

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT,
KISHALAYA HOME
BARASAT, NORTH 24 PARAGANAS

KNC Road Barasat, North
24 Paraganas,
Kolkata 700124.
email id :
kishalayabarasat@gmail.com
Ph: 033-2562-2678

NIT NO.02/KI/ 2022-23

NO. 530/ KI

DATE 22.10.2022

NOTICE INVITING E-TENDER OF THE OFFICE OF THE SUPERINTENDENT , KISHALAYA HOME , BARASAT

Name of the work:

- Job No.1 Security Personnel/ Guarding Staffs (male only) on contract basis at the Kishalaya Home for Boys.
Job No.2 Providing Cleaning and Sweeping Services on contract basis to Kishalaya Home, Barasat.
Job No.3 Providing services of Washing of garments on contract basis (male only) to Kishalaya Home, Barasat.

e-Tenders are invited by the Superintendent , Kishalaya Home, Barasat , KNC Road , Hatkhola, PIN 700 124 , North 24-Paraganas for providing services viz. Job No.1- Deployment of Security Personnel/ Guarding Staffs on contract basis at the Kishalaya Home for Boys; Job No.2- Providing Cleaning and Sweeping Services on the contract basis to Kishalaya Home, Barasat; and Job No.3- Providing services of Washing of garments on contract basis (male only) to Kishalaya Home, Barasat for the financial year 2022-2023 for a period of 1(one) year. Online bids may be submitted by reputed firms/agencies/contractors and as per terms and conditions of the tender. The period of contract may be subject to change at the discretion of the authority. **No tender shall be accepted offline.**

The tender form along with terms and conditions can be seen in the Notice Board of this office on any working day (Monday to Friday) from 10.00 am to 5.30 pm. Tender form can be downloaded and also participated through the designated link in the State Government web portal i.e. www.wbtenders.gov.in. Intending contractors/bidders are required to download the e-tender documents directly from the website stated above with the help of Digital Signature Certificate.

General terms & conditions for e-tender

1. Intending bidder shall have to download documents from the website <https://wbtenders.gov.in> indirectly with the help of Digital Signature Certificate. Any bidder willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement System. Necessary cost of Earnest Money may be deposited/remitted through online Net-Banking / NEFT / RTGS as per Order No. 3975-F(Y) dated 28th July, 2016 of Finance Department, Govt. of West Bengal. Intending bidder(s) shall have to deposit Earnest Money Deposit (EMD) through NEFT/RTGS method in favour of "The Superintendent, Kishalaya Home" and the same should be uploaded with other documents during submission of rate in the portal viz. www.wbtenders.gov.in. Intending bidders may be advised to submit EMD at least three working days before the bid submission closing date. The EMD of unsuccessful bidders will be refunded after completion of the Tender Process. **No tender shall be accepted offline.**

Details of Earnest Money Deposit:

SL. NO.	NAME OF THE TENDER / ITEM	PERIOD	EARNEST MONEY (Rs.)
1.	Deployment of Security Personnel/ Guarding Staffs on contract basis at the Kishalaya Home (Job No. 1)	1 year*	50000=00
2.	Providing Cleaning and Sweeping Services on the contract basis to Kishalaya Home, Barasat (Job No. 2)	1 year*	30000=00
3.	Providing services of Washing of garments on contract basis (male only) to Kishalaya Home, Barasat (Job No. 3)	1 year*	20000=00

*conditions apply

2. It will be a two bid system namely **Technical Bid & Financial Bid** and the agency/agencies supplying goods/services will be selected on the basis of eligibility criteria pertaining to **Technical Evaluation & Financial Evaluation**.

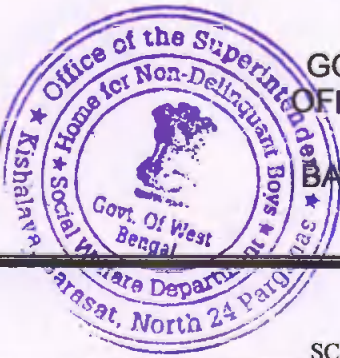
3. Technical Bid & Financial Bid should be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.

4. The bidder should quote rates of **Service Charges** (without taxes) per person (male only) per month for providing persons at Kishalaya Home. The Competent Authority reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. Pre-qualification application should be submitted along with copy of valid Trade Licence, P. Tax, GST, IT etc. Clearance Certificates/Challan. Intending bidder should have single credential for jobs of such nature for at least Rs. 25 lakh and above in the last financial year in Government/ Semi-Government/ Reputed Private Organizations only.

5. The rates quoted by the intending bidder shall be without tax. The GST as applicable shall be payable to the bidder / Agency on the actual approved charge for number of persons deployed as per statutory rates implemented by Government. No escalation in quoted monthly charges other than mandatory & admissible increase / decrease in the minimum wages and the GST are payable. Violation of any statute framed by Government by the tenderer finalized for the purpose as may come to the notice of Chairman of Tender Committee at a later stage may result in cancellation of tender at a later stage. The Competent Authority reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. **No conditional rates will be allowed.**

22/10/22
Superintendent
KISHALAYA, Barasat

Superintendent
KISHALAYA Barasat



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT,
KISHALAYA HOME
BARASAT, NORTH 24 PARAGANAS

KNC Road Barasat, North
24 Paraganas,
Kolkata 700124.
email id :
kishalayabarasat@gmail.com
Ph: 033-2562-2678

