

Government of West Bengal
Department of Higher Education
Establishment Branch

Bikash Bhavan, 6th Floor, Salt Lake, Kolkata- 700091

No. 466-EH/O/Estt/1 'O'-32/2006(Pt.)

Date: 30.04.2025

NOTICE

The undersigned is directed to invite all the willing agencies to submit applications on request of this Office for cleaning of office computers and their peripherals, telephones [Sets of both BSNL & EPABX lines] & Photocopies and Fax Machines, which is to be submitted to the Department of Higher Education within 20 (twenty) days from the date of issuance of this notice.

- The agencies must have at least 2 (Two) years of experience in this field. The experience related documents must be enclosed.
- Agencies must have a valid GSTIN/UIN number.

The Department reserves the right to accept or reject any application without stating the reason whatsoever and the application will be kept at the custody of the Assistant Secretary of Department of Higher Education, Establishment Branch, 6th Floor, Bikash Bhavan, Kolkata- 700091.

The monthly rates of cleaning of the different types of office equipment were fixed by Finance Department vide Order No. 3788-F(Y) dated 09.06.2023 and as admissible from time to time under the order of Finance Department. The detailed rate fixed by Finance Department is as follows:-

SL NO.	Office Equipment	Rate per 4 cleanings per month
1.	Telephone	₹ 18 per set
2.	Computer including Keyboard & Mouse	₹ 36 per set
3.	Printer Scanner/Fax Machine	₹ 12 per set
4.	Photocopier/Colour Xerox/Printer cum copier	₹ 44 per set

The concerned agency, whose application will be accepted, must undertake the aforementioned work within 30 days of receiving the application acceptance letter, failing which their offer will be rejected without further notice and they will be blacklisted for any subsequent work of this Department.

Sd/-

Assistant Secretary to the
Government of West Bengal
Date: 30.04.2025

No. 466/1(4)-EH/O/Estt/1 'O'-32/2006(Pt.)

Copy forwarded for information and necessary action to:-

1. Notice Board of I & C.A Department, Nabanna, Howrah.

✓ IT Cell of this Department with request to upload urgently at <https://banglaruchchashiksha.wb.gov.in>.

3. Notice Board of this Department.

4. Guard File.


Assistant Secretary to the
Government of West Bengal