



WEST BENGAL HOUSING BOARD

(ESTD. UNDER WB.ACT XXXII OF 1972)

"ABASAN"

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

Phone: 2265-1965, 2264-1967/3966/8968/9974/0960; FAX:2264-1480/0979; Email: wbhousingboard@gmail.com

No.761/DHC & Secy./H.B.

Date- 01.08.2014

SHORT INVITING QUOTATION NOTICE

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 experience in similar nature of works as per particulars below and as per terms & conditions enclosed herewith. The quotations will be received by the Administrative Officer at his Office at W.B.Housing Board from 01.08.2014 to 12.08.2014 and will be opened on 13.08.2014 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 Guards in each shift for 2(two) shifts per day.
- 2.Quoting of Rate: Rates to be quoted both in words & figure in the letter head of the Co. inclusive of all taxes & other charges.
- 3.Eligible Criteria:- Agencies desirous of submitting quotation should submit Xerox copies of valid PAN,P.T.,I.T.,P.F. Commissioner enrolment Credentials No.etc. necessary certificate from Police Department..
- 4.Period of work:- From 30th September'14 to 10th Oct'14 for 11(eleven) days only.

Acceptance of quotation will rest with the WBHB which does not bind itself to accept the lowest quotation & reserves to itself the authority to reject any or all quotation received by WBHB without assigning any reason thereof.

Encl: As stated.

Sd/2
Administrative Officer(ASM)
West Bengal Housing Board

Date- 01.08.2014

No.761/1(4)/D.H.C. & Secy./H.B.


Copy forwarded to the-

1. P.S.to M.I.C. Housing & Chairman, W.B.Housing Board.
2. Dy. Secretary, Housing Deptt.
3. All Notice Board, WBHB.
- ✓ 4. Web site.

[Signature]
Administrative Officer(ASM)
West Bengal Housing Board

TERMS & CONDITIONS

1. All tools necessary for guarding are to be provided by the Agency viz.. Torch, Umbrellas, Lathi, Whistle etc.
2. Suitable uniform for the guards of the agency shall be provided by the agency for identification.
3. Guards should be provided with Identity Card which should be issued by the Agency and duly counter signed by the Administrative Officer (ASM), West Bengal Housing Board.
4. The employees of the agency shall be covered under the “Employee risk Insurance Scheme” and the charges shall be borne by the Agency.
5. The agency shall remain responsible for any loss or damages of the office building and valuable documents.
6. Any default or failure to discharges the duties assigned to agency shall be treated as breach of contract and liable to termination of the contract without any compensation. In such event, legal action may be taken as per law of the land.


Administrative Officer
West Bengal Housing Board.