

WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION
(A Statutory Body under West Bengal Act XXI of 1995)
"Kolkata Karigori Bhavan", 2nd Floor, 110 S.N.Banerjee Road, Kolkata – 700 013
Phone: (033) 2227-7070/6060; 2227-7592

No 838 -SC(T)E

May 31,2011

NOTICE INVITING TENDER

The Secretary on behalf of the West Bengal State Council of Technical Education [for the sake of brevity hereinafter referred to as State Council] invites sealed tenders from service providers having relevant experienced for the job of 1) providing security service & 2) Cleaning & sweeping.

The intending tenderers may contact for clarification regarding Tender Documents, the "Office of the West Bengal State Council of Technical Education, 'Kolkata Karigori Bhavan', 2nd Floor, 110 S.N.Banerjee Road, Kolkata – 700 013" on all working days [Monday to Friday] except Saturday, Sunday and holidays during office hours starting from 19/04/2010 during working hours.

Sl. No.	Description of the job
1.	Providing security service at the office premises at the building "Kolkata Karigori Bhavan", 110 S.N.Banerjee Road, Kolkata-700 013 during & after office hours on week days & holidays (24 hrs. x 7 days)
2.	Daily (including Holidays) cleaning & sweeping o "Kolkata Karigori Bhavan" (Ground floor to second floor & eastern side of the third floor & fourth floor) if necessary.

General conditions:

- 1 The concern will provide 6 nos. security staff on pair for 8 hrs. Shift.
- 2 Security service is to be provided for all the days of the week (24 x 7) during the tenure of the contract.
- 3 A visitor book will be maintained with "on" & "off" timings regularly.
- 4 Any loss/damage it of properly due to negligence of security staff, the agency will be made responsible for replacement.
- 5 The each and every staff will be have to with their uniform on duty and with lathi & torch.
- 6 The agency shall provide necessary information to police for its clearance if asked for.
- 7 A Company Super visor to visit the council once in a week and report to concerned officer of the council.
- 8 For item no. 2 the rate should be quoted after physical inspection of the site.
- 9 Monthly bill in triplicate should be submitted within 1st week of every month long with copy of attendance sheet, no compensation will be paid on account of any delay for the situation beyond our control.
- 10 The period of validity of tender is to be mentioned clearly which should be at least 60 days from the date of submission of tender.
- 11 Rates should be inclusive all taxes.
- 12 Rates should be excluding materials for sweeping & cleaning and separate rate for cleaning the fourth floor and also in combined form.
- 13 The bidders shall seal the Tender properly one envelope for each job with the envelope super scribed on it "Tender for (name of the job)" under Tender No. 838-SC(T)E Dated 31/05/2011

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14 The Envelop containing the bid is to be addressed as follows :

SECRETARY, WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION,
KOLKATA KARIGORI BHAVAN, 2ND FLOOR, 110 S.N.BANERJEE ROAD,
KOLKATA-700 013.

15 The Envelop containing the tender shall also indicate the Name and Address of the bidder.

16 Whenever is offered the job; shall have to accept the work order in writing within 5 working days, failing which the fresh work order shall be issued to next bidder, as as the Council may feel reasonable as its discretion.

Documents to be enclosed:

- 1) Copy of Credential of similar works;
- 2) Copy of service tax registration certificate, if any ;
- 3) Copy of PAN No. if any;
- 4) Other relevant documents, as the bidder may feel necessary;


Payment: Monthly bill in triplicate should be submitted within 1st week of every month along with copy of attendance sheet, no compensation will be paid on account of any delay beyond our control.'

Termination of contract: The contract may be terminated without prejudice to any other remedy for breach of contract if the contractor fails to supply as per the timings set out or if he fails to perform any other obligation under the contract. The WBSCTE may without prejudice to other rights, may arrange for supply at the risk and cost of the supplier, in the above circumstances.

The last date for submission of Tender is 15.00 hours on 15/06/2011. The Tenderers are requested to either drop their bids complete in all respects at the "Office of Secretary, West Bengal State Council of Technical Education, 'Kolkata Karigori Bhavan', 2nd Floor, 110 S.N.Banerjee Road, Kolkata – 700 013" or send the same by Registered post A/D addressed to "The Secretary, West Bengal State Council of Technical Education, 'Kolkata Karigori Bhavan', 2nd Floor, 110 S.N.Banerjee Road, Kolkata – 700 013" the envelope super scribing the Tender Notification Reference so as to reach the addressed latest by **15.00 hours on 15/06/2011**. The Tenders will be opened at **16.30 hours on** in presence of those tenderers or their authorized representative(s) who wish (es) to be present.

The Council reserves the right to accept or reject any tender in part or full without assigning any reason thereof and shall have no obligation to accept the lowest offer.

Gautam Bandyopadhyay


Secretary