

Government of West Bengal
Environment Department
Pranisampad Bhaban, 5th floor, LB-2, Sector-III, Salt Lake, Kolkata-106.

No. 1408 -EN/ O-5/2015

Date : 08.06.2018

NOTICE

Sealed Tenders are invited from the intending bonafied Agencies for the work of cleaning, maintenance and security arrangements for the office of Environment Department situated at 5th Floor of 'Pranisampad Bhaban', LB-2, Sector-III, Salt Lake, Kolkata-700 106. Service charges for the personnel will be paid in terms of Minimum Wages Act of Labour Department, Government of West Bengal. Cleaning materials will be provided by the office.

Requirement of manpower :

- | | |
|----------------------------------|---------------|
| 1) Un-skilled Security Guard | 3 (Three) Nos |
| 2) Un-skilled Sweeper | 4 (Four) Nos. |
| 3) Un-skilled Worker for office | 1 (One) No. |
| 4) Semiskilled Worker for office | 1 (One) No. |

Working Hours :

9-00 a.m. to 8-00 p.m for 5 days a week. And if requires service for additional works may be provided beyond office hours and in holidays, for that additional works charges will be allowed as per minimum wages norms.

Terms & Conditions :

- Tender shall be valid for one year. On expiry of one year it may be extended time to time for one year each maximum upto three years from the date of engagement subject to satisfactory services provided by the agency.
- The engaged agency shall look into security, safety of the office as well as the property of the 5th floor of 'Pranisampad Bhaban'.
- Personal integrity of the engaged personnel shall be sound in all respects and for any breach of trust the agency shall be responsible.
- The uniform and other personnel related materials shall be provided by the agency and those shall be suitable and decent.
- The Environment Department shall have the ex-parte right to terminate the contract in case of breach of terms & conditions and non-satisfactory service delivery.
- Security deposit shall be 10% of the total yearly contract charges.


The sealed tender should reach this Department along with (a) Trade Licence (b) GST Registration (c) P.Tax (d) I.T Return (e) Credential & (f) Private Security Agency Licence from Home (Police) Department. In case the agency's registered address is within Kolkata, additional Clearance Certificate from Kolkata Police, Lalbazar needs to be submitted.

Submission dates of tender:

11.06.2018 to 19.06.2018 during working hours

Opening of Tender :

20.06.2018 at 2-00 p.m.


Deputy Secretary