



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
MALDA MEDICAL COLLEGE
P.O.- MALDA ; P.S. – ENGLISH BAZAR
PIN-732101

EMAIL- maldamedicalcollege@gmail.com ; WEBSITE - <https://www.maldamedicalcollege.co.in>
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NIT No. P/MLD-MC/NIT1/2025-26

Dated-11.06.2025

(Submission of Bid through NIC e-tender portal)

NOTICE INVITING E-TENDER FOR CLEANING AND HOUSE KEEPING/SCAVENGING SERVICES AT THE STUDENTS' HOSTELS OF MALDA MEDICAL COLLEGE , MALDA.

1. The Principal, Malda Medical College, Malda invites tenders from eligible and qualified bidders for providing Cleaning & Housekeeping Services for 1 (One) Year, which may be extended for a further period ,for the functional Students' Hostel of Malda Medical College, Malda . The contract period shall commence from the date of notification of Award of Contract for this tender.

2. Date and Time Schedule of Tender:

Sl. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents online	16/07/2025, 5 pm
2	Online documents download start date	16/07/2025, 4pm
3	Pre-bid meeting to be held at the Chamber of Principal , MMC, Malda	22/07/2025, 2 pm
4	Online Bid submission start date	24/07/2025, 10 am
5	Online documents download end date	19/08/2025, 4 pm
6	Dates for submission of Earnest Money Deposit on line.	24/07/2025, 10 am to 19/08/2025, 4 pm.
7	Online Bid Submission closing date	19/08/2025, 4 pm
8	Online Bid Opening date for Technical Proposals	22/08/2025 , 09 am
9	Date of online uploading of list for Technically Qualified Bidders	To be notified later
10	Date of online opening of Financial Proposal	To be notified later

3. The Tender should be addressed to the Principal , Malda Medical College , Malda ,and may be downloaded from from the websites <https://wbenders.gov.in> and www.wbhealth.gov.in and [https://www.maldamedicalcollege.co.in](http://www.maldamedicalcollege.co.in)

Any subsequent notice(s) regarding the above tender shall be uploaded on the above sites along with Notice Board of office of the undersigned.

In the event of any of the above mentioned date(s) being declared as holiday , the tender will be opened on the next working day or any other day to be notified later on.

Principal
Malda Medical College, Malda

NIT No. P/MLD-MC/NIT1/2025-26

Dated, Malda, the 11-06-2025

Copy forwarded for kind information and necessary action please to the:-

1. The Principal Accountant General (A&E) , Treasury Buildings , Kolkata -700 001
2. Director of Medical Education, Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
3. Director of Health Service, Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
4. Spl. Secretary (M.S. Branch), Govt. of West Bengal, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091.
5. District Magistrate, Malda & Chairman, RKS, Malda Medical College & Hospital.
6. MSVP , Malda Medical College & Hospital ,Malda.
7. Dean of Students Affairs , Malda Medical College, Malda
8. Accounts Officer, MMC, Malda MCH, Malda.
9. IT Cell, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091 With request to upload the same in the department's website.
10. The DIO NIC, Malda with the request to upload the same in the Malda District website
11. Sri Arijit Chatterjee , Malda Medical College , Malda with the direction to upload this e-NIT in the Departmental Website of MMC&H.
12. Guard File.

Sd/-
Principal
Malda Medical College, Malda

SECTION I: NOTICE INVITING E- TENDER (e-NIT)

1. The Principal, Malda Medical College, Malda invites tenders from eligible and qualified bidders for providing Cleaning & Housekeeping Services for a period of 1 (one) year, which may be extended upto another 2 (Two) Years. The contract period shall commence from the date of notification of Award of Contract for this tender.

Special Note: - E-Tender for 8 nos. of unskilled cleaning & housekeeping personnel Students' Hostel ,at Malda Medical College & Hospital.

The Tender should be addressed to The Principal, Malda Medical College, Malda. Bidders may download tender enquiry documents from the websites <https://wbtenders.gov.in> and www.wbhealth.gov.in and <https://www.maldamedicalcollege.co.in>

SECTION II: PREAMBLE: DEFINITIONS AND ABBREVIATION

The following definitions and abbreviations, which have been used in these documents, shall have the meanings as indicated below:

- A. **“Purchaser”** means the organization purchasing goods and /or services as incorporated in the Tender Enquiry document. The purchasing organization is the Malda Medical College; Malda is represented through its Principal.
- B. **“Bid”** means Proposal/ Quotation received from a Firm / Bidder against the tender.
- C. **“Bidder”** means the Individual or Firm submitting Bids/ Quotation.
- D. **“Contractor”** means the individual or the firm supplying the goods and/ or services as incorporated in the contract.
- E. **“Goods”** means the articles relating to general cleaning supplies (Brooms, Dustpans, Mops, Buckets, Sponges, Scouring Pads, Disinfectants, Hypo, Toilet Bowl Cleaner, Toilet Brushes, Bleaching Powder, Acids, etc.) required for cleaning and waste management.
- F. **“Services”** means the scope of work, together with services allied and incidental to the supply of goods, such as their transportation, packing,, cleaning, sweeping, washing, wastes disposal, assisting patients, housekeeping, monitoring and supervision, managerial/ administrative services, provision of technical assistance, training, maintenance service, insurance and other such obligations of the Contractor covered under the contract.
- G. **“Earnest Money Deposit”** (EMD) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.
- H. **“Contract”** means the written agreement entered into between the Purchaser and the Contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- I. **“Performance Security”** means monetary amount or financial guarantee to be furnished by the

successful bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit.

