

ADMINISTRATIVE TRAINING INSTITUTE

GOVERNMENT OF WEST BENGAL
FC-BLOCK, SALT LAKE CITY, SECTOR-III, KOLKATA – 700 106
TELE-FAX : (033) 23374015/23373960

Memo No.: 303/DD (A)/ATI/I-7/2013 (Part)

Date: 3rd July, 2015

NOTICE INVITING TENDER

SECTION I: INTRODUCTION

1. Sealed tenders are invited under two bid system from the bona fide and reputed agencies, having capacity and expertise to provide service, for dusting/ cleaning of its office premises, and the hostel rooms, sweeping of roads inside the campus, and collection and removal of garbage with suitable and trained manpower for the Administrative Training Institute (ATI) [herein after referred to as the 'Institute'], Government of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata – 700106, for a period of one year. The tender may be extended for a further period of one year or part thereof.
2. The interested eligible bidders may purchase bid document on cash payment of Rs. 200/- (Rupees two hundred only) in the Cash Section of ATI from **13/07/2015 to 20/07/2015, during 11.00 a.m. to 3.00 p.m.** excluding prescribed government holidays. The tender documents may also be downloaded from the official website of ATI (i.e. <http://www.atiwb.gov.in>). The same may also be submitted after depositing ` 200/- (Rupees Two Hundred Only) by Cash only from the Cash Section of Administrative Training Institute, West Bengal, during the aforesaid period.
3. **SCOPE OF WORK :**
 - a) Thorough dusting and cleaning with phenyle (Phytofresh) of the entire floor of the Main office building, Library building, Annexe Building, Old Hostel and New Hostel Buildings. The floor includes the passage, the stairs, the office chambers, the classrooms, the office room and the computer labs and entire floor area of the building (once a day on all working days before 9:00 a.m.). The floor also includes all the common areas of the Old Hostel and New Hostel Buildings which also has to be cleaned and dusted as per the direction of the Caretaker ATI/ Assistant Caretaker ATI/ Caretaker New Hostel, ATI. The individual hostel rooms will have to be cleaned after the trainees have left their hostel rooms as per the direction of the Caretaker ATI/ Assistant Caretaker ATI/ Caretaker New Hostel, ATI.

- b) To wash and clean all the toilets in the above mentioned buildings with acid and phenyl – Phytofresh **(twice daily – once before 09.00 a.m. & the other from 01.30 p.m. to 02.30 p.m.)** and to put deodorant (e.g naphthalene balls) – 6 pcs in each urinal sink points, which must be changed once in a week . Further, two large size odonils are to be placed in each toilet and have to be changed, once in a month.
- c) To dust and clean the entire furniture in all the rooms of the above-mentioned buildings daily before 9:00 a.m. on all working days.
- d) To dust and clean with wet cloth and other requisite chemicals the glass fittings, the windows, the electrical fittings like fan, bulbs, tube lights and other computer related items of the above-mentioned main buildings once a fortnight.
- e) To thoroughly clean the lift installed in the Main Building, twice daily – once 09.00 a.m. and the other during 01.30 p.m. to 02.30 p.m.
- f) To clean and polish the brass and metal fittings of the Main office building, Library building, Annexe Building, Old Hostel and New Hostel Buildings with required chemicals – once in a week using requisite chemicals/spray.
- g) Thorough washing, by water flow and with liquid floor cleaners, of floor, stairs & toilets of the above-mentioned buildings – once a week after the office hours.
- h) To sweep and clean all the roads and adjacent areas in the entire campus, keeping pathways de-weeded around the main building, Annexe building, library building, areas around the hostels, officers’ quarters, staff quarters.
- i) Collection of garbage inside the campus and removal of the same by throwing the garbage outside the campus in the Municipal Vats, by handcart, once daily.
- i) To clean the roofs of the main building/ Annexe building/ library building/other buildings once a week so that no dust/ garbage gathers on the roof closes the face of the pipelines and also to uproot plants growing in and around the roof.
- j) To wash and clean the tea tables / tea serving areas and the dining room, twice a day.
- k) The following materials related to cleaning etc. will be supplied by ATI, monthly, in the scale, as mentioned below.

