



Rabindra Bharati University

Emerald bower Campus, 56A, B.T. Road, Kolkata-700050

Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700050

Phone: (033) E B Campus 25571028, 3028, 4028, 7161 J s Campus 22695241, 5242, 6611, 6610

Website: www.rbu.ac.in

Ref. No. :-RBU/SO/T/39/2023

Dated: - 11/07/2023

Notice Inviting E-Tender (Tender ID 2023_RBU_549946_1)

Sealed Quotations are invited from the reputed companies/agencies for following job on daily basis for one year within **04.08.2023** (5PM). Only reputed companies/agencies shall be allowed to participate in the tender process (No intermediate general suppliers will be allowed to participate). The companies/agencies should submit trade license, registration certificates of PAN/GST etc along with EMD of Rs, **5000/-** (refundable) in favour of **Rabindra Bharati University** payable at Kolkata. For details kindly visit University website www.rbu.ac.in .

Sl. No.	Description of jobs	Place of Work	Rate per month (including GST) in Rs.	Tenure of Contract
1.	The cleaning of all surfaces including Roof Tops, Play Grounds of all the campuses (Emerald Bower & Jorasanko), hostels and staff/faculty quarters like, drains, pits, manhole, rain water spouts, catch basin, shrubs, terraces, carnies, sunsets, chajjas, yard gullies, out lets of KMC drains, cutting of grass/jungle, trimming of trees and removing/collection of garbages including dead bodies/Carcasses of animal and disposal of same to the dumping yard by using trolley.	Emerald Bower and Jorasanko Campus on daily basis and all the five hostels & staff/faculty quarters as and when required basis.		Initially for one year and may be extendable for another year on same terms & conditions on satisfactory services

Security Officer

Terms and Conditions

1. Initially, the contract will be for one year. However, it may be renewed or extended for another one year subject to the satisfactory performances of the agency and discretion of the Competent Authority of the University on same Rate, Terms & Conditions.
2. An amount of Rs. **5,000.00** (Rupees Five thousand only) (refundable) as EMD in favour of **Rabindra Bharati University** Payable at Kolkata to be submitted along with the Tender.
3. On selection, the company has to submit security deposit in the form of demand draft of 5% of total tender value in favour of **Rabindra Bharati University** Payable at Kolkata.
4. Relevant documents/credentials like, valid trade license, GSTN certificate, PAN, must be submitted along with the sealed Quotations, failing which quotations shall be summarily rejected.
5. Prices should be quoted in above format in specified place; otherwise it is liable to be cancelled.
6. Companies/Agencies are requested to mention on the sealed envelope “**Tender Quotation for the Cleaning of all Surfaces of Rabindra Bharati University**”.
7. The cleaning of all surfaces including Roof Tops, Play Grounds of all the campuses (Emerald Bower & Jorasanko), hostels and staff/faculty quarters like, drains, pits, manhole, rain water spouts, catch basin, shrubs, terraces, carnies, sunsets, chajjas, yard gullies, out lets of KMC drains, cutting of grass/jungle, trimming of trees and removing/collection of garbages including dead bodies/Carcasses of animal and disposal of same to the dumping yard by using trolley.
8. In case of any eventuality like, injuries or death occurred to the employees of the companies/agencies during the job, university will not be held responsible at any cost. It is the responsibility of the companies/agencies to bear the whole expenditures for the treatment or any grant given to the employees.
9. Incomplete Quotations shall be summarily rejected.
10. Price should be quoted in Indian rupee inclusive of all taxes.
11. Subcontracting in any form will not be entertained by the University.
12. The entire dispute arising out of the order shall be subject to the Jurisdiction of Kolkata only.
13. For any further details/inspection/query, please contact security department of University.
14. Last date of submission of quotation within **04.08.2023** (5pm).
15. University reserves the right to terminate the contract at any point of time without assigning any reason.

Signature of the Owner of the
Service Provider along with stamp

Signature of the Competent Authority
of the University