

GOVERNMENT OF WEST BENGAL
WEST BENGAL GROUP-D RECRUITMENT BOARD
UTILITY BUILDING, 2ND FLOOR
ACTION AREA -IIC, NEW TOWN
KOLKATA- 700161.

Memo No : 1363 -WBGDRB/M-7/2016(Pt-1)

Dated: 31.10.2018

INVITATION OF SEALED QUOTATIONS

In cancellation of this Board's notice inviting Quotation No. 1188-WBGDRB/M-7/2016 dated, 09.10.2018, Sealed QUOTATIONS are re-invited from bonafide / reputed organizations for providing maintenance work , Sweeping, Cleaning of toilet block and ancillary works, twice daily, in the offices of West Bengal Group-D Recruitment Board at (1) Board office located at Utility Building, 2nd Floor, Action Area-IIC, New Town, Kolkata-161 and (2) Strong Room at Jalasampad Bhavan (erstwhile office of W.B. Staff Selection Commission), Salt Lake, Kolkata-64 for the period of 06 months w.e.f. 1st December, 2018.

Last date of submission of Quotation Paper : 12.11.2018 upto 4.00 P.M.

Date of opening : 14.11.2018 at 3.00 P.M.

General Terms & Condition

- i. The personnel/worker to be deployed should not have appeared for Group-D Recruitment Examination conducted by this Board. