



# Rabindra Bharati University

## Tender Notice

Ref. No: - R.B.U/SO/14/T/2021

Date :- 02.09.2021

Sealed Quotations are invited from the reputed and companies/organizations for the supply of **Housekeeping staff along with necessary cleaning materials** for our four hostels, as mentioned below, for one year within 09/09/2021(3PM).

Sl.No	Description Of Jobs	Rate For Month (Including Taxes)	Remarks
1.	Supply of Housekeeping staff along with necessary cleaning materials for our four hostels as given below: 1. Abanindra Nath Thakur Boys Hostels.(56/6, Kashi Nath Dutta Road,Kolkata-700036) 2. Maya Manzuri Girls Hostel. (44/16A, B.T.Road, Kolkata) 3. Mrinalini Girls Hostel.(D1, Block- 123.Salt Lake) 4. Aryasree Girls Hostel. (506, Dum Dum Park. Kolkata-55).		

Note: - The quotation should reach in our office within 09/09/2021(3PM).

### **Terms & conditions:**

#### **1. The following documents are to be submitted along with the Tender quotation:**

- Valid Trade license
- Pan No & GST Certificate with number.
- Credentials in support of at least three years working experience and minimum annual turnover of Rs. 5 lakh.

#### **2. Work may be started once the confirmed work order is provided.**

A State University established in 1962.Re-accredited by NAAC with Grade – 'A' in 2016.

**Emerald Bower Campus:** 56A, B. T. Road, Kolkata-700050, Ph: 91 (033) 2557-1028/3028/4028/7161

**Jorasanko Campus:** 6/4, Dwarakanath Tagore Lane, Kolkata-700007, Ph: 91 (033)2269-5241/5242/6601/6610

**Salt Lake Campus:**EE 9 & 10, Sector II, Salt Lake City, Kolkata-700091, Ph:91(033)-2358 4014/ 16/ 18

Website: www.rbu.ac.in , e-mail: registrar@rbu.ac.in

3. **Necessary cleaning materials should be provided by the vendors.**
4. **Well-trained personnel are to be provided for cleaning of bathrooms and all surface of the Hostels.**
5. **Two Housekeeping staff should be deployed in each hostel mentioned above.**
6. **Attendance of the Housekeeping staff should be attached along with monthly bills with due certification of each Hostel Superintendent.**
7. **If any Housekeeping staff absented himself / herself from the work, replacement should be provided by the vendor. If not, then the salary of that person will be deducted from the bill.**
8. **The working hours are 7 AM to 3 PM.**
9. **Service is to be provided seven days in a week,.**

Standard service tax applicable.

**Registrar**

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1. Information Scientist – for uploading at University web site.
2. Internal Notification in Various strategic points – For wide publication.