- J. **“Specification”** means the document/ standard that prescribes the requirement with which goods and/or service must conform.
- K. **“Inspection”** means activities such as measuring, examining, testing, gauging one or more characteristics of the goods and/ or service and comparing the same with the specified requirement to determine conformity.
- L. **“Day”** means calendar day.
- M. **“Bill of Quantity”** is the name for price schedule in e-tender software.
- N. (i) “TE Document” means Tender Enquiry Document
(ii) “NIT” means Notice Inviting Tender
(iii) “GIB” means General Instructions to Bidders
(iv) “ESIC” means Employees’ State Insurance Corporation of India
(v) “EPFO” means Employees’ Provident Fund Organization
(vi) “GST” means Goods and Services Tax
(vii) “BMW” means Bio-Medical Waste
(viii) “DSC” means Digital Signature Certificate
(ix) “MMC” means Malda Medical College, Malda
(x) “MMC&H” means Malda Medical College & Hospital, Malda.

The Tender Enquiry (TE) documents include: -

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SECTION III: REQUIREMENTS & EMD:-

Table of Requirements: -

Sl. no	Goods & Services
1	Eight (8) trained unskilled cleaning & housekeeping staff, with Uniform and I-Card , for Students' Hostel of the Malda Medical College, [Five Male & Three Female]
2	2 (two) sets of uniforms per year, I-Cards to all workers. Gum boots, hand gloves, safety goggles, masks, safety gears etc. to those required. <i>Separate dress code for sweepers dealing with Bio Medical Waste is to be ensured. The dress should be fitted with reflector tapes.</i> Quality and colour code of such shall be as approved by competent authority of MCC. All charges for these items of attire shall be borne by the bidder.
3	Licences, if any required for housekeeping services at the site

Earnest Money (EMD)
Rs- 30,000 (Rupees thirty Thousand Only) [The purchaser shall fix as EMD an amount equal to 2 %. (two percent) of the current monthly bill for eight (8) housekeeping services being paid by the MMC ,Malda.]

SECTION IV: CONSIGNEE LIST:-

Principal, Malda Medical College , Malda

Address :- Singatala ,Uma Roy Sarani, Malda ; PIN-732101 (WB)

SECTION V: SPECIFICATIONS & SCOPE OF WORK: -

Detailed scope of Cleaning & Housekeeping Services includes but not limited to the following: -

A. Cleaning of Hostel Bathrooms, Toilets, Urinal, Lavatories and Laundry Area etc.

- Ensure thorough cleaning and disinfection of all bathrooms, toilets, urinals, lavatories, and laundry areas at least **three times a week**.
- Clean sinks, showers, toilet bowls, floors, mirrors, tiles, and drainage points.
- Perform **weekly deep cleaning** of tiles, grouts, and drains using appropriate chemicals.
- Carry out **monthly inspections** to detect and fix issues like mold, water leakage, and faulty fixtures.
- Maintain **cleaning records and logs** and respond to complaints promptly.

B. Cleaning of Kitchen Area, Mess, Dining Hall, Recreation Room, Pantry etc.

- Perform **daily cleaning and disinfection** of all kitchen surfaces, sinks, wash basins, countertops, dining tables, and pantry areas.
- Empty, clean, and sanitize all trash bins every day to prevent pest infestation and foul odor.

- Conduct deep cleaning of the kitchen area once a week, including cleaning under stoves, storage racks, and refrigerators
- Ensure proper waste segregation in the kitchen to prevent contamination.

C. Cleaning of Common Areas, Rooftop/Terrace, Ground Floors, Garage, Parking, Corridors and Hallways, Waiting Room, Community Hall , Window Grills, Ceilings etc.

- Sweep, mop, and dust **common areas**, including corridors, hallways, rooftops, terraces, ground floors, garages, parking areas, community halls, waiting rooms, and staircases on daily basis.
- Clean window glass, grills, ventilators, and doors at least **once a week**.
- **Maintain a clean and dust-free environment in recreation and waiting areas to ensure student comfort.**

D. Cleaning of Surrounding Areas of Hostels' Buildings: -

Vegetation Clearance

- Uprooting unwanted plants, weeds and shrubs.
- Trimming overgrown trees and branches
- Removal of plants growing in wall cracks, pipes, backside of bathroom pipes, drainage areas.
- Uprooting unwanted trees or plant growth developed around the bathroom pipes, wall cracked, damp walls etc.

Debris and Waste Removal

- Clearing construction debris, broken furniture and dumped waste proper disposal of garbage, plastic waste and old materials.

Drainage and Pipe Maintenance

- Cleaning of choked Hume pipes, gutters, and open drains.
- Removal of blockage and plant roots from drainage lines
- Flushing and disinfecting of water outlets and waste pipes

Surface Cleaning

- Sweeping and pressure washing of pathways, corridors, and staircase
- Scrubbing algae/moss buildup on walkways and exterior walls

Pest and Hygiene Control

- Removing stagnant water to prevent mosquito breeding
- Spraying disinfectant or insecticides where necessary.

General Beautification

- Planting grass and maintain surrounding garden.
- Installing dustbins at key points.

E. Waste Disposal and Bin Maintenance

- Empty all dustbins, wastepaper baskets, and garbage bins daily at regular intervals.
- Wash and sanitize all bins thoroughly and **place garbage bags in every bin** to prevent staining and bad odors.
- Ensure that bins are cleared once they are **three-fourths full**.

