

UNIVERSITY OF NORTH BENGAL

Office of the Registrar



সমানোমন্ত্র: সমিতি: সমানী

Notice inviting e-Tender

Following e-Tenders are invited from reputed Vendors, for details please visit
<https://wbtenders.gov.in>

<u>SL.NO.</u>	<u>NIT NO.</u>	<u>TENDER ID</u>
1.	10/R-2024	2024_DHE_693129_1
2.	12/R-2024	2024_DHE_693152_1
3.	13/R-2024	2024_DHE_693188_1
4.	14/R-2024	2024_DHE_693208_1
5.	15/R-2024	2024_DHE_693239_1
6.	16/R-2024	2024_DHE_693278_1
7.	18/R-2024	2024_DHE_693310_1

Registrar (Offg.)

University of North Bengal



P.O. Raja Rammohunpur
Dist Darjeeling
Pin 734013

Notice Inviting E-Tender-12/R-2024

e-Tenders are invited from reputed Agency for providing House Keeping Service at University of North Bengal, Jalpaiguri Campus. For details please visit <https://wbtenders.gov.in>

Sl. No.	Particulars	Earnest Money
1.	Providing House Keeping Service at University of North Bengal, Jalpaiguri Campus	20,000/-

TERMS AND CONDITIONS :

- 1) The vendor shall quoted a single rate for execution of the entire work mention under clause 14. Base Price and GST shall be mentioned separately.
- 2) Taxes will be deducted at source as per prevailing rules of Central and State Government.
- 3) The terms and conditions of payment shall be declared clearly.
- 4) Copy of current year PT challan, Trade License, PAN card, GST registration certificate shall be accompanied with the technical bid documents. [Non Statutory Documents]
- 5) The agency should have the licence to engage in the business of House Keeping Services in West Bengal issued by the competent authority [Non Statutory documents].
- 6) The vendor shall provide Company details as per Annexure-A.
- 7) The agency shall enclose EPF Registration certificate [Non-Statutory Documents]

- 8) The agency shall provide a certificate that they will pay at least minimum wages as per Govt. Rule to their Security staff.
- 9) The Resourceful Bonafide agency having experience to execute of Similar nature of work of 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].
- 10) A sum of Rs. 20,000/- shall be deposited to the under noted account of the University through RTGS as earnest money and the copy of receipt challan of RTGS with UTR number shall be accompanied with the technical bid document (Statutory Documents) failing which the tender paper will be treated as cancelled. The earnest money of the unsuccessful quotationer(s) will be refunded without interest after one month of the opening of tender paper and the same of the successful candidate will be refunded without interest after three months of the satisfactory installation of the equipment subject to redressal of complaint, if any.

Name of the A/c: N.B.U (S/B).
Account Number: 10195736768
IFSC Code: SBIN0002096
- 11) The University authority reserves the right to accept or reject any/all quotations.
- 12) The quoted rates must be valid for minimum 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.
- 13) Selection of the agency will be made on the basis of both technical and financial bids. Technical bids and financial bids shall be submitted by online only. Offline submission of tender paper will not be accepted.
- 14) The following type works to be done by the bidder :
 - a) The entire floors, rooms, adjoining corridors, lobby, stair case of Science Building, Technology Building and Administrative Building at NBU Jalpaiguri Campus should be swept and wet moped with floor cleaner every day. All the rooms should be cleaned every morning.
 - b) All the toilets in the three building should be thoroughly cleaned everyday. Cleaning should include the floor, the side walls, the ceiling and all fittings in the toilet. Deposits should be removed and disinfection is to be done after cleaning.
 - c) The floor area of all the toilets is to be specially cleaned with hand brushing using detergent at least once in a week.

- d) All the latrines and urinals in the three buildings should be cleaned everyday using cleaning materials & disinfectants and should be kept clog free.
 - e) The spider webs have to be periodically removed from the three buildings.
 - f) The adjoining open field of the three buildings should be cleaned and bushes have to be removed.
 - g) The drain chamber should be cleaned thoroughly and the clogged drains are to be de-clogged immediately. The septic tanks and chamber covers are to be kept closed and airtight.
 - h) The cleaning of the approach roads inside the campus and the roof of the three buildings have to done.
 - i) The sweeping staffs have to be present whole time in the campus during the working hours and immediately attend any sweeping / cleaning task apart from those mentioned above.
 - j) Housekeeping consumables like cleaning materials, detergents, naphthalene balls, disinfectants, brushes, brooms, scrubbers ,dusters, mops etc. will be provided by the University.
 - k) The bidders are requested to make an onsite assessment of the housekeeping job before quoting rates for this tender. They may inspect the campus and the three building at Jalpaiguri campus, NBU during office hours on working days.
- 15) The bidders are requested to make an onsite assessment of the premises before quoting rates for this tender. They may inspect the building and premises during the office hours on working days.
- 16) The last date of submission of tender form is upto 26.06.24 at 3.00 p.m. and to be opened on 28.06.24 at 3.00.p.m.
- 17) The tenderers may remain present at the opening of tender.
- 18) All cases of disputes not covered under the terms & conditions of Tender will be referred to the Vice-Chancellor for a decision which shall be final and binding on both the parties.
- 19) For any clarification regarding tender please contact with Dr. Subhajit Sarkar, Assistant Registrar, Jalpaiguri Campus(Tel no. 9434328879), University of North Bengal.
- 20) Date & Time Schedule

SINO	Particulars	Date & Time
1	Publishing of Tender	013.06.2024
2	Documents download/sell start date (Online)	13.06.2024 FROM 6.00 P.M.
3	Bid submission StartDate	13.06.2024 FROM 6.00 P.M
4	Bid Submission EndDate	26.08.24 UPTO 3.00 P.M
5	Technical BidOpening	28.06.24 AT 3.00 P.M
6	Offline Submission	NO OFFLINE SUBMISSION ACCEPTED
7	Financial BidOpening	To benotified

Sd/-
Registrar (Offg.)
University of North Bengal

BIDDERS DETAILS
(To be provided on company letter head)

NIT NO.:

TENDER ID:

1	NAME OF THE BIDDER	
2.	ADDRESS	
3.	CONTACT NUMBER	
4.	CONTACT PERSON	
4.	EMAIL ID	
5.	BANK DETAILS A/c Name A/c Number Name of the Bank Name of the Branch IFSC	

Authorized Signatory(with seal & Stamps)