

# Anandadhara

## West Bengal State Rural Livelihoods Mission (WBSRLM)

(A Society under the Panchayats & Rural Development Department, Govt. of West Bengal)  
Anandadhara State Office Under P & RD Deptt, Joint Administrative Building, 10<sup>th</sup> Floor, HC-7, Sector-III,  
Kolkata-700106, Email: [wbsrlm@gmail.com](mailto:wbsrlm@gmail.com) Tele : 2335- 3740



Memo No : 1177/PRD-23098/93/2021 SRLM SEC Deptt of PRD

Date: 17.11.2022

### NOTICE INVITING QUOTATION

1. Sealed quotations are hereby invited from reputed reliable Security Agencies/Business Organisations for deployment of 3 House Keepers at Srishtishree, a State Haat Building (B+G+4 Stories), 2 Gariahat Road (South), Dhakuria, Kolkata-700031.

(a) Scope of Work for House Keeping:-

- (i) All toilets including the commodes/pans to be cleaned every working day before functioning of Srishtishree by 10.30 AM.
- (ii) All window panes to be cleaned once in a week.
- (iii) All staircases to be swept and the Railing to be cleaned every working day and staircases to be washed once in a week.

(b) Floors including the Stairs to be cleaned every day in the following manners :-

- (i) Floors with Synthetic Carpet to be cleaned with Soft Brushes.
- (ii) Bare Floors to be dry swept with broom/brushes every day and to be wet wiped daily.  
Chair/Sofa Cushion Covers to be washed once in fortnight.
- (c) Fans to be cleaned once a fortnight and Lights/Wall clocks & Photos to be cleaned once in Fortnight basis.
- (d) All soot in the offices and staircases to be cleaned regularly so that no soot is visible anywhere at any point of time.
- (e) Regular Oiling/Greasing of the Hinges/Door Closures.
- (f) Washing of Curtains once in three months – can be done in phase.
- (g) Dusting of common area to be done as and when called for by the Head of Office/Authorised representative.

2. House Keeping Works. To implement the House Keeping Works, the following works are to be taken up :-

- (a) Housekeepers will wear up of their Uniforms with the Logo "House Keeper" and also the Hand gloves will be used to perform their duties.
- (b) Hand Trolley to be used for House Keeping on various Floors of Srishtishree premises and also to carry the water for cleaning and washing the walls of the every floor, if required.
- (c) House Keepers will clean all the Toilets & Basins every working day before starting of Srishtishree.
- (c) House Keepers will also dry and wet clean the Stair Cases daily before Starting Srishtishree.



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3. **Plumbing Works.** One house keeping staff will check up all Taps and their lines functioning of Cisterns and any blockage and malfunctioning of all the Toilets & Bathrooms of every floors daily before starting Srishtishree works. The plumber will responsible to inform the office authority regarding any dispute/malfunctioning found in the existing plumbing system.

4. **Carpentry Works.** One Carpenter will be engaged on part time for doing the jobs for maintenance works of wooden/steel broken chairs/tables or any others required furniture works as and when required. The house keeper will be responsible to provide the information of every existing system (Defect in any carpentry works/door locks/window locks/gate locks/functioning of Lifts etc) of Srishtishree to the official authorised person.

5. **Duty Hours** : Each house keeper is to provide services for 8 (eight) hours daily. Duty hours for each of Housekeeper is to be decided, in consultation with Executive Srishtishree, to cover the whole day starting from 08.00 Am to 09.00 Pm.

6. Interested Agencies are requested to drop their sealed quotation in Tender Box of this office (WBSRLM) inclusive GST and other charges for the said services for 30 days in month by 28.11.2022 positively ( for which the Bill can be calculated on per day basis depend upon the increase/decrease of days in respective month) as per the details given below :-

S/No	Description	Rate per House Keeper for 30 Days/month ₹ including GST, service charge, EPF, ESI, Bonus & Uniform cost and others	Grand Total Amount ₹
(a)	Deployment of House Keeper at Srishtishree, Dhakuria		

6.1 House Keepers will be given Revised Basic wages as per Labour Commissioner Notification, authorised percentage of Provident Fund (PF), Employees State Insurance (ESI) and yearly Bonus. They will be issued uniform with Logo " House Keeper" by the Agency. Break up details of wages and billing per head for 30 days in a month will be attached with the Quotation.

7. Agencies are also requested to the submit the following documents alongwith their quotation :-

- (a) Copy of PAN
- (b) Copy of GST
- (a) Copy of at least one work order /credential certificate from Government Offices/Government undertaking.
- (b) Copy of last year income tax return

5. **Submission of Bid** - By 02.12.2022 at 2 (PM).

6. **Opening of Bid** and its evaluation - On 02.12.2022 at 3 (PM) in presence of interested Bidders.

7. **Award of Contract**

WBSRLM will issue order by 06.12.2022 with the direction to L1 Bidder for deployment of 3 House Keepers at Srishtishree, Dhakuria by 8<sup>th</sup> December 2022 positively.

7.1 Notwithstanding the above, the WBSRLM reserves the right to accept or reject any quotations and to cancel the Bidding process and reject all quotations at any time prior to the award of contract.

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7.2 The Bidder whose bid is accepted will be notified of the award of contract by the WBSRLM prior to termination of the quotation validity period of six months from the date of issue of order. The terms of the accepted offer shall be incorporated in the Work order.

7.3 Selection of (L-1) will be considered on the basis of **lowest amount of Grant Total Amount.**

### 8. Payment & Others Conditions

8.1 Payment will be made within 10 days provided the submission of bill is correct in all respect.

We look forward to receive your quotation and would like to thank you for your interest in this Work.

Additional Chief Executive Officer  
For and on behalf of  
West Bengal State Rural Livelihood Mission