

পশ্চিমবঙ্গ সরকার
খাদ্য প্রক্রিয়াকরণ শিল্প ও উদ্যানপালন দপ্তর
ময়ূখ (সর্বোচ্চ তল), বিধাননগর, কলিকাতা-৯১
নং: ১৪১৮/এফপিআইএইচ/১২-৪৪/২০১৫ তারিখ: ০৫/১০/২০১৫

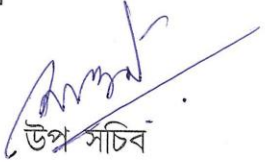
টেন্ডার নোটিশ

সরকারী অফিসগৃহ ও সরকারী সামগ্রী রক্ষণাবেক্ষণ, ঝাড়ু দেওয়া বা ঘর পরিচ্ছন্ন রাখা এবং দিবারাত্র পাহাড়া দেওয়ার কাজে নিযুক্ত আছেন বা ঐ বিষয়ে অভিজ্ঞতা, কর্মকুশলতা এবং দক্ষতা আছে সেই সমস্ত ব্যক্তি বা প্রতিষ্ঠানের নিকট হইতে খাদ্য প্রক্রিয়াকরণ শিল্প ও উদ্যানপালন দপ্তর-এর সল্টলেক কার্যালয়ের (ময়ূখ ভবনের সর্বোচ্চ তল) উপরিউক্ত কাজের জন্য সীল করা দরপত্র (টেন্ডার) আহ্বান করা হচ্ছে।

প্রক্রিয়াকরণ শিল্প ও উদ্যানপালন দপ্তর-এর ওয়েবসাইট হইতে বিস্তারিত বিবরণ

ও অন্যান্য শর্তাবলী সংক্রান্ত তথ্যাদি পাওয়া যাইবে।

ওয়েবসাইট www.wbfpigov.in / ipshabengal.com


উপ সচিব

Government of West Bengal
Food Processing industries & Horticulture Department
Mayukh (Top Floor), Bidhannagar, Kolkata-91

No.1418/FPI&H/1E-32/03(Pt-II).

Date – 05/10/2015.

‘Tender Notice’

Sealed Tenders are invited from the Agencies/persons for Sweeping and Security guarding of premises of the Department of Food Processing Industries and Horticulture at 4th (Fourth) floor of Mayukh, Bidhannagar, Kolkata-91.

The detail of the work and “Terms & Conditions” may be obtained from www.wbfpigov.in / ipshabengal.com.


Deputy Secretary.

Government of West Bengal
Food Processing industries & Horticulture Department
Mayukh (Top Floor), Bidhannagar, Kolkata-91

No.1416/FPI&H/1E-44/2015.

Date – 05/10/2015.

TENDER PAPER

Sealed “Tenders” are invited from Agencies who have obtained Govt. Licence in terms of “West Bengal Private Security Agencies (Regulation) Rules 2007” or applied for Licence (subject to provisions of para 1 of Terms & Conditions and para 1(III) of Rules of Tender) and who are financially sound and adequately experienced in the work of caretaking, sweeping and security guarding (day and night) in Govt. Organizations (Central/State/Undertakings) for the premises of Food Processing Industries & Horticulture Department, Mayukh (Top Floor), Bidhannagar, Kolkata-700 091.

Sealed Tenders may be submitted on all working days (11 am – 4 pm) to this Department.
Last date of submission of Tender – 29/10/2015 at 2 pm.
Date of Opening of Tender – 29/10/2015 at 3 pm.

All applicant agencies should have office in or around Kolkata for easy communication.

The Jobs to be performed are specified below:

- a) **Guarding** : The entire space under the administrative control of the FPI & H Department measuring about 7,850 sq.ft. Visitors attendance register to be maintained by persons engaged for guarding.
- b) **Caretaking** : To watch over the Govt. properties i.e. chairs, tables, almirahs, racks, telephones, cabinets, lights, fans, computers, typewriters, aqua guards, curtains and other machines etc. and also to open the office doors and windows at 9.30 A.M. and to close these after office hours, on working days. In exceptional cases, arrangements will have to be made to open the office on holidays and at any earlier time on working days as and when required or for such period beyond office hours if such order is given by this Department.
- c) **Sweeping & Cleaning** : Arrangement will have to be made for –
 - i) Cleaning the seven toilets 2 (two) times daily before 10 A.M. and at 4.30 P.M. positively.
 - ii) Sweeping the total floor area daily and mopping at least once a week before beginning of the office hours.
 - iii) Dusting the tables and chairs and all the sofas before the office hours and spraying room freshners.
 - iv) Vacuum cleaning the chambers of Additional Chief Secretary, Secretary, Joint Secretary daily and the racks and cabinets and inside walls of the premises of the Department **at least once a month.**

