF, etc. need not to be quoted as those are fixed as per the existing Government norms . The sweeping charge may vary from time to time due to change of various rates by Government Notification by the authorized Department of Government of India and Government of West Bengal. The CGST, SGST as per Government norms will be claimed by the entrusted Agency and the same will be deposited to the Government Receipt Head by it after receiving payment from this office. The Agency will be bound to show the document of this deposit challan to this Authority time to time. Any kind of tax as prescribed from time to time by the Central and State Government will be deducted at source in the prevailing rate as per Government norms.

The agency will have to produce documents regarding submission of EPF, Bonus, ESI Contribution and wage pay roll of the previous month along with the prayer for payment.

The agency quoting lowest service charge only in rupees as consolidated amount for supplying personnel per month will be issued work order.

a) Attested photocopies of the following documents are to be submitted along with the application quoting rate:

- i) Latest Return of Income Tax
- ii) PAN Card
- iii) P. Tax Clearance Certificate
- iv) Trade License
- v) Credential Certificate
- vi) GST No.

7. Earnest Money: Rs. 10000/- (Rupees Ten thousand) only [The amount should be deposited by online banking service of ICICI Bank in e-Procurement System]

SL No	Particulars	Date and Time
1	Date and Time for Publish of Tender [Online]	14/07/2022 at 06:00PM
2	Document Download Start Date [Online]	15/07/2022 at 10:00AM
5	Bid Submission Start Date [Online]	15/07/2022 at 12:00 Noon
4	Bid Submission End Date [Online]	08/08/2022 at 01:00 PM
5	Date of Opening for Technical Bid [Online]	10/08/2022 at 01:00 PM
6	Date of Opening of Financial Bid [Online]	To be notified later

N.B. : The total tender process will be online through e-tendering process

Authority reserves the right to accept or reject any tender without assigning any reason thereof.

Rajat Biswas
O.S.D. & E.O. Joint Secretary
BRAIPRD, Kalyani, Nadia

Memo No: 1158/(16)/I-118/2016

Date: 12/07/2022

Copy forwarded, for information and taking necessary action, to:

1. The Principal Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, Block – HC 7, Sector - III, Salt Lake, Kolkata – 700106.
2. The Commissioner to the Government of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building (9th Floor), Block – HC 7, Sector - III, Salt Lake, Kolkata – 700106.
3. The Additional Secretary to the Govt. of West Bengal, Panchayats & Rural Development Department, Joint Administrative Building, Block – HC 7, Sector - III, Salt Lake, Kolkata – 700106 with the request to upload the notice in the Department Website.
4. The District Magistrate, Nadia.
5. The Additional Executive Officer, Nadia Zilla Parishad.
6. The Superintending Engineer, BRAIPRD, Kalyani, Nadia.
7. The District Information & Cultural Affairs Officer, Krishnagar, Nadia.
8. The Sub-Divisional Officer, Kalyani, Nadia.
9. The Chairman, Kalyani Municipality, Kalyani, Nadia.
10. The Sub-Divisional Information & Cultural Affairs Officer, Kalyani, Nadia.
11. The Assistant Director (Finance), B.R.A.I.P.R.D., Kalyani, Nadia.
12. Shri Ashis Chowdhury, Librarian, B.R.A.I.P.R.D., Kalyani, Nadia.
13. The Office Superintendent, Director, B.R.A.I.P.R.D., Kalyani, Nadia.
14. P.A. to Director, B.R.A.I.P.R.D., Kalyani, Nadia.
15. The Cashier, B.R.A.I.P.R.D., Kalyani, Nadia.
16. Office Notice Board, B.R.A.I.P.R.D., Kalyani, Nadia.

Rajat Biswas
O.S.D. & E.O. Joint Secretary
BRAIPRD, Kalyani, Nadia