



**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. 1068 /DHC & Secy. /HB

Date- 14.01.15

**SHORT TENDER NOTICE**

West Bengal Housing Board invites Sealed Tender from eligible agencies for the works stated below:-


1. Name of Work:- 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.  
(Detail of work to be carried out mentioned in annexure-A)
2. Eligibility criteria:- Reliable, resourceful agencies having experience in executing of similar nature of work during last 3(three)years in reputed organizations.
3. Estimated amount of the works:- Rs.3,00,000/-
4. Earnest money:- Rs.6,000/-(Rupees six thousand)only.
5. Last date of submission of tender:- 27.01.2015 up to 1.30 P.M.
6. Date of opening of tender:- 27.01.2015 at 3.30 P.M.
7. Period of works:- 1(one)year.
8. Papers to be submitted along with the tender paper with self attestation:-
  - i) Income Tax return for the current year including PAN Card.
  - ii) Professional Tax (P.T.) challan.
  - iii) Employees Provident Fund (P.F.)enrollment certificate with Code No., service Tax regn. Particulars.
  - v) Experience certificates.

**TERMS & CONDITIONS:-**

1. The rates should be quoted both in figures as well as in words inclusive of all taxes.
2. The Tenderers must enclose a Demand Draft /Pay Order of an Nationalised Bank for an amount of Rs.6,000/-(Rupees six thousand)only drawn in favour of **WEST BENGAL HOUSING BOARD**. payable at Calcutta as initial earnest money which shall be kept as security deposit in respect of successful tenderer and the rest will also be refunded to the unsuccessful tenderer on prayer after completion of tender accepting formalities. The earnest money for Rs.6,000/- already deposited by the participants in reference to this office N.I.Q. vide No.942/DHC & Secy/HB dtd.27.11.14 will not be required to furnish further. The reference as well as the instrument no. is be mentioned clearly in the Tender Paper.
3. The tenders along with necessary documents are to be furnished in a sealed cover sub-scribed "TENDER FOR MAINTENANCE OF THE OFFICE BUILDING OF WEST BENGAL HOUSING BOARD.

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4. Tender will be received up to 27.01.2015 upto 1.30 p.m. and shall be opened in presence of the interested tenderers at 3.30 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.
5. West Bengal Housing Board reserves the right to accept or reject any of the tenderers received without assigning any reason thereof.
6. 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.
7. This notice is issued in the interest of Board's Service.

  
 Deputy Housing Commissioner  
 &  
 Secretary  
 West Bengal Housing Board

No. 1068 /1(10)/DHC & Secy./HB

Date..... 14.09.15 .....

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/II, WBHB
5. Dy. F.A-cum-Dy.C.A.O, WBHB
6. L.A.O., WBHB.
7. Sri Samir Kanti Dey, SPL. OFFICER(F), WBHB
8. Sri S.Sakar, <sup>Syad</sup> ~~AO~~ (G), WBHB
9. P.R.O./WBHB for information & necessary action.
10. Notice Board, WBHB.

  
 Administrative Officer(G)  
 West Bengal Housing Board

(Annexure -A')



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105, S. N. Banerjee Road, Kolkata – 700 014, Fax: 2264-1480/0979

☎: 2264-1965/67, 2264-3966/8968/4974/0950 :: Visit us at: [www.wbhb.net](http://www.wbhb.net), Email: [wbhb@vsnl.net](mailto:wbhb@vsnl.net)

### WORK SCHEDULE

- i) Daily cleaning of tables & 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 towel, 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 and canteen daily.
- xii) Removal of garbage and to deposit the same in the nearest Kolkata Corporation vat daily.
- xiii) The Supervisor or authorised representative must be available at the office, 'ABASAN' all along the office hours.

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