

NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE

GOVERNMENT OF WEST BENGAL

FC-BLOCK, SECTOR-III, SALT LAKE CITY, KOLKATA - 700 106

TELE-FAX : (033) 23374015/23373960

Memo No.: 265 / OSD(A) / NSATI / 2022

Date: 20th July, 2022

NOTICE INVITING e-TENDER

SECTION I: INTRODUCTION

1. Online e-tenders are invited under two bid system from the bonafide and reputed agencies, having capacity and expertise to provide service, by suitable and trained manpower of **60 personnel** for the Netaji Subhas Administrative Training Institute (ATI) [hereinafter referred to as the 'Institute'], Government of West Bengal, Block-FC, Sector-III, Salt Lake City, Kolkata - 700106, for a period of one year. The tender may be extended subject to satisfactory performance for a further period of two years or part thereof.

The deployment pattern is given under:

A. Unskilled Category (Total-51)

- (i) Sweeper-26
- (ii) Waiter (Ward Boy)-16
- (iii) Utility Worker for AV Section-7
- (iv) Generator Cum Pump Operator-2

B. Skilled Category (Total-7)

- (i) Assistant Manager-Sweeping & Cleaning-1
- (ii) Assistant Manager for G+7 & New Hostel-2
- (iii) Office Assistants-4

C. Highly Skilled Category (Total-2)

- (i) Gym Instructor-1
- (ii) Sports In-Charge-1

2. **FACT SHEET:**

SL. NO	TOPIC
1.	Initiator : Netaji Subhas Administrative Training Institute ,Govt. of West Bengal, Sector-III, FC Block, Salt Lake, Kolkata-700106.
2.	The method of selection is CQCBS (Combined Quality Cum Cost Based System).
3.	NIEt documents can be downloaded from https://wbetenders.gov.in & http://www.atiwb.gov.in as per dates mentioned in this document.
4.	Earnest Money Deposit of Rs.2,00,000 (Rs. Two Lakh Only) shall be submitted online in the wbetender portal.
6.	Taxes: The Bid price shall be exclusive of all Taxes.
7.	Proposals must remain valid for 90 days after the submission date.
8.	Technical Bid shall have to be submitted ONLINE only duly signed on all pages and Financial Bid to be submitted only ONLINE concurrently duly signed through https://wbetenders.gov.in
9.	All relevant dates related to Tendering process have been scheduled out in NIEt document.

3.(i) **SCOPE OF WORK: Sweeping & Cleaning**

- a) Thorough dusting and cleaning of the entire floors of the Main Office Building, Library Building, Annexe Building, G+7 building, Old Hostel & New Hostel Buildings. In the office buildings the floor includes the passage, the stairs, the office chambers, the classrooms, the office room and the computer labs and entire floor area of the building (once a day on all working days before 9:30 a.m.) In the hostel areas the floor includes all the common areas of the Hostel Buildings which also has to be cleaned and dusted as per the direction of the Caretakers/Asst Managers of the Hostels. The individual hostel rooms will have to be cleaned after the trainees have left their hostel rooms and/or as per the direction of the Caretakers/Asst Managers of the Hostels.
- b) To wash and clean all the toilets in the above mentioned buildings with acid and phenyl – **(Twice Daily – Once before 09:30 a.m. & the other between 01:30 p.m. to 02:30 p.m.)** and to put deodorant (e.g. naphthalene balls) – 6 pcs. in each urinal sink points, which must be changed once every week. Further, two large size odonils are to be placed in each toilet and have to be changed, once in a month.

- c) To dust and clean the entire furniture in all the rooms of the above-mentioned buildings daily before 9:30 a.m. on all working days including arrangement of the furniture in the classrooms
- d) To dust and clean with wet cloth and other requisite chemicals the glass fittings, the windows, the electrical fittings like fan, bulbs, tube lights and other computer related items of the above-mentioned buildings once a fortnight.
- e) To thoroughly clean the lift installed in the Main Building, G+7 & New Hostel twice daily – once 09:00 a.m. and the other between 01:30 p.m. to 02:30 p.m.
- f) To clean and polish the brass and metal fittings of the Main Office Building, Library Building, Annexe Building, Old Hostel and New Hostel Buildings with required chemicals – once in a week using requisite chemicals/spray.
- g) Thorough washing, by water flow and with liquid floor cleaners, of floor, stairs & toilets of the above-mentioned buildings – once a week after the office hours (preferably on Friday/Saturday).
- h) To sweep and clean all the roads and adjacent areas in the entire campus, keeping pathways de-weeded around the main building, Annexe Building, Library Building, areas around the hostels, Officer's Quarters, Staff Quarters.
- i) Collection of garbage inside the campus and removal of the same by throwing the garbage outside the campus in the Municipal Vats, by handcart, once daily.
- j) To clean the roofs of the Main Building/ Annexe Building/ Library Building/ Other Buildings once a week so that no dust/ garbage gathers/ litters on the roof closing the face of the pipelines and also to uproot plants growing in and around the roof.
- k) To wash and clean the tea tables/ tea serving areas and the dining room, twice a day (after the morning and afternoon tea recess)
- l) The materials related to cleaning etc. will be supplied by NSATI, monthly, as would be requisitioned by the respective Caretakers from time to time.
- m) Successfully perform any other duties as may be assigned by the Caretaker and/or Assistant Managers for delivery of the best services to the trainees.

3.(ii) **SCOPE OF WORK: For Waiters (Wardboys) in the Hostels**

- a) Preparing the rooms suitably for Check-in, including Bed-Linens & checking all other items which are to be supplied in the room and also ensuring that all the facilities are in place in the room as well as on the hostel floor before the actual check-in.

- b) Carrying the boarder's luggage during Check-in or Check-out as the case may be.
- c) Supply of fresh linens on weekly or any other interval as may be instructed by the Caretakers and/or Assistant Managers of respective hostels.
- d) Checking all the items in the room at the time of Check-Out.
- e) Stand-by in the respective Caretaker's Room to which they are posted to offer support to the boarders as and when required.
- f) **Weekly checking on every Saturday of all facilities in the hostel room as per check-list and submitting the check-list to the Caretaker.**
- g) Successfully perform any other duties as may be assigned by the Caretaker and/or Assistant Managers for delivery of the best services to the boarders.

3.(iii) **SCOPE OF WORK: For Utility Workers of the Audio-Visual Section**

- a) Checking all classroom facilities (where the classes have been allotted as per ATIMIS) in the 2nd half of every Friday & submit requirements to Audio Visual In-Charge on the same day.
- b) Before the classes start everyday all classroom facilities should be checked and checklist should be submitted to the Audio Visual In-Charge before the start of class. In case of any major/minor deficiencies matter to be brought to the notice of the Audio Visual In-Charge.
- c) All the Audio-Visual equipments during the individual sessions should be supplied as per the requirement of the Faculty.
- d) Stand-by on the floor on which they are posted to offer support to the Faculties & the Trainees with regard to classroom and floor facilities.
- e) Weekly checking on every Saturday of all Audio-Visual equipments of all the classrooms of the campus and reporting their status to the Audio Visual In-Charge.
- f) Successfully perform any other duties as may be assigned by the Audio Visual In-Charge for delivery of the best services to the trainers and the trainees.

3.(iv) **SCOPE OF WORK: For Generator-Cum-Pump Operator**

The Generator-Cum-Pump Operator has to successfully perform all the instructions of the SAE (E) so that un-interrupted power and water supply is maintained.

He has to also operate the switches of the fountain and the internet system at NSATI as instructed by SAE (E)