- **Safely segregate, handle, and dispose of general and biomedical waste following legal guidelines**

SECTION VI: GENERAL INSTRUCTIONS TO BIDDERS (GIB):

- A.** The main objective of the outsourced service is to provide a high level of a neat, clean, hygienic and presentable look to the entire area. The contracting organisation and their team will supervise the work listed in these documents.
- B. Bidder should visit the site before quoting rates in e-tender:** Intending bidder should visit all Students' Hostels and adjoining areas surroundings etc. and make himself/herself thoroughly acquainted with the site condition, nature and requirements of the work, facilities for transportation, labour supply, storage of materials and removal of debris, waste, rubbish/biomedical waste. The rate quoted by the contractor shall take care of all contingencies required for operating efficient cleaning & housekeeping services at the academic hostels. The successful bidder shall not be entitled BALANCE AS ON to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which, in the opinion of the health facility might be deemed to have reasonably been inferred to be so existing before commencement of the indoor patient housekeeping services contract. The necessary permission for onsite assessment may be obtained from the Principal, MMC, Malda on arrival on any working day between 11 am and 4 pm subject to date & time schedule mentioned for this tender.
- C. The Bidder must have a registered office/ branch office in municipal area under the English Bazar Municipality, Malda.**
- D.** In Girls Hostels, only **female sweepers / female housekeepers** are to be provided.
- E.** Behaviour of contractor & his/her staff with hostels' boarders, college authorities etc., would be courteous and respectful. The staff would maintain confidentiality of information, which they may access during the course of their duty in the hostels. The contracting organisation will ensure that the staffs deployed are dressed in neat and clean uniform, which is approved by the College Authority. The staff deployed should be disciplined, entailed on enforcing prohibition of alcoholic drinks, paan, smoking, loitering without work, gambling etc. any illegal, disruptive, immoral act in the campus of MMC&H. Any misconduct/ misbehavior by any housekeeping staff deployed by the Contractor shall be promptly dealt with by the Contractor. If the competent authority of the MMC so desires, such staff shall be immediately replaced by the contractor at his/her own risk, cost and responsibilities, with written intimation to the competent authority about such a move.
- F.** The Contractor shall employ adult labour only and shall engage only such works whose antecedents have been verified thoroughly, including character, police verification and other formalities. The cleaning & housekeeping staff deployed through contractor at the Hostels of Malda Medical College, shall not claim any benefit, compensation, absorption or regularization of their services in the establishment of the MMC or MMC&H under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other law in vogue and revised from time to time. The contractor shall obtain an undertaking from the deployed persons to the effect that the deployed persons are the employees of the contractor. The Contractor shall submit

the said undertaking to the Principal , Malda Medical College. In the event of any litigation on the status of the deployed staff, the MMC shall not be a necessary party. However, in any event, either by the deployed persons or on order of a Court of Law, if the MMC is made necessary parties in dispute to adjudicate the matter, the contractor shall reimburse the expenditure borne by the MMC for such.

- G. Indicative Methods of Cleaning:** - Housekeeping / cleaning services should be provided round the clock on all days including holidays, so that all areas are neat and clean all the time. Working hours should be adjusted in such a manner that initial cleaning work in the morning should be completed half an hour before the start time of normal work and does not create any hindrances/disturbances to the study of students.

The method of cleaning of various areas is given below and can be adapted to the hostel's requirements.

As far as possible wet mopping is preferred over dry sweeping to avoid kicking up and circulation of dust and allergens.

1. Preparation: -

- (i) Put gumboots or disposable shoe covers
- (ii) Hand-Gloves must always be borne by all personnel engaged in cleaning of Health Facility
- (iii) Wear cap, mask, apron / gown
- (iv) Prepare germicidal cleaner in clean water as per the dilution directions mentioned on the product label, both in the wringer bucket as well as plastic pail.
- (v) Move cots and furniture as per the directions of the supervisor to one side.
- (vi) Use a blunt knife to remove any dried up or sticky soil on the floor.
- (vii) Use a treated dry mop or nylon push broom and dust pan to clear the loose soiling on the floor.

2. Performance: -

- (i) Sweep the dust -in case the quantity is large- to the door way and collect it in the dust pan and discard into the trash.
- (ii) Wet the mop in the germicidal solution and wring it gently so that the mop holds enough solution for necessary disinfection of the floor.
- (iii) Wet mop the floor in one direction and ideally from the centre outwards toward the door. Change of mopping water should be done frequently especially when it is noticed that it is noticed dirty Method of cleaning

3. Direction of cleaning:-

- (i) The sweeping movement should be unidirectional
- (ii) The direction of cleaning in hostels must be from the clean to the dirty area. In closed spaces like hostels' rooms , the direction should be from within outwards.

4. Finishing:-

- (i) De-gown carefully, wash and let them dry.
- (ii) Remove your cap and mask wash and let them dry.
- (iii) Remove the gloves wash and let them dry.
- (iv) Wash your hand as per six steps of hand hygiene.

5. Practical points to note-

- (i) All loose particles and litter should be removed before dealing with any stubborn stains/dirt.
- (ii) Use lighter cleaning methods before attempting stronger methods.
- (iii) Before any implement or cloth is used, make sure they are clean and dry.

- (iv) A **double bucket system** when mopping the floors so that dirty water is not reused while mopping. The first bucket contains clean water while the second bucket is used to squeeze out the water from the dirty mop following which the mop is dipped in the clean water and mopping done.
- (v) The **Three bucket system** should be ideally practiced and that the first bucket contains water with detergent used in the beginning. The mop is then rinsed in the second bucket and dipped in the third bucket which can also contain a disinfectant and the mopping done again.
- (vi) Abrasives should be used as a last resort as they can damage the surface.
- (vii) Use an agent that is least offensive in smell if alternatives are available.
- (viii) When cleaning a surface, be cautious of marring the surroundings area, e.g. fingerprints on walls, grazing other articles, etc.
- (ix) Use methods that are least inconvenient to Students. Disturbance can be caused by noise or obstacles placed in public areas.
- (x) Be sure that during the process of cleaning areas do not become accident-prone, e.g. wet, slippery floors, etc. If required, cautionary sign can be put.
- (xi) Cleaning should be carefully planned to make efficient use of time.
- (xii) Safety precaution should be adopted while cleaning.
- (xiii) Pay attention while cleaning of electrical switchboards & electrical connections etc.
- (xiv) Storage of cleaning & housekeeping articles/materials including toilet cleaning materials should be made properly.
- (xv) Personal protection equipment/gear with proper uniforms to be worn by the housekeeping staffs while on duty.
- (xvi) Perform any other jobs in similar nature that may be entrusted with them by the authority.
- (xvii) All statutory rules and regulations and legal requirements are to be followed at each stage disposal of waste products.

H. Following documentation should be maintained by the contracting agency

- (i) Weekly Duty Roaster and Attendance Report
- (ii) Complain Book
- (iii) Maintaining Logs and Checklist of Day to Day Cleaning.
- (iv) Immediate replacement of staff on leave.
- (v) Rotation of staff if required but the staff should not be rotated too frequently.
- (vi) List of equipment deployed at the hostels.
- (vii) Organisational structure with local supervisor and line of authority with job description of each category of housekeeping staff.
- (viii) EPIC, ADHAR, PAN etc, Identity proofs of all staffs.
- (ix) Cleaning Instructions for the cleaning personnel.
- (x) The Contractor shall maintain a Suggestion book for comments on the services rendered by it and submit an 'Action Taken Report' on it to the competent authority of the MMC half-yearly.

I. Before formulating the bid and submitting the same to the purchaser, the bidder should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its bid.

J. Corrupt or Fraudulent Practices :- The Purchaser reserves the right to reject a proposal for award if it determines that the bidder recommended for award engaged in corrupt or fraudulent practices in completing the contract in question and ,will declare a firm ineligible , either indefinitely or for a stated period of time, to be awarded a

contract by the purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

The bidder shall provide **an notarized undertaking** that the proprietor/ promoter/ director of the firm, its employee, partner or representative are not convicted by a court of law following prosecution for offence involving moral turpitude in relation to business dealings including malpractices such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of tax levied by law; etc. Also, the firm does not employ a government servant, who has been dismissed or removed on account of corruption.

The Contractor shall, at all times, indemnify and keep indemnified the purchaser, free of cost, against all third parties claims which may arise in the performance of his/her contractual obligations including goods and/ or services provided by the Contractor under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks etc. The contractor at all times should indemnify the MCH/ hospital against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; The Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961 or any other law relating thereof and rules made hereunder from time to time. The purchaser/ consignee MMC shall not own any responsibility in this regard.

Availability of Fund :- Expenditure to be incurred for the proposed purchase will be met from the funds available with the purchaser/consignee.

Bank Solvency Certificate of the bidder shall be for any date within last 3 (three) months from date of issue of this tender. The Bank Solvency Certificate must be for an amount equal to or more than 3 (three) months' total statutory monthly emoluments as per applicable rates of that date, payable to the total number of (unskilled + semi-skilled + skilled) workers to be deployed as per.

- K. The bidder shall have an Average Annual Turnover of at least Rs. 30 Lakhs in the last 3 (three) financial years, viz. 2021-2022, 2022-2023 and 2023-2024 , duly certified by a practicing Chartered Accountant.**
- L. In case any public complaint is received attributable to misconduct/ misbehaviour of contractor/agency's personnel, a penalty of Rs.1000/- for each such incident shall be levied and the same shall be deducted from contractor/agency's bill. Further, after enquiry, if found guilty, the concerned contractor/agency's personnel shall be removed from the Hostels /Malda Medical College immediately.**

Ensure monthly salary payment to employees within 7th of every month, impose a penalty of Rs.5000/- (Five Thousands) per day for delays.

The Authority would deduct a portion of the Monthly Contract Fee due to the Service Provider for any calendar month after the Effective Date, if the Service Provider fails to meet during that calendar month, the performance parameters as described below. The deduction of the Monthly Contract Fee would be calculated in the following manner: -

Serial No.	Performance Parameters	Methods of Quantifications of pre-estimated genuine Liquidated Damages
1.	Failure to dispose of the garbage (Garbage for the present provision shall mean all types of waste including biomedical waste)	Rs. 500/- per instance per service area “Per service area” herein shall refer to each room / space of each floor of the hostel and if found outside the floor/ ward, each of the floors will be considered as a service area. For e.g., if garbage is found not to have been disposed in 8 rooms in total and found also kept in the passages in 2 floors of the hostel, at 6 different locations. It shall be deemed that on that day, the Service Provider have failed to dispose of the garbage at 10 service areas
2.	If less than the minimum number of requisite personnel has been deployed by the Service Provider.	Rs. 200/- per day per personnel
3.	If the quality of work is found unsatisfactory and there is a complaint by the boarders and/ or the college staff/officials fand upon it	Rs. 1,000/- per day per instance E.g. – If a complaint comes from a boarder , whereby it is established that being proved that such a complaint was justified.
4.	Failure to commence Services within the stipulated date	Rs.2,000/-per day
5.	Proven misbehavior by the Service Provider’s personnel	Rs.1000/-per incident
6.	Failure to make labour law compliances with respect to its employees, like non-payment of PF, ESI, etc.	Rs. 1,000/- per person per day per instance from-compliance
7.	In case of any cease worker concerted refusal to render services by the personnel deployed by the Service Provider, resulting in hampering of the service sat the facility(is)	Rs.5,000/-per day
8.	Failure to make payment of monthly wages to the personnel deployed by the 7 th of the succeeding month.	Rs.5,000/-per day
9.	Failure to wear the uniform while on duty	Rs. 200 /- per day per personnel

