

**GOVERNMENT OF WEST BENGAL OFFICE OF THE PRINCIPAL, HALDIA  
GOVERNMENT COLLEGE P.O. DEBHOG, DIST – PURBA MEDINIPUR, PIN – 721657**

No. 22-1/HGC/18

Dated: 02/02/2018

**Notice Inviting Quotations for Maintenance and Housekeeping Staff**

Sealed quotations are invited from reputed, registered and professional agencies supplying housekeeping personnel having at least three years' experience in providing such services for on annual contract basis for cleaning and maintenance of government properties in Haldia Government College.

1.	Name of Work	Providing 05 numbers of maintenance and housekeeping personnel for cleaning and maintenance of the Boys' Hostel, Girls' Hostel, Teachers' Hostel in Haldia Government College
2.	Name and Address of the Office	Office of the Principal, <b>Haldia Govt. College</b> , P.O. Debhog, Dist-Purba Medinipur-721657
3.	Quotationers who are eligible to submit quotations	<b>Reputed, experienced and registered</b> private agencies
4.	Last Date & Time of submitting quotation papers	<b>20<sup>th</sup> February, 2018 up to 3 P.M.</b>
5.	Opening of quotations	<b>28<sup>th</sup> February, 2018 at 2 P.M.</b>
6.	Documents to be submitted	i) Copy of License for carrying on business of private housekeeping agency & copy of Trade License. ii) Copy of ESI Registration iii) Copy of EPF Registration iv) Copy of PAN Card v) Copy of Service Tax Registration vi) Credentials
7.	Quotation Papers	On company pad as per format given in Annexure I

**Terms & Conditions**

1. The accepting authority reserves the right to reject any or all the quotations without assigning any reasons thereof.
2. The participating bidders are required to quote their rate in per head per day basis both in figure and words
3. The charges to be paid to Housekeeping Agency are to be shown in two parts- a) Housekeeping and maintenance charges, b) Service charges. Housekeeping and maintenance charges is the minimum wage (as per latest labour department order) plus charges for ESI, EPF and Bonus (as per latest Govt. approved rates).
4. The responsibility of deposition of contribution for EPI, EPF etc is to be borne by the housekeeping agency.
5. The service charge must include all other incidental charges.

6. As housekeeping and maintenance charges are to be quoted as per latest Government order, there will be no variation in housekeeping and maintenance charges. Hence, lowest quotationer will be selected as per rates quoted for service charges only.
7. The period of contract will be for one year and no enhancement of service charge is admissible during this period. However housekeeping and maintenance charge may vary time to time and will be paid as per the latest Government notification.
8. No conditional / incomplete rate will be accepted under any circumstances.
9. The agency engaged for this work will have to maintain a regular contact with the college authority.
10. The persons engaged for the duty will have to wear same uniform and identity card for identification. Uniform will have to be supplied by the quotationers for which no additional allowance or charges will be entertained.
11. The duty hour will be 8 (eight) hours for each housekeeping personnel and will be fixed by the College authority.
12. The College authority shall not be responsible to supply uniform. The same are to be supplied by the quotationer.
13. No. claim will be entertained for the permanent services of the housekeeper engaged.
14. T.A., D.A., Overtime allowance will not be paid to housekeeping personnel by the college authority.
15. Immediately after receiving the work order, the agency must submit to the College authority list showing the name, signature (L.T.I.), passport size photograph, Election Photo Identity Card (EPIC) in duplicate of each housekeeping personnel engaged duly self-attested well in time. If any change is made subsequently by the agency, the change (in name, signature etc.) is also to be intimated to the College authority as and when such change is made.
16. The agency will keep itself ready to take up the work within seven (7) days from the date of issue of work order or from any other special date as will be mentioned.
17. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the authority prior to 3 months.
18. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever.
19. a) Bill in triplicate on monthly basis as per format given in Annexure-I must be submitted within 10<sup>th</sup> of the next month.  
b) Payment to the agency shall be made as per availability of fund.  
c) Statutory deduction as applicable shall be made from the bill of the agency.

Principal  
Haldia Government College

## Annexure-I

### QUOTATION FOR HOUSEKEEPING AND MAINTENANCE PERSONNEL

1	Description of work	:	Providing 05 numbers of maintenance and housekeeping personnel for cleaning and maintenance of the government properties of Haldia Government College
2	Housekeeping and maintenance charge (per head per day)	:	Wage: ..... (in Rs.) (Minimum wage) Contribution for ESI, EPF and Bonus..... (in Rs.)
3	Service charge (per head per day)	:	..... (in % of minimum wage)
4	Service Tax (per head per day)	:	..... (in Rs.)

Name of agency: .....

Mailing address:

.....  
.....  
.....  
.....  
.....

Telephone No. ....

.....  
(Signature of the agency authority)

.....  
(Designation of the signing authority)