

**GOVERNMENT OF WEST BENGAL
WEST BENGAL GROUP-D RECRUITMENT BOARD
UTILITY BUILDING, 2ND FLOOR,
ACTION AREA-IIC, NEW TOWN
KOLKATA-700161**

Memo. No. 3303 -WBGDRB/M-7/2016(Pt-1)

Date: 23.12.2019

INVITATION OF SEALED QUOTATIONS

Sealed **QUOTATIONS** are invited from bonafide/reputed organizations for :

(1) Providing maintenance work, Sweeping, Cleaning of Toilet block and ancillary works, twice daily, in the offices of West Bengal Group-D Recruitment Board at Board's office located at Utility Building, 2nd Floor, Action Area-IIC, New Town, Kolkata-700161 for the period of 06 months w.e.f. 01st January, 2020.

And

(2) Providing maintenance work, Sweeping, Cleaning of Toilet block and ancillary works, twice daily in the Board's Strong Room at Ground Floor of Jalasampad Bhawan (Western Block), Salt Lake, Kolkata-700091 for the period of 06 months w.e.f. 01st January, 2020.

Last date & time of submission of Quotation paper : 30.12.2019 AT 12 NOON

Date & time of Opening : 30.12.2019 AT 2 P.M.

General Terms & Conditions :

(i) The personnel/workers to be deployed should not have appeared for Group-D Recruitment Examination conducted by this Board. The persons placed on duty should possess certificate of integrity.

(ii) The rates should be quoted per day basis and should include cost of materials and other obligatory expenses, etc., inclusive of all taxes/GST. Adequate and good quality cleaning materials are to be provided.

(iii) Cleaning should be done twice daily during office hours or as and when directed. The contractor/agency will have to ensure cleanliness of the office premises at any point of time.

(iv) The rate quoted will be valid for 6 months.

(v) The quotations should be addressed to the Secretary, West Bengal Group-D Recruitment Board and the same should be accompanied by the copies of PAN card, Trade Licence, GST Certificate and should provide documents of having minimum 1 year of experience of working in Govt. offices. And all the documents submitted should be duly signed with date and signature on each page of documents submitted.

(vi) No application will be entertained if sent by Post/Courier, but application may be dropped in the Box kept inside the WBGDRB office at Utility Building, 2nd Floor, Action Area-IIC, New Town, Kolkata-700161.

(vii) The quotation will be opened in the presence of the Quotationers or their authorized representatives at the time of opening, if they so desire.

Contd...

(viii) The acceptance of the Quotation will rest with the accepting authority, i.e. Secretary, WBGDRB.

(ix) Before submission of the quotation, the Quotationers may visit the sites and satisfy themselves about the local conditions and other matter related to the work. Any Quotationers who shall submit the quotation should be presumed to have done so, as no claim, whatsoever, will be entertained on any account afterwards.

(x) The successful Quotationer whose quotation is accepted shall make the formal agreement within 7 (seven) days from the date of issuance of work order by the Board.

(xi) The authority of the Board reserves the right to deny or accept or reject any or all the applications at any point of time without prejudice to further action and without assigning reason thereof.

(xii) Canvassing in any form is strictly prohibited and any quotationers found to have resorted to canvassing shall be liable to have his quotation rejected summarily.

(xiii) Any corrigendum to this quotation will be circulated through official website of West Bengal Group-D Recruitment Board (www.wbgdrb.in). Participants are requested to follow the website.

Two separate envelopes containing the Quotations should be addressed to the undersigned with address as mentioned above.

The envelopes should be superscribed separately with :

(1) "QUOTATION FOR HOUSEKEEPING AT WBGDRB OFFICE AT UTILITY BUILDING, NEW TOWN, KOLKATA-700161."

&

(2) "QUOTATION FOR HOUSEKEEPING AT WBGDRB'S STRONG ROOM AT JALASAMPAD BHAWAN, SALT LAKE, KOLKATA-700091."

SD/- RANJAN KUMAR DEY

Secretary

West Bengal Group-D Recruitment Board

Memo no: 3303/1(5)-WBGDRB/M-7/2016(Pt-1)

Date : 23.12.2019

Copy for information :

(1) The Principal Accountant General(A&E), West Bengal, Treasury Buildings, Kolkata-700001.

(2) The Accounts Officer, West Bengal Group-D Recruitment Board.

✓(3) Webel Informatics Limited for display in the official website of West Bengal Group-D Recruitment Board (www.wbgdrb.in).

(4) The Notice Board.

(5) Office Copy.



Secretary

West Bengal Group-D Recruitment Board