SCHEDULE OF DATE AND TIME OF e-TENDER

SL. NO.	PARTICULARS	DATE	TIME
01.	Date of publishing NIT related document and other documents online	22 nd October, 2022	
02.	Documents download / sale start date (online)	22 nd October, 2022	4 PM ONWARDS
03.	Start date of uploading of bid document (online)	22 nd October, 2022	5 PM ONWARDS
04.	End date of uploading of bid document (online)	05 th November, 2022	UPTO 4PM
05.	Last date of submission of Earnest Money Deposit	05 th November, 2022	UPTO 4PM
06.	Date of opening up of Technical Bid	11 th November, 2022	AT 11:00 HRS (MAY BE SUBJECT TO CHANGE)
07.	Date of uploading the list of qualified bidders in technical proposal	18 th November, 2022	*MAY BE SUBJECT TO CHANGE
08.	Date of opening up of Financial Bid		TO BE NOTIFIED LATER
09.	Corrigendum notice if any		TO BE NOTIFIED LATER

6. Manner of submission of Tender

A. Technical Bid & Financial Bid shall have to be uploaded concurrently after being duly digitally signed in the website <https://wbtenders.gov.in>

B. Copy of following documents must be attached/uploaded with the **Technical Bid** in two covers (folders) failing which tender will not be accepted.

I. Statutory Cover

i. Pre-qualification application (Annexure-I) – all columns of this application form are to be filled in properly and signed.

ii. Copy of challan for Earnest Money Deposit (EMD) as proof of payment of EMD in favour of "The Superintendent, Kishalaya Home" (See paragraph no. 1 above)

II. Non-statutory cover

i. Valid & up to date Trade Licence related to the concerned job.

ii. Proof of office address.

iii. Valid 15-digit (GSTIN) under GST Act, 2017 of the Contractor/Agency with current challan.

iv. Proof of Registration as company/ firm/ proprietorship etc.

v. Valid PAN issued by the Income Tax Department, GOI as a reference to income tax.

vi. Up to date Professional Tax Clearance Certificate.

vii. Current Income Tax Clearance Certificate

viii. Credential Certificates for similar works issued by competent Government authority/Semi-Government/Reputed Private Organization only (Please see para 4).

ix. The bidder shall submit a declaration to the effect that she/he/they is/are not under any declaration of ineligibility for corrupt or fraudulent practices by any Government organization or had not been blacklisted or debarred in the past by any other Government organization from taking part in Government tenders. Self-certified copy of such declaration has to be uploaded.

x. Co-operative registration no., current audit report, exemption certificate (for EMD) of the ARCS issued in the current year (for registered cooperative society). Any Registered Co-operative Society participating in the Tender should get Tender Papers signed by the Executive Officer of the Co-operative Society.

xi. Average annual turnover of applicant for the last 3 financial years [which should not be less than Rupees fifty lakh for last three financial years (i.e 2019-20, 2020-21 and 2021-22)].

xii. The bidder should have experience in conducting similar works in Government Sector.

xiii. Proof of deposit of Earnest Money (See para no.1 above)

xiv. The bidder shall bear all cost associated with the bids.

xv. The bidders are advised to go through the tender document in website <https://wbtenders.gov.in> & Official Website of the O/o the District Magistrate, North 24 Paraganas.

The bidder must be bonafide, experienced and financially sound besides being able to submit necessary documents as laid down in this Notice. The bidder must have valid trade licence and other requisite licences necessary for dealing with the services associated with three different jobs as mentioned above. The bidder should either be a registered Proprietary / Partnership Firm/Pvt. Ltd or Ltd Company under Companies Act 1965/ Society under Society Registration Act, 1961. The firm must be registered with appropriate authorities for all applicable statutory duties/taxes as well as performing such specific services in which it intends to participate.

7. Security Money Deposit : After tender, Security Money shall have to be paid by the successful bidders in the form of Demand Draft (Bank) in favour of "The Superintendent, Kishalaya Home" payable at Barasat, North 24 Paraganas. After acceptance of the tender by the Kishalaya Tender Committee, the Selected Agency shall have to enter into an agreement on a Non-Judicial stamp worth Rs. 100/- (Rupees hundred) only content of which will be prescribed by the competent authority (the cost of the same will be borne by the Agency) with "The Superintendent, Kishalaya Home" and countersigned by the SDO, Barasat (Sadar), North 24 Paraganas.

8. The final acceptance of the tender is subject to the approval of the Kishalaya Tender Committee, North 24 Paraganas.

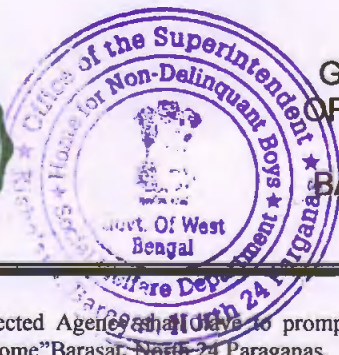
9. In case of any dispute or any litigation, the decision of the Chairman of the Kishalaya Tender Committee will be final. The Kishalaya Tender Committee is not bound to accept the lowest rate or give any reason for any rejection or acceptance of any tender and reserves the right to accept or reject any or all tender without assigning any reason whatsoever.

10. No demand shall be entertained from the contractor(s)/agency at any time during the period of contract on any ground for enhancement of accepted rates.