TERMS AND CONDITIONS

1. The Agency will be engaged provisionally subject to having valid license from the Government of West Bengal for carrying our business of Private Security Agency.
2. The Agency will have to carry out the above work to the satisfaction of the Department.
3. The Agency will remain responsible for any loss, shortage or damage of Govt. materials or property and the cost of the same will be recovered from the bills of the Agency.
4. The Department holds no responsibility for any injury, accident or accidental death of any person engaged by the Agency even if such unfortunate incident takes place in course of the work. The question of compensation arising out of such cases shall have to be settled by the Agency itself entirely at its own cost and responsibility.
5. The Agency will engage only those persons who possess undoubted integrity, no criminal background, having good health. Such personnel may be engaged after obtaining Police Verification Report.
6. The names, addresses and other particulars including photographs (in duplicate) of the persons engaged by the Agency for the above mentioned work shall have to be furnished to the Department as per format prescribed by this Department.
7. The Agency will terminate service of any person engaged in this regard forthwith on receipt of request from this Department for the same stating therein cause(s) of dissatisfaction of the Department over the service of the particular person.
8. The Department reserves the right to terminate the contract at any time without assigning any reason after serving a notice of 3 (three) months in advance. However, the Department reserves right to terminate the Contract at any time in case of gross negligence in providing service.
9. The Agency is not entitled to withdraw from the contract without serving a notice to that effect at least 3 (three) months in advance.
10. Service of the Agency will be uninterrupted. In case of non-availability of service of personnel, proportionate amount will be deducted from the bill amount of that month.
11. The tenure of contract will be for one year. This is however renewable annually upto three years at the same rate, terms and conditions as at the time of engagement subject to satisfactory service.
12. The Agency shall have to keep a check on all Govt. materials coming in and going out of the premises.
13. The Agency must follow the minimum rates of wages (as prescribed by the Labour Department from time to time) while engaging persons for these works.
14. The Agency shall be responsible for compliance with the provisions of extant laws, including the Contract Labour (Regulation and Abolition) Act, 1971 and the provision of the West Bengal Private Security Agencies (Regulation) Rules 2007. In case of default, the Department reserves the right to deduct / recover the expenditure incurred in connection with the eventualities following non-compliance of said laws, rules and regulations, from the bills of the Agency. In such case, decision of the Department will be final and binding upon the agency.

RULES OF TENDER

1. Each Tenderer shall have to submit the following:
2.
 - i) Income Tax Clearance Certificate.
 - ii) Credential in such field of work.
 - iii) Govt. License / Acknowledgement of application for license, (provided the successful tenderer will have to submit copy of license before issuance of work order from this Department).
3. The successful tenderer shall have to deposit an amount of Rs.20,000/- (Rupees Twenty Thousand) only in the form of NSC/KVP duly pledged in favour of OSD & EO Deputy Secretary of this Department for the entire period covered under contract, before signing of the contract and issue of work order.
4. Each Tenderer should quote a single rate with all break up covering the cost of following items :
 - i) Engaging 5(five) guards for round the clock guarding and care-taking, 1(one) sweeper for cleaning the toilets and mopping the floors and 1(one) cleaning person for dusting the chairs, tables and sofas.
 - ii) Service cost of cleaning by providing equipments like vacuum cleaner etc. and materials like phynyl, brooms, brush, jute heysels, naphthalene balls, phytofresh, room fresheners etc.
 - iii) E.S.I ; P.F. : Bonus would be quoted as per Rule of Labour Department.
5. The Department reserves the right to cancel this tender at any time, without assigning any reason.
6. Decision of the Department regarding selection of the Agency shall be final.


Deputy Secretary