M. Preparation & Submission of Bids for e-Tender:-

- (i) **Registration of Bidder:** A bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, by logging on to <https://wbttenders.gov.in>. The bidder is to click on the link for e-Tendering site as given on the web portal.
- (ii) Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of bids from the approved service provider of the National Informatics Centre (NIC).
- (iii) The bidder can search and download Notice Inviting Tender (NIT) & Tender Document(s) electronically from computer once he logs on to the website <https://wbttenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- (iv) Bids are to be submitted online to the website <https://wbttenders.gov.in> in two folders before the prescribed date and time using Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copies, duly Digitally Signed. The documents will get encrypted (transformed into non readable formats) on uploading. The two folders are:
- 1) Technical Proposal: containing Statutory Cover and Non-Statutory Cover.
 - 2) Financial Proposal: containing Bill of Quantity .
- (v) **Statutory Cover shall contain the following documents:**
- A) Tender Documents:
- 1) Application to participate in tender as per : Tender Application Form.
 - 2) Notice Inviting e-Tender
- B) Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD

Non-Statutory Cover will contain the following documents :

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	i. Income Tax PAN ii. Professional Tax Registration iii. GST Registration iv. ESIC Code Number* v. EPFO Registration** vi. Contract Labour (Regulation Abolition) Registration Certificate.*** vii. Labour license ****
B.	Company Detail(s)	Company Detail	i. Certificate of Incorporation ii. Trade Licence up to date iii. Notarized Power of Attorney in favour of the Signatory(ies).
C.	Credential	Credential	Performance Statement as per Section -VIII along with documentary evidence
D.	Documents	Documents	i. Audited Balance Sheet & Profit & Loss A/c of last 3 financial years. (2021-22/2022-23/2023-24) ii. Name, address of banker, account number iii. Bank Solvency Certificate iv. Bidder's Undertaking of Non-Conviction

			v. Bidder's Undertaking to provide Housekeeping Equipment as per Section XI for this job
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*ESIC Code Number Allotment is mandatory.

**EPFO Registration is compulsory.

*** Registration under Contract Labour (Regulation and Abolition) Act for contractors employing 20 or more persons on any day during preceding 12 months from date of issue of tender.

**** L1 Bidder will submit labour license at the time of AOC.

- (vi) **Financial Proposal:** The financial proposal (cover) or prices quoted should be uploaded online through the Bill of Quantities (BOQs). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQs are to be uploaded, virus scanned & digitally signed by the bidder. Please refer Section IX: 'Price Schedule/ Bill of Quantity' for directions on quoting prices online. **(Zero or negative value shall not be accepted)**

The price quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account. Service Tax shall be paid for by the purchaser as applicable, from time to time. Minimum wages, bonus, entitlement, dues etc. as per the relevant statutes in vogue shall be paid for by the purchaser as revised from time to time.

- (vii) **EMD : Deposit, Refund & Forfeiture of Earnest Money shall be guided by the Finance Department's Order No. 3975-F(Y) Dated, 28th July 2016.**

- (viii) It is the responsibility of bidder to go through the TE document to ensure furnishing all required documents in addition to above, if any. Wherever necessary and applicable, the bidder shall enclose certified copy as documentary evidence to substantiate the corresponding statement. A bid, which does not fulfil any of the above requirements and/or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected. **Bid sent by paper/fax/telex/cable/email etc shall be ignored. Alternative and/or Conditional Bid shall also be rejected.**

- (ix) **Bid Validity :-** The bids shall remain valid for acceptance for a period of 180 days (One hundred and Eighty days) after the date of technical bid opening prescribed in the TE document. Any bid valid for a shorter period shall be treated as unresponsive and rejected.

In exceptional cases, the bidders may be requested by the purchaser to extend the validity of their bids up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ telex/cable/email followed by surface mail. The bidders, who agree to extend the bid validity, are to extend the same without any change or modification of their original bid and they are also to extend the validity period of the EMD accordingly. A bidder, however, may not agree to extend its bid validity without forfeiting its EMD. In case the day up to which the bids are to remain valid falls on/ is subsequently declared a holiday or closed day for the purchaser, the bid validity shall automatically be extended up to the next working day

N. Opening & Evaluation of Bids: -

- (i) The purchaser will open the bids after the specified date and time as indicated in the NIT. Authorized representatives of the bidders may attend the tender opening.
- (ii) The EMD of goods to be supplied shall be evaluated first. Then the Online Technical bids of EMD-qualified bidders shall be opened and evaluated with reference to parameters prescribed in the TE

document. After this, the Online Price Bids of only the technically qualified bidders shall be opened for further evaluation.

Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the website using their Digital Signature Certificate (DSC).

In the Technical Proposal, the Cover (folder) for Statutory Documents will be opened first and if found in order, the cover (folder) for Non-Statutory Documents will be opened.

- (iii) IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR TENDER BY THE BIDDER IN HIS/HER TECHNICAL PROPOSAL IS NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.
- (iv) Bids will be evaluated on the basis of the terms & conditions already incorporated in the TE document, based on which bids have been received and the terms, conditions etc. mentioned by the bidders in their bids. No new condition will be brought in while scrutinizing and evaluating the bids. If a Bid is not substantially responsive, it will be rejected by the Purchaser.
- (v) Decrypted (transformed into readable format) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee. The Committee will evaluate technical proposals as per terms laid down in this tender document. During evaluation the Committee may summon bidders & seek clarification /information or additional documents, or original hard copies of documents submitted online. If these are not produced within specified time, the bid proposals will be liable for rejection.

