



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE, KALIMPONG  
(NAZARATH SECTION)

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NIT No: 74 /NIT/Nzt.

Dated:07/02/2020

**Notice Inviting Tender**

Sealed Tenders are hereby invited from interested Agencies/Firms/Individuals having experience in Housekeeping and Conservancy Nature of Work at District Magistrate Office Compound / Office Buildings on monthly contract basis. The terms and conditions are as follows:-

1. To maintain cleanliness and housekeeping works at Office compound / Office Building / various establishments under District Magistrate, Kalimpong.
2. To maintain cleanliness of Male / Female toilets every day except Sundays.
3. Dumping of all solid waste material to the Municipal garbage site/bin on their own cost.
4. Every Saturday thorough cleaning of Buildings / Corridors (Sweeping/wiping/drying)

The rate should be quoted on monthly basis.

The Authority reserves the right to accept or reject any tender / tenders without assigning any reason thereof.

Date of submission of sealed Tender is 17/2/2020 from 12:00 PM to 4:00 PM at Nazareth Deputy Collector's Chamber, District Magistrate Office, Kalimpong.

For District Magistrate  
Kalimpong

Memo No:150/1(7) 2020/Nzt

Dated:07/02/2020

Copy forwarded for information and wide publicity to:

1. Superintendent of Police, Kalimpong
2. S.D.O. Sadar, Kalimpong
3. Executive Officer, Kalimpong Municipality
4. Nazir, District Court, Kalimpong
5. C.A. to District Magistrate, Kalimpong for placing before authority
6. OC- IT, Kalimpong, for uploading at the official website of District Magistrate Kalimpong
7. Office Copy.

For District Magistrate  
Kalimpong

## BID DOCUMENT

**Name of Work:-** "Cleanliness and housekeeping works at Office compound / Office Building / various establishments under District Magistrate, Kalimpong."

Sl no	Category of Manpower	No of Manpower Required	Office Location
01	Cleanliness and housekeeping Personnel	15 (Fifteen)	Office of the District Magistrate, Kalimpong

### Description of work.

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### Duration of Work

3 months which may be extended to one year on the basis of performance.

#### 1. Eligibility criteria for participation in the tender :-

- a. Any reputed Company/Agency having previous experience of same nature of work.
- b. The participating bidder is required to quote its Monthly Charge [Support Cost + Manpower Charge] for deployment of such persons on per person per month basis, which will remain fixed for three months which may be renewed for one year.
- c. No extra claim will be entertained on any account and the agency charge will remain fixed for a period of one year from the date of engagement.
- d. Payment of minimum wages for deployed manpower shall have to be paid into Bank A/C of the persons deployed for the mentioned service and proof of such payment has to be submitted to this end for release of next payment. Any report of violation will be treated accordingly and shall lead termination of contract, if such report is found to be true.
- e. In case of negligence in performing duty for any person, should be removed immediately from duties by the agency.
- f. No claim will be entertained for the permanent service of the person engaged and the concerned authority shall not remain responsible in any liabilities or complication arises from the personnel.

#### 2. Documents required for participation in the tender :-

- a. Valid Trade license
- b. Valid PAN Card of Company/Agency

1	2	3	4
<b>Name of Work</b>	<b>Monthly charge per person</b>	<b>Support cost including all taxes.</b>	<b>Total</b>
Cleanliness and housekeeping works at Office compound / Office Building / various establishments under District Magistrate, Kalimpong	Rs.5500/-		

  
For District Magistrate,  
Kalimpong.