



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুণ্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165



প্রফেসর প্রদ্যুৎ কুমার পাল

নিয়ামক/ভারপ্রাপ্ত

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EOI Ref. No.: UBKV/Est T/P-02/EOI-01/2025-26 Date: 24/06/2025

Expression of Interest (EOI)

Name of Organization	Uttar Banga Krishi Viswavidyalaya Pundibari, Cooch Behar, Pin-736165, W. B
Category of service	Cleaning at the lobbies, common room, staircase in the Hostels inside the campus and the toilets attached to each lobby including the cleaning of the 15 ft. surrounding area at the ground floor and roof of the hostel building.
General outline of the service	Cleaning, Sweeping, Mopping of floors, Cleaning of the toilets, roof and surroundings of the ground floor, Sanitation, etc.
Cost of the cleaning materials and implements /machinery for cleaning to be used	To be borne by the concerned Firms/ Agencies/ Self - employed individuals
Composition of cleaning team	Males for the Boy's Hostel and Females for Girl's Hostel
Date of Issue/ Publishing notice	24/06/2025
Last Date & Time for submission of expression of interest in Tender box at the office of the Registrar, Uttar Banga Krishi Viswavidyalaya	08/07/2025
Visit of the sites before submission of the expression of interest by the interested Firms/ Agencies/ Self - employed individuals	In between 25/06/2025 and 04/07/2025 at 1 p.m. to 3.00 p.m; The office of the DSW, UBKV may be contacted for scheduling of visit
Date and Time of Opening of Expression of interest and Prebid meeting	09/07/2025
EMD (Earnest Money Deposit)	Rs. 10,000 to be deposited during submission of technical and financial bids after pre-bid meeting
Eligibility for submission of Technical and Financial bid in two separates envelop	Presence in the pre-bid meeting is must for submitting Technical and Financial bid. Absence on the pre-bid meeting shall not be eligible
No. of envelops to be submitted in form	02

of Technical and Financial bids	
Date for submission of Technical and Financial bid in two separates envelop and closing date for submission	To be communicated in the pre-bid meeting after opening of expression of interest
Date for opening of Technical and Financial bid	To be communicated in the pre-bid meeting after opening of expression of interest
Address for Communication	The Registrar, <i>Uttar Banga Krishi Viswavidyalaya</i> , Pundibari, Cooch Behar, West Bengal, Pin- 736165
Reserve price for the contract for one year on per month basis	Rs. 84,000 per month (bid carrying at or below the reserve price shall only be accepted)

A. GENERAL OUT LINE OF THE JOB TO BE CARRIED OUT (SCOPE OF WORK)

- a) General sweeping, cleaning, mopping and drying of all floors, corridors, staircases, roof, toilets, common room other centralized facilities like staff room, kitchen & dinning of all the hostels inside the campus thrice weekly preferably on Monday, Wednesday and Friday with non-corrosive liquid cleaner or detergent etc.
- b) Vertical surfaces, ceiling of corridor/ lobby and staircases must be cleaned properly using Vacuum cleaner or suitable machinery or manually at least once in a week and as per requirement.
- c) Cleaning and maintenance of toilets and bathrooms including floors, doors, windows, wash basins, mirrors, urinals/squirting and every other item within the toilets and bathrooms and of all floor area using Wet & Dry Vacuum Cleaner or by any other means. Corners or dirty places, if any may be scrubbed using plastic hand scrubber. The floors are to be wiped dry.
- d) Cleaning of window glass and window sills in common places of all the hostel buildings with proper cleaner and wiping with microfiber cloths. Taps and flushing system of all toilets are to be checked properly. All workers must report any defective taps, valves or any other defects for maintenance works to the Works Department of the University. Unwanted materials are to be removed and disposed at designated sites as per direction of the authorized person of the University.
- e) Cleaning will be manual and/ or semi mechanized as per requirement. All surfaces must be maintained clean and stain free by cleaning and scrubbing using non-metallic soft scrubbers. (e.g. cloth, nylon or microfiber cloth) and non-corrosive detergent or soap.
- f) All the cleaning materials, chemicals, Machineries & equipment & toiletries are to be provided by the concerned Firms/ Agencies/ Self - employed individuals. All sanitary/ cleaning items like phenyl, Naphthalene balls, Odonil, floor cleaner, glass cleaner *etc.*

will be supplied by the concerned Firms/ Agencies/ Self - employed individuals. Use of any type of acidic solution is strictly prohibited on vitrified tiles. No claim for payment of those items shall be entertained by the University.

