

Government of West Bengal
Urban Development & Municipal Affairs Department
Urban Development Branch
Nagarayan, DF-8, Sector- I Salt Lake
Kolkata- 700064.

No:2391 - T & CP/ CUMP/ 3P-7/2011. **Dated, Kolkata, the 14th September,2018.**

NOTICE INVITING QUOTATIONS

Sealed quotations are hereby invited from reliable agencies for cleaning of Computers, Printers, Xerox, Fax, plotters, Telephone and Scanner etc. Installed at different sections/cells in all branches under Urban Development & Municipal Affairs Department, Government of West Bengal for a period of 01 (One) year under following terms and conditions:-

Terms & Conditions

Documentary evidence on each of the above is required to be given by the firm submitting their quotation. The application must include the following information.

1. Profile of the company/its owners/promoters/chief executives.
2. Copies of the past two years' IT Returns.
3. Copy of PAN/TAN.
4. List of similar experience in the last two years & testimonials and details of similar solutions provided to another organisations, especially those in the government/public sector.
5. The rates (financial quotes) in INR to be charged for the service as stated above inclusive of all charges should be clearly mentioned, with breaks up where necessary.

Other Information's

1. Payment will be made on monthly/quarterly basis supported by satisfactory report.
2. Last date of submission of quotation is **28th September, 2018** upto 3 P.M. and will be opened at 4 P.M. on the same day.
3. Urban Development & Municipal Affairs Department, Government of West Bengal reserves the right to reject any or all the quotations so received without assigning any reason whatever.
4. All other information required in connection with the above mentioned assignment may be obtained from Joint Secretary, 5th floor, Nagarayan, DF-8, Sector-I, Salt Lake, Kolkata – 700064.
5. Interested agencies are requested to submit their quotations with the requisite documents to the office of the undersigned well within the scheduled date and time.

Sd/-


Joint Secretary to the
Government of West Bengal

No: 2391 /1(6) - T & CP/ CUMP/ 3p-7/2011.

Dated, Kolkata the 14th September,2018.

Copy forwarded for information:-

1. The Finance (Audit) Department, Writers' Buildings, Kolkata – 700 001.
2. The OSD to MIC of this Department.
3. The P.S. to the Principal Secretary of this Department.
4. The P.A. to the Special Secretary of this Department.
5. This Department **NOTICE BOARD** for display.
- ✓ 6. This Computerization cell of this department (for display in Departmental website).


Joint Secretary to the
Government of West Bengal