

TENDER

Sealed tenders duly superscribed are hereby invited from registered bona fide, resourceful, experienced firms having wide reputations in all branches of the services like of security guarding, caretaking and fire-fighting operations of the entire Government premises at 161-A, S.P. Mukherjee Road, Kolkata-26, on the basis of periodical rate contracts which may initially be for a period of 1 (one) year but are likely to be extended for further terms on review of performances. Tenders will be received in the office of the Deputy Secretary, Public Service Commission, West Bengal, 161-A, S.P. Mukherjee Road, Kolkata-700 026 upto 15-00 hours on 26/03/2010 and opened at 15-30 hours on the same day in the presence of willing tenderers. The tender form in prescribed form (not transferable) with details, can be had from the office of the Commission upto 22/03/2010 till 15-00 hours. Earnest Money of Rs.50,000/- (Rupees fifty thousand) only should be deposited by T.R. Challan and the deposit receipt should be attached with the tender.

PUBLIC SERVICE COMMISSION, WEST BENGAL
161-A, S. P. Mukherjee Road, Kolkata – 700 026.

SCHEDULE OF ITEMS OF WORK FOR UPKEEPING MAINTENANCE, SECURITY GUARDING AND CARETAKING ETC. OF GOVERNMENT PREMISES AT 161A, S.P. MUKHERJEE ROAD, KOLKATA – 700 026, THE OFFICE BUILDING OF THE PUBLIC SERVICE COMMISSION, W.B.

- (1) Daily (excluding holidays and Sundays) Sweeping of all floors, lobbies, corridors etc., all flights of stair cases and stair rooms, lifts etc. including collection of waste paper baskets from each floor for ultimate disposal of the sweepings to the nearest garbage vat of the Kolkata Municipal Corporation.

Rate per floor per day. Rs.

- (2) Daily (excluding Sundays and holidays) cleaning of and washing of Lavatory blocks (all floors) including spreading of Phenol (Bengal Chemical brand – 250 ml. per Lavatory block) and bleaching powder (400 gm. per Lavatory block).

Rate per block per day. Rs.

- (3) Daily (excluding Sundays and holidays) cleaning of plumbing items by using requisite quantity of Vim Powder upto the satisfaction of the concerned authority.

- a) Wash Basin

Rate per Wash basin per day. Rs.

- b) Urinal including drain channels

Rate per urinal/drain channel per day. Rs.

- c) Water Closet

Rate per water closet per day. Rs.

- d) Cistern

Rate per Cistern per day. Rs.

If due to non-availability of Vim, other washing powder is to be used, that may be done after approval by concerned authority and in such cases, the Rate of payment will be fixed by the Secretary, Public Service Commission, West Bengal.

- (4) Cleaning of plumbing items by using Muratic Acid once a month upto the satisfaction of concerned authority :-

- a) Wash Basin

Rate per number per month Rs.

- b) Urinal including drain channel

Rate per number per month Rs.

- c) Water Closet

Rate per number per month Rs.

- (5) Replacement of naphthalene balls (8-eight) big size for each urinal once a week to be executed on 1st working day of each week.

Rate per number per week Rs.

- (6) Washing all flights of stair cases/lobbies, corridors etc. and swabbing all office floors etc. once in a week.
- Rate per floor per week ... Rs.
- (7) Providing spitting a bin of size not less than 30 cm. dia. at top, 12 cm. at bottom and 30 cm. high suitably placed in landing of stair block and corridor as directed.
- Rate per number per year ... Rs.
- (8) Weekly cleaning of spitting bins.
- Rate per number per week ... Rs.
- (9) Daily (excluding Sundays and holidays) dusting office furniture (tables, chairs, racks etc.) in different rooms.
(6000 sft. for entire building)
- Rate per Sq. metre per day ... Rs.
- (10) Weekly cleaning of mirrors with shelves in Lavatory blocks with requisite quantity of Vim Powder upto the satisfaction of concerned authority.
- Rate per block per week ... Rs.
- (11) Monthly cleaning of Window panes, fans and lights with sheds and removing stains of any sort (both faces).
- Rate per floor per month ... Rs.
- (12) Monthly removing of soots (including greasy soots from ceiling and walls) of rooms, corridors, stair cases, stair rooms, Lavatory etc.
- Rate per floor per month ... Rs.
- (13) Monthly guarding of the premises round the clock on all days with requisite number of guards as necessary with minimum of 5 (five) armed guards.
- Rate per month ... Rs.
- (14) Weekly winding, petty oiling, cleaning and regulating of all wall clocks.
- Rate per clock per month ... Rs.
- (15) Hoisting and striking National Flag daily at the appropriate time as per direction of concerned authority from time to time and gardening of a reasonable scale and variety in available vacant spaces of the premises.
- National flag will however be supplied by the Commission. The Commission may at its discretion and in consultation with the agency supply at its own cost to the agency some materials as to the seeds, plants etc. for the purpose of gardening.
- (16) Charges for Services provided. ... Rs.