ITEMS	QUANTITY
Liquid Soap	05 Ltrs.
Harpic	02 Ltrs.
Phenol	25 Ltrs.
Acid	25 Ltrs.
Odonil	48 Pcs.
Naptholene	1 Kg
Floor Mop.	12 Pcs.
Vim Powder	5 Kg
Phool jharu	12 Pcs.
Coconut Stick	03 Kg
Duster	12 Pcs.
Belcha (Plastic)	12 Pcs. (As and when required)
Rubber Brush	05 Pcs.
Colin	01 Ltrs.
Brasso	01 Pcs every 6 Month
Scotchbite	12 Pcs.
Bleaching Powder	05 Kg
Hand Wash Soap	1 Pcs.
Room Spray	2 Pcs.
Bleaching Powder	5 kg
Hand Wash Soap	30 pcs

Any other materials, which may be needed by the agency, to fulfill the scope of work, as mentioned above, have to be supplied by the agency itself, at his/her own cost.

4. **Terms and conditions for providing Dusting/ Cleaning of office premises and the hostel rooms, sweeping of roads inside the campus, and collection and removal of garbage with the suitable and trained manpower.**

- a) The Agency/ Contractor shall provide two set of uniforms to the workmen and ensure that they wear one all the times and maintain them clean.
- b) All workmen of the Agency/Contractor shall be issued Identity Cards bearing their photographs. Photographs for identity cards shall be provided by the Agency/ Contractor at their own cost. The ID Cards will be issued by the Contractor. These will be countersigned by the Caretaker of this Institute.
- c) The Contractor will provide Name, Address, Telephone No. & Photographs of its workmen posted at this Institute to Security in charge and Caretaker, for records.

- d) The Agency/ contractor shall be responsible for the good conduct and behavior of its workmen. If any workmen of the Agency/ Contractor are found misbehaving with the supervisory staff or other staff members of the Institute the Agency /Contractor shall terminate the services of such workmen forthwith at their own risk and responsibility. The Agency/ contractor shall issue necessary instructions to its workmen to act upon the instructions given by the Caretaker of this Institute.
- e) In the event of any loss being occasioned to the Institute, on account of the negligence of the duty by the Agency/ Contractor's workmen, the Agency / Contractor shall be liable to compensate the loss sustained to the Institute, either by replacement or on payment which will be decided by the ACS & DG of this Institute.
- f) That no right, much less a legal right shall vest in the contractor workers to claim / have employment or otherwise seek absorption in the Institute nor the Contractor workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the workmen of the Institute. The workers will remain the workmen of the Agency / Contractors and this should be the solely responsibility of the Agency to make it clear to their workers before deputing on work at the Institute.
- g) The Agency/ Contractor shall not appoint sub- contractor to carry out any obligation under the contract.
- h) The contractor will take day to day instructions from the Caretaker of the Institute and shall maintain diary for the same.
- i) If the Agency / contractor fail to implement the schedule of services to the satisfaction of the Institute or any day in any part of the Institute, shall be penalized by imposing a fine as mentioned in COMPENSATION FOR BREACH OF CONTRACT, in clause 9 of the Tender. The penalty shall continue for successive days till the Agency /Contractor gets a certificate from the Caretaker in charge and such penalty shall be recovered from the bill of the contractor. The decision of the ACS & DG, ATI shall be final and binding of the contract/ agency.
- j) A normal working day shall consist of eight and half hours of work including interval for half an hour for rest.
- k) The Agency / Contractor shall give the services for 7 days a week, while one day in any period of 7 days, shall be the day of weekly rest, for each cleaner / supervisor.
- l) The contractor shall maintain an Inspection Book as prescribed which will be made available to Caretaker/ Faculties of the Institute. Fault /

observation recorded there on shall be attended to immediately.

