



VIDYASAGAR COLLEGE

ISO 9001:2015 & ISO 14001:2015 Certified

39, SANKAR GHOSH LANE, KOLKATA - 700 006

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Ref. No. VC/TENDER/LIB/2026/03

Date. 15/01/26

Tender for Quotation valid from 16.1.26 to 28.1.26 within 4 pm.

Tender Notice

Sealed quotations are invited from Companies/ Vendors/ Suppliers/ Manufacturer/ Agencies having valid Trade License, PAN Card, GSTN and Processional Tax declaration (submit photocopies for same) for state of the art cleaning of the following area of the Central Library, Vidyasagar College (17 Bidhan Sarani Campus):

Carpet Area: 3000 sft.

Almirah: 141 Glass door and steel door

Fan: 7 (ceiling fan), 1 pedestal fan

Wooden chair: 15

Iron stand chair: 10

Table: 10

Hanging platform (Ramp): 2'x150'

Wooden Stool: 30

Instructions regarding required machine, chemicals, working hours, etc.

- ✓ Vacuum with attached blower machine,
- ✓ Hygiene & environment friendly Chemicals should be used.
- ✓ Chemicals like R3, Suma multi & HK materials should be used.
- ✓ No chemicals should be applied on books and other documents.
- ✓ Computer Monitors should be cleaned as per norms without hampering the same.
- ✓ Except electricity and a wooden ladder, nothing will be provided by the College/ Library required for cleaning job.
- ✓ Working Hours: 11am to 5pm (Monday to Friday) and 11am to 2pm (Saturday). No work is possible on Sudays of Govt. Holidays.

Scope Of Work:

Ceiling Area:

1. Ceiling to Floor Cobweb removing & dusting

Dusting and wiping of Ceiling Fan, lights

To be continue

Ramp Floor Area:

1. Ramp area to be cleaned with vacuum machine
2. Then Dusting to be done
3. After dusting wet mopping to be done with chemical-based solution.

Railing Area:

1. Railing Area to be dusted & wet wiping with Chemical based Solution.

Book Almirah Area:

1. Book Almirah (inner side) to be dusted by vacuuming with blowing part.
2. Whole surface area of almirah to be dusted, then wet wiping with chemical immersed solution.
3. No book to be removed or arranged during the cleaning

Floor Area Cleaning

1. Full Floor area dusting using the Vacuum Machine
2. After Dusting entire floor area to be mopped (wet) with chemical-based solution.
3. Work Station Area to be cleaned
4. Table Chairs to be cleaned (dry dusting) properly
5. Study Desk, wooden Chairs dusting and after that wet wiping with chemical-based solution.

Windows & Doors Area:

1. Windows & windows frame (from inside of area) dusting then clean with chemical-based solution.
2. Doors to be dusted then clean with chemical-based solution.
3. Ceiling Fan, lights: dusting & wiping

Study Room & Rare Book Room

1. Room Area dusting needed
2. Almirah, Desks/ Table, Chairs, Fan, Tube to be cleaned along with ceiling, floor cleaning stated earlier.

Reception area to be Cleaned

Note:

- Rate should be quoted for individual equipment including GST, carrying cost and other charges if any.
- Bidder required to produce GST certificate at the time of Submission of tender.
- The quoted price must be in rounded form.
- The top of the envelope for quotation must specify Tender Ref. No. and name of the College as Vidyasagar College.
- Incomplete quotations will be rejected without any clarification/ or any prior communication. Discretion of Tender & Purchase Committee, Vidyasagar College would be final in case of any dispute.

Quotations are to be placed in the Drop Box in front of the College Office within the valid date & time.

Convener, T/P Committee
Vidyasagar College

Natasa Dasgupta 15/1/26
Principal
Vidyasagar College
Principal
Vidyasagar College
Kolkata-700006