



GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT  
STATE INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT  
KALYANI, DIST. - NADIA, WEST BENGAL, 741235

Web site- <http://www.siprd.org>

Email : wbsiprd@vsnl.net

Gandhi Bhavan (Campus-A)

Phone : (033) 2582 8161

2582 5975 /5641

Fax : 2582 8257

N.I.T. NO.12 of 2011-12

Benoy Bhavan(Campus-B)

Phone : (033) 2582 9640

2582 9641/9642

Fax : 2582 9640

Dated 16 /01 /2012

NOTICE INVITING TENDER

Sealed tenders are invited from the bonafide Labour Contractors/ Organisation/ Labour Co-operatives having vast experience and suitable manpower in the field of caretaking of the large organization.

01. NAME OF WORK :Sweeping, Cleaning and washing of all rooms of the buildings of SIPRD, Kalyani(Nadia), Gandhi Bhavan including cleaning and cutting of grasses, jungles, bushes etc inside the Campus (Gandhi Bhavan) during the period 1<sup>st</sup> March,2012.to31st August,2012 (six months).
02. Location :Administrative building, ii) Hostel Building No. I & II, iii) Composite Building, iv) Faculty Members Quarter Campus, v) Faculty Members block, vi) Guest House, vii) Library building with extended portion, viii) Book depository, ix) Establishment section and Finance section, x) Staff Quarter as well as a) Bituminous road, b) Link Road, c) Gangway between two hostels d) sitting places (3 nos.) all within CAMPUS "A" (Gandhi Bhavan).
03. TERMS OF PAYMENT : Monthly / Quarterly/ Half-yearly as agreed.
04. DETAILED DESCRIPTION OF WORKS : Keeping the entire Campus neat and clean by daily cleaning and washing all the :- i) Rooms (excluding staff quarters and faculty members quarters) located within campus, ii) Bathrooms, iii) Staircases & Common passages, iv) Dining Halls in the hostel, v) Dusting of the furniture, vi) Glass panels of the doors and windows, vii) collection of garbage & disposal in to Municipal garbage, vat, viii) cleaning of the surface drains of the campus, ix) cleaning & washing of the sitting places, x) washing the fiber glass rooms between the hostel xi) Daily sweeping of the roads/ gangway within the campus with broom sticks, xii) Quarterly cleaning of overhead tanks, xiii) Cleaning Jungles, cutting grasses, bushes, daily from the entire area of campus "A" (including those grown on the walls and roof tops)and monthly cleaning the drains and cutting the grass & jungles in the staff quarters area .
05. Rate may be quoted in plain paper showing the charges of labour and materials separately. Labour charges are to be paid as per Minimum wages fixed by the Govt. for unskilled labour. Other provisions of Labour Laws in this regard will also be applicable.
06. 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 all Labour Laws e.g. Payment of Wages Act, Bonus Act, E.S.I. Act,P.F.Act etc and this office will not be responsible for the same.
07. The participating contractors should have sufficient capabilities so as to meet the monthly payment requirement of engaged labourers in time within first week of succeeding months.
08. AMOUNT PUT TO TENDER: As per lowest quoted rate.
09. TIME OF SUBMITTING QUOTATION: All working days during the period from 2<sup>nd</sup> February,2012 to 10<sup>th</sup> February,2012 from 11.00A.M to 3.00P.M.. at SIPRD, Gandhi Bhavan.
10. Last date of dropping the tenders:- 10<sup>th</sup> February,2012 from 11.00A.M to 3.00P.M.
11. Date & Time of opening : 14<sup>th</sup> February,2012 3 p.m. in the office chamber of Deputy Director ( Admn) .at Gandhi Bhavan in presence of all intending tenderers.
12. The following documents in original or duly attested are to be submitted along with the quoting rate.
  - i) Current Income Tax clearance certificate.
  - ii) PAN No.
  - iii) P.Tax clearance certificate
  - iv) Credentials regarding past experience.
13. No materials for cleaning and sweeping etc. will be supplied from the office.
14. Earnest Money : Rs.10,000/- to be deposited in bank draft in favour of Director, SIPRD payable at Kalyani. Accepting authority reserves the right to accept or reject any quotation without assigning any reason.

Sd/-

Director

State Institute of Panchayats &  
Rural Development,Kalyani, Nadia,W.B.

SCH (ND) may  
PL see  
22/01/12



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Selection Vouchers are invited from the bonafide Labour Contractors/ Organisatory Labour having vast experience and suitable manpower in the field of caretaking of the large organization.

Memo.No64 /1(16)/I-87/2008

Dated:16/01/12

1. The Principal Secretary to the Govt. of West Bengal, P&RD Deptt., Jessop Building, 63, N.S. Road, Kolkata – 700001.
2. The Commissioner to the Govt. of West Bengal, P&RD Deptt, 11A K.S.Roy Road, Kolkata -1
3. Sri Subhra Chakraborty, WBCS(Exe.), Programme Officer, IT, P&RD, Jessop Building, 63, N.S. Road, Kolkata – 700001.
4. The Executive Engineer(PWD), Kalyani Construction Division, PWD
5. The Executive Engineer(PWD), Kalyani Construction Division, PWD
6. The Executive Engineer, Construction Board, PWD
7. The Executive Engineer, Nadia Highway Division-II
8. The Sub-Divisional Officer, Kalyani, Nadia
9. The Chairman, Kalyani Municipality, Kalyani, Nadia
10. The Additional Executive Officer, Nadia Zilla Parishad
11. The District Information and Cultural Affairs Officer, Krishnagar, Nadia
12. The Sub-Divisional Information and Cultural Affairs Officer, Kalyani, Nadia
13. The Deputy Labour Commissioner, D.C.Building, Kalyani, Nadia
14. Notice Board of SIPRD, Gandhi Bhavan.
15. Notice Board of SIPRD, Benoy Bhavan.
16. Office File.

*Reddikham*  
Additional Director  
SIPRD, Kalyani, Nadia 13/01/2012

1. The participating contractors should have sufficient experience in caretaking of large organization.
2. Bid document of selected bidders in time within first week of January 2012.
3. TIME OF SUBMISSION OF BID DOCUMENT: All concerned bidders during the period from 2<sup>nd</sup> February 2012 to 10<sup>th</sup> February 2012 from 11.00 AM to 2.00 PM at S.I.P.R.D. Central Office.
4. Last date of accepting the tenders : 10<sup>th</sup> February 2012 from 11.00 AM to 3.00 P.M.
5. Date & Time of opening of tenders : 10<sup>th</sup> February 2012 at 3 pm. In the office chamber of Deputy Director ( Admin ) at Gandhi Bhavan in presence of concerned bidders.
6. The amount of tender should be in one or two digits and one to be volunteered along with the quoting rate.
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12. The amount of tender should be in one or two digits and one to be volunteered along with the quoting rate.
13. No material or specimen and other article will be supplied from the office.
14. Payment Money : Rs. 1000/- to be deposited in cash desk in favour of Director, SIPRD payable at Kalyani.

Director  
State Institute of Panchayats &  
Rural Development Kalyani, Nadia, 741235