

Government of West Bengal
Urban Development Department
Town & country Planning Branch
Computerization Cell
Nagarayan, DF-8, sector- I Salt lake
Kolkata- 700064.

No: 2116 - T & CP/ CUMP/ 3p-7/2011.

Dated, Kolkata the 16th November,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 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' 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 another organisations, especially those in the government/public sector.
4. 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 20th 11.2015 upto 3 P.M. and will be opened at 4 P.M. on the same day.
3. Urban Development 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 Assistant Secretary , T & CP Branch, 2nd 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.


Special Secretary


to the Government of West Bengal

Dated, Kolkata the 16th November,2015.

No: 2116/1(10) - T & CP/ CUMP/ 3p-7/2011.

Copy forwarded for information:-

1. The Finance (Audit) Department, Writers' Buildings, Kolkata – 700 001.
2. The Joint Secretary, Department of information Technology of this Government.
3. The Assistant Secretary, I & C.A. Department, Nabanna, Howrah. (For display in departmental website Notice Board).
4. The Sub Divisional Officer, Bidhannagar Poursabha, Poura Bhawan, FD-415A, Sector-III, Salt Lake City, Kolkata- 700106, with a request to kindly display the notice in their notice board and in the Website.
5. The Sub Divisional Officer, Bidhannagar, Administrative Building, DJ-4, Sector – II Salt Lake City, Kolkata – 700091, with a request to kindly display the notice in their notice board and in the website.
6. The OSD to MIC of this Department.
7. The P.S. to the Principal Secretary of this Department.
8. The P.A. to the Special Secretary of this Department.
9. This Department **NOTICE BOARD** for display.
10. This Computerization cell of this department (for display in Departmental website).


Assistant Secretary

to the Government of West Bengal