The result of evaluation of technical bids, along with information regarding further steps in evaluation of the tender shall be uploaded online.
- (vi) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected.
- (vii) **Purchaser's Right to accept any bid and to reject any or all bids:-** The purchaser reserves the right to accept in part or in full any bid or reject any or more bid(s) without assigning any reason or to cancel the tendering process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).
- (viii) The contract will be awarded to the lowest evaluated responsive bidder decided by the purchaser. The list of successful bidder(s) shall be uploaded online. **In case of tie, Tenderer will be selected in accordance with the existing provisions of relevant orders of Finance Department (Govt. Of West Bengal).**
- (ix) Notification of Award:- Before expiry of the tender validity period, the purchaser will notify the list of successful bidder(s) online. In addition, each successful bidder shall be notified in writing, by registered/ speed post or by fax/ telex/ cable/ email (to be confirmed by registered / speed post) that its bid for goods and/ or services, which have been selected by the purchaser, has been accepted,

also briefly indicating there in the essential details like description, specification and quantity of the goods and/ or services and corresponding prices accepted. The successful bidder must furnish to the purchaser the required performance security within fifteen (15) days from the date of issue of this notification, failing which the EMD will be forfeited, and the award will be cancelled. The Notification of Award shall constitute the conclusion of the Contract, and the 1 (one) year contract period shall commence from this date of notification. The successful Bidder shall also physically submit original documents/ duly attested photocopies of all documents uploaded by him online at the time of bidding.

The name and address of the successful bidder(s) receiving the contract(s) will be published in the websites <https://wbenders.gov.in> and www.wbhealth.gov.in/.

- (x) **Performance Security:-** Within 15 (fifteen) days from date of the issue of notification of Award of Contract by the Purchaser, the Contractor, shall furnish performance security to the Purchaser for an amount equal to 3 (Three) Months' Gross Amount Payable to as per applicable rates on date of commencement of contract. The Performance Security shall be retained up to ninety (90) days after the date of completion of all contractual obligations by the Contractor.

The Performance security shall be deposited in Indian Rupees to the state government through TR Challan under head of account 8443-00-103-Earnest Money-01-07-Deposit. **No other forms of deposit can /will be entertained by the college authority.** The Purchaser will release the Performance Security without any interest to the Contractor on completion of the Contractor's all contractual obligations. In the event of any failure /default of the Contractor with or without any quantifiable loss to the Malda Medical College, the amount of the performance security is liable to be forfeited. The MMC may do the needful to cover any failure/default of the Contractor with or without any quantifiable loss to the MMC.

- (xi) **Non-receipt of Performance Security and Contract by the Purchaser:-** Failure of the successful bidder in providing performance security and/ or signing contract shall make the bidder liable for forfeiture of its EMD and also, for further actions by the Purchaser against it as per the clauses.

- (xii) **Modification of Contract:-** If necessary, the purchaser may, by a written order given to the Contractor at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following: a) Requirements and Specifications of the goods and /or services. b) Any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.

- (xiii) **Terms of Payment :-** The Contractor shall raise bills in proforma as per **Proforma of Monthly-Bill to be submitted by Bidder** for all payments due to him at the end of each month. He/She shall submit the bills, along with necessary supporting documents in triplicate to the purchaser.

The attendance sheet in respect of the housekeeping staff deployed Hostels of MMC shall be authenticated daily by a designated supervisory staff of contractor and countersigned by an appropriate authority of Malda Medical College. The attendance sheet shall be submitted by contractor along with

the monthly bill payable to him by MMC.

Along with the above bill the Contractor shall certify and submit supporting documents for the following:

- a. **Statement showing monthly salary paid through ECS/ DBT to the housekeeping staff deployed at the MCH/ hospital in the preceding month shall be submitted for verification)**
- b. **The ESI Contribution** relating to workers (copies of ESI Cards of workers, copy of ESI deposit challan **shall be enclosed)**
- c. **EPF Contribution** relating to workers (copies of EPF numbers of workers, copy of EPF **deposit challan shall be enclosed)**
- d. **Self declaration**, “We are complying with all statutory Labour laws in vogue and as amended up to date, including the **Minimum Wages Act**”.
- e. Payment shall be made after the ‘Work Done Satisfactorily’ Certificate is issued against the bill by the competent authority of the MCC.

The contractor shall be absolutely and exclusively responsible for the payment of salary for the Cleaning & housekeeping staff deployed at the MCH/ hospital on or before the 7th of each succeeding month to protect the interest of housekeeping staff and ensure smooth running of housekeeping in MMC’s Hostels, irrespective of whether or not he/she may be able to raise and submit bills or receive payments from MCC by that time.

- O. Resolution of disputes:-** If dispute or difference of any kind shall arise between the Purchaser and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser or the Contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between the Purchaser and a Contractor relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer in the Department of Health and Family Welfare, Government of West Bengal, appointed to be the arbitrator by the Principal Secretary to that Department. The award of the arbitrator shall be final and binding on the parties to the contract subject to the provision that the Arbitrator shall give reasoned award in case the value of claim in reference exceeds Rupees One lakhs (Rs. 1,00,000/-). The venue of arbitration shall be decided by the Principal, Malda Medical College.
- P. Termination of Contract :-** The Purchaser reserves the right to terminate the contract, in whole or in part for its (Purchaser’s) convenience, by serving written notice on the Contractor at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Purchaser. The notice shall also indicate inter alia, the extent to which the Contractor’s performance under the contract is terminated, and the date with effect from which such termination will become effective.

SECTION-VII: TENDER APPLICATION FORM

**To,
The Principal
Malda Medical College, Malda**

Ref. Your TE Document No. _____ Dated _____

I/ We, the undersigned have examined the above TE Document, including amendment/corrigendum number _____, dated _____ (if any), the receipt of which is hereby confirmed. I/ We now offer to supply and deliver _____ (Description of goods and/ or services) in conformity with your above referred document for the sum, as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.

If our bid is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements and enumerated in the Scope of Specification & Work.

I/ We further confirm that, if our bid is accepted, we shall provide you with a Performance Security as required for the due performance of this contract.

I/We agree to keep our bid valid for acceptance as required, or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us. I/We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry. I/We confirm that we do not stand deregistered/banned/blacklisted by any Government Authorities/ Organization/ Institution etc.