11. An undertaking in non-judicial stamp worth Rs. 10/- (Rupees Ten) only duly signed by the Executive Officer of the Registered Co-operative Society has to be submitted regarding participation of the said Co-operative Society in the Tender (Original copy). In case of Registered Co-operative Society, a certificate of exemption regarding Earnest Money/Security Money must be duly recommended by the A.R.C.S in the name of the Registered Co-operative Society which has to be obtained regarding participation of the said Co-operative in this particular tender. The exemption certificate should be issued after floating date of this tender notice. However no Co-operative formed by the staff of any "Home" (Govt./NGO) shall be allowed to participate in the tender.

12. If the successful Tenderer(s) fail(s) to sign contract deed within 15 (fifteen) days from the date of receipt of information about acceptance of Tender from the Kishalaya Tender Committee, the Earnest money deposit of the Tenderer(s) will be forfeited.

180 22/10/22
SUPERINTENDENT
KISHALAYA BARASAT



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT,
KISHALAYA HOME
BARASAT, NORTH 24 PARAGANAS

KNC Road Barasat, North
24 Paraganas,
Kolkata 700124.
email id :
kishalayabarasat@gmail.com
Ph: 033-2562-2678

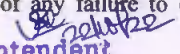
13. The Selected Agency shall have to promptly abide by the necessary directions issued from time to time from "The Superintendent, Kishalaya Home" Barasat, North 24 Paraganas.

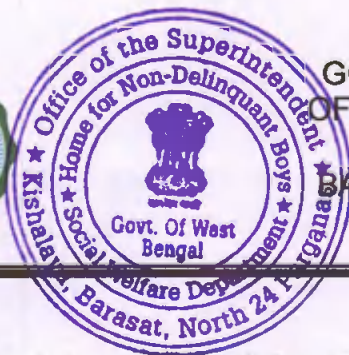
SCHEDULE - A

ENGAGEMENT OF SECURITY PERSONNEL / GUARDING STAFF AT KISHALAYA HOME FOR BOYS, KNC ROAD ,
BARASAT, NORTH 24 PARAGANAS

Sealed Tenders are hereby invited from bonafide interested & experienced, financially sound and licenced Security agencies to engage male Security Personnel / Guarding Staffs (including night shifts) for the specific purposes of Security Services on contract basis for a period of one year subject to the following details. No female person will be allowed to be engaged for the purpose.

1. Providing Security/ Guarding Services to the Kishalaya Home for boys, KNC Road, Barasat, North 24 Paraganas with 09 Nos. of Heads per day round the clock on 3 shift basis (including night shifts) on all days of the year for guarding purposes at Government sanctioned Minimum Wages vide Memorandum No.63/State/2RW/76/266/ LCS/JLC dated 31/01/2022 of the Office of the Labour Commissioner, Government of West Bengal.
The consolidated monthly charges paid to private security agencies shall have two parts, namely, Service Charge and Security Charge. Rates are to be quoted in the tender for Service Charges only by the Agency without taxes as per extant Government Rules and Act and would remain fixed for the period of service contract.
Monthly Security Charge is the minimum wage of the security personnel and entitlements to ESI, EPF and Bonus, as may be applicable. The responsibility of payment of ESI, EPF and Bonus are to be borne by the Agency, which shall be variable according to the variation of minimum wages stipulated by the State Govt. from time to time. 2(two) Sets of liveries after every 6 (six) months are to be provided to the guarding staff by the Agency.
2. The Tender Contracts would generally remain valid for one year from date of execution of Contract Agreement, which may be extended, if necessary or as per any other relevant Government Order. The authority may cancel part or whole of the Tender without assigning any reasons whatsoever at any point of time.
3. Period of Contract: The proposed security services for 01 Home at Barasat, North 24 Paraganas (viz. Kishalaya Home) at above mentioned address shall be for the period of **one year** from starting of the contract. However, the **contract agreement** with the successful tenderer can be terminated by the SDO, Barasat (Sadar), North 24 Paraganas & Chairman, Tender Committee by giving one month's notice in advance without assigning any reason thereof.
4. The successful tenderer shall be required to execute Contract Agreement on Rs. 10/- Non-Judicial Stamp Paper and on plain paper, with the Superintendent, Kishalaya Home for Boys, KNC Road, Barasat, North 24 Paraganas for providing security service for one year only without any option for renewal. Notice inviting E-Tender and terms and conditions will form part of the agreement.
5. The Tenderer/Agency engaged by this office shall be responsible for safety & security of the children residing in the home as well as of the office premises including assets, office equipment, furniture, fixtures & fittings in the Kishalaya Home for Boys concerned.
6. Besides looking after of internal security of Home premises, the Security Personnel deployed by the agency are needed to escort the children going outside the home campus, i.e., on their way to school/ hospitals etc or any other destination as per the order of the Superintendent of Kishalaya Home for Boys.
7. The successful Tenderer/ Agency shall ensure deploying disciplined Security Guards (male and unarmed) in proper uniform carrying name, badge with shoes having LED torch, whistle for unarmed Guards (male only) arranged by the Agency especially in case of Night duty-guards. Engagement note of these Security Guards shall be shown by the Agency to the Competent Authority before deploying them for security duty.
8. The Agency should submit the details like name, father's name residential address and contact numbers of the Security personnel/ Guarding Staff deployed from its end at Kishalaya Home to the Superintendent of the Home concerned.
9. The Agency will have to submit bio-data and identity proof (Aadhar Card and/or Voter Card) of Security personnel/ Guarding Staff engaged at Kishalaya Home for verification and office record. The Agencies should also submit photocopy of the posting / appointment letter of each of its men deployed at the Home concerned. If the Agency withdraws and /or deploys any person in any Home according to its own exigency of work or on advice of the Superintendent, Kishalaya Home, North 24 Paraganas, photocopy of the appointment letter of such newly deployed Security personnel / Guarding Staff should also be furnished immediately to the Superintendent.
10. All deployed persons of the successful Tenderer /Agency shall be issued name badges bearing their names by the Agency within seven days (or as directed by the authority) from the date of signing of this contract, failing which the Chairman of Tender Committee reserves the right to deduct an amount equivalent to the cost of badges from the monthly bills of the Agency. The Agency shall ensure that name **badges** so provided by the Agency are worn by the security guards while on duty failing which the Authority would inform the Agency of the same for remedial action.
11. The Agency shall not appoint any Sub-contractor to carry out any obligations under the contract.
12. The Agency may obtain a valid licence issued by the competent & designated statutory authority under the Contract Labour (R&A) Act and the rules framed thereto and that is to be submitted along with tender document.
13. The rates quoted by the Agency shall be deemed to be inclusive of all type considerations and the Agency shall not be entitled to any other payment other than what has been specifically provided in the tender document. The Tender Committee, Kishalaya Home for Boys, Barasat, North 24 Paraganas, **shall not bear any extra charge** on any account whatsoever i.e. EPF, ESI and other contribution, Uniform, Liveries, OTA etc.
14. The Agency will discharge all his legal obligations in respect of the workers to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The Agency shall indemnify and keep indemnified the District Magistrate, North 24 Paraganas from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws.


