

GOVERNMENT OF TRIPURA  
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR.  
KHOWAI DISTRICT: TRIPURA.

No. 15301-12 F.VI (29)-DM/KH/NAZ/13

EET  
Dated the Khowai, 5<sup>th</sup> Sept. '13.

"NOTICE INVITING QUOTATION".

The District Magistrate & Collector, Khowai District invites sealed "quotation" (s) from the Organization(s)/Person(s)/Firm(s)/S.H.G. for **Cleaning & Sweeping** works including surrounding of office complex DM's office, Khowai & Residence of DM, Khowai Tripura and raise bills in duplicate on monthly basis for payment.

The following areas work shall be done by the quotationer:-

- i) All Rooms of DM's office (Ground & 1<sup>st</sup> Floor).
- ii) All Toilet Blocks including outside of one toilet block.
- iii) All Drainages/Sheds of DM's office complex.
- iv) Two nos. of flower Gardens/special care of all Flower pots.
- v) Residence of DM, Khowai (including toilet, garden etc.)
- vi) Misc.

Quotation in sealed in cover will be received up to **23/09/2013** from **10.00 a.m** to **3.00 p.m** in the office room of the undersigned and will be opened on the same day at **3.30 p.m** if possible. Quotationer may drop their quotation in the Tender Box which will be available in the office room of the undersigned and may remain present during the time of opening the Tender Box on **23/09/2013** at **3.30 p.m**.

Quotationer will have to submit the following documents with the quotation. In absence of any one of the following documents, no quotation will be considered for acceptance.

- i) Firm Registration/Licence Certificate.
- ii) Certificate of recognition as SHG from concerned BDO/DRDA official.
- iii) D-Call for ₹ **5,000/-**
- iv) Letter of intent in enclosed format.
- v) Past experience certificate.

TERMS & CONDITION.

- i) Any SHG shall be submitted of their quotation.
- ii) SHG (with good track record) shall be given ~~payment~~ preference.
- iii) The cleaning/sweeping work shall be carried out twice daily.
- iv) The rate shall also include all kinds of materials like Acid/Phenyl/Nepthaline/Odonil/Herpic etc. as the case may be.
- v) The rate of cleaning of floor area of DM's office complex, all Toilet Blocks in and around drainage system and removal of garbage which are mounted in around of DM's office complex.

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- vi) Special cleaning of all rooms including corridor/located in ground floor/1<sup>st</sup> floor shall be arranged by spreading water with mixing phenyl/dettol etc. at least twice every week.
- vii) Payment of bill will be made monthly subject to availability of fund under Minor Work.
- viii) Front area of DM's office complex should always be neat and clean. Proper supervision shall be maintained for it.
- ix) Damage of office materials will not be allowed and damage cost will be recovered from the agency.
- x) Special care should be given to all flower pots which are available in this office/in front of this office.
- xi) In case any problem arises in cleaning the office, it should be taken up with Nazir of this office.
- xii) Cleaning of electric fans, lights/Computer/Cop webs/dust etc. are included under this project.
- xiii) Quotationer will have to deposit D-Call of ₹ 5,000/- (Rupees five thousand) only in favour of the District Magistrate & Collector, Khowai in the shape of deposit at call of any recognized Bank which will be retained in this office as security deposit in case of successful quotationer.
- xiv) The authority reserves the right to reject or accept any quotation even the lowest one also, without assigning any reason.
- xv) The successful quotationers have liability to cleaning and sweeping works and the start work within 5 (five) days from the date of receipt of the work order from this office. If the works/ agent for cleaning and sweeping works fails to start the works as per requirement within 5 (five) days, the security money as deposited in the shape of deposit at call will be forfeited.

(S. KARMAKAR)

District Magistrate & Collector,  
Khowai District: Tripura.

Copy To:-

- i) The SDM, Khowai/ Teliamura for information and display the same Notice Board.
- ii) The BDO, Khowai/Tulashikhar/Padmabil/ Kalyanpur/Teliamura/Mungiakami R.D. Block for information and display the same Notice Board.
- iii) The EO, Khowai Nagar Panchayet for information and display the same Notice Board.
- iv) The EE, RD, Div.-III, TLM for information and display the same Notice Board.
- v) The EE (R&B), PWD, Khowai for information and display the same Notice Board.
- vi) The SIO, ICA, Khowai for information and display the same Notice Board.
- vii) Notice Board, DM's office, Khowai.

*✓* Sl. No. Sri Subanta Chakrabarty, ACFE for info to M.A.

## FORMAT.

To  
The District Magistrate & Collector,  
Khowai District: Tripura.

Ref. Quotation No. \_\_\_\_\_ Dated \_\_\_\_\_

Sir,

With reference to the above, I/we would like to inform you that I/we acknowledge your above Quotation. I/we intend to participate the Tender for cleaning/sweeping of DM's office/Residence as mentioned in the tender.

If my/our Quotation/Offer is accepted, I/we do hereby undertake the all works as per following Format.

Sl.No.	Particulars	Quantity	Requirement of each month	Remark's
1.	Phenyl white lemon	1 ltr.		
2.	Herpic	7.5 grm.		
3.	Acid	1 ltr.		
4.	Naphthalene	1 kg.		
5.	Odonil	1 kg.		
6.	Air quick (Room freshener)	1 ltr./ml		
7.	Broom (Flower/Coconut)	1 no.		
8.	Bleaching powder	1kg.		
	Dettol	1ltr.		
9.	Misc. requirement	-		

I/we also declare that accept all the instructions, Terms & Condition of the Tender.

Yours faithfully,

Dated the \_\_\_\_\_ day \_\_\_\_\_ 2013.

Signature with Seal.