

**UNIVERSITY OF NORTH BENGAL**  
**Office of the Registrar**



ENLIGHTENMENT TO PERFECTION

**Notice inviting Sealed Tender**

Sealed Quotation is invited from reputed Agencies for Providing Housekeeping service at Kolkata Office, DD-27/C, Sector-I, Saltlake, Kolkata- 700064. For details please visit [www.nbu.ac.in](http://www.nbu.ac.in)

Advt. No. 116/R-16 Dated: 30.11.2016

**Registrar (officiating)**

# University of North Bengal



P.O. Raja Rammohunpur  
Dist Darjeeling  
Pin 734013

Enlightenment to Perfection

## Tender Paper for Providing Housekeeping Service at Kolkata Office, DD-27/C, Sector - I, Saltlake, Kolkata - 700064

Name of the Work	Rate per Month (in Rs.)
Providing Housekeeping Service at Kolkata Office, DD-27/C, Sector - I, Saltlake, Kolkata - 700064	

It is certified that on behalf of the organization we are quoting the above prices as per terms & conditions laid by the University of North Bengal in (Annexure - I).

NAME OF THE COMPANY/FIRM:

SIGNATURE WITH SEAL:

ADDRESS:

## Annexure -I

### TERMS AND CONDITIONS :

- (1) Rates should be quoted in Indian Rupees (INR) inclusive of all taxes.
- (2) EARNEST MONEY of Rs. 10,000/- (Rupees ten thousand) only in the form of A/c payee BANK DRAFT in favour of UNIVERSITY OF NORTH BENGAL, payable at Siliguri is to be enclosed along with the quotation, failing which the quotation will be treated as cancelled.
- (3) The Tender Form shall be downloaded from NBU portal([www.nbu.ac.in](http://www.nbu.ac.in)), a demand draft of Rs.1,000/-(Rupees One thousand only) in favour of UNIVERSITY OF NORTH BENGAL, payable at Siliguri towards the cost of tender paper shall be enclosed along with the quotation, failing which tender paper will be treated as cancelled.
- (4) Taxes will be deducted at source as per prevailing rules of Central and State Government.
- (5) Copy of current year PT challan, Trade License, PAN card, Service tax registration certificate duly signed & stamped shall be accompanied with the technical bid documents. [NonStatutory Documents]
- (6) The Resourceful Bonafide agency having experience to execute of similar nature of work within 5 years in Government / Semi Government organization with satisfactory performance Certificate of Competent Authority are eligible to participate. Copy of credential certificate shall be submitted along with technical bid (Non Statutory documents).
- (7) The University reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reason or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
- (8) The quoted rate must be valid for one year from the date of agreement. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quotes the validity shorter than the required period, it may be rejected.
- (9) Selection of the agency will be made on the basis of both technical and financial bids. The technical bid and the financial bid should be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids will be opened by the office at the first instance and evaluated. At the second stage, financial bids of only the technically acceptable offers will be opened for furnishing value and raking before


finalization and awarding of the contract. After evaluation the lowest rate(L1) of financial bid from among the technically qualified bidders will be accepted.

(10) Cleaing & Housekeeping.

- (i) The entire floors of the Kolkata Office, adjoin corridors, lobby, staircase should be swept and wet moped once in a day.
  - (ii) The toilets should be thoroughly cleaned at least once in a day. Cleaning should include the floor, the sidewalls, the ceiling and all fittings. Deposits should be removed. Disinfection is to be done after cleaning.
  - (iii) The floor area of the toilet is to be specially cleaned with hard brushing with detergent once in a week.
  - (iv) The outlet and drain pipes of the urinals should be kept clog free and fixed in proper place.
  - (v) Housekeeping consumables like cleaning materials, soap solutions, naphthalene balls, disinfectants, brushes, brooms, sponge, scrubbers, dusters, mops etc. will be provided by the University.
  - (vi) Every worker will be expected to clean daily in the morning.
  - (vii) The bidders are requested to make an onsite assessment of the housekeeping job before quoting rates for this tender. They may inspect the building during the office hours on working days from 30/11/2016 to 09/12/2016.
  - (viii) The clogged drains are to be de-clogged immediately and drain chambers cleaned thoroughly.
  - (ix) The sink and chamber covers are to be kept airtight.
  - (x) Washing basins, gully trap, water closet commode or any other water outlet should not be allowed to be clogged, if, clogged, it should be restored.
- (11) The last date for submission of the tender form is upto 12:30 p.m. of 12/12/2016 and to be opened on 12/12/2016 at 3.00 p.m at the office of the undersigned.
- (12) The tenderers may remain present at the opening of tender.
- (13) For any clarification regarding tender please contact with the undersigned ( Tel. no : 0353 2776331).

(14) The duly filled in Tender paper is to be sent to the under noted address:

To  
The Registrar(Officiating)  
Office of the Registrar,  
University of North Bengal,  
Raja Rammohunpur,  
P.O. NBU, Dist: Darjeeling,  
Pin- 734013

  
Registrar (officiating)