Superintendent
KISHALAYA Barasat



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT,
KISHALAYA HOME
BARASAT, NORTH 24 PARAGANAS

KNC Road Barasat, North
24 Paraganas,
Kolkata 700124.
email id :
kishalayabarasat@gmail.com
Ph: 033-2562-2678

15. The Contractor shall submit the monthly Bill in triplicate for payment at the agreed rate at the first date of each month after tallying with the Attendance Register in respect of the Security personnel/ Guarding Staff deployed by the Contractor in the mentioned Home. The payment of monthly bills from the finalized tenderer would be submitted to respective Home on monthly basis and this will not be linked with the disbursement of wages by the security agency to its employees. However, the finalized tenderer will submit proof of disbursement of wages and copy of EPF/ESI challans regarding contributions made to the statutory agencies.
16. Copies of amount paid towards ESI, EPF, Service tax etc. paid for the month to be enclosed along with the Bill during the following month. Without the preceding payment details, the bills cannot be forwarded to Accounts authorities for further action.
17. Every year during the month of June and December a consolidated list showing the name of the individuals EPF number and amount paid during the year to be given by the Agency to this Principal Employer and it is mandatory to submit the following documents along with the above mentioned list:
 - i. Certified Attendance sheet
 - ii. Duty Roster for the succeeding months
 - iii. ESI payments
 - iv. Employees Provident Fund payments
 - v. Received payment of wages sheet to employees for the preceding month
18. The payment of compensation, dues, if any, of the employees appointed by the Agency for the purpose of this Agreement will be the responsibility of the Agency only and the Office Authority shall under no circumstances be liable to compensate thereof.

The consolidated monthly charge payable to the security agency shall be the minimum wage of the security personnel as per Government sanctioned minimum wages and entitlements to ESI, EPF and Bonus as may be applicable plus the approved service charge. The rates quoted by the intending Tenderer shall be the service charge per person per month exclusive of any tax. No escalation in quoted monthly charges other than mandatory & admissible increase / decrease in the minimum wages are payable. Violation of any statute framed by Government by the tenderer finalized for the purpose coming to the notice of Chairman of Tender Committee at a later stage would result in cancellation of tender at a later stage.
19. In addition to above, the tenderer/agency at its own cost, risk & responsibility is to pay all the charges/settle the claims to the workers or labour deployed for services in accordance with the Acts/Statutes as or applicable under the Law.
20. The Agency must be in possession of all requisite documents etc. which entitle them to take up the job in acceptance of the contract for providing security services as may have requisitioned for the same.
21. The validity of rates quoted and agreed by the Tender Committee shall be kept valid for a period of 6 (six) months from the date of opening of the Financial Bid of the tenders.
22. **Risk Clause:** The SDO, Barasat(Sadar), Chairman of Tender Committee, Kishalaya Home for Boys, Barasat reserves the right to discontinue the service at any time, if the services are found unsatisfactory, by giving a show-cause notice to be replied within a week and also has the right to award the contract to any other Agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.
23. Any misconduct/ misbehaviour on the part of the manpower deployed by the Agency will not be tolerated and such person(s) will have to be replaced immediately.

Duties and responsibilities of the Agency & Security personnel/ Guarding Staff:


- i) To look after safety, security & well being of the inmates, maintaining discipline inside the Home at the time of distribution of food, escorting the inmates to hospitals, schools and other places as per direction of the Superintendent of the Home.
- ii) Any other duties as may be assigned by the Superintendent, Kishalaya Home from time to time.

The approved agency shall remain liable to discharge all statutory obligations for the job.

