

SHORT NOTICE INVITING QUOTATION

Sealed quotations are invited from bonafide and resourceful experienced contractors/Agencies for Maintenance, Sweeping, cleaning and Pest Control works of office buildings of West Bengal Housing Board at 105, S.N. Banerjee Road, Kolkata-700 014 for 2(two) years.

Details of work to be carried out are furnished below :-

- i) Daily cleaning of tables and chairs, counters, almirahs, file cabinets, cubicles, partition walls / cubical etc. removal of dirt caught in walls. The panel doors, partition walls should be polished / cleaned at least once a fortnight.
- ii) Weekly disinfecting the office building complex.
- iii) Pest Control Service twice a month in all the floors including stair cases of the building.
- iv) Daily sweeping of the floors inside the building and the common areas and utilities including staircase, window grills, passage under roof of ground floor and basement.
- v) Daily collection of waste paper and storing the same in gunny bag for disposal.
- vi) Cleaning and washing of lavatory basin, W.C. Panel Urinals, foot-steps, cisterns, bathroom etc. Diluted Muric Acid and other necessary detergent every day properly.
- vii) Cleaning of floor area by phenyl, soap, powder and acid once a week.
- viii) Best quality toilet papers odonils, Naphthalene, liquid soap etc. are to be supplied by the agency at its own cost in each toilet continuously as per requirement.
- ix) Washing at wall, window screen once in a quarter in each floor.
- x) Cleaning of Carpet, doors, mats once in a week by vacuum cleaner.
- xi) Cleaning of Car Parking space and garages daily.
- xii) Removal of garbage and to deposit the same in the nearest Kolkata Corporation vat daily.

1. The rates should be quoted both in figure and in words.
2. Rates quoted shall be inclusive of all taxes.
3. The quotationers must furnish I.T.C.C. and P.F. Accounts No. along with their quotations for rates, certificate, Proof of experience in their letter head.
4. The quotationers shall furnish a Demand Draft / Pay Order for an amount of Rs 5,000/- (Rupees five thousand) only drawn in favour of Wst Bengal Housing Board and payable at Calcutta as earnest money deposit, which shall be kept as security Money in respect of successful quotationer and the rest will be returned to the unsuccessful quotationers on prayer.
5. The quotations along with necessary documents are to be furnished in a sealed cover sub-scribed "QUOTATION FOR MAINTENANCE OF THE OFFICE BUILDING OF WEST BENGAL HOUSING BOARD."

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6. Quotation will be received upto 3.00 p.m. on 17.10.2012 and shall be opened in front of the interested quotationers at 4.00 p.m. on same day by Deputy Housing Commissioner & Secretary, West Bengal Housing Board in his/her chamber.
7. W.B. Housing Board reserves the right to accept or reject any of the quotationers received without assigning any reason thereof.
8. This contract shall be effective initially for a period of 2(two) years from the date of issuing of the **Work Order** and may be extended for a further period depending on the satisfactory performance.
9. This Notice is issued in the interest of Board's Service.


 Dy. Housing Commissioner
 &
 Secretary
 West Bengal Housing Board.

No. 883...../1(13)/DHC & Secy./HB

Date 4/10/2012

Copy forwarded to displaying the Notice in the Notice Board for wide publicity.

1. Dy. Secretary, Housing Department, Govt. of W.B.
2. P.S. to M.O.S. (Independent Charge) & Chairman, W.B. Housing Board
3. Web Site
4. Jt. Director (EW)-I, WBHB.
5. Dy. F.A-cum-Dy. C.A.O, WBHB.
6. L.A.O., WBHB.
7. Sri A. Balial, Exe. Architect, WBHB.
8. AHC-II, WBHB.
9. Administrative Officer, WBHB.
10. A.S.M., WBHB
11. Sri T. Kr. Bose, Superintendent, WBHB.
12. Sri T. Kr. Mukherjee, Superintendent, WBHB.
13. All Notice Board (Head Office), WBHB.

Administrative Officer (A.S.M)
 West Bengal Housing Board.