

F.No.D-31013/1/2007-Admn.
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Staff Selection Commission (ER)

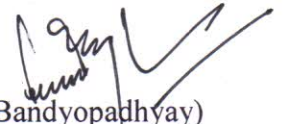
8th Floor, 1st MSO Building, Nizam Palace,
234/4, A.J.C. Bose Road,
Kolkata – 700020
Dated the 23rd June, 2016

NOTICE INVITING LIMITED TENDER

Sealed tenders are invited by Staff Selection Commission (Eastern Region) from experienced vendors for providing the services of sweeping/cleaning/dusting work of the premises of this office located at 8th Floor, 1st MSO Building, Nizam Palace, 234/4, A.J.C. Bose Road, Kolkata – 700020 as per Tender Documents.

2. The vendors should have experience of at least one year in providing such services of sweeping/cleaning jobs in the offices of Govt. of India/State Governments.
3. The sealed tenders should reach this office by 5:00 P.M. on 04.07.2016. No tender received after 5:00 P.M. on 04.07.2016 would be entertained.

Encl: Tender Documents.


(B. Bandyopadhyay)
Regional Director
Staff Selection Commission (ER)

LIMITED TENDER DOCUMENTS WITH TERMS AND CONDITIONS

JOBS TO BE DONE (ON 05 WORKING DAYS IN A WEEK FROM MONDAY TO FRIDAY)

The items to be cleaned /swept and the frequency of cleaning and sweeping are as under:

Sl.No.	Items for cleaning/sweeping	Frequency of cleaning
1.	Floor of entire office premises	Daily
2.	Common Toilet	Daily
3.	1 small officers' Toilet	Daily
4.	2 small officers' Toilet	Daily
5.	Doors, Windows, gates, etc.	At regular intervals to be specified
6.	Other furniture items (Almirahs/Racks/Cupboards etc.)	At regular intervals to be specified
7.	Walls & ceiling of office, Sign Boards and Name Plates	At regular intervals to be specified

BASIS FOR RATES TO BE QUOTED

2. Rates are to be quoted for one safaiwala/sweeper/workman (daily 08 hours duty) **on daily basis**. Payment will be made based on the number of days of attendance. No payment will be made for absent days/holidays/closed days.

3. **TERMS & CONDITIONS**

- (i) Duly sealed Limited Tender should be addressed to the Regional Director, Staff Selection Commission (ER), 8th Floor, 1st MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700 020 and should be superscribed as **“Limited tender for sweeping/cleaning/dusting”**;
- (ii) The Limited Tenders should reach this office **by 05:00 P.M. of 04th July, 2016**, after which date and time, no Limited Tender will be accepted. The Limited Tender should be filled as per given format only. Tender Documents may also be collected by the vendors from this office;
- (iii) Experience certificate should be submitted along with the bid document;
- (iv) The contract to be entered into shall remain valid for **one year** from the date of signing of Agreement and may be extended with mutual consent. However, the contract can be terminated at any time even during its currency, in case the Commission is not satisfied with the performance of cleaning work;
- (v) **No conditional Limited Tender** shall be accepted;
- (vi) The normal duty hours for the Safaiwala will be from **08:00 AM to 04:30 PM (including lunch time for 30 Minutes)**. The primary work of

cleaning/sweeping is to be completed daily by 9:00 AM. Floors are to be cleaned with phenyl wetted cloth daily. Toilets are to be cleaned twice daily with cleaning materials to be supplied by the Commission;

- (vii) Plastic/ waste papers etc. accumulated in office area and in the waste paper baskets are to be removed and disposed of at notified places;
- (viii) The Commission will not in any case be liable for providing employment or other facilities as are given to the employees of Govt. of India, to the safaiwala to be employed by the vendors at any time. The vendors would themselves be liable to comply with all the clauses of various Labour Laws and Workmen Compensation Act etc. as are applicable from time to time;
- (ix) Supply of cleaning materials including soaps, detergents etc. required for carrying out the work will be the responsibility of the Commission;
- (x) The Commission shall maintain a register in which the sweeper will put his attendance daily (arrival and departure) by way of evidence of his presence in the office for duty;
- (xi) Payment shall be made subject to submission of **bill in triplicate** by the contracted vendor and verification of performance and records of attendance of the safaiwala/sweeper/workman by the Commission. The vendor shall be responsible for timely submission of bills viz. **by the first week of the following month**. In the event of any unsatisfactory cleaning work as to be established on verification by the officer in-charge concerned, **safaiwala/sweeper/workman would have to be changed by the vendor immediately within 03 days**. Safaiwala/sweeper/workman to be employed by the vendor should be well behaved and in uniform;
- (xii) The Commission reserves the right to reject any or all limited tenders without assigning any reason;
- (xiii) If the successful vendor leaves the job before expiry of the contracted period or if work done by such vendor is not found to be satisfactory, the Commission reserves the right to allot the work to any other vendor at the risk and cost of the incumbent vendor;
- (xiv) The contracted vendor shall be responsible for efficient and proper upkeep of furniture items and all other appliances during cleaning/dusting. Damage caused to any article due to negligence of safaiwala/sweeper/workman shall be liable to be compensated by the vendor;
- (xv) The successful bidder shall have to enter into an agreement with the Commission;