The Agency should submit monthly Bill, in Triplicate along with signed Attendance sheet, in respect of service rendered by the guarding personnel, to the Superintendent Kishalaya Home within 1st week of the *following month* for payment.

The payment of bill, after necessary verification and checking by this end, shall be made in due course depending on the availability of fund in proper Head of Account.

Pro-rata payment would be admissible for part duty performed, if any.


Superintendent
Kishalaya Home Barasat,
North 24-Paraganas

Superintendent
KISHALAYA HOME Barasat



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT,
KISHALAYA HOME
BARASAT, NORTH 24 PARAGANAS

KNC Road Barasat, North
24 Paraganas,
Kolkata 700124.
email id :
kishalayabarasat@gmail.com
Ph: 033-2562-2678

NIT NO.02/KI/ 2022-23

Annexure-1

Application/Eligibility Criteria for Empanelment of Bidder

1.	Name & Address of the Agency with phone No.& e-mail id	:	
2.	Registration No. of the Agency (Copy to be produced)	:	
3.	Credential details (at least for 03 years) (copy to be produced)	:	
4.	Earnest Money of Rs. 50,000/- (copy of receipt paid online vide para no. 1 above)	:	
5.	Licence No. of the Agency (issued by competent Authority) (copy to be produced)	:	
6.	Rate of Service Charges per Security Person per month (without taxes) to be quoted in figures and words (in BOQ only not here)	:	
7.	Whether submitted documents on average annual turnover for the last three years (2019-20 and 2020-21 and 2021-22)	:	
8.	Others/ Remarks	:	

- N.B. 1) The Security personnel/ Guarding Staff must be paid (as unskilled worker) by the Agency as prescribed from the Labour Department, Govt. of West Bengal time to time which has been concurred by the Finance Deptt.
2) E.P.F., E.S.I. subscriptions as per general Rules to be paid by Security Service Agency.
3) Bonus as per Govt. Rules to be provided by the Security Service Agency.

Declaration

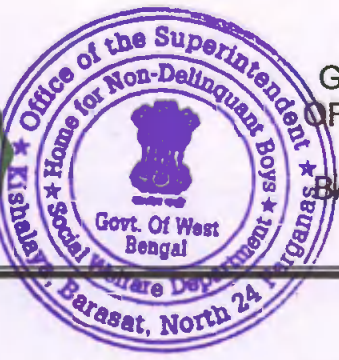
I, Smt./Sri -----, D /S of-----presently residing at ----- hereby declare that I have gone through the Notice and agree to abide by all the terms and condition mentioned in the Notice and the above rates (Service Charges) are for me. I further declare that in no circumstances I shall apply for hiking the rates as quoted above during the period of agreement .I do also ascertain that I shall submit Bills (in triplicate) on regular basis and the bills will be prepared with proper mentioning of base value.

I am agree to do the works knowing well that the payments will be made from Govt. Exchequer to my bank account depending the availability of allotment of fund in appropriate Head of Account and I shall not stop my work due to delayed of payment. Further I shall not claim any excess amount for delayed payment, if occur so.

I / We do hereby declare that the tender which are acceptable and will be binding upon me/us if my/our tender is accepted/ rejected by the Chairman, Tender Committee, I/ We shall abide by all the terms and conditions as above and as it will be laid down in the contract agreement. In case of violation of any of the terms and conditions of the Tender/ Contract, the Chairman, Tender Committee will be at liberty to cancel the contract and to forfeit the Security Money deposited by me/ us without assigning any reason.

Date :

Contact No. Signature of the Authority of
Agency / Proprietor with address & seal



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT,
KISHALAYA HOME
BARASAT, NORTH 24 PARAGANAS

KNC Road Barasat, North
24 Paraganas,
Kolkata 700124.
email id :
kishalayabarasat@gmail.com
Ph: 033-2562-2678

SCHEDULE – B

PROVIDING SWEEPING & CLEANING SERVICES AT KISHALAYA HOME FOR BOYS, KNC ROAD , BARASAT, NORTH 24 PARAGANAS

Sealed Tenders are hereby invited from bona-fide Agencies, Contractors, Co-operative Societies for the specific purposes of sweeping and cleaning conducted by male personnels subject to the following details :

