



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, DARJEELING
NAZARATH SECTION

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NOTICE INVITING QUOTATION

Sealed 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 five years from the date of executing the agreement.

1. Tonglu D.I. Fund Bungalow.

General Scope of work includes:-

1. Guarding the Tonglu 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 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 too the guest from outside and actual cost for the same to be recovered from the guest.
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 successor bid will be free to run on the commercial basis as any stimulated rent fixed by them.
12. Farming and gardening for kitchen use is allowed at D.I. Fund Land, Tonglu, but erection of permanent structure is not allowed without the District Administration's permission.