- m) Caretakers will supervise and monitor the work done by the supervisor and/ or workers under their respective charges. These persons should be available during office hours at places to be fixed by the Caretaker/ Asst. Caretaker / Caretaker New hostel.
- n) The monthly payment shall be made to the Agency / contractor on production of certificates of satisfactory completion of cleaning / sweeping services in the Institute from the Caretaker of this Institute.
- o) The agency selected shall be responsible for **payment of minimum rates of wages (as revised from time to time) and also for due compliance of Labour laws and other relevant acts and this office will not be responsible for the same.**
- p) The duration of the contract shall be one year and can be terminated even earlier by giving notice in writing on account of any of the following reasons:-
 - i) On account unsatisfactory performance
 - ii) Breach of contract clauses
 - iii) Persistently neglect to carry out his obligations under the contract

When the contractor has made himself liable for action under any of the clauses aforesaid, the Institute shall determine the contract as aforesaid upon such the determination, the earnest money deposit shall be liable to be forfeited and shall be absolutely at the disposal of the Institute. In the event of above courses being adopted by this institute, the contractor shall have no claim to compensation for any loss sustained by him by reason of having employed personnel for the work.
- q) The Institute can increase or decrease the manpower requirement in case there is a further increase or decrease in area to be cleaned. The increase/ decrease in manpower would accordingly affect the billing on prorata basis.
- r) Feedback mechanism will be worked out to evaluate the performance of Cleaners.
- s) ATI is a 'NO SMOKING ZONE' The contractor should ensure that his workmen DO NOT SMOKE while working in the Institute. They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat pan / khaini / tobacco etc. they will not play cards or indulge in gambling on ATI campus.
- t) The bidder is advised to visit and acquaint himself with the area and

operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Institute and is aware of the operational conditions prior to the submission of the tender documents and no plea/complain about the site will be entertained afterwards. Interested bidders may visit the Institute, during the date and time, fixed for site inspection, as mentioned in clause 4 of the NIT and contact the Caretaker, Assistant Administrative Officer/ Deputy Director (Administration) for site inspection.

- u) No labour hut shall be allowed to be constructed and no labour shall be allowed to stay in the Institute and nothing shall be paid on this account.
- v) The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the Caretaker. In addition this office will maintain record of Attendance/Departure of the Cleaners/Supervisor in Bio-Metric Attendance System. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be shown. It would be matched with record of Bio-Metric Attendance System
- w) The staff engaged by the contractor shall not accept any gratitude or reward in any shape.

5. **SCHEDULE OF DATES :**

- (a) Date and time of issue of tender documents – From **13/07/2015 to 20/07/2015 from 11.00 a.m. to 3.00 p.m.**, excluding prescribed Government holidays.
- (b) Visit to ATI/Sight inspection – From **13/07/2015 to 20/07/2015 from 12.00 Noon to 04.00 p.m.** excluding prescribed Government holidays.
- (c) Last date and time of receiving tender document –**22/07/2015 upto 02.00 p.m.**;
- (d) Date and time of opening of Technical Bid – **22/07/2015 at 03.00 p.m.**;
- (e) Date and time of opening Financial Bid -- **24/07/2015 at 03.00 p.m.**;
- (f) Place of opening of tender : (At the Official Chamber of Deputy Director (Administration), ATI);
- (g) Validity of tender : 1 (ONE) Year.

6. **PREQUALIFICATION CRITERION:**

- i) Average Annual financial turnover during the last 3 years, ending 31/03/2015, should be at least ` 5,40,000/-
- ii) Experiences of having successfully completed similar work, during the last 7 years ending on **31/03/2015**, should be either of the following:-
 - a. Three similar completed supply works costing not less than the amount equal to ` 7,20,000/-
 - OR**
 - b. Two similar completed supply works costing not less than the amount equal to ` 9,00,000/-
 - OR**
 - c. One similar completed supply work costing not less than the amount equal to ` 14,40,000/-

SECTION II: GENERAL COMMERCIAL DETAILS

7. **EARNEST MONEY DEPOSIT (EMD)**

Earnest Money of ` 50,000/- (Rupees Fifty Thousand Only) in the form of DD/Banker's Cheque in favour of 'Administrative Training Institute, West Bengal', payable at Kolkata, must be submitted with the tender paper. Tenders without EMD will be rejected.

