Sealed tenders for Sweeping, cleaning & up keeping of TFDPC Bhawan are invited by the undersigned on behalf of Tripura Forest Development & Plantation Corporation Limited, (A Govt. of Tripura Undertaking) as per terms & conditions laid down below. The tenders will be received in the office of the Managing Director, TFDPC LTD. Abhoynagar, Agartala up to 3.00 p.m. on 24.09.2018 and opened on the same day if possible, in presence of tenderer who may wish to remain present.

TERMS & CONDITIONS

1. Each tender should be accompanied with earnest money of Rs.5,000/- (Rupees five thousand) only in the form of 'Deposit at Call' pledged in favour of Executive Director, TFDPC LTD, on any scheduled Bank payable at Agartala, without which no tender will be accepted.

2. Following documents are to be submitted by the tenderer without which no tender will be treated valid for acceptance:
   i. Registration certificate of Firm/Agency issued by appropriate authority.
   ii. License issued by appropriate authority in respect of engagement of workers/labourers.
   iii. Experience certificate.

3. Rate should be quoted both in words and figures including of all taxes.

4. Engagement of the successful bidder for sweeping, cleaning & up keeping of TFDPC Bhawan (Ground, 1st, 2nd and 3rd floor) will be made initially for a period of 1(one) year. Further extension will depend upon the performance of the agency.

5. The sweeping & cleaning works of the building, all rooms, stairs cases, wall tiles should be done twice daily, once in the morning before 9.30 am and again in the afternoon in between 1.00 & 3.00 pm.

6. Cleaning of drains around the office building are to be done once in a week.

7. Cleaning of wash basins, toilets, pans etc. of office building are to be done twice daily.

8. Cleaning of electric fans & light fittings of building are to be done once in a month.

9. Cleaning of walls and roofs of building are to be done once in a week.

10. Cleaning of doors & windows panes of building are to be done once in a month.
11. Materials like Harpic, Odona, Jharu, Room Freshner, Lijol, Scented phenol, Moping stick, Viper, Bucket, Spetula, Nacinalalma, Spider cleaning stick etc. should be supplied by the successful bidder for cleaning & sweeping purpose at their own cost and responsibility.

12. Fulfillment of the relevant, statutory, legal and other requirements in case of labourers and on other matter is the sole responsibility of the Agency.

13. Payment will be made by A/C. payee cheqque only after production of bill in duplicate by the agency.

14. Taxes as applicable will be deducted from the bill.

15. Representative of Agency has to sign record sheet daily about works done in TFDPC Bhawan to be maintained by Estate Officer or any other officer/Staff of TFDPC Limited.

16. The Managing Director, TFDPC LTD. reserves the right to reject any or all the tenders including the lowest one without assigning any reason or accept any tender at his discretion.

[Dr. D.K. Sharma, IFS]
Managing Director

No: F.3-16/Store/TFDPC-18/ 5503-13 - Dated: 18.9.15

Copy to:
1. The Executive Director, TFDPC Limited, Agartala
2. The General Manager, TFDPCIE, Anandanagar, Agartala
3. The Divisional Manager, Sadar/ North/ South-1 and South-II Division for Information.
4. The I/C, IT section of this office to upload in the website of TFDPC Limited.
5. Notice Board of this office.
6. M/S.................................

Managing Director