- g) Cleaning of the 15 feet surrounding area of the ground floor of the hostels twice in a month.
- h) Security against deliberate misuse/ mishandling of University's properties shall be the sole responsibility of the concerned Firms/ Agencies/ Self - employed individuals. The job to be executed as per the instruction of the official authorized by the University.

List of Hostels located inside the campus of *Uttar Banga Krishi Viswavidyalaya* to be cleaned/ maintained:

Sl No	Name of the Hostel	Allotted for	Area of common corridor and lobby in Sq. ft.	Area of toilet block in Sq. ft.	No. of toilet blocks	No. of urinal /squirting	No. of Bath	No. of Water Closet	No. of Basin/sink
01	PCM Hall	Boys	15778	5220	11	21	39	25	41
02	APCR Hall	Boys	1560	720	2	6	8	6	6
03	MN Saha Hall	Boys	5230	1170	3	6	8	8	10
04	SBC Hall	Boys	8354	1684	11	16	22	16	38
05	Torsa Hall	Boys	18356	2390	16	32	25	35	38
06	Teesta Hall	Girls	10885	2750	10	16	24	27	36
07	International Hostel	Girls	1375	683	15	15	15	15	33
08	Central Farmers Hostel	Girls	8756	4121	24	29	40	47	37

B. OTHER TERMS & CONDITIONS

1. The successful bidder herein after shall be called as 'Agency'.
2. A Memorandum of Agreement (MoA) between *Uttar Banga Krishi Viswavidyalaya* and the successful bidder shall be executed before award of contract.
3. The agency after award of contract, shall mobilize its resources for execution of the work as per terms of contract. The agency shall deploy adequate man power comprising **male (for Boy's Hostel)** and **females (for Girl's Hostel)** and resource to execute the job.
4. All the cleaning equipment, materials and chemicals in sufficient will be provided by agency.
5. The agency shall maintain a log book indicating consumable materials brought in

and consumable issued for daily use in sufficient. This log book shall be signed by the authorized person of the agency on daily basis and checked by the authorized personnel of the University.

6. Agency must disclose the minimum number and identity of various categories of personnel deployed for the work such as labours, sweepers, supervisors, manager etc. The agency shall obtain written permission in respect of all its staff and officials for entry and working inside the hostel premises and shall maintain record in this regard. Names and other personal details of the staff engaged by the agency under this contact have to be submitted and approved by the University. Unauthorized entry and deployment of unauthorized persons without prior permissions of the Authority is strictly prohibited.
7. The working hours will be fixed for the day time hours only. The length of the work day for the individual worker, however, shall be within the applicable rules. The agency shall cooperate with the University to all extent in maintain time schedule.
8. The agency shall ensure that proper discipline is to be maintained by the staff and officials deputed by the agency, and they shall have to conduct soberly at all times while functioning inside the hostels. The conduct, safety and security of the staff and officials shall be the sole responsibility of the agency. Claim for any job in future by the staff and officials deputed by the agency under the University shall not be entertained.
9. The University shall have no responsibilities for any payment or any service related benefits to the staff and officials deputed by the agency.
10. The agency shall ensure that in the event of shortage of cleaning personnel on duty, the routine cleaning work shall be executed effectively by engaging substitute personnel or assigning overtime duties to other personnel at its own cost and expenses.
11. All cleaning personnel are required to turn up on their duty in neat uniform and with cleaning appliances/ accessories, which are to be supplied by the Agency. They will not change their clothes/ uniform in open area. The cleaners deployed should not squatter in the open verandah/ lawns during leisure hours. Dignity & discipline should be maintained always.
12. The waste materials if any, collected during the cleaning should be disposed to nearest dust bin or dumping area immediately at designated sites in the campus. Utmost care is to be taken while cleaning to avoid any damage to the fixtures and

accessories installed in the premises and in case of any damage, the same is to be repaired/ replaced to make the same normal/ functional to its original state at the cost of agency and the agency shall be liable to compensate the loss, if any to the *Uttar Banga Krishi Viswavidyalaya*, which shall be recovered from the bills payable as accrued to the agency.

