NOTICE INVITING QUOTATION

Quotation are invited to lease out following Guest House under Office of the District Magistrate, Darjeeling from resourceful, Reputed Firms/Organization having experience in similar job for under Government of West Bengal for a period of two years from the date of executing the agreement.


General Scope of work includes:-

1. Guarding the Sandakphu D.I. Fund Bungalow. 24X7 Hrs and 365 days a year including maintaining record of the visitor in register.
2. Up keeping and maintaining cleanliness of the building and maintaining the garden as per direction of the District Magistrate or his representative.
3. Sweeping of floor, mopping with detergent /chemicals and removing the scraps etc daily and wet cleaning all the toilets with water or soap water(as and when required) applying disinfectant and provide Naphthalene balls, deodorizers in the urinals and wash basin daily and more often if required.
4. Provision of safe drinking water through manual purifier / Filter (Manual Purifier or Filter will supplied for the 1st time and thereafter to be maintained by the agency). Hot and Normal drinking water arrangement including 02 tumblers glass along with water jug in each room.
5. Heating arrangement for 1st time will be made by supply of kerosene heater / gas heater from the office of the District Magistrate, Darjeeling and thereafter to be arranged by the agency as and when required.
6. Dusting of doors and windows, furniture maintenance of bed including washing of bed sheets, pillow cover curtain, towel, table cloth, blankets etc.
7. Attending the officials with due manner and provide due assistance and safety to them.
8. On request food /tea/snacks/ etc to be obtained and supplied to the guest from outside and actual cost for the same to be recovered from the guest, if not available in the canteen.
9. Handing over/ Taking over by the outgoing/incoming attendant should be carefully made for all articles and round the clock.
10. Confirmation of Reservation/ Booking of Guest from domestic /international guests to be communicated to this end immediately.
11. The successful bidder will be free to run on the commercial basis at any stipulated rent fixed by them except for the booking made from the D.M's Office, Darjeeling.
12. Gardening for kitchen use is allowed with prior permission at D.I. Fund Land, Sandakphu, but erection of permanent structure is not allowed without the District Administration's permission.
Performa for submission of bid:

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<tr>
<th>Sl. No.</th>
<th>Description of work</th>
<th>Lease amount to be quoted(Per Year)</th>
<th>Remarks if any</th>
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<td>1.</td>
<td>Fooding lodging and Maintenance of D.i.Fund Bunglow –</td>
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<td>1) Sandakphu.</td>
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Memo No.472(8)/Nzt

Copy forwarded information to:
1. The Executive Engineer, Darjeeling Division with a request for wide circulation.
2. The Sub-Divisional Officer, Sadar/Kurseong /Silliguri with request to publish in the public notice and wide circulation.
3. The DPRDO/ DOMA/ DPLO/ RTO, Darjeeling.
4. The Block Development Officer, Kurseong/Mirik/SukhiaPokhari/Darjeeling Pulbzar/Rangli Rangliot/Matigara/Naxalbari/Phansidewa/Khoribari with request to publish in the public notice and wide circulation.
5. The District Information and Cultural Officer, Darjeeling with a request to publish abridge notice in two daily newspapers, i.e. (One Nepali paper- Himalayan Darpan & One Bengali paper-Uttar Banga Sambad).
6. The District Information Officer, NIC, Darjeeling with request to put up in the Govt. web site.
7. CA to District Magistrate, Darjeeling.
8. Notice board.

Date: 1.12.2017

Additional District Magistrate (Dev) Darjeeling.
TERMS AND CONDITION

1. A prospective bidder shall be allowed to participate in the particular job either in the capacity of individual or as a partner firm. If found to have applied severally in a single job, all his application will be rejected for that job.

2. Joint venture firm having valid security license from Government of West Bengal is allowed. Valid registered partnership deed in support of the same to be submitted along with the tender documents.

   The successful tenderer must produce valid documents in support of his candidature, like PAN No., Valid PT, VAT/GST, Trade license, ITR for past 05 years etc in original for verification and self attested photocopies of the same to the undersigned.

3. The agency shall not engage any sub contractor or transfer the contract to any other person.

4. The successful tenderer will have to submit performance security equivalent to 10% of the value of the annual lease amount and should be deposited in advance and payable through bank in favour of the District Magistrate, Darjeeling.

5. The selected agency shall be solely responsible for complying with all statutory requirements and obligations, especially, service condition of labour, payment of minimum wages, employees state insurance, payment of bonus and provident fund contribution in accordance with notification issues from the Government of West Bengal, Labour Ministry as per the minimum wages act, 1948.

   It should be ensured that the person engaged will observe office discipline and decorum and will not misbehave with any guest and officials. It should be ensured that the person engaged are properly verified from police authority, the agency shall be responsible for the conduct of all of the staff deployed by him as per law of the land and also for any act of commission and/or omission on the part of the workers deployed by them.

6. The contract shall ordinarily be in force for two years from the date of award of contract subject to right to terminate the lease by giving three months notice without assigning any reason whatsoever by either of the two parties. Proportioned annual rent for the period will be change in this case.

7. The contractor shall at all time obey the lawful instruction given to him by the District Magistrate, Darjeeling in terms of functioning of employees deployed by the agency.

8. Minimum 2(Two) person will always be present on duty round the clock.

9. All necessary materials including furnitures, utensils & consumables like Bedding materials, towel, toilet soap, hand wash, water jug, glasses, tea sets, plant and sapling, manure, medicines, flower pots, torch light, uniform, badges/identity card, floor cleaner, room freshener, disinfectants, detergent powder, Phenyl, bleaching powder, Mosquito repellent, tissue paper and similar items will be procured and supplied by the agency at his own cost.

10. In the event of any breach of the terms and Condition, or non compliance of Terms and Condition in the scope of work, will render the Contractor to be fined, which may extend up to an amount of Rs 500/ Day and also may lead to termination of the contract and forfeiture of the Performance security deposit of the agency.
11. The bidder is encouraged to visit the site physically and to verify the fact and figures practically for a realistic approach.

12. The lessee should handover all the assets in the same condition as found while taking over the assets. In case of damage of the assets, the recovery will be made from the performance security deposit.

13. Priority must be given by the agency for official booking which will be communicated at least 3 days before date of check-in. Payment of fooding and lodging at the office rate will be made by the concerned guest or by the office of the District Magistrate, Darjeeling as per the direction of District Magistrate, Darjeeling. In this case room rent will be Rs. 500/- per room.

The quotation should be submitted in two envelopes system 1st sealed envelope should contain all pre-qualification documents and to be marked as “PART A”, 2nd sealed envelope should contain the rate offered per year in Rupees only in the given format and to be marked as “B”. These two envelopes are to be inserted in to a 3rd envelope, all should be sealed properly before submission. 3rd cover should be detailed with the name of the work, reference NIQ, Office Address, Bidder Name etc.

The last Date and time limit for submission of quotation is 11.12.2017 upto 3.00 pm.

The Date and time of opening of Technical bid is on 12.12.2017 at 3.00 pm

The Date and time of opening of financial bid is on 14.12.2017 at 3.00 pm

All original documents must be produced by the selected bidder before awarding contract.

The undersigned reserves the rights to accept of reject any quotation without showing any reasons whatsoever.

Additional District Magistrate (Dev)
Darjeeling.