



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.942/DHC & Secy. /HB

Date-27.11. 2014

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, 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.
2. Weekly disinfecting the office building complex.
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 paper and storing the same in gunny bag for disposal.
6. 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.
7. Cleaning of floor area by phenyl, soap, powder and acid once 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, window screens once in a quarter in each floor.
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.

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- 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 be 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 15.12.2014 at 3.00 p.m. and shall be opened in presence of the interested quotationers at 4.00 p.m. on same day by Dy. Housing Commissioner & Secy., West Bengal Housing Board in his / her chamber while the members of the Purchase Committee may also remain present.
- VII. West Bengal Housing Board reserves the right to accept or reject any of the quotationers received without assigning any reason thereof.
- VIII. 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.
- IX. This notice's issued in the interest of Board's Service.

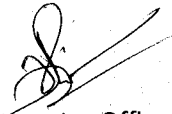

Administrative Officer
West Bengal Housing Board

Date-27.11.2014.

No.942/1(13)/DHC & Secy. /HB

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

1. Dy. Secretary, Housing Deptt., Govt. of W.B.
2. P.S. to M.I.C(Housing) & Chairman, West Bengal Housing Board.
- ✓ 3. Website.
4. AHC-I, WBHB
5. Sri A. Balial, Sr. Arch., WBHB
6. AHC-II, WBHB
7. Dy. F.A-cum-Dy.C.A.O, WBHB
8. Sri S.B.Das, Dy. Director (EW), WBHB.
9. Spl. Officer (Finance), WBHB.
10. P.R.O., WBHB for publication.
11. Supdt., (H.K.Cell), WBHB
12. Sri T.K.Das, Asstt. Supdt., WBHB. *
13. Notice Board, WBHB.


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West Bengal Housing Board