13. The Agency may be required to work additionally on any emergency request by the University as per our need. The agency may be required to supply additional manpower as and when required on urgent basis for likely similar works at any places inside the University beyond the scope of work or such cases, the labour deployed, if any, the agency shall be entitled for payment on minimum wages basis or as per rule of the University.
14. *Uttar Banga Krishi Viswavidyalaya* shall provide a storage space to the agency at a suitable place inside the University/ Hostels. The agency shall ensure that all the cleaning tools/ equipment along with required consumables etc. are kept at the appropriate place, specified for the purpose, as provided by University.
15. The assets and articles if any provided by the University shall be property of the University and agency shall merely the custodian of such assets and articles. On termination of cleaning contract, any such property shall be handed over to the University in proper working condition.
16. Institute will provide electricity and water free of cost for cleaning and operating machinery for cleaning.
17. The agency shall discharge its responsibility strictly adhering to the scope of work and shall ensure cleanliness as per frequency indicated in the contract. The agency while discharging, its aforesaid responsibility of extending its service shall carry out the instructions of the assigned person of the University.
18. Payment will be made/ released on monthly prorated basis of the services i.e the yearly contract amount to be divided by 12, of the services extended by the agency during the preceding month based on the certification by concerned assigned /authorized person of the University.
19. Deficiency in Service: The institute authorities shall inspect the services from time to time to assess the performance of the agency. If any deficiency in service is observed, the inspecting personnel of the University may assess the value of the deficiency and recommend appropriate financial adjustment in the monthly bill. Such adjustment will typically be twice the value of the deficiency to account for the administrative cost and hardship to the users. The cost of the deficiency shall

include not only the saving to the agency in materials, equipment usage and personnel, but also the consequence of poor performance by agency's personnel and of poor supervision. In case of dispute in assessment, decision of the competent authority of the University shall be final and binding.

20. The University shall have the right to cancel the entire engagement process for the cleaning service at the hostel inside the campus at any stage and to terminate the agency from the service by one month notice without showing any reason.

C. STATUTORY OBLIGATIONS:

1. The Agency shall be directly responsible for payment of wages (Minimum wages as per Govt. rate including other benefits like EPF & ESI) to all their staff engaged under this contract as per Govt. rule. The Agency shall abide by all acts and rules of the central/ state govt. as per jurisdiction such as Contract labor regulation & abolition Act, Payment of Minimum Wages Act and EPF etc. and any other act or law as applicable. When the contract terminates there shall be no physical or moral pressure on the University, on grounds of person and/ or resources displaced from job.
2. Month wise detailed statement of wages paid to the employees including EPF/ ESI deduction should be enclosed along with the monthly bill by the Firm and submitted to the University.
3. The Agency should have EPF registration number and a valid labour license under section 7 of the contract Labour (R & A) Act, 1970 and contract labour (R & A Central Govt. Rules, 1971) as applicable.
4. The agency shall abide by all statutory and regulatory Acts of Government.
5. The agency shall comply the regulatory clauses of Labour Act and shall not engage any minor under this contract.
6. All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the agency. The University shall in no way be liable for any such incident. The agency shall also ensure that all their personnel are aware of this and other clauses of the contract.
7. If there is any damage to the University property or any other financial burden on the University because of willful or negligent action by the agency or its personnel, the University shall be entitled to recover the same by means of compensation from the agency.

8. The staff engaged by the agency shall draw their payment from their agency and will not claim any employment benefit from the University at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the University in the matter.
9. Any increase in payment will be considered on the basis of satisfactory performance after completion of one year of service provided there is increase in statutory payment, if any, by Govt. Any such increase of statutory payment during a year has to be paid by agency.

D. RISK AND COST

1. In case of stoppage of performance or non-attendance to the job in extending services as spelt out in scope of work and frequency, on any day or part of the day or days, this being an essential service without any reference, the job shall be forthwith executed by the *Uttar Banga Krishi Viswavidyalaya* at the risk and cost of the agency through alternate agency or at its own arrangement and differential cost, if any, incurred by the *Uttar Banga Krishi Viswavidyalaya* in the processes shall be recovered from the agency.
2. In the event of stoppage of performance, may it due to the reason of strike declared by the employees/ labour of the agency or be due to the effect of any strike or “BANDH” called by any trade union/ association, the agency shall be liable for risk and cost action in the same manner as stated above. Such stoppage shall not be considered as a ground of “Force Majouere”. Beside the agency shall be liable for termination of contract with consequential cost, compensation & damages, if the job is not resumed within 10 days of stoppage noticed.

E. ELIGIBILITY FOR SUBMISSION OF BID:

1. The Bidder shall necessarily be a legally valid entity in the form of a sole proprietorship/ partnership/Private Limited Company/Firm/Agency/Contractor. A proof for supporting document regarding legal validity of the bidder shall be submitted.
2. List of customers for the last (03) three years is to be provided.
3. The prospective bidder should have successfully carried out Similar Work i.e. Cleaning work in any Academic Institutions/ reputed organizations in a single unit with minimum of ten (10) labours for a period of minimum one year during the last three financial years. A proof of supporting document shall be submitted.
4. The bidders without working experience i.e. cleaning of the buildings will not be

considered.

