

Government of West Bengal
Urban Development Department
Town and Country Planning Branch
Nagarayan, DF-8, Sector-I, Bidhannagar
Kolkata-700 064

No.1533-T&CP/CUMP/3P-7/2011.

Dated, Kolkata the 5th August, 2015.

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 Department, Government of West Bengal for a period of 02 (Two) years under following terms & 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' audited balance sheets of the company and audited reports including PAN/TAN.
3. List of similar experience in the last two years & testimonials and details of similar solutions provided to other organizations, especially those in the government/public sector.
4. The rates (financial quotes) in INR to be charged for the services 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 21.08.2015 upto 4 P.M. and will be opened at 5 P.M. on the same day.
3. The undersigned 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 Computerization Section, 3rd floor, Nagarayan, DF-8, Sector-I, Salt Lake, Kolkata-700 064.
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.


Joint Secretary to the
Government of West Bengal