EMD of unsuccessful bidders shall be refunded within one month after the successful bidder executes the agreement with the Institute. EMD of successful bidder will be converted to Security Deposit.

8. **FORFEITURE OF EARNEST MONEY DEPOSIT (EMD):**

The earnest money shall be forfeited

- (a) if the tender is withdrawn by the bidder:
 - (i) At any time prior to its rejection or
 - (ii) Before or after its acceptance is communicated to the bidder;

OR

- (b) if the successful bidder fails to comply with the terms & condition of the Tender Notice.

9. **DURATION OF AGREEMENT:**

This supply agreement shall be valid for a period of one year from the date of execution of agreement, which may further extendable for a period of another one year or part thereof on the same terms and conditions of the agreement on the discretion of the Director General, ATI. The bidder shall be bound to comply with order issued by the Institute for this purpose during the currency of agreement upto the end-day of the validity period.

10. **PENALTY CLAUSE:**

9.1. **FOR NON-COMPLIANCE OF CONTRACT:** Non-compliance of any of the terms and conditions of the Agreement / Contract by the successful bidder shall result in invoking any or all of the following penalty clauses at the discretion of the Director General, ATI:

- a) Cancellation of the acceptance of tender as a whole or in part.
- b) Forfeiture of the EMD and/or Security Deposit.
- c) Cancellation of the particular supply order.
- d) Recovering loss, if any, occurred to the Institute
- e) Black listing the Contractor / Supplier.

9.2. **COMPENSATION FOR BREACH OF CONTRACT:**

SL.NO	FAULT	FINE
1.	Unclean External Area (Grounds)	` 200 per day
2.	Dustbin (not emptied or left over	` 100 (Per Dustbin)
3.	Unclean External Area (Buildings)	` 200 day
4.	Short supply of Manpower/ absentees	Deduction of daily wages on pro rata basis.

11. **AWARD OF CONTRACT :**

The bidder, whose bid has been accepted, will be informed by ATI through “**LETTER OF ACCEPTANCE**”. The successful bidder will have to enter into an agreement with this Institute.

Final Work-Order will be issued only after submission of security deposit and on execution of the agreement. The EMD will be released within 15 days from the date of receipt of the security deposit.

12. **SECURITY DEPOSIT (SD):** EMD of successful bidder will be converted to Security Deposit.

The security deposit of the successful bidder will be refunded on the satisfactory performance of the successful bidder, after expiry of the validity period of the contract.

13. **FORFEITURE OF SECURITY DEPOSIT (SD):**

The security deposit can be forfeited wholly or partially by the order of ACS &DG in the event of any breach or negligence or non-observation of the conditions of contract or unsatisfactory performance or non-performance.

14. **TERMS OF PAYMENT :**

- i) The monthly payment shall be made to the agency/contractor on production of certificates of satisfactory completion of cleaning/sweeping services in this Institution by the Caretaker. The payment will be made by the Joint Director, Accounts, ATI, West Bengal, through cheque after due verification and passing of the bills by the competent authority.
- ii) Income tax . will be deducted as per Govt. rules.
- iii) Penalty, if imposed, will be deducted from the Bill(s) or SD.
- iv) **No advance payment in any case will be made.**
- v) **Price escalation:** The contract shall not attract any clause towards escalation of price. The tenderer shall visit the site to judge the local condition from all corners. It will be presumed that the bidder has offered the rate after review of the entire position of the work-site at their own cost.

