



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.1874/JHC& Secy. /HB

Date-23.09.2015

SHORT NOTICE INVITING QUOTATION (2ND CALL)

Sealed quotation are invited for the works "GUARDING " the office Building, ABASAN at 105, S.N.Banerjee Road, Kolkata-700014 from the bonafide & resourceful agencies having experienced in similar nature of works. The quotation will be received by office of the Administrative Officer & Asstt. Secretary, 105, S.N.Banerjee Road, Kolkata-700014 during the office hours from 23rd Sept'15 to 29th Sept'15 upto 2.00 P.M. and the same will be opened on 29th Sep'15 at 3.00 P.M.

1. Name of Work:- Guarding arrangement of the Office Building, Abasan, 105, S.N.Banerjee Road, Kolkata-700014 by providing 1(one) no. of security Guard in each shift for 2(two) shifts per day from- 08.00A.M to 08.00P.M & 08.00 P.M to 08.00A.M. (next day).
2. Quoting of rate:- Rates to be quoted both in words & figures in the letter head of the company for a total period of 13 days for total heads inclusive of all taxes.
3. Eligibility criteria:- Bonafied & resourceful agencies having credentials for execution of similar nature of the works, I.T., P.Tax Certificate, PAN Card No. Service Tax Registration No.,E.P.F.Code, necessary certificate from Police Department. Xerox copy of above certificate should be submitted along with the quotation.
4. Period of work:- From 16th.Oct'15 to 28th.Oct'15 for 13 days only.
5. Terms & condition:- Enclosed.
6. No conditional quotations will be considered for acceptance.
7. The payment will be made on production of bills after satisfactory completion of the jobs.

Acceptance of quotation will rest with the West Bengal Housing Board which does not bind itself to accept the lowest quotation and reserves to itself the authority to reject any or all quotations received without assigning any reason thereof.

Encl:- As stated.


Administrative Officer (G)

&


Assistant Secretary
West Bengal Housing Board

Date-23.09.2015

No.1874/1(5)/JHC& Secy. /HB

Copy forwarded to the-

1. P.S. to M.I.C.
2. Dy.Secretary, Housing Deptt., Govt. of W.B.
3. All Notice Board, WBHB
4. Web site.
5. Caretaking Cell, WBHB.


AO(G) & Asstt. Secy./WBHB

TERMS & CONDITIONS

1. All tools & plants necessary for guarding are to be provided by the Agency viz. Torch, Umbrellas, Lathe and Whistle etc. at their own cost.
2. Suitable uniform for the guards of the agency shall be provided at their own cost for identification.
3. The Guard appointed by the agency are subject to the approval of Administrative Officer(ASM), West Bengal Housing Board and if there is any complaint of Guard he shall have to be removed within 24(twenty four)hours.
4. Guards should be provided with Identity Card and Bio-Datas by the Agency and to be counter signed by the Administrative Officer(ASM), West Bengal Housing Board.
5. The Guards to be provided by the agency shall be covered under the "Employee risk Insurance Scheme" and the charges shall be borne by the Agency.
6. The agency shall remain responsible for any loss or damages of the office materials.
7. No conditional quotations will be considered for acceptance.
8. If required a called bid may held from the quotation on suitable date to be officially announced.
9. The supply order may be terminated at any time during the period without any notice thereof.

Administrative officer(G)
&
Assistant Secretary
West Bengal Housing Board