

IFB NO. KGEC/BG/SWEEPER/2017-18/01

QUOTATION FOR DEPLOYMENT OF SWEEPERS AT
KALYANI GOVERNMENT ENGINEERING COLLEGE
UNDER
OPEN TENDER PROCEDURE

Kalyani Government Engineering College
Kalyani – 741 235; Nadia, West Bengal

Government of West Bengal
Office of the Principal
Kalyani Government Engineering College
Kalyani- 741 235; Nadia; Ph. 033 25826680

Tender Notice No. KGEC/BG/SWEEPER/2017-18/01

Sealed bids are invited from Private Entrepreneurs / Agencies for effective deployment of 8(eight) suitable Sweepers for 5(five) Boys' hostels and 3(three) college buildings of Kalyani Government Engineering College (one sweeper for each hostel and college building). The agency has to ensure total washing and cleaning as mentioned in ANNEXURE-I for the following hostels and college buildings;

1. R.R.R. Hall
2. R.B.C. Hall
3. A.P.C. Roy Hall
4. Pritilata Chhatrinibas
5. Vidyasagar Chhatrabas
6. AJC Bose Building
7. MSB Building
8. New administrative building

List of documents to be submitted:

1. Latest Income Tax clearance certificate
2. Professional Tax clearance certificate
3. Trade License for the related work.
4. Certificate of Registration for Estts. Employing contract labour prescribed under Rule 17 (1) of the West Bengal/Central Contract Labour (R&A) Rules/Act 1970 from Deputy Labour Commissioner/Assistant Labour Commissioner.
5. Documents in respect of ESI, EPF, Bonus, and Service Tax.
6. Partnership Deed showing numbers of partners, if any, and their respective powers.

Contd...Page-2

NOTE

1. Tender as per prescribed Format along with signed copy of the “Terms and Conditions” and “Description/ scope of work” are to be submitted in a sealed cover.
2. The bidder have to deposit a DD of Rs. 2,000/- (Rupees two thousand) in favour of ‘KGEC-Block Grant’ payable at Kalyani as “EARNEST MONEY DEPOSIT” which will be refunded to all bidders except successful one within a month from the date of opening the said tender.
3. The contractor should ensure wage to the Sweepers as per stipulation made by the Govt. of West Bengal based on the Minimum Wages Act 1948 as notified in the Calcutta Gazette from time to time.
4. The tender should be strictly in accordance with the enclosed terms and conditions.
5. Payment will be made on submission of attendance sheet of the current month’s duty submitted by the contractor and certified by the appropriate authority of the institute.
6. The sealed bids are to be submitted / reach to the office of the Principal, Kalyani Government Engineering College by 12.04.2017 up to 2-00 p.m.
7. The tenders will be opened on 12.04.2017 at 3-00 p.m. in the Conference Room of the college.
8. The Authority of Kalyani Government Engineering College reserves the right to accept or reject the tender on the basis of amount offered, past experience and/ or any other aspects deemed fit.

