

GOVERNMENT OF WEST BENGAL
OFFICE OF THE COMMISSIONER OF POLICE
KOLKATA POLICE DIRECTORATE
ADMINISTRATION (TENDER) BRANCH
18, LALBAZAR STREET, KOLKATA 700 001.

Memo No. 6278 /TEN

Dated. 18/03 /2025

**From: The Commissioner of Police,
Kolkata.**

**To: DADSON HPS INDIA PRIVATE LIMITED
348 A, Jodhpurpark
KOLKATA 700068
e-mail: dadsonhps@yahoo.com
Ph no: 9051399053**

Subject: - Letter of Acceptance for "Cleaning and Sweeping of different premises (33 in total) of Kolkata Traffic Police (TP Guards & TP Sections) ensuring impeccable cleanliness, beautification and greenery for a period 01(one) years" vide e-Tender No. WBKP/CP/NIT- 29 /Cleaning and Sweeping of different premises (33 in total) of Kolkata Traffic Police (TP Guards and TP Sections)/TEN Dated- 14.01.2025.

With reference to the e-Tender No. WBKP/CP/NIT- 29 /Cleaning and Sweeping of different premises (33 in total) of Kolkata Traffic Police (TP Guards and TP Sections)/TEN Dated- 14.01.2025, this is to inform that the rate offered by you has been accepted. The work must be completed in every respect in accordance with the terms and conditions of the contract.

You are hereby requested to deposit Security @ 10 % of the tendered amount in Bank Guarantee/F.D.R mentioned in the Tender Notice within **7(Seven) working days** from date of issue of this letter positively and to execute the necessary agreement, failing which this acceptance letter shall be treated as cancelled without any further notice and necessary action may be taken as per Tender Notice. Work order will be issued from OC Building Sec. TP separately.

Sl. No.	Work Description	Accepted rate
1.	Cleaning and Sweeping of different premises (33 in total) of Kolkata Traffic Police (TP Guards & TP Sections) ensuring impeccable cleanliness, beautification and greenery for a period 01(one) years.	Rs. 50,34,953/- (Rupees Fifty Lakh Thirty Four Thousand Nine Hundred Fifty Three) only include all taxes.

This order is valid for 1 year with effect from the date of issue of work order.

Schedule of work:

Sl No.	Details of the Premise	Indoor area(Sq.ft)	Outdoor area(Sq.ft)
1.	Headquarters Traffic Guard	15072	1270
2.	Howrah Bridge Traffic Guard	15802.25	3763
3.	Shyambazar Traffic Guard	13263	7228
4.	Jorabagan Traffic Guard	11250	12200
5.	Sealdah traffic Guard	14855	11000
6.	South Traffic Guard	16896	10160
7.	East Traffic Guard	14178.80	N/A
8.	South East Traffic Guard	8904	N/A
9.	Bhowanipur Traffic Guard	8074	16960
10.	South West Traffic Guard	7106	N/A
11.	Vidya sagar Setu Traffic Guard	4544	3241
12.	Ultadanga Traffic Guard	7571.51	N/A
13.	Beliaghata Traffic Guard	4421.28	1848
14.	Tollugunge Traffic Guard	12194	800
15.	Park Circus Traffic Guard	4865	6850
16.	Mandirtala Out Post	5645	5000
17.	Metiabruz Traffic Guard	3744	2063
18.	James Long Sarani Traffic Guard	3507.94	2540.38
19.	Diamond Harbour Road Traffic Guard	4428	970
20.	Regent Park Traffic Guard	6696.20	N/A
21.	Jadavpur Traffic Guard	5977	7072

22.	Garia Traffic Guard	4692	2170
23.	Purba Jadavpur Traffic Guard	7383	10850
24.	Tiljala Traffic Guard	4793.67	4866.14
25.	Thakurpukur Traffic Guard	6910	N/A
26.	Bhangar Traffic Guard	5000	N/A
27.	Office of DC(S) TP	2517.25	N/A
28.	Hackney Carriage Branch	3062	N/A
29.	Road Marking Section (V Setu)	2355	3160
30.	RMS(Beniapukur Compound)	1310	1441
31.	Traffic Training School, Tala	3830	88739
32.	TP Stationery Store	875	N/A
33.	TP Clothing Store	1650	2500

Description of work:

