



GOVERNMENT GENERAL DEGREE COLLEGE, TEHATTA
OFFICE OF THE PRINCIPAL
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF WEST BENGAL

AT: TEHATTA; P.O: TEHATTA; DIST: NADIA; PIN CODE: 741160; WB, INDIA. Email: tehattagovtcollege@gmail.com
(AFFILIATED TO UNIVERSITY OF KALYANI)

Memo No.: 159/TGC/2024-25

Date: 25.11.2024

Tender Notice for

Comprehensive Cleaning of whole College Campus for NAAC Peer Team Visit

Sealed tenders from qualified and experienced service providers for comprehensive cleaning services of the three-floored college campus, including all academic and auxiliary areas (indoor and outdoor), in preparation for the NAAC Peer Team Visit to Government General Degree College, Tehatta. The services are required as detailed below.

| SCOPE OF WORKS | | |
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| Sl. No. | Services | Description |
| 1. | College Main Building, All Classrooms, Offices, Staff room, Girls Hostel | <ul style="list-style-type: none">• Cleaning of all floors (three floors) including classrooms, corridors, offices, principal's room, staircases, and faculty rooms.• Sweeping, mopping, dusting, and vacuuming of floors, walls, and ceilings.• Cleaning of classrooms includes floors, desks, chairs, and blackboards/whiteboards.• Cleaning of windows, doors, glass surfaces, and light fixtures.• Removal of cobwebs, stains, and dirt from all visible surfaces. |
| 2. | Library | <ul style="list-style-type: none">• Cleaning of bookshelves, study areas, floors, and furniture.• Dusting and sanitization of books, library materials, and reading tables.• Ensuring that the study areas and environment remain clean and conducive to learning. |
| 3. | Canteen | <ul style="list-style-type: none">• Thorough cleaning of the canteen area, including floors, tables, chairs, kitchen surfaces, and appliances.• Regular sanitization of kitchen equipment, utensils, and storage areas.• Ensuring the canteen is maintained in a hygienic and safe condition, with waste disposal and proper cleanliness standards. |
| 4. | Playground | <ul style="list-style-type: none">• Sweeping and cleaning of the entire playground area, ensuring no waste, leaves, or debris accumulate.• Ensuring the area is clean and safe for use by students and visitors. |
| 5. | Cycle/Car Stand | <ul style="list-style-type: none">• Cleaning and maintenance of the cycle and car stand areas.• Sweeping and removing debris to keep the parking stand clean and organized. |
| 6. | Kitchen Garden and Flower Garden | <ul style="list-style-type: none">• Cleaning and maintenance of the kitchen garden by removing weeds, ensuring plant health, and keeping the area tidy.• Cleaning of flower beds, ensuring there is no waste or debris and the flowers are healthy and well-maintained. |
| 7. | All Bathrooms | <ul style="list-style-type: none">• Cleaning and sanitization of all bathrooms across the campus (including those in the hostel, canteen, and academic areas).• Ensuring all fixtures, taps, sinks, commodes, and mirrors are properly cleaned and sanitized. |

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| | | <ul style="list-style-type: none"> • Replenishing soaps, sanitizers, and toilet paper as required. |
| 8. | Water Tanks | <ul style="list-style-type: none"> • Sanitization and cleaning of all water tanks across the campus to ensure safe and clean water supply. • Removal of iron from the water tank. • Ensuring that all tanks are free from contamination, and the cleaning process meets hygiene standards. |
| 9. | Backside Areas and River-side Garden | <ul style="list-style-type: none"> • Cleaning of all backside areas and riverside jungle including service areas, garbage dumps, and storage areas. • Ensuring no waste or debris accumulates in the backside areas and that they are kept clean and organized. |
| 10. | Waste Management | <ul style="list-style-type: none"> • Efficient collection, segregation, and disposal of waste (biodegradable and non-biodegradable) from all areas. • Ensuring proper disposal in accordance with environmental standards and maintaining cleanliness across the campus. |

TERMS & CONDITIONS

1. Bidder must be capable of providing all necessary cleaning materials, equipment, and qualified staff including eco-friendly products, and ensure their timely replenishment for cleaning operations.
2. The vendor must maintain quality and cleanliness standards throughout the duration of the contract and ensure that all areas are cleaned according to the institution's expectations, especially in preparation for the NAAC Peer Team Visit.
3. The vendor should adhere to all institutional rules and regulations, including safety and security measures while carrying out the cleaning work.
4. Bidder should provide the following documents along with the quotation:
 - ✓ Self-attested photocopy of PAN Card,
 - ✓ Self-attested photocopy of Aadhaar Card
 - ✓ Trade License (if available)
5. All the quotations with relevant documents should reach the office by **11.30 A.M. on 02/12/2024**.
6. Interested parties may submit their tenders in sealed envelopes clearly marked "Comprehensive Cleaning of whole College Campus for NAAC Peer Team Visit " to the Office of the Principal, Government General Degree College, Tehatta, Address: Tehatta, Nadia, PIN-741160.
7. Scaled tender quotations will be opened in the Office of the Principal in presence of members of Purchase Sub-committee of the college on **02/12/2024 at 12 noon** and vendors are requested to be present positively during the opening of tender.
8. The bidder (the contractor or service provider) is obligated to ensure that the area is not only cleaned but also that all waste, debris, and rubbish are properly disposed of.
9. Payment of Bills will be made as per Govt. rules.
10. The institution reserves the right to reject any or the whole tender that does not meet the required specifications or falls short of the expected quality standards at any time with or without prior notice.



Joint Convener
Purchase Sub-committee




Officer-in-Charge
Govt. General Degree College, Tehatta
Officer-in-charge
Govt. Gen. Degree College, Tehatta
Tehatta, Nadia- 741160