OTHER TERMS AND CONDITIONS :

- (a) Area of Sweeping per floor includes lobbies, stair cases, verandas, corridors etc. If necessary, Sweeping will have to be done on holidays and Sundays on requisitions only .
- (b) In case of area of sweeping, cleaning of glass panes etc. done per floor is less than the total floor area.
- (c) The agency shall have to take charge of the entire premises and shall make arrangement for opening and closing of the offices including the compound gate as per direction for which no extra payment shall be made and shall remain responsible for any loss or damage of Government materials and property.
- (d) The agency shall arrange for opening and closing of particular room (rooms) including the compound gate(s) on holidays and Sundays as may be necessary from time to time for which no extra payment shall be made.
- (e) The agency shall take special care to ensure uninterrupted and effective security guarding which is a continuous process irrespective of holidays, Sundays and strikes and shall in no case fail to comply with necessary provision in this regard.
- (f) The Public Service Commission, West Bengal, holds no liability for any injury, accident or accidental death etc. in respect of any person which may occur in course of various items of work pertaining to the enforcement of security measures in the matter. 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.
- (g) The names and addresses of all employees of the agency such as sweepers, security guards etc. who may be selected for work should be furnished in triplicate to the Secretary, Public Service Commission, West Bengal, alongwith passport size photographs in duplicate of the Security guards duly attested by the agency. Any subsequent change/replacement should be intimated to him well in time.
- (h) The agency will be fully responsible for any loss, shortage, damage, pilferage, of Government property and the cost of the same as fixed by the Secretary, Public Service Commission, West Bengal, will be recovered from bill or Security deposit of the agency.
- (i) The agency will at its cost should provide full uniforms, tools, equipments and implements required to perform the duties of security guards, sweepers etc. that may be necessary from time to time for which no extra payment will be made. The floor of the Lavatory blocks should be cleaned and dried before 30 minutes of commencement of office.
- (j) The earnest money of Rs. 50,000/- (Rupees fifty thousand) only should be deposited by TR Challan under the Head of Account " 8443-Civil Deposit -00-103-Security-001-Earnest Money – 07- Deposit " (Code : 8443-00-103-001-07) and the original challan along with original token must accompany the quotation.

- (k) The Public Service Commission, West Bengal reserves the unconditional power of revocation or cancellation of the Agreement at any time or on any departure from the stipulations as to the quality and quantities of work, to the undertaken and may omit/add any item from original listed items of work and such omission /addition will be deemed to have formed as work included in the original list.
- (l) The Agency should take care to pay the minimum wages to its concerned employees as per time to time regulations of the Finance (Audit) Department, Govt. of West Bengal.
- (m) Validity of the Agreement - one year from the date of commencement (likely to be extended further on review of performances periodically).
- (n) The agency will be fully responsible for any loss, shortage, damage or pilferage of Government property and the building. Any sum of money due and payable to the Agency under this agreement or the Security Deposit of the Agency may be appropriated by the Commission and set off against claim of the Commission in respect of said loss or damage.
- (o) The agency will at its cost should provide full uniforms, equipments, materials etc. required for pertaining duties under agreement.
- (p) In the event of any dispute or any matter relating to this Agreement, the decision of the Secretary, Public Service Commission, West Bengal will be final.
- (q) Selected agency will have to submit Security Deposit of Rs. 2,00,000 (Rupees two lakh) only by way of "Bank Guarantee".

SI. No.	PARTICULARS	UNIT	DAYS
01.	Daily cleaning of floors/lobbies corridors etc.	10	20 (Approx)
02.	Daily cleaning & washing of lavatory block of floors basin/urinal/drain channel/water closet etc.	20	20 (Approx)
03.	Monthly cleaning of wash basin/urinal drain channel/water closet etc. using muratic acid.	20	01
04.	Replacement of naphthaline balls.	53	04
05.	Weekly cleaning of 50 spitting bins(approx).	01	04
06.	Daily dusting of office furniture different rooms of each floor.	01	20
07.	Monthly cleaning of windows pans and removing stairs of any sort of each floor.	10	01
08.	Security guarding of the premises round the clock.	01	30
09.	Weekly cleaning and sweeping of the basement.	01	04
10.	Manning of the fire control room round the clock.	01	30.