- 1) Thorough dusting and cleaning with phenyl (phytofresh) and spraying of anti-mosquito spray 'Phytomos' of the entire floors of different premises (33 in total) of Kolkata Traffic Police (TP Guards & TP Sections), including its rooms, floors and common spaces.
- 2) The floor includes the **common spaces, office chambers, office rooms, conference halls, stairs and the entire floor area**. If any programme/meeting is held in holidays, the concerned areas should be dusted and cleaned as indicated above (nooks and corners should be cleaned with special care).
- 3) To wash and clean all the toilets in the office/office chamber with acid and phenyl twice a day on all forenoon and afternoon(16:00 hrs). Tabulation Sheet/White Board to be fixed on the doors of the toilet displaying the cleaning timing and details.
- 4) Putting deodorant (e.g. odonils/naphthalene) - @6 pieces in each urinal/basin/sink point, which must be replaced twice a week.
- 5) Hanging large size deodorants (e.g odonil/naphthalene) in toilets/washrooms to be replaced every 10 days.
- 6) To dust and clean the entire furnitures, office equipments, computers etc. in the office, office chambers of officers and staff daily before 9.00 A.M. on all working days and re-orient those furnitures etc. as and when required.
- 7) Disinfectants like Collins should be used along with cloth/wet cloth for cleaning the glass fittings, the windows, the electrical fittings fan, bulbs, tube lights etc once in a fortnight.
- 8) To clean the brass and metal fittings with required chemicals (viz. brasso etc.) once in a week, wherever necessary to remove stains.
- 9) Thorough washing by water flow with floor cleaner viz. Lysol of the floor of Office, toilets after the office hours.
- 10) To sweep and clean the stain and gutkha marks from all the common passages, cornices etc. and throw the garbage outside the office in the nearby vats (once daily).
- 11) To clean the ceilings of office rooms (including cobwebs) once in a week so that no dust or garbage gather on the ceiling and also to uproot plants growing on and around the cornices, windows etc.
- 12) To wash and clean all the tables, chairs daily at round 9.30 A.M. before the office hours on all working days.
- 13) To clean all the carpets in the Officers' chambers, conference room with carpet cleaner and vacuum cleaner, at least once in a week.
- 14) To provide room fresheners in the officers' cabins and rooms.
- 15) To beautify the office premises using potted plants and seasonal flowers.
- 16) One dedicated Supervisor should be deployed in each of the 33 premises for supervision of the job and supplying of materials. He/She will be in liaison with the concerned Officer-in-Charge, OC Building, TP and the agency while performing his day to day sweeping and cleaning job as well as arranging for substitution if any worker is absent for the day. For all the Traffic Guards, MOP, Office of DC(s) TP and TTS Tala dusting, cleaning and sweeping will be done prior 9am by at least 03 persons depending on the floor area and 02 persons will be stand by the whole day (10am-5pm) for execution of entrusted work. Before major law and order commitments or as per requirements, the Supervisor will arrange for workers at night(8pm-6am) as per instruction of the concerned Officer-in-Charge, if any. For the 05(five) Sectional Offices i.e. HCB, RMS V Setu, RMS Beniapukur, TP Clothing Store and TP Stationery Store, dusting, cleaning and sweeping will be done prior 9:00 am by 01 person or 02 as deemed fit and 01 person will be stand by the whole day(10am-5am) for execution of the entrusted work. Suspension of work is strictly not allowed and a penalty of Rs 5000/- (Rupees Five Thousand) only will be imposed upon the agency per day for ease case of cessation of work. If not paid it will be deducted from the Security Deposited submitted.
- 17) **The selected party shall have to ensure that the work in the said office building is carried out by a group of properly trained, attired (in uniform) and disciplined workers. The party/ Agency must ensure availability of 8 persons all the time on working days during office hours to attend urgent calls for cleaning. In case any of the staff is absent for any reason whatsoever a suitable replacement is to be arranged by the category.**
A list of names of workers along with photos and copy of one ID proof on the official letter-pad shall have to be submitted by the selected bidder prior to starting of work.
- 18) Any deviation from the provisions mentioned above will be subject to deduction of proportionate amount from the party/Agency's bill amount.
- 19) Payment Terms;- Bills will be released on quarterly basis and to be calculated as equivalent to 1/4th of the accepted rate on completion of satisfactory performance of the selected bidder by the OC Building TP, AC TP-in-charge of Building Section, TP, AAO TP and DC(III) TP.

No additional claim besides the accepted rate will be entertained.

Escalated cost of any item like Phenyl, Odonil, Lysol. or labour charges has to be borne by the bidders concerned during the period. For the purpose of engagement of labours/workers, the bidders have to abide by the EPF rules or any other laws, statutory orders as applicable as per laws in force.

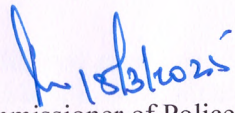
20) 20 Plants for each floor with good quality pots with following species of plants to be maintained in good condition during all time of the year in each premises.

- i. Aglaonema Commutatum
- ii. Aglaonema Silver Queen
- iii. Sansevieria Cylindrica Mother-in-laws Tongue
- iv. Radermachera
- v. Philodendron Xanadu
- vi. Dieffenbacia Dumb Cane
- vii. Aglaonema Chinese Evergreen
- viii. Monstera
- ix. Arica Palm
- x. Araucaria araucana

21) The following machinery shall be used for mechanized cleaning:

- i. Single disc floor scrubbing machine
- ii. Wet and Dry Vacuum Cleaner

A declaration to be given for possession of said machinery during application.

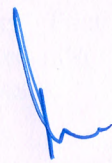

for Commissioner of Police
Kolkata

Memo No. 6278 /TEN

Dated. 18/03/2025

Copy to :-

- 1) Jt. CP, TP,
- 2) Jt.CP(O),
- 3) DC TP,
- 4) AC XIII, TP.
- 5) OC, Building, TP - It is directed to issue of work order with effect from 01-04-25 after getting confirmation regarding execution of agreement by the L1 bidder.
- 6) HA. Finance Branch, KPD.


for Commissioner of Police
Kolkata