SECTION III: GENERAL TERMS AND CONDITIONS OF TENDER

15. The bids are invited in two parts as under:

- i) **TECHNICAL BID/QUALIFICATION BID;**
- ii) **FINANCIAL BID.**

The tenderers are advised to submit bids as given below:

- (a) **ENVELOP-1 : Superscribe “Technical Bid for “Dusting/ cleaning of office premises, and the hostel rooms, sweeping of roads inside the campus, and collection and removal of garbage with the suitable and trained manpower for the ATI”** and should contain the following documents :
 - i) Organizational Capability as in Annexure-I;
 - ii) Undertaking as in Annexure – II;

- iii) Technical Bid as in Annexure-III;
 - iv) Attested copy of the Trade Licence;
 - v) Attested copy of PAN/GIR Card;
 - vi) Attested copy of EPF;
 - vii) Attested copy of ESIC;
 - viii) Attested copy of Service Tax and Professional Tax Registration;
 - ix) Attested copy of Income Tax Return submitted for last two financial years;
 - x) Attested copy of financial statements showing annual financial turnover during the last three years ending 31/03/2015.
 - xi) Documents showing experience of having successfully completed similar works during last 7 years ending 31/03/2015.
 - xii) Document showing Manpower on roll, including trained Sanitation/Hygiene Supervisory staff.
 - xiii) EMD as stipulated in column above;
- (b) **ENVELOP-2:** Superscribe “**Financial Bid for “Dusting/Cleaning of Office Premises, and the Hostel Rooms, Sweeping of roads inside the Campus, and collection and removal of garbage with the suitable and trained manpower for the ATI”** and should contain the following documents in Financial Bid as under Annexure- IV and V.. **The price should be quoted in figure as well as in words.**
- (c) **ENVELOP-3:** Envelopes 1 & 2 should separately be sealed or closed and put in the 3rd Envelope which is to be sealed and addressed to Deputy Director (Administration), ATI, Government of West Bengal, FC-Block, Sector-III, Salt Lake, Kolkata – 700106.

16. **PROCEDURE AND TIME FOR SUBMISSION OF TENDER DOCUMENTS:**

- a. The Tender superscripted as “**Dusting/ cleaning of office premises, and the hostel rooms, sweeping of roads inside the campus, and collection and removal of garbage with suitable and trained manpower for the ATI”** addressed to the Director, General, ATI, FC-Block, Sector-III, Salt Lake City, Kolkata – 700106, must reach not later than **03.00 p.m. on 22/07/2015.**
- b. After *expiry* of the scheduled date & time, no tender will be accepted in any circumstances.
- c. Rates per unit of each item should be quoted both in figures & words. Rates should be quoted in Indian whole Rupee without any paisa.

- d. Rates should be quoted in the 'Financial Bid Format' as per prescribed in the Tender Document.
- e. Prices once quoted shall be firm and final and no upward revision shall be allowed. There shall be no overwriting in the price amount. Any correction in the price amount shall be authenticated by the bidder.
- f. The Tender Documents must be submitted in the prescribed tender form procured from and issued by the Administrative Training Institute, Government of West Bengal.
- g. All the annexure in tender form should be legible and filled in clearly.
- h. The bid should not be conditional and inconsistent with the terms and conditions of the Tender Notice. Conditional bid shall not be considered and stands rejected.
- i. Submission of the tender on the basis of the tender notice will bind the bidder for acceptances of all conditions stipulated in the tender notice.
- j. Envelopes will be opened at scheduled time and date in the presence of the authorised representatives of the bidders who wish to be present.
- k. The tenderer reserves the right to amend or withdraw any of the terms and conditions contained in the tender documents or to accept or reject any or all the tenders without assigning any reason whatsoever and also to split up the tendered work to more than one bidders in the interest of scheme execution. The decision of the ACS & DG of the Institute in this regard shall be final and binding on all.