1. Providing Sweeping & Cleaning Services to the Kishalaya Home for boys, KNC Road , Barasat, North 24 Paraganas with 10 Nos. of male persons per day on 2 shift basis for 8 Hours each on all days of the year for Sweeping & Cleaning purposes at Government sanctioned Minimum Wages vide Memorandum No.63/State/2RW/76/266/ LCS/JLC dated 31/01/2022 of the Office of the Labour Commissioner, Government of West Bengal.
2. The consolidated monthly charges payable to agencies for Sweeping& Cleaning shall have two parts, namely, Service Charge and Security Charge. Rates are to be quoted for Service Charges only by the Agency along without Taxes as per extant Government Rules and Act and would remain fixed for the period of service contract.
3. Monthly Security Charge is the minimum wage of the Sweeping & Cleaning personnels and entitlements to ESI, EPF and Bonus, as may be applicable. The responsibility of payment of ESI, EPF and Bonus are to be borne by the Agency, which shall be variable according to the variation of minimum wages stipulated by the State Govt. from time to time. 2(two) sets of liveries after every 6 (Six) months are to be provided to the Sweeping & Cleaning staff by the Agency.
4. The tender contracts would generally remain valid for one year w.e.f. from the date of execution of Contract Agreement, which may be extended, if necessary or as per any other relevant Government Order. The authority may cancel part or whole of the Tender without assigning any reasons whatsoever at any point of time.
5. Sweeping, cleaning (along with eradication of grass and weeds within the Home campus) and disinfection of the three storied dormitory building comprising of 06 (six) halls (along with 06 verandah, each and every bathroom, lavatory etc.) and terrace; lawns in front and backside of Dormitory building, Administrative office building, Hospital Building, School Building (all rooms, bathroom, lavatory, terraces) Store Rooms (including terrace and surrounding area), Generator Room (including terrace), Kitchen, Dining Hall, Sinks Urinals, Bathrooms and any other left out places including stairs, terraces of aforementioned buildings, open areas, roads, lawns, passage , drains etc. within the boundary wall surrounding to the whole campus (inner periphery). Sweeping and cleaning should be done to maintain the cleanliness of the Home on regular basis. Floors should be cleaned by running water with cleaning agent and Phenyl. Cleaning shall include removing cobwebs, shoots from the walls & roofs of the carpet area allotted, cleaning of window panes, doors, ceiling fans & other electrical fitting, tools, furniture, equipment, wash basins, sinks present within the specified allotted area clearing of refused material (wet and dry) from garbage cans.
6. There should be immediate sweeping, cleaning / mopping of the floors of the dormitories / cutting or uprooting unwanted saplings and grass as and when required, besides two routine swabbing / mopping daily. The daily swabbing / mopping should be completed within 9 am in the morning and 4 pm in the afternoon.
7. In case of shortage of water or non-availability of water, bringing water from the water tank or from ponds for cleaning as well as for drinking purposes is to be arranged by the Agency.
8. Necessary tools like broom-sticks, swabs, soap, phenyl, detergent, disinfectant, PVC pipes, spades, scythes, buckets, ladder and other necessary tools fitted for the purpose are to be provided by this Home authority. The Home authority will provide required water and electricity free of cost to the agency for cleaning & scavenging purpose.
9. Regular dusting/cleaning of office furniture (table and chairs) and equipment, telephones, book cases, filing cabinets, almirahs, doors, windows, ventilators etc. before opening of the office up to 09:00 a.m. every day.

Disposal of garbage from all the dormitories and campus.

1. Slaked lime & bleaching powder must be used on as and when required in all surrounding drains and premises of this Home.
2. The contractor shall have to submit the list of names of the male workers deployed along with their residential addresses, two copies of passport size photographs and current NOC from the local police station of his residential area in original. In the event of any change of any personnel the same should be intimated to the Home authority immediately and the relevant documents, as mentioned above, are to be provided to the Home Authority. Frequent change of personnel is not desirable at all.
3. No female worker will be allowed inside the home campus.
4. In case of any change from the scheduled list of workers this office must be informed beforehand along with every detail of the new worker.
5. The agency shall be held responsible for any indiscipline / lawlessness of the personnel engaged by him/her. This may lead to premature termination of the contract. All risks of loss or damage to Home properties arising during, or, in consequence of the performance of the duties by the personnel engaged by the contractor shall also be the liability of the contractor and to be adjusted against his / her dues including security money deposit.
6. The Home authority may review the work done by the agency in its meetings and the agency representative may be required to remain present in the said meeting if a notice is served upon it with such an intimation. The agency shall follow suggestions / decisions taken by the Home authority for better performance and improvement of services. The Chairperson of the Tender Committee shall have the right to terminate the contract in case of failure to correct any deficiency in the services of the contractor or his / her engaged personnel, when pointed out, within a reasonable period of time as determined by the Superintendent of the Home. All workers must keep their belongings at their own risk while performing their duties in the Home campus. The Home authority will not be responsible for any type of loss, if any.

Superintendent
KISHALAYA Barasat



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT,
KISHALAYA HOME
BARASAT, NORTH 24 PARAGANAS

KNC Road Barasat, North
24 Paraganas,
Kolkata 700124.
email id :
kishalayabarasat@gmail.com
Ph: 033-2562-2678

7. If any person engaged by the Agency suffers from any accident during attending his assigned Home duties, the compensation for the same will have to be paid by the Agency. The Home authority shall not be liable to entertain any claim whatsoever on this account. The engaged personnel / Agency representative himself shall not at any time cause any disturbance at any site in or around the work place or do anything which shall cause unnecessary disturbance / inconvenience to inmates, doctors and other Home employees within the home premises.

NIT NO.02/KI/ 2022-23

Annexure-II

Application/Eligibility Criteria for Empanelment of Bidder

1.	Name & Address of the Agency with phone No.& e-mail id	:	
2.	Registration No. of the Agency (Copy to be produced)	:	
3.	Credential details (at least for 03 years) (copy to be produced)	:	
4.	Earnest Money of Rs. 30,000/- (copy of receipt paid online vide para no. 1 above)	:	
5.	Licence No. of the Agency (issued by competent Authority) (copy to be produced)	:	
6.	Rate of Service Charges per Person per month (without taxes) to be quoted in figures and words (in BOQ only, not here)	:	-
7.	Whether submitted documents on average annual turnover for the last three years (2019-20 and 2020-21 and 2021-22)	:	
8.	Others/ Remarks	:	

- N.B.** 1) The engaged persons (cleaning and sweeping) must be paid (as unskilled worker) by the Agency as prescribed from the Labour Department, Govt. of West Bengal time to time which has been concurred by the Finance Deptt.
2) E.P.F., E.S.I. subscriptions as per general Rules to be paid by Security Service Agency.
3) Bonus as per Govt. Rules to be provided by the Security Service Agency.

