

# **UNIVERSITY OF NORTH BENGAL**

**Office of the Registrar**  
Accredited by NAAC with 'A' Grade



ENLIGHTENMENT TO PERFECTION

**Notice inviting Tender**

Sealed quotation is invited from reputed Agency for Providing House Keeping Service at University of North Bengal, Kolkata Office(D-27/C, Sector-I, Salt Lake, Kolkata-700064. For details please visit [www.nbu.ac.in](http://www.nbu.ac.in)

**Advt.no.- 20/R-2019 Date : 12.06.2019**

**Registrar**

# University of North Bengal

Accredited by NAAC with Grade



**P.O. Raja Rammohunpur**  
**Dist Darjeeling**  
**Pin 734013**

Enlightenment to Perfection

## Tender Paper for Providing Housekeeping Service at University of North Bengal Kolkata Office

Name of the Work	Rate per Month (in Rs.)
Providing House Keeping Service at Kolkata Office	

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 – A).

**NAME OF THE COMPANY/FIRM:**

**SIGNATURE WITH SEAL:**

**ADDRESS:**

## Annexure -A

### 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, GST registration certificate duly signed & stamped shall be accompanied with the technical bid documents. [Non Statutory Documents]
- (6) The agency shall enclose EPF Registration Certificate.
- (7) The agency shall provide a certificate that they will pay at least minimum wages as per Govt. Rule to their Staff.
- (8) The agency shall fill up Annexure-B.
- (9) The Resourceful Bonafide agency 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 [NonStatutory documents].
- (10) 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).
- (11) The quoted rates 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.

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

**(13) Cleaning & Housekeeping**

- i) The entire floors of the Kolkata Office, Rooms, adjoin corridors, lobby staircase should be swept and wet moped every day.
- ii) The Toilets should be thoroughly cleaned every 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 toilets is to be specially cleaned with hand 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) All rooms shall be cleaned in every morning.
- vii) The clogged drains are to be de-clogged immediately and drain chambers shall be cleaned thoroughly.
- viii) The sink and chamber covers are to be kept airtight.
- ix) 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 10.00 am to 5.30 p.m.

(14) The last date for submission of the tender form is upto 5.00 p.m. of 21/06/2019 and to be opened on 24/06/2019 at 3.00 p.m at the office of the undersigned.

(15) The tenderers may remain present at the opening of tender.

(16) For any clarification regarding tender please contact with the NBU Kolkata Camp Office, D-27/C, Sector-I, Salt Lake, Kolkata-700064 ( Tel. no : 033-23344563).

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

To  
The Registrar  
University of North Bengal  
P.O- Raja Rammohunpur  
Dist- Darjeeling  
Pin- 734013

Registrar  
University of North Bengal

**BIDDERS DETAILS**  
**(To be provided on company letter head)**

Advertisement Number.:

Date:

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 &amp; Stamps)