Brief of court/legal cases pending, if any, are following:--

I/We would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Principal, Malda Medical College, Malda to verify this statement.

I/ We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum if any.

(Signature with date)

(Name and designation) Duly authorised to sign bid for and on behalf of Bidder

SECTION VIII: PROFORMA FOR PERFORMANCE STATEMENT

Firms/ Agencies should have at least 03 (Three) years' work experience in executing similar kind of services/jobs of 24 or more persons engagement in Central/ State Govt. Department / Semi Governments specially in similar kind of Govt. Guest Houses /Govt. Circuit Houses/ Govt. Hostels. /Govt. Hospitals (For the period of last three years)

(Submit with documentary evidence)

Tender Reference No. : _____

Date of opening : _____

Time Period : _____

Name and address of the Bidder : _____

Order placed by (full address of Purchaser)	Order No. And Date	Goods and Services Ordered For	Period Of Contract	No. & Type of employees deployed	Value of Order (Rs.)	Was the Contract performed Satisfactorily (attach documentary evidence) *
1	2	3	4	5	7	8

Signature and seal of the Bidder

* The documentary evidence will be a certificate or bill paid by the purchaser/ consignee/end user with cross-reference of order no. and date.

Note- PROFORMA FOR PERFORMANCE STATEMENT SHOULD BE NOTORIZED.

SECTION IX: PRICE SCHEDULE/ BILL OF QUANTITY

[Directions to bidders for quoting prices online: The online Bill of Quantities (BOQ) will contain many columns. Please consider only the following columns in BOQ and quote your all-inclusive price, (excluding GST) for supply of one unit of goods and /or services you intend to bid for in **Column number seven (7) titled** as ‘Basic Price (in. Rs.)’ of the BOQ. GST shall be paid for by the purchaser as applicable. Minimum wages, bonus, entitlement, dues etc. as per the relevant statutes in vogue shall be paid for by the purchaser as revised from time to time.]

Sl. No. (Col.1)	Item Description (Col.2)	Quantity (Col.4)	Units (Col.5)	Basic Price (in Rs.) (Col.7)
1	The bidder shall quote a ‘Management Fee’ for providing goods and /or services, as applicable in the tender. The Management Fee shall be quoted as a percentage of the total Statutory Monthly Emoluments and others payable to the total number of (unskilled) workers deployed for cleaning & housekeeping services in the Hostels. Here, Statutory Monthly Emoluments shall mean amount payable as per Row 7 of Schedule of Payment under Section-XI: Proforma of Monthly Bill to be submitted by the Bidder. GST as applicable from time to time shall be paid extra. No additional charges, taxes etc. will be paid. [For example: If you quote the figure ‘5’. It means that you will charge 5 % (five percent) of total Statutory Monthly Emoluments payable to the total number of (unskilled) workers deployed for cleaning & housekeeping services in the Hostels as Management Fee per month. GST as applicable from time to time shall be paid extra. No additional charges, taxes etc. will be paid. The L1 bidder will be selected among technically qualified bidders who have not quoted Management fees in BOQ as 0 or less than 0. (Upto three decimal figure will be allowed.)	1	1 no.	[Quote Figure]

Total Tender price in Rupees: 1128042.00 (a figure will be computed by software by default). In words: eleven lakhs twenty eight thousand fourty two (a figure will be computed by software by default)

Note. If there is a discrepancy between the unit price and total price, THE UNIT PRICE shall prevail.

Upload with digital signature of authorized personnel of Bidder

SECTION X: CONTRACT FORM

(Principal, Malda Medical College, Malda)

Contract No _____ Dated _____

This is in continuation to this office's Notification of Award No _____ Dated _____

1. Name & Address of the Contractor: _____

2. Purchaser's TE document No _____ Dated _____ and subsequent Amendment No ____, dated ____(if any), issued by the purchaser

3. Contractor's Bid No _____ Dated _____ and subsequent communication(s) No ____ dated ____ (if any), exchanged between the Contractor and the Purchaser in connection with this tender.

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned above, shall also be deemed to form and be read and construed as integral part of this contract:

- i. Notice Inviting Tender
- ii. General Instructions to Bidders
- iii. Requirements and EMD
- iv. Specifications
- v. Consignee List
- vi. Tender Application Form furnished by the Contractor
- vii. Price Schedule(s) furnished by the Contractor in its bid
- viii. Purchaser's Notification of Award of Contract.

The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 1 of Section II: PREAMBLE: Definitions and Abbreviations of the Purchaser's TE document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

5.1 Brief particulars of the goods and/ or services which shall be supplied/ provided by the Contractor are as under:

Schedule No.	Brief description of goods/ services	Quantity	Unit Price	Total price

5.2 Financial limit to contract

5.3 Requirements and EMD

5.4 Consignee List

5.5 Variation, Delay in the Contractor's performance

5.6 Any other additional services (if applicable) and cost thereof:

5.7 Performance Security

5.8 Cleaning & Housekeeping Staff to be deployed by Contractor at Students' Hostels.

5.9 Terms and Mode of Payment

5.10 Liquidated Damages

5.11 Force Majeure

5.12 Termination for convenience

5.13 Notices

5.14 Resolution of disputes

5.15 Applicable Law and Legal Suits

5.18 General/ Miscellaneous Clauses

5.19 Assignment

Signature, name and address of the Purchaser's/ Consignee's authorised official)

For and on behalf of _____

Received and accepted this contract

(Signature, name and address of the Contractor's executive duly authorised to sign on behalf of the Contractor)

For and on behalf of

(Name and address of the Contractor)

(Seal of Contractor)