Declaration

I, Smt./Sri _____, D/S of _____ presently residing at _____ hereby declare that I have gone through the Notice and agree to abide by all the terms and condition mentioned in the Notice and the above rates (Service Charges) are for me. I further declare that in no circumstances I shall apply for hiking the rates as quoted above during the period of agreement. I do also ascertain that I shall submit bills (in triplicate) on regular basis and the bills will be prepared with proper mentioning of base value.

I am agree to do the works knowing well that the payments will be made from Govt. Exchequer to my bank account depending the availability of allotment of fund in appropriate Head of Account and I shall not stop my work due to delayed of payment. Further I shall not claim any excess amount for delayed payment, if occur so.

I / We do hereby declare that the tender which are acceptable and will be binding upon me/us if my/our tender is accepted/ rejected by the Chairman, Tender Committee, I/ We shall abide by all the terms and conditions as above and as it will be laid down in the contract agreement. In case of violation of any of the terms and conditions of the Tender/ Contract, the Chairman, Tender Committee will be at liberty to cancel the contract and to forfeit the Security Money deposited by me/ us without assigning any reason.

Date :

Contact No. Signature of the Authority of
Agency / Proprietor with address & seal



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT,
KISHALAYA HOME
BARASAT, NORTH 24 PARAGANAS

KNC Road Barasat, North
24 Paraganas,
Kolkata 700124.
email id :
kishalayabarasat@gmail.com
Ph: 033-2562-2678

SCHEDULE – C

PROVIDING SERVICES FOR WASHING OF GARMENTS AT KISHALAYA HOME FOR BOYS, BARASAT, NORTH 24 PARAGANAS

Sealed Tenders are hereby invited from bona-fide Agencies, Contractors, Co-operative Societies for the specific purposes of washing of garments of inmates of Kishalaya Home by engaging male persons subject to the following details :

1. Appointed contractor requires to collect garments and accessories [shirts, half pants, trousers, tee shirts, vest, undergarments, gamchha/ towel, sweater, bed sheet, blanket, durries(Satranchi) etc.] from the Home authority from 9.00 a.m. to 5 p.m. on daily basis for washing and cleaning. The work for washing and cleaning must be done with mechanized system of washing and cleaning i.e., using washing machine, dryers, eco-friendly detergents and disinfectants on his own cost and deliver the dresses/garments after proper washing, cleaning and drying to the authorized person of the "Superintendent, Kishalaya Home, K N C Road, Barasat, PIN 700124". These conditions are mandatory and binding upon the agency and should be taken into account while quoting the rate(s) by the contractor.
2. The Tender Contracts would generally remain valid for next one year from date of execution of Contract Agreement, which may be extended, if necessary or as per any other relevant Government Order. The authority may cancel part or whole of the Tender without assigning any reasons whatsoever at any point of time.
3. The authorized representative of the agency will collect the following garments from the inmates of our dormitories from 9.00 a.m. to 5.00 p.m. on Daily basis for washing and cleaning. After counting the total number of dresses/items, he/they will submit 2 (two) receipts 1 (one) at the office and the other at the entrance gate of the Home, duly writing the nos. of items on it. The articles after washing are to be returned on next day from the date of receipt.
 - a) Shirts
 - b) Half Pants/ Bermuda/Slacks/Undergarments
 - c) Pyjama/ Full Pant
 - d) Vest / T- Shirt
 - e) Gamchha / Towel
 - f) Sweater
 - g) Bed Sheet
 - h) Blanket
 - i) Sataranchi
 - j) Punjabi
 - k) Pillow Cover
 - l) Monkey Cap
 - m) Woolen /Winter garments
 - n) Miscellaneous garments
4. The Agency shall be held responsible for any indiscipline / lawlessness of the personnel engaged from its end. This may lead to premature termination of the contract. All risks of loss or damage to Home properties arising during, or, in consequence of the performance of the duties by the personnel engaged by the Agency shall also be the liability of the contractor and to be adjusted against his / her dues including security money deposit.
5. The Home authority may review the work done by the agency in its meetings and the representative of the Agency may be required to remain present in the said meeting if a notice is served upon him with such a request. The Agency shall follow the suggestions / decisions taken by the Home authority for better performance and improvement of services. The Chairman of the Tender Committee shall have the right to terminate the contract in case of failure to correct any deficiency in the services of the contractor or his / her engaged personnel, when pointed out, within a reasonable period of time as determined by the Superintendent, Kishalaya Home. All workers must keep their belongings at their own risk while performing their duties in the Home campus. The Home authority will not be responsible for any type of loss, if any.
6. If a worker engaged by the contractor suffers from any accident during attending his / her assigned Home duties, the compensation for the same will have to be paid by the contractor. The Govt. Home authority shall not be liable to entertain any claim whatsoever on this account.

Rate quoted should be without taxes against each of the garments.

