



SISTER NIBEDITA GOVERNMENT GENERAL DEGREE COLLEGE FOR GIRLS

GOVERNMENT OF WEST BENGAL

Hastings House, 20/B Judges Court Road, Alipore, Kolkata- 700027

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Ref. No. SNGGDCG/267

Dated 25/04/2018

NOTICE INVITING QUOTATION

Sealed Quotation on company pad as per format given in Annexure-A are hereby through different leading newspapers and will be received by the Principal of Sister Nibedita Govt. General Degree College for Girls, in the Tender Box kept in the office till the Date and up-to the time specified herein. Quotations will be opened on 7th May, 2018 .

01	Name of Work	Providing 04(Four) Nos. Maintenance and Cleaning Staff for house keeping of the Sister Nibedita Govt. General Degree College for Girls
02	Name & Address of the Office	Sister Nibedita Govt. General Degree College for Girls, 20B Judges Court Road, Hasting House, Alipore, Kolkata- 700 027.
03	Quotation who are Eligible to submit Quotation	Reputed, Resourceful, experienced & bona- fide registered Private Agencies
04	Last Date & Time of Submitting Quotation Papers	05.05.18
05	Opening Quotations (Keep visiting our college website)	07.05.18
06	Documents to be submitted along with the application	i) Copy of License for carrying on business of private Agency issued by the Home Department Govt. of West Bengal. ii) Copy of ESI registration. iii) Copy of EPF registration. iv) Copy of PAN card. v) Copy of Trade License. vi) Copy of Service Tax registration vii) Credentials.
07	Quotation Papers	On company pad as per format given in annexure - I

TERMS & CONDITIONS

1. The accepting authority reserves the right of reject any or all the quotations without assigning any reasons thereof.
2. The participating bidders are required to quote their rate in per head per day both in figure and words.
3. The charges to be paid to Maintenance and Cleaning Agency are to be shown in two parts- (a) Maintenance and Cleaning charges, (b) Service Charges, Maintenance and Cleaning charges is the minimum wage (as per latest labour department order) of the Maintenance and Cleaning personal plus charges for ESI, EPF etc. is to be borne by the agency.

4. The responsibility of deposition of contribution for ESI, EPF etc. is to be borne by the Maintenance and Cleaning agency.
5. The service charge must include all other incidental charges.
6. As Maintenance and Cleaning charges are to be quoted as per latest Govt. order, there will be no variation in Maintenance and Cleaning charges. Hence, lowest quotationer will be selected as per rates quoted for service charges only.
7. The period of contract will be for one year and no enhancement of service charge is admissible during this period. However Maintenance and Cleaning charges may vary time to time and will be paid as per the latest Govt. Notification.
8. No conditional /incomplete rate will be accepted under any circumstances.
9. The agency engaged for the duty will have to wear same uniform and identity card for identification Uniforms will have to be supplied by the quotationers for which no additional allowance or charges will be entertained.
11. The duty hour will be 8(eight) hours for each Maintenance and Cleaning Personnel and will be fixed by the College authority.
12. The College authority shall not be responsible to supply rain coat / umbrella/ Torch/ Oil etc. if required. The same are to be supplied by the quotationer.
13. The college authority shall not be responsible to compensate or otherwise liable in any manner what so ever for an injury and / or death of Maintenance and Cleaning staff while on duty.
14. No claim will be entertained for the permanent services of the Maintenance and Cleaning staff engaged.
15. T.A., D.A. Overtime allowance will not be paid to the Maintenance and Cleaning staff by the college authority.
16. Immediately after receiving the work order, the agency must submit to the College authority list showing the name, signature (L.T.I.), passport size photograph, Election Photo Identity Card (EPIC) in duplicate of each Maintenance and Cleaning staff deployed duly self attested well in time. If any change is made subsequently by the agency, the change (in name, signature etc) is also to be intimated to the College authority as and when such change is made.
17. The agency will be fully responsible for any losses, shortage, and damage, of Govt. property and the cost of the same as fixed by the authority will be recovered from bills of the agency.
18. The agency will keep itself ready to take up the work within seven days from the date issue of work order or from any other special date as will be mentioned.
19. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3month.
20. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
21. a) Bill in triplicate on monthly basis as per format given in Annexure – II must be submitted within 10th of the next month.
b) Payment to the agency shall be made as per availability of fund.
c) Statutory deduction as applicable shall be made from the bill of agency.



Principal

Dr. (Prof.) Krishna Roy
Sister Nibedita Govt. General
Degree College for Girls

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Hastings House, Kolkata