



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

Benoy Bhavan(Campus-B)
Phone : (033) 2582 9640
2582 9641/9642
Fax : 2582 9640

N.I.T NO-13 of2011-12

Dated 16 / 01 /2012

*Seal and
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14/1/12*

NOTICE INVITING TENDER

Sealed tenders are invited from the bona fide 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 building of SIPRD, (Benoy Bhavan), Kalyani, Nadia including cleaning and cutting of grasses, Jungles, bushes inside the campus during the period with effect from 01/03/2012 to 31/08/2012(Six months).
02. Location :Administrative Building including guest room, Hostel Buildings, Book Depository Building, Pump Room Bituminous Road, Link Road, Sitting Place (1 No.) all within Campus – "B" (Benoy 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, 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) Daily 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) Daily sweeping of the roads within the campus with broom sticks, xi) Quarterly cleaning of overhead tanks, xii) Cleaning Jungles, cutting grasses, bushes, thorns daily the entire area of campus "B" (including those grown on the walls and roof tops).
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 SUBMITTINGTENDER: All working days during the period from 2nd February,2012 to 10th February,2012 from 11.00A.M to 3.00P.M.. at SIPRD, Gandhi Bhavan
10. Last date of dropping the tenders:- 10th February,2012 from 11.00A.M to 3.00P.M.
11. Date & Time of opening : 14th February,2012 3 p.m. in the office chamber of Deputy Director (Admn) .at Gandhi Bhavan,SIPRD, Kalyani in presence of 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.

*SC(WD) may P1
See Bg 5/1/12*

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 tender without assigning any reason.

Sd/-
 Director
 State Institute of Panchayats &
 Rural Development, Kalyani, Nadia, W.B.

Memo.No. 63 /1(16)/I-88/2008

Dated 16 / 01 /2012

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.

Bedekhaw
 Additional Director
 SIPRD, Kalyani, Nadia
 13/01/2012

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- ii) P Tax clearance certificate
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