21/02
Superintendent
Kishalaya Home Barasat



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT,
KISHALAYA HOME
BARASAT, NORTH 24 PARAGANAS

KNC Road Barasat, North
24 Paraganas,
Kolkata 700124.
email id :
kishalayabarasat@gmail.com
Ph: 033-2562-2678

NIT NO.02/KI/ 2022-23

Annexure-III

Application/Eligibility Criteria for Empanelment of Bidder

1.	Name & Address of the Agency with phone No.& e-mail id	:	
2.	Registration No. of the Agency (Copy to be produced)	:	
3.	Credential details (at least for 03 years) (copy to be produced)	:	
4.	Earnest Money of Rs. 20,000/- (copy of receipt paid online vide para no. 1 above)	:	
5.	Licence No. of the Agency (issued by competent Authority) (copy to be produced)	:	
6.	Rate of Service Charges per Person per month (without taxes) to be quoted in figures and words (in BOQ only, not here)	:	
7.	Whether submitted documents on average annual turnover for the last three years (2019-20 and 2020-21 and 2021-22)	:	
8.	Others/ Remarks	:	

- N.B. 1) The engaged persons (cleaning and sweeping) must be paid (as unskilled worker) by the Agency as prescribed from the Labour Department, Govt. of West Bengal time to time which has been concurred by the Finance Deptt.
2) E.P.F., E.S.I. subscriptions as per general Rules to be paid by Security Service Agency.
3) Bonus as per Govt. Rules to be provided by the Security Service Agency.

Declaration

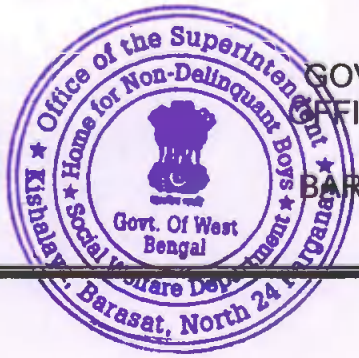
I, Smt./Sri _____, D /S of _____ presently residing at _____ hereby declare that I have gone through the Notice and agree to abide by all the terms and condition mentioned in the Notice and submit rate against each of the above-mentioned items for **Washing & Cleaning** the above rates (Service Charges) are for me. I further declare that under no circumstances I shall apply for hiking the rates as quoted above during the period of agreement. I do also ascertain that I shall submit bills (in triplicate) on regular basis and the bills will be prepared with proper mentioning of base value.

I am agree to do the works knowing well that the payments will be made from Govt. Exchequer to my bank account depending the availability of allotment of fund in appropriate Head of Account and I shall not stop my work due to delayed of payment. Further I shall not claim any excess amount for delayed payment, if occur so.

I / We do hereby declare that the tender which are acceptable and will be binding upon me/us if my/our tender is accepted/ rejected by the Chairman, Tender Committee, I/ We shall abide by all the terms and conditions as above and as it will be laid down in the contract agreement. In case of violation of any of the terms and conditions of the Tender/ Contract, the **Chairman, Tender Committee** will be at liberty to cancel the contract and to forfeit the Security Money deposited by me/ us without assigning any reason.

Date :

Contact No. Signature of the Authority of
Agency / Proprietor with address & seal



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT,
KISHALAYA HOME
BARASAT, NORTH 24 PARAGANAS

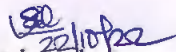
KNC Road Barasat, North
24 Paraganas,
Kolkata 700124.
email id :
kishalayabarasat@gmail.com
Ph: 033-2562-2678

No. 530/1(24)/ KI

Date 22.10.2022

Copy forwarded for wide publicity to:-

1. The Director of CRT, Govt of W.B. Shaishali, Salt Lake City, Kolkata 700 064.
2. The C.M.O.H., Barasat, North 24 Paraganas.
3. The Additional District Magistrate (T), North 24 Paraganas.
4. The Sub-Divisional Officer (Sadar), Barasat.
5. The Chairman, Barasat Municipality.
6. The District Social Welfare Officer, North 24 Paraganas, Barasat.
7. The District Programme Officer, North 24 Paraganas, Barasat.
8. The Sub-Divisional Controller, Food & Supplies, Barasat.
9. The Superintendent, District Hospital, North 24 paraganas, Barasat.
10. The DIO, North 24 Paraganas for requesting publishing in District Website.
11. The DICO, North 24 Paraganas with request to publish in two daily news paper, one Bangla and one English.
12. The Post Master, General Post Office, Barasat, North 24 Paraganas.
13. The I.C. Barasat Police Station, Barasat.
14. The Asstt. Agricultural Marketing Officer, Barasat, North 24 Paraganas.
15. The Dy. Labour commissioner, Barasat North 24 Paraganas.
16. The General Manager, D.I.C., North 24 Paraganas, Barasat.
17. The Superintendent, Dhubrashram Ariadaha, North 24 Paraganas.
18. The Superintendent, Sukanya Home, Salt Lake City, Sec-V, Kolkata.
19. The CA to The Sabhadhipati, North 24 Paraganas, Zilla Parishad, Barasat.
20. The CA to The Secretary, Department of Woman & Child Dev. and Social Welfare, Govt. of WB, Bikash Bhawan (10th floor), Kolkata 700 091.
21. The CA to The District Magistrate, North 24 Paraganas, Barasat.
22. The CA to The S.D.O., Barasat Sadar, North 24 Paraganas, Barasat.
23. The Notice Board, Kishalaya Home, Barasat.
24. Office Copy.


Superintendent
Kishalaya Home Barasat,
North 24-Paraganas

Superintendent
KISHALAYA, Barasat