SECTION XI : HOUSEKEEPING ITEMS PROVIDED BY THE BIDDER

The bidder shall bear all charges for providing 2 (two) sets of uniforms per year, I-Cards to all workers; gum boots, hand gloves, logistics as mops, trolleys etc., safety goggles, masks, safety gears etc. to those required. The quality and colour code of such items of attire shall be as per approval of competent authority of Malda Medical College. **Consumables are to be provided by the competent authority.**

Following Indicative List of equipment to be provided by the bidder,

- 1. Large Mops for wiping.**
- 2. Mops with handles floor wiping.**
- 3. Garbage carrying carts from each Hostel to existing VAT.**
- 4. Muriatic Acid for cleaning of Toilets.**
- 5. Duster.**
- 6. One Winger Trolley to each floor of Hostels' Buildings.**
7. Hand held torch
8. Batons/Rules
9. Uniform
10. Cap
11. Shoes
12. Belt
13. ID Card
14. Rain coat (for rainy season)

(Name and address of the Contractor)

(Seal of Contractor)

SECTION XII: PROFORMA OF MONTHLY BILL TO BE SUBMITTED BY THE BIDDER

(G.O. no. HF/MA/1661/4R-06/12 dt.6.9.12 specifies Statutory Emoluments to Workers)

Contract no..... dt.....				
Serial No.	Schedule of Payment	Unskilled Worker Rs.	Semi-skilled Worker Rs.	Skilled Worker Rs.
A	REIMBURSEMENT of Statutory Emoluments Payable to Cleaning & Housekeeping Personnel			
1	Minimum Monthly Wage rate for Sweeping and Cleaning/ any other Scheduled Employment in the applicable Zone as per Labour Department, Govt. of West Bengal per Worker			
2	Monthly EPF Contribution per Worker by Employer			
3	Monthly ESI Contribution per Worker by Employer			
4	EDLI Contribution and Administrative Charges payable per Worker by Employer			
5	Gross Statutory Monthly Emolument per worker (Rows 1+2+3+4)			
6	Number of Workers			
7	Total Statutory Monthly Emolument Payable to all Workers (Rows 5 x 6)			
8	Total Statutory Emoluments Payable			
B	MANAGEMENT FEE, payable to Contractor for providing Cleaning & Housekeeping Services including cost of equipments			
9	Management Fee (... % of Total Statutory Emoluments Payable, i.e., ... % of Row 8)			
10	Less: Liquidated Damages (Annex a Separate List)			
11	Net Management Fee (Rows 9 – 10)			
12	GST on Net Management Fee			
13	Any other tax as applicable			
14	Gross Amount Payable to Contractor (Rows 8+11+12+13)			
15	Less: Income Tax Deducted at Source on Net Management Fee (on Row 11)			
16	Net Amount Payable to Contractor [Rows 14 – 15] (Rupees in words.....)			
17	i. The attendance sheet in respect of the housekeeping staff deployed at Hostels, authenticated daily by a designated supervisory staff of contractor and countersigned by an appropriate authority of MCC. ii. The wages of workers were credited to their bank accounts on..... (Date). (The bank statement showing monthly salary paid through ECS to the cleaning & housekeeping staff deployed at the Hostels in the preceding month shall be submitted for verification) iii. ESI Contribution relating to workers amounting to Rs..... was deposited on..... (date) (copies of ESI Cards of workers, copy of ESI deposit challan shall be enclosed) iv. EPF Contribution relating to workers amounting to Rs..... was deposited on..... (date) (copies of EPF numbers of workers, copy of EPF deposit challan shall be enclosed) v. We are complying with all statutory Labour laws in vogue and as amended up to date, including the Minimum Wages Act. vi..... vii..... viii.....			

The bidder shall pay the staff deployed by it for housekeeping in the hostels, at least the minimum wages as fixed by the state government, bonus, dues, entitlements etc. as per the relevant statutes in vogue and revised from time to time. These Statutory Charges claimed by the bidder shall be reimbursed by the purchaser on basis of submission of documentary evidence of actual payment made by the bidder to its housekeeping staff deployed at the Hostels in

previous month.

SECTION XIII: CHECKLIST OF DOCUMENTS.

(If the bidders will not submit the completed checklist with the mentioned page no., then the bidders will be treated as disqualified.)

N.B. It is the responsibility of bidder to go through the e-tender document to ensure furnishing of all required documents in

Sl no.	Documents to be submitted	Checked by bidder	Page Number	Remarks
1.	EMD or documents in support of EMD exemption			
2.	Tender Application Form			
3.	Notice Inviting Tender Sections I to XII			
4.	Income Tax PAN			
5.	Professional Tax Registration/ any Challan deposited in last six months from scheduled date of e-tender opening.			
6.	GST Registration along with copy of last return filed.			
7.	ESIC Code Number Allotment			
8.	EPFO Registration			
9.	Certificate of Incorporation/ Partnership Deed			
10.	Updated Trade License.			
11.	Power of Attorney in favour of signatory of bid			
12.	Notarized Performance Statement as per format prescribed in Section VIII, with supporting documents.			
13.	Audited Balance Sheet & Profit/ Loss A/c for last 3 years.			
14.	Name, address of banker, account number			
15.	Bank Solvency Certificate on any date after publishing of this e-tender for an amount equal to 3 (three) months' total bill for supplying full Housekeeping Services at rate quoted by bidder, plus the minimum statutory emoluments payable to the maximum staff deployable at that facility during this period. Mandate provision of bank solvency certificate after tender issuance, with at least 03 (Three) years validity.			
16.	Address proof for registered and/or branch office of bidder mandatory in the English Bazar Municipality.			
17.	Bidder's Undertaking of Non-Conviction.			
18.	Price Schedule/ Bill of Quantity (BOQ)			
19.	Annual turnover of at least Rs.30 Lakhs in the last 3 (three) financial years, viz. 2021-2022, 2022-2023 and 2023-2024.			

addition to above