

**Government of West Bengal  
Higher Education Department  
Establishment Branch  
Bikash Bhavan, (6<sup>th</sup> Floor),  
Salt Lake, Kolkata-700091**

No. 2163-HE/(Estt.)/10M-09/2005

Dated, Kolkata, the 29<sup>th</sup> November, 2016

**TENDER NOTICE**

Sealed quotations are invited by the Higher Education Department, Government of West Bengal from interested agencies for maintenance of the Conference Hall of Higher Education Department at the 5<sup>th</sup> floor of Bikash Bhavan as per description of work and terms as detailed below:-

**Description of Work:-**

1. Cleaning of the floor of the Conference Hall with Detergent & Disinfectant.
2. Dusting of inside and outside body of the Conference Table (32' X 3').
3. Mopping of glass top of the Conference Table with Foam Pad Using Liquid cleanser.
4. Dusting of 50 No.s of chair.
5. Dusting of 18 No.s of cushion chair.
6. Dusting of 3 No.s of table.
7. Dusting and cleaning of 9 No.s of Synthetic Curtains using Liquid Cleanser.
8. Cleaning of Toilet with detergent and Disinfectant.
9. Provision for antiseptic liquid hand wash, bathroom fresheners and naphthalene balls in the toilet.
10. Dusting of 2 No.s of white Wall Screen.
11. Dusting and operation of 10 No.s of cabin fan and 5 No.s of AC machines in addition to ceiling lights.

**Terms:-**

1. Cleaning and dusting job will be done every alternate day. However, on the day of any special meeting cleaning should be done as and when required.
2. Rates should be quoted as charges per month all inclusive [ST, VAT etc.].
3. Initially the contract shall be for a period of **six (6) months** which may be extended further on satisfactory performance of the agency selected through this tender.
4. Bills should be raised on a monthly basis and payment would be made from this end within two months from the date of submission of the bills.

For any further clarification the agencies/companies may contact the Deputy Secretary, Establishment Branch, Higher Education Department at Bikash Bhavan, 6<sup>th</sup> floor, Kolkata-700091 on any working day of the Government of West Bengal. The tender bids are to be submitted within **twenty one (21) working days** from the date of **publication** of this notice in a **Bengali** daily. The bidders are requested to drop the 'Tender Papers' in the box kept in the office chamber of the Deputy Secretary, Establishment Branch.



Deputy Secretary  
to the Government of West Bengal