

F.No.D-11011/1/2016-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 12th October, 2017

**NOTICE INVITING TENDER ENQUIRY FOR PROVIDING
THE SERVICES OF SWEEPING/CLEANING/DUSTING WORK**

Sealed quotations are invited from interested firms/agencies for providing the services of sweeping/cleaning/dusting work of the premises of the office of Staff Selection Commission (Eastern Region), Govt. of India, Department of Personnel & Training, 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 Central/State Govt. offices.

3. Interested firms/agencies may send sealed quotations for two persons with complete bio-data in separate envelopes to the aforementioned office latest by **31st October, 2017 on or before 03:00 P.M.** The quotations will be opened on the same day i.e. **on 31st October, 2017 at 04:00 P.M.** in this office premises in the presence of the representations of the interested firms/agencies, if they so desire. Tender forms are available on this Department's website i.e. www.sscer.org and can be downloaded without payment of fees. The detailed Scope of Work, Terms & Conditions governing the LTE etc. are given along with this Notice Inviting LTE.

Encl: Tender Documents

Sd/-
(Priyanka Basu Ingty)
Regional Director
Staff Selection Commission (ER)

TENDER DOCUMENTS AND TERMS AND CONDITIONS

JOBS TO BE DONE (ON 05 WORKING DAYS FROM MONDAY TO FRIDAY IN TWO SHIFTS VIZ. FROM 06:00 A.M. TO 2:00 P.M. AND FROM 2:00 P.M. to 10:00 P.M. BY SEPARATE PERSONS):-

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

Sl.No.	Items of 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 and Windows	Daily
6.	Other furniture (Almirah/Racks/Cupboards etc.)	At regular intervals to be specified
7.	Walls & ceiling of office, Sign Boards and Nameplates	At regular intervals to be specified

BASIS FOR RATES TO BE QUOTED

2. Rates are to be quoted for two sweepers/workmen (daily 08 hours duty for one sweeper/workman) on monthly basis. However, payment will be made based on the number of days of attendance. No payment will be made for holidays/closed days. If any sweeper/workman remains absent from duty in his allotted shift of work, his substitute for that particular shift is to be provided. Daily rate will be calculated by dividing monthly rate by 26.

3. **TERMS & CONDITIONS:-**

- (i) The Tenders should be addressed to the Regional Director, Staff Selection Commission (ER), 8th Floor, 1st MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700020 and should be superscribed as “Tender for sweeping/cleaning/dusting”;
- (ii) The Tenders duly sealed should reach this office by **31st October, 2017 on or before 03:00 P.M.**, after that, no Tender will be accepted. The 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 Tender shall be accepted;
- (vi) The general duty hour for the sweeper/workman will be from **06:00 A.M. to 02:00 P.M. and from 02:00 P.M. to 10:00 P.M. (by separate Safaiwala)**. The primary work of cleaning/sweeping is to be done daily on or before 9:00 AM. Floors are to be cleaned with phenyl wetted cloth daily. Toilets are to be cleaned twice with daily with cleaning materials to be supplied by the Commission. **If any sweeper/workman remains absent from duty in his allotted shift of work, his substitute for that particular shift is to be provided;**
- (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 Central Govt. employees 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 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) Commission shall maintain a register in which the sweeper will put his attendance daily (arrival and departure) as evidence of his presence in the office for duty;
- (xi) Payment shall be made subject to submission of bill in triplicate by vendor and after verification of performance and records of attendance by the Commission. Vendors shall be responsible for timely submission of bills by the first week of the following month. In the event of any unsatisfactory work done 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. 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 tenders without assigning any reason;
- (xiii) If the successful vendor leaves the job before expiry of the contract period or 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 incumbent vendor;
- (xiv) Vendor shall be responsible for efficient and proper upkeep of furniture items and any other appliances during cleaning/dusting. Damage caused to any article due to negligence of sweeping staff shall be liable to be compensated by the vendor;
- (xv) Successful bidder shall have to enter into an agreement with the Commission.
- (xvi) SETTLEMENT OF DISPUTE: The Commission and the contracted Vendor shall make every effort to resolve amicably by direct negotiation any disagreement or dispute or misunderstanding arising between them in connection with the service rendered and claims of etc. payments. Any unresolved dispute would be referred to a mutually agreed arbitrator or as to be decided by the Regional Director, SSC (ER) in case of disagreement.
- (xvii) SECURITY DEPOSIT: Before signing of the contract the successful bidder shall provide a performance bank guarantee as security cover for an amount of Rs.10,000/- from a Nationalized Bank in favour of Regional Director, Staff Selection Commission (Eastern Region). The Security deposit shall be valid up to one year from the date of contract. Security Deposit will be refunded after completion of contract and on providing satisfactory services.

4. **The following documents should be furnished with tender documents:-**

- (i) Non-relationship Certificate with Commission's staff;
- (ii) Experience Certificate;
- (iii) List of manpower available;
- (iv) Proof of financial soundness;
- (v) Copy of PAN Card;
- (vi) VAT/Sales Tax/P.Tax/TAN No./Service Tax registration number;

Note:

- (i) Please read carefully the "TERMS & CONDITIONS" while submitting the offer;
- (ii) Rates offered in financial bid will include taxes as applicable, EPF and ESIC with complete break up.

5. **We agree to abide by this Bid for a period of 90 days from the date of opening of the bid which shall be binding upon us and which may be accepted at any time before the expiry of that period.**

Dated:

Seal & Full Signature of the tenderer