

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER::DARRANG::MANGALDAI
(NAZARAT BRANCH)

TENDER NOTICE

Sealed Tenders affixed with non-refundable court fee stamp of Rs. 8.25 (Rupees eight & paise twenty-five) only are invited from the eligible Firms/Service Providers/Contractors for **Sweeping and Cleaning Services** in the offices of the Deputy Commissioner, Darrang and Circuit House, Mangaldai under the following terms and conditions:

TERMS AND CONDITIONS:

- (1) Rate should be quoted for sweeping and cleaning services on all days from Monday to Saturday including holidays.
- (2) The initial sweeping and mopping of all areas should be completed in the morning within 2 1/2 hours from 7:00 am to 9:30 am.
- (3) It will be the responsibility of the successful bidder to deploy adequate manpower. However, the contractor will have to deploy at least 3 (~~four~~) persons (2 for office + 1 for Circuit House).
- (4) Bid value should be quoted only for one year from the date of acceptance letter issued from the authority.
- (5) Rate should be for cleaning services with all required machinery and material (like brooms hard and soft preferably with long handle, mops, wipers, dusters, cob web remover, Road brooms, toilet brush, carpet brush).
- (6) Rate should be quoted inclusive of all taxes both in figure and words.
- (7) Service provider will also provide vacuum cleaners and bags for collecting trash from rooms and other areas.
- (8) Office Rooms to be cleaned and dusting of furniture to be done daily in the morning. Daily removal of garbage/waste paper. Cleaning should be done in weekends/ holidays too, if required.
- (9) Deep cleaning including Vacuum cleaning of rooms twice a week and corridors to be mopped twice a day.
- (10) Toilets to be cleaned once in the morning and once in the afternoon.
- (11) Balconies attached to rooms to be cleaned twice a week
- (12) Washing of parking area twice a month
- (13) Garbage shall be collected from each room every day in the morning. The collected garbage should be periodically disposed off in accordance with the relevant regulations of Mangaldai Municipal Board. No garbage shall be allowed to be accumulated in the office premises.
- (14) Cleaning of drainage system should be done on regular basis.
- (15) Successful bidder shall be using branded material only with quality upto the satisfaction of the authority.
- (16) The persons to be deployed by the service provider should be in the age group of 18-40 years.
- (17) The successful bidders will have to deposit an amount of Rs. 50,000/- (Rupees fifty thousand) only as security deposit in the form of Demand draft/Call Deposit in favour of Deputy Commissioner, Darrang, Mangaldai payable at Mangaldai.
- (18) The bidders must attach the self attested copies of GSTIN, PAN Number, and **Current Bank Account** No. of with the tender
- (19) Deputy Commissioner, Darrang has the right to accept or reject any or all quotations without assigning any reason thereof.

The last date for submission of Tender is 3.00 PM of 28th February, 2019 and same will be opened on the same day at 4.00 PM, in the presence of the bidders or their authorized representatives in the office chamber of the Addl. Deputy Commissioner (Nazarat), Darrang, Mangaldai.

(Ghanashyam Dass, IAS)
Deputy Commissioner, Darrang
Mangaldai

Memo No. DNZ-8/2019/4

Dated Mangaldai the, 20th February, 2019

Copy to :

- (1) The Addl. Deputy Commissioner (Nazarat), Darrang. He will arrange to publish the Tender Notice through district website as well as social media.
- (2) The DIPRO, Darrang. She will arrange to give wide publicity through FLS.
- (3) Office notice board.

(Ghanashyam Dass, IAS)
Deputy Commissioner, Darrang
Mangaldai