17. **CRITERIA FOR EVALUATION OF TENDER :**

Technical bids will be evaluated by the Tender Committee on the basis of –

- (i) Annual Turnover: 15 Marks
- (ii) Manpower on roll: 15 Marks
- (iii) Experience of running sanitation/housekeeping service: 30 Marks
- (iv) Volume of work performed in preceding years: 30 Marks
- (v) No. of Trained Supervisory staff in the field of Hygiene/Sanitation/Housekeeping: 10 Marks

Total Score - 100 Marks

Bidders who satisfy the following conditions will qualify for consideration and processing of their Financial Bids:

Qualifying marks shall be 50% in individual criteria, as mentioned above and 60% over all.

18. **EVALUATION OF FINANCIAL BID:**

Lowest financial bid amongst technically qualified bidders will be accepted. In case of “**TIE**”, the decision of the tenderer would be final and binding.

19. The bidder must not have been blacklisted by any Government Department/Autonomous Body or PSU Bodies under the Central/ State Govt. at any time. A declaration to that effect has to be submitted. If any false certificate is produced, the bid submitted will be cancelled and EMD will be forfeited;

20. Consortium with the other company is not allowed.

21. **ARBITRATION :**

In case of any dispute of differences, breach and violation relating to the terms of the agreement, the said dispute of difference shall be referred to the sole arbitration of Additional Chief Secretary & Director General, ATI or any other person appointed by him for the purpose. The award of the sole arbitrator shall be final and binding on both the parties. The adjudication of such arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. The arbitration shall be held in Kolkata only. The legal proceedings, if any, arising out of the contract, shall have to be lodged in the appropriate Court or *Legal Forum* at Kolkata and not elsewhere.

22. **FORCE MAJEURE :**

At any time during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as ‘events’) provided the notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, then neither party shall, by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance and work under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the Institute as to whether the work have seen so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

Sd/-
**Deputy Director (Administration),
ATI, WB**

SECTION IV: FORMS AND FORMATS
ANNEXURE – I
ORGANISATIONAL CAPABILITY

1. Name of Tendering Company/Firm/Agency :
(Attach Certificate of Registration)
2. Nature of the concern:
(i.e. Sole proprietor of Partnership Firm or a company under Company Act,1956)
3. Full Address of Registered Office of the firm :
.....
 - (i) Telephone/Mobile No. :
 - (ii) FAX No.:
 - (iii) E-Mail Address :
4. Full address of Operating/Branch Office of the firm (if any) :
.....
 - (i) Telephone/Mobile No. :
 - (ii) FAX No.:
 - (iii) E-Mail Address :
5. Valid Sales Tax/VAT Registration Nos.
(Attached attested copy)
6. Trade License Nos.
(Attached attested copy)
7. PAN/GIR No. of the firm :
(Attached attested copy)
8. Photocopy of income tax returns for last two financial years:
(Attached attested copy)
9. Service Tax Registration No. :.....
(Attached attested copy)
10. EPF Registration No.
(Attached attested copy)
11. ESI Registration No.
(Attached attested copy)
12. Professional Tax Registration No.
(Attached attested copy)
13. Details of Earnest Money Deposit : (Rs. D.D. No.
Date Drawn on Bank

Signature & Seal of bidder

ANNEXURE - II**UNDERTAKING**

1. I, _____
Son/Daughter/Wife of Shri _____,
Proprietor/Director/Authorised Signatory of the Agency/Firm, mentioned
above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them;
3. The information/documents furnished along with the above application are true
and authentic to the best of my knowledge and belief. I/we, am/are well aware
of the fact that furnishing of any false information/fabricated document would
lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.

