

Date :- 09th March 2023



IISWBM

NOTICE INVITING TENDER

Sealed tenders are invited by IISWBM, Management House, College Square (West), Kolkata – 700 073 from bonafide and resourceful conservancy contractor for conservancy service at our Institute's Building, Boys' Hostel and Girls' Hostel as per details given in the tender document.

Tender document with all details including terms & conditions are available from the office of the AEO during office hours on all working days from 09th March 2023 to 16th March 2023 (Monday to Friday) between 11-00 am to 4-00 pm. You may also download tender documents from Institute's Web Site (www.iiswbm.edu). The last dated of submission of sealed tender completed in all respect including all required documents by 4.00 pm on or before 20th March 2023.

Registrar

Date :- 09th March 2023



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Available date for Tender Documents	Submission of Tender Documents
From 09 th March 2023 to 16 th March 2023 (Monday to Friday) between 11-00 am to 4-00 pm	By 4-00 pm on or before 20 th March 2023

Inspection date and time : 09th March 2023 to 17th March 2023 (Monday to Friday) from 11-00 am to 4-00 pm.

Opening of Tender Documents : 21st March 2023 at 12.30 pm.

Institute takes no responsibility for delay / loss or non-receipt of Tender Documents sent by post and reserves the right to reject any or all Tender without assigning any reasons whatsoever.

Application should be submitted alongwith self attested copies of following documents:-
1. Trade Licence, 2. Latest I.T. return, 3. PAN Card, 4. GST Certificate, 5. ESI & PF Registration Number, 6. Working experience certificates and others etc.

Rate should be quoted as per latest (January 2023) minimum wages (WB Govt.) mentioning Basic, PF, ESI, Bonus and others etc.

Registrar

Date :

The Director
IISWBM
College Square (west)
Kolkata:700073

Sub: Application for conservancy service at Institute's Building, Boys' Hostel and Girls' Hostel as per details given in the tender document against your Advertisement in the Institute's Web-site / Notice Board.

Respected Sir,

In view of the above, we would like to apply for the same. Our details information is stated here under:

Name of the organization	:
Address of the organization	:
Trade licence No.	:
PAN No.	:
ESI No.	:
PF No.	:
Latest IT Return	:
GST Registration No. with rate (%)	:
Working experience certificates	:
Total Quoted Rate	:
Other details if any	:

Thanking you,

Yours faithfully,

(Signature with seal)



IISWBM
(Gen. Admin. Dept.)

Schedule for Conservancy Service at Institute's Buildings, Boys and Girls Hostel

1. Supply of 17 Nos. man power. Details are given below :-

- a) For conservancy service at Institute's Buildings (Monday to Saturday):
05 persons : 6.00 am to 10.00 am and 5.00 pm to 9.00 pm
05 persons : 10.00 am to 6.00 pm
- b) For conservancy service at Boys Hostel (Monday to Saturday):
01 person : 6.00 am to 2.00 pm
- c) For conservancy service at Girls Hostel (Monday to Saturday):
01 person (Lady) : 6.00 am to 2.00 pm
- d) For conservancy-cum-frisking asst. at New Faculty Extension (Monday to Saturday):
02 persons : 10.00 am to 6.00 pm
- e) For frisking staff (Monday to Friday):
02 persons : 10.00 am to 6.00 pm
- f) For Supervisor (Monday to Saturday):
01 persons : 6.00 am to 2.00 pm

2. Schedule of conservancy work :

- a) cleaning of Institute's Buildings, Boys and Girls Hostel with cleaning materials including the area of toilets, office rooms classrooms, staircases. corridors, canteen, different halls, boarder's rooms etc. daily
- b) dusting of all furniture, doors & windows, walls etc. daily
- c) Polishing of all brass & other metal items once in a week
- d) shifting of furniture from one place to another as and when required.
- e) cleaning of Staff Quarter's toilets, common passage, surface drain etc. daily.
- f) cleaning of underground drain once in a week or as and when required.
- g) cleaning of roof of buildings including hostels daily.
- h) Vacuum cleaner should be used for carpet cleaning.
- i) An amount of Rs. 10,000/- cleaning materials should be provided per month.

3) Absenteeism :

Each absenteeism of any staff, a proportionate deduction from monthly payment on 26 days work basis will be deducted.

4) Payment will be made on actual attendance basis as per biometric attendance.

5) Holiday : 05 Days (26 January, Dol Yatra, 1st May, 15th August, 2nd October)