Date:03.04.2017

[Krishnendu Chakraborty]
Principal

Contd...Page-3

TERMS AND CONDITIONS

1. The agency/bidders are to ensure that the contract is for 3(three) years with effect from 01.06.2017 subject to:-
 - i) Renewal of contract will be done every year by the college authority on the basis of agency's satisfactory performance.
 - ii) The rate of service charge, as quoted by the agency will remain fixed during entire contract period along with all terms and conditions of the contract.
2. For girls' hostel only ladies sweeper and for boys' hostel and college buildings only gents sweepers to be engaged. This is to be strictly maintained.
3. The agency shall be registered with E.S.I. and E.P.F authorities and must have the license under the contract labour (Regulation and Abolition) Act, 1970 from the Labour Department to engage contractual staff.
4. The agency shall abide by the rules and regulations under the Minimum Wages Act, Employees Provident Funds & Miscellaneous Provision Act, Employees State Insurance Act and payment of Wages Act.
5. The agency shall quote rate for service charge and Sweepers' charges separately. L-I bidder will be determined on the basis of service charge only. The agency must quote Sweepers' charges like minimum Wage, E.P.F., E.S.I. & Bonus separately as per given format considering the Govt. Order issued Vide Memo No. 3790-F(Y) dated 21.07.2014 by Finance (Audit) Department, Govt. of West Bengal. This order will be applicable for all agencies/bidders participated in the tender. Sweepers' charges will be as per prevailing Govt. rates and regulations as applicable on material point of time and the applicable rate is per head per months. All Sweepers' charges will be of one category. If any Agency/Bidder quote the rate in deviation of the prevailing rate of minimum Wages, E.S.I., E.P.F., BONUS as circulated by the Govt. of West Bengal will not be considered. This rate may vary from time to time as declared by the Labour Department Govt. of West Bengal and the same rate will be applicable against all sweepers engaged by the agency. Service charges are lump sum amount inclusive of all statutory taxes & duties etc.
6. The college authority will pay only the charges as mentioned in Sl. No. 5 above. No other charges will be entertained by the college authority.
7. The cleaning devices/agents such as brooms, mobs, bleaching powder etc. will be provided by the respective hostel authority /college authority as the case may be.
8. The agency shall furnish the bio-data of the sweepers engaged duly authenticated by the agency along with recent coloured photograph before engagement. Any changes in the day to day existing worker as well as engagement of new worker after the award of contract shall be done with the intimation to the competent authority of the college and compliance of identity proof.
9. The agency shall submit a list of clients with copy of completion certificate/experience certificate.
10. It will be the responsibility of the agency to deposit EPF & ESI of the engaged sweepers and must submit proof of deposit of EPF & ESI within three weeks from disbursement of wages every month to the college. Copy of the vouchers in relation to ESI & EPF subscription deposit with Bank authority should be submitted every month with certified copy of list of deployed sweepers against whom the payment is made otherwise payment of wages for the next month shall be withheld.

11. The college authority shall in no way be liable for-

- a. any injury, accidental or otherwise, suffered by any Sweeper.
- b. any damage caused to any person by any Sweeper while discharging duties in the college complex, will be dealt with as per law. No compensation will be borne by the institute.

12. The payment of wages shall be made to the sweepers as per provision of the payment of wages Act but not later than 7th day of every month. The agency shall, however, not refuse/defer the payment of wages on the plea that the bill/bills for the month/months have not been paid by the college.

13. The contract of service may be terminated by issuing 1 (one) month prior notice from either side.

**Signature of authorized representative
of the agency with seal**

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DESCRIPTION/ SCOPE OF WORK

For effective deployment of 8(eight) suitable Sweepers for 5(five) Boys' hostels and 3(three) college buildings of Kalyani Government Engineering College (**one sweeper for each hostel and college building**), the successful contractor should maintain the hostels and college buildings as follows : –

1. Cleaning of bathroom including toilets, urinals, basins and sinks
2. Cleaning of students' rooms of the hostels and rooms including Laboratories of the institute (as the case may be).
3. Sanitizing of dining floors of the hostels
4. Cleaning of lounges and corridors
5. Emptying waste bins or similar receptacles or wastepaper baskets
6. Sweeping floors using appropriate cleaning devices such as brooms and mops
7. Washing and cleaning of drainage systems and open space inside the hostel campus and adjacent to college buildings (as the case may be).
8. Hours of duty: 8(eight) hours per day including Tiffin time for six days per week. Weekly holiday and working time will be decided by the college authority.

Principal

Contd...Page-6

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TENDER FORMAT

(Tender Notice No. KGEC/BG/SWEEPER/2017-18/01)

Sr. No.	Particulars		Amount (in Rs.)
01	Sweepers' Charge (Total number of Sweepers to be engaged-08) (Male-07 Female-01)	Minimum Wages (As per rate circulated by the Labour Department Govt. of W.B.)	
		E.P.F (As per rate of the E.P.F. authority)	
		E.S.I (As per rate the existing rate of the Labour Department Govt. of W.B.)	
		BONUS (As per rate declared by the Finance Dept., Govt. of W.B.)	
02	Service Charge (To be quoted on per month per head basis) in words & figures.		

Signature of authorized representative
of the agency with seal