Dated:**Place:**

.....
Signature & Seal of bidder

ANNEXURE - III**TECHNICAL BID****PREQUALIFICATION CRITERION:****A. FINANCIAL INFORMATION**

Sl. No	Name of the Bidder	Turnover (Rs)			Turnover (Rs)
		2012-2013	2013-2014	2014-2015	Average

B. FORMAT FOR TECHNICAL CAPABILITY

Sl. No.	Name Of Organization where the agency was engaged previously	Period of Contract & Status	Brief Description of Scope of work	Value of Work	Contact details of the Customer	Credential Certificate
Total						

CHECKLIST FOR TECHNICAL EVALUATION

SL.NO.	INFORMATION TO BE PROVIDED	TO BE FILLED BY THE BIDDER
1.	Annual Average Turnover (in Lakhs)	
2.	Manpower on roll (With Documentary Proof)	
3.	Experience of running Sanitation/Housekeeping services (in years)	
4.	Volume of similar work done during last seven financial years	
5.	No. of Trained Supervisory staff in the field of Hygeine/Sanitation/Housekeeping	

.....
Signature & Seal of bidder

ANNEXURE-IV**COVERING LETTER FOR FINANCIAL BID**

Date :

To
The Deputy Director (Administration),
Administrative Training Institute,
Government of West Bengal,
FC-Block, Sector-III, Salt Lake,
Kolkata – 700106.

Sub.: Tender for Dusting / Cleaning of office premises, and the hostel rooms, sweeping of roads inside the campus and collection and removal of garbage with the suitable and trained manpower for the Administrative Training Institute (ATI), Government of West Bengal, Sector-III, FC-Block, Salt Lake, Kolkata-700106.

Dear Sir,

With respect to the above mentioned subject please find our price bid offer. Our price bid is kept valid for a period of 1 (one) year from the date of bid opening. We do accept all the terms and conditions of the tender document.

If at any point of time we deviate from the tender terms and conditions, ATI has the right to forfeit our Security Deposit without giving any clarification to us.

Thanking you,

Sincerely,

.....
Signature & Seal of bidder

ANNEXURE -V

PRICE BID FORMAT

Charge to be quoted for **Dusting / cleaning of office premises and the hostel rooms, sweeping of roads inside the campus, and collection and removal of garbage with the suitable and trained manpower.** (The No of cleaners & Supervisor, to be deployed, as representatives of the agency). As per the past experience approximately 14 Un-Skilled Labourers/ Cleaners & 1 semi-skilled supervisor are suitable for the said job. However the agency may fix the number of cleaners and supervisors, as per their own assessment, during site inspection.

Sl. No.	Description	Qty.	Unit	Rate	Amount for one month	Amount for one year
1. a	Wages For cleaners		Rate per person per month			
1. b	Wages For Supervisor					
2. a	Statutory Charges For cleaners		Rate per person per month			
2. b	Statutory Charges For Supervisor					
3. a	Service Charges For cleaners		Rate per person per month			
3. b	Service Charges For Supervisor					
Total (1+2+3)						
Service Tax						
Grand Total						

.....
Signature & Seal of bidder

Memo No.: 303/1(9)/DD (A)/ATI/I-7/2013 (Part)

Date: 3rd July, 2015

Copy for information with a request to display this notice on the Office Notice Board is forwarded to

1. The District Magistrate, 24 Paraganas (North), Barasat
2. The District Magistrate, 24 Paraganas (South), Alipore
3. The Executive Engineer, PWD(Civil), Bidhannagar Division, Purta Bhawan, Salt Lake
4. The Executive Engineer, PWD(Electrical), Bidhannagar Electrical Division, Purta Bhawan
5. The SDO, Bidhannagar
6. Shri Souti Ghosh, SSP, with a request to kindly upload the Notice inviting Tender on the ATI Website
7. Caretaker, ATI to arrange for site inspection as mentioned in the NIT.
8. Store-in-Charge, ATI, WB with a request to take effective measures for smooth completion of the Tender process and also to display this notice in the office notice board
9. The Cashier, ATI with a request to sell the Tender Notice on cash payment of Rs. 200/- (Rupees two hundred only) from the Cash Section of ATI on the dates mentioned in the NIT.

Sd/-
DEPUTY DIRECTOR (ADMINISTRATION)
ATI, WEST BENGAL