



WEST BENGAL HOUSING BOARD
(ESTD. UNDER WB.ACT XXXII OF 1972)

"A B A S A N"

105, S.N.BANERJEE ROAD, KOLKATA – 700 014.

Phone: 2265-1965, 2264-1967/3966/8968/9974/0950; FAX: 2264/1480/0979

Email- wbhousingboard@gmail.com

Website: www.wbhousingboard.in

No.3058/J.H.C & Secy. /HB

Date-07.03.2017

NOTICE INVITING QUOTATION

Sealed quotations are invited from bonafide & resourceful contractors/agencies for Maintenance, Sweeping, cleaning and Pest Control works of Office Building of West Bengal Housing Board at 105. S.N. Banerjee Road, Kolkata-70014 for 1(one)year.

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


1. Daily cleaning of table & chairs, counters, almirahs, file cabinets, partition walls / cubical etc. removal of dirt caught in walls. The panel doors, partition walls should be cleaned at least once in a fortnight.
2. Weekly disinfecting the office building complex by phenyl.
3. Pest Control Service twice a month in all the floors including stair cases of the building.
4. 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.
5. Daily collection of waste papers and storing the same in gunny bag for disposal to nearest KMC Vat..
6. Cleaning and washing of lavatory basin, W.C. Pan, Urinals, foot-steps, cisterns, bathroom etc. with diluted Muriatic-Acid and other necessary detergent every day properly.
7. Cleaning of floor area by phenyl, liquid soap, detergent powder and acid once in a week.
8. 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.
9. Washing of towels in every fortnight & windows screen in each floor for every three months.
10. Cleaning of carpet, doors, mats once in a week by vacuum cleaner.
11. Cleaning of car parking space and garages daily.
12. Removal of garbage and to deposit the same in the nearest Kolkata Corporation vat daily.

TERMS & CONDITIONS:-

- I. The rates should be quoted both in figure and in words.
- II. Rates quoted shall be inclusive of all taxes.
- III. The quotationers must furnish Income Tax, Credential Certificate, Professional Tax & Provident Fund Accounts Number along with their quotations for rates certificate, proof of experience in their letter head.

Contd..2.


- IV. The quotationers shall furnish a Demand Draft / Pay Order for an amount of Rs.6,000/- (Rupees six thousand) only drawn in favour of **West Bengal Housing Board** and payable at Calcutta as initial earnest money deposit, which shall be kept as Security Money in respect of successful quotationer and the rest will be returned to the unsuccessful quotationer on prayer and the successful quotationer has also to pay the balance amount of earnest money @2% of the tendered amount before issuing the work order which will be converted into Security Deposit as a whole.
- V. The quotations along with necessary documents are to be furnished in a sealed cover subscribed "QUOTATION FOR MAINTENANCE OF THE OFFICE BUILDING OF WEST BENGAL HOUSING BOARD.
- VI. Quotation will be received upto 17.03.2017 at 12.00 Noon and shall be opened in presence of the interested quotationers at 1.00 p.m. on same day by Jt. Housing Commissioner & Secy., West Bengal Housing Board her chamber while the members of the Purchase Committee may also remain present.
- VII. Monthly payment will be made on production of the bill after due satisfactory performance of the works.
- VIII. West Bengal Housing Board reserves the right to accept or reject any of the quotationers received without assigning any reason thereof.
- IX. This contract shall be effective for a period of 1(one) year with initial engagement of 6(six) months from the date of issuing work order and may be extended for a further period depending on the satisfactory performance.
- X. This notice's issued in the interest of Board's Service.


 Administrative Officer
 West Bengal Housing Board
 Date-07.03.2017

No.3058/1(2)/JHC & Secy. /HB

Copy forwarded for i information to the-

1. Jt. Secretary, Housing Deptt., Govt. of W.B.
2. The Secretary, Department of Informatrion & Cultural Affairs, Govt. of W.B., Nabanna,(14th floor), 325, Sarat Chatterjee Road, Shibpur, Howrah-711102.


 Administrative Officer
 West Bengal Housing Board
 Date-07.03.2017

No.3058/2(5)/JHC & Secy. /HB

Copy forwarded for i information to the-

1. F.A-cum-C.A.O, WBHB
2. Director(Engg.), WBHB
3. Assistant Housing Commissioner-II & Member, Purchase Committee, WBHB
4. Website.
5. Notice Board, WBHB.


 Administrative Officer
 West Bengal Housing Board