



Tender Notice

Tender No.: VU/FO/Tender/51/26

Date: 01/10/26

Subject: Comprehensive Dusting and Cleaning of Library Books, Book Stacks and Adjoining Areas of the Central Library

Sealed tenders are invited from reputed agencies/firms/companies/proprietors having experience in library stack cleaning, archival collection handling, housekeeping of libraries, museums, archives, academic institutions, or similar establishments for undertaking comprehensive dusting and cleaning of the book stacks and associated areas of the Central Library, Vidyasagar University.

Quotation will be valid for 60 days. The quotations are to be submitted only to the “**Finance Officer, Vidyasagar University, Paschim Medinipur – 721102.**”

Last date of Submission of quotation is on –

1. Scope of Work

The selected agency shall undertake comprehensive dusting and cleaning of approximately **1,40,000 (One Lakh forty thousand) books** housed in the Central Library. The work shall include, but not be limited to:

1. Careful dusting and cleaning of books and bound volumes placed on shelves.
2. Cleaning of book racks/ shelves/ almirah/ bookcase (metal/wooden) after temporary removal of books and proper re-shelving in the original sequence.
3. Cleaning of stack room floors, passages, corners, windows, ventilators, and accessible wall surfaces.
4. Removal of dust, cobwebs, and accumulated dirt from ceilings, lighting fixtures, fans and other accessible overhead structures.
5. Proper handling of old, brittle, damaged, and valuable books to prevent any physical damage.
6. Use of soft brushes, vacuum cleaners, microfiber cloths, and other suitable equipment designed for library collections.
7. Ensuring that no moisture, chemical agents, abrasive materials, or harmful cleaning substances are used on books or library materials.
8. Collection and disposal of dust and waste generated during the cleaning process in an environmentally safe manner.
9. Restoration of books to their original shelf order immediately after cleaning.

2. Special Conditions for Protection of Library Materials

1. The library collection includes old, fragile, and valuable books requiring utmost care during handling.
2. Any damage, misplacement, loss, tearing, staining, deformation, or deterioration caused by negligence of the agency shall be the sole responsibility of the agency.
3. The agency shall deploy adequately trained personnel experienced in handling library or archival collections.
4. The University reserves the right to supervise the work at all stages and issue instructions for safeguarding the collections.



5. The agency shall comply with all safety and preservation guidelines issued by the Central Library.

3. Eligibility Criteria

The bidder must:

1. Be a registered firm/company/proprietorship/partnership concern legally authorized to undertake such work.
2. Having **experiences** in similar cleaning, archival maintenance, library housekeeping, museum cleaning, or preservation-related works is desirable.
3. Not have been blacklisted by any Government department, autonomous institution, university, or public sector undertaking.

4. Documents to be Submitted

The bidders shall submit self-attested copies of the following documents:

1. Certificate of Incorporation/Registration.
2. PAN Card.
3. GST Registration Certificate.
4. Trade License, where applicable.
5. Professional Tax Registration (if applicable).
6. Profit and loss account/ Balance Sheets for the last financial year.
7. Income Tax Returns for the last assessment year.
8. Declaration regarding non-blacklisting.

5. Inspection of Site

Bidders may inspect the Central Library premises and stack areas on working days with prior permission before submission of bids.

6. Submission of Tender

The tender shall be submitted in a sealed envelope superscribed:

"Tender for Dusting and Cleaning of Library Books, Book Stacks and Adjoining Areas of Central Library, Vidyasagar University."

The tender shall clearly specify the **financial bid, inclusive of all applicable taxes**, along with all necessary supporting documents.

The University reserves the right to accept or reject any or all tenders without assigning any reason thereof and its decision shall be final and binding.

7. Payment

The entire work should be completed within two months from the date of the work order. Payment will be made only after the successful completion of the work.