



Government of West Bengal
Department of Public Enterprises and Industrial Reconstruction
Shilpa Sadan, 2nd Floor, 4, Abanindranath Tagore Sarani, Kolkata-700016

NOTICE INVITING QUOTATION

No: 493-PEIR/11/38/2023-ESTT

Date: 07.04.2025

Sealed quotation is hereby invited by the Department of Public Enterprises and Industrial Reconstruction, Government of West Bengal for **Housekeeping and Cleaning Services** at the Department situated on the **Eastern Block of 2nd Floor of Shilpa Sadan, 4, Abanindranath Tagore Sarani, Kolkata- 700016.**

The eligible and resourceful organizations, with sufficient credentials at the State Government offices along with financial capability to execute works of similar nature, may participate in this NIQ. The selected agency must ensure the security, cleanliness, and hygiene at the office premises.

The L1 bidder will be selected based on the lowest quoted price bid by the vendors and work order will be issued accordingly. The price bid quoted by the vendor shall remain unchanged throughout the entire contract period. The agency must quote a **monthly price bid of manpower for housekeeping service both in words and figures**. If there is any discrepancy between the words and figures, then the Quotation accepting authority shall accept only the monthly price bid mentioned in WORDS only.

SI No.	Name of Work	Specification	Estimated amount	Contract Period
1	Housekeeping Service	Housekeeping services at the PE&IR Department at 4, Abanindranath Tagore Sarani, 'Shilpa Sadan' 2nd floor, Eastern Block, Kolkata-700016	To be quoted by the Agency both figure and word on monthly basis	1(One) year from the date of issue of Work Order

B. Time Schedule for receiving and Opening of Quotation: -

Last date and time for dropping of Quotation.

: 25.04.2025 up to 01:00pm

Date and time for opening of Quotation.

: 25.04.2025 after 1:00 pm

C. SCHEDULE (Scope of work)

1. All toilets of the 2nd Floor of 4, Abanindranath Tagore Sarani, 'Shilpa Sadan', including the commodes are to be cleaned every working day before the office starts at 10.00 am and also twice daily during the office hours.
2. All window panes and Doors are to be cleaned once in a month.
3. All staircases to be swept and the railings are to be cleaned in every working day and staircases are to be washed once in a week.
4. Dusting of all Office furniture every day including chairs, tables, almirahs, file cabinets, wall mounted board etc. in the Office & Go down. Chairs/sofas with cushion are to be cleaned with Vacuum Cleaner once in a week.
5. Floors including the stairs to be cleaned every day in the following manners: -
 - Floors with Carpet to be cleaned with Vacuum Cleaner.
 - Floors with Synthetic Carpet to be cleaned with Soft Brushes.
 - Bare Floors to be dry swept with brushes every day and to be wet wiped once in week.
6. Chair/Sofa Cushion Covers to be washed once in Fortnight.
7. Fans to be cleaned twice in fortnight during summer months from April to November and Lights/ Wall clocks & Photos to be cleaned once in month.
8. All soot in the offices and staircases to be cleaned regularly so that no soot is visible anywhere at any point of time.
9. Regular oiling/greasing of the Hinges/Door Closures.
10. Washing of Curtains once in three months can be done in phase.
11. Dusting of Files-as and when called for by the Head of Department/Authorized Representatives.
12. Cleaning of all Name Plates once in a month with BRASO or equivalent chemical.
13. Cleaning and changing of towels at the chairs and in the toilets along with treating the chambers of the Secretariats and Visitors Room with disinfect ants and fresheners.
14. Supply of Tissue Papers and Hand Cleaning Soap (Liquid) to be provided in each of the toilets of the above Chambers.
15. Putting deodorant (e.g., Odonil/Naphthalene)- 6 (six) pcs in each urinal sink points, which must be changes once in a week.
16. Two large size Odonil to be placed in all toilets to be changed once in month.
17. The contractor shall engage a minimum of two personnel for cleaning and other services as specified by the schedule of work. One personnel must be available in the morning from 8:00 AM to 11:00 AM, while the second personnel must be present in the afternoon from 3:00

PM to 6:00 PM on working days. Dusting and cleaning must be carried out as per the prescribed schedule, regardless of room usage. Strict adherence to this requirement is mandatory.

D. DOCUMENTS TO BE SUBMITTED:

The intending Vendor/ Agency should enclose the following documents

- Income Tax Return for last 03 financial years till FY 2023-2024
- Pan Card of the Organization.
- Professional Tax clearance certificate.
- GST Registration.
- Trade License for **Housekeeping and Cleaning Services**.
- At least 02 Work Orders for the similar nature of work in Government Offices
- At least 02 Payment certificates of the said work till FY 2023-2024.
- Audited Balance Sheet of last 03 financial years till FY 2023-2024.

E. QUOTATION SUBMISSION:

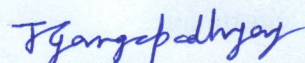
1. The sealed quotation should be submitted in a sealed envelope, clearly marked as **"Quotation for House Keeping work at the Department of PE & IR"**.
2. The deadline for submitting sealed quotation is **within 1.00 pm on 25.04.2025** and shall be dropped in the box especially kept in the chamber of the Joint Secretary (Established). Quotation received after the deadline shall not be considered.
3. Quotation will be opened on the same day after 1.00 pm before the Departmental Tender Committee in presence of the intending Quotationers or in presence of their authorized representatives, if they are interested to be there.
4. Conditional / Incomplete Tender will not be accepted under any circumstances.
5. During scrutiny, if it comes to the notice of the Tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the Tender and that application will be rejected without any prejudice.
6. Before issuance of the WORK ORDER, the quotation inviting authority may verify the credential and other documents of the lowest Quotationers if found necessary. After verification if it is found that the documents submitted by the lowest Quotationers is either fabricated or false in that case work order will not be issued in

favour of the said Quotationers under any circumstances. The accepted bidder shall have to execute an agreement with this Department after selection process is over.

For any queries, please contact:

Smt. Joyita Gangopadhyay, Joint Secretary, PE&IR Department, Govt. of West Bengal during the normal working hours between 08th April, 2025 to 24th April, 2025.

The competent authority of this Department reserves the right to accept or reject any or all the quotation(s) without assigning any reason.



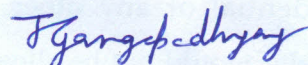
Joint Secretary to the Government of West Bengal
Department of PE & IR

No: 493/1 (10)-PEIR/11/38/2023-ESTT

Date: 07.04.2025

Copy forwarded for information to:

- 1) Pay & Accounts Officer- I, Khadya Bhavan, Kolkata
- 2) Financial Advisor & Chairman, Tender Committee of this Department
- 3) Srimati Joyita Gangopadhyay, Joint Secretary & Member, Tender Committee of this Department
- 4) OSD to Hon'ble MIC, Department of PE & IR, Government of West Bengal
- 5) Sri Dipankar Majumder, Deputy Secretary & Member, Tender Committee of this Department
- 6) Suvankar Dey, Assistant Financial Advisor, Member & Convenor, Tender Committee of this Department
- 7) Sri Purushottam Kumar Singh, OSD & DDO & Member, Tender Committee of this Department
- 8) Sri Debabrata Datta, SSP of this Department with a request to upload in the Departmental website and in the e-office Notice Board
- 9) Sr. PS to the Secretary, Department of PE & IR, Government of West Bengal
- 10) Office Copy



Joint Secretary to the Government of West Bengal
Department of PE & IR