5. The firms must be willing and/ or capable to invest one month's expenses before being reimbursed the claim.
6. The Bidder should be registered with Income Tax, Service tax, GST and also registered under the labor laws, Employees Provident Fund Organization, Employees State Insurance Corporation (if applicable). Relevant proof in support shall be submitted.
7. Duly signed bid document should be valid for 90 days.
8. ISO or any other equivalent certificates in terms of quality with proof of document.
9. The Technical Bids fulfilling the above specifications and requirements will be considered for further evaluation.
10. Acceptance and Rejection: *Uttar Banga Krishi Viswavidyalaya* reserves the right to shortlist/ reject any or all tenders without assigning any reason with the approval of appropriate committee or the competent authority.

F. VALIDITY OF THE CONTRACT:

1. This contract is valid for one year, which may be extended further on satisfactory performance.
2. This contract can be terminated under any one of the following circumstances.
 - a) By giving one month's notice by the University or one month's fee, the contract may be terminated, without assigning a reason, if in the opinion of the authorities such termination is in the interest of the University. This termination will not be challenged by the agency at any forum.
 - b) The agency not performing his duties properly as per the agreed terms and conditions of the contract. The University shall decide whether the performance of the contractor meets specification or is deficient and to what degree. In such a case the notice period shall be one week without any compensation.
 - c) For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Agency to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week without any compensation.
 - d) The agency being declared as insolvent by the court of law. The notice period shall be one week without any compensation.
 - e) For indulging in any grossly unsafe practice, stealing or willfully damaging University's property or engaging in any illegal activity, the contract shall be

terminated on immediate notice. The decision of the Competent authority of the University in this matter shall be final and binding.

3. During the notice period for termination of contract in any of the situations contemplated above, the contractor shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the agency to remove all the persons and/ or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to the University.

G. INSTRUCTIONS TO THE BIDDERS:

1. Before submission of expression of interest, the interested bidders should visit the campus area on any working day between 1.00 P.M and 3.00 P.M. In case of any further clarification, the bidders may contact the office of the Dean, Students Welfare, *Uttar Banga Krishi Viswavidyalaya*.
2. The expression of interest to be submitted in favour of *Uttar Banga Krishi Viswavidyalaya* along with forwarding letter and a copy of this notice compliant accordingly in all pages by the agency.
3. Last date for submission of expression of interest 08/07/2025
4. A pre-bid meeting shall be commenced on the date of opening of the expression of interest ie. on 09/07/2025 at 12.00 noon. Presence in the pre-bid meeting is mandatory to participate in the subsequent bidding process.
5. Ensuring the presence in the pre-bid meeting, the concerned agencies shall be called to submit the bids.
6. The bids must be submitted in two bid system.
 - a) Technical bid.
 - b) Financial Bid
7. Technical Bid along with supporting documents is to be put in an envelope and superscribed in the cover as **TECHNICAL BID**. Financial Bid to be put in another envelope and superscribed as **FINANCIAL BID** and sealed. Both the envelopes are to put in an outer envelope with the reference No of the Expression of Interest.
8. E.M.D of Rs.10,000.00 (Rupees Ten thousand) only to be paid to the University through Demand Draft drawn in favour of *Uttar Banga Krishi Viswavidyalaya* with the bid without which, the bid will not be considered and liable to be rejected. The E.M.D will be refunded to unsuccessful bidders within a month of finalization of

process. For successful bidder, the amount shall be kept at the University as security deposit.

9. The Bid shall remain valid and open for acceptance for a period of 90 days from the last date of submission of bids. All relevant information and documents must be furnished along with the bid in the given format.
10. Last date for submission of bid: to be notified later
11. The University reserves the right to cancel/ reject any or all offers without assigning any reason thereof.

H. JURISDICTION AND RIGHT TO AMEND RULES:

1. The University reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to the agency in due course.
2. The University rules shall be binding for execution of the MoA.

FORMAT FOR SUBMISSION OF
FINANCIAL BID

Cleaning of the common space at the Boys and Girls Hostel as listed in the EOI

Declaration	Rate quoted per month
I have read the EOI no: UBKV/Est T/P-02/EOI-01/2025-26 Date: 24/06/2025 carefully and I shall be abided by the all the rules and regulations of the <i>Uttar Banga Krishi Viswavidyalaya</i> and the points mentioned in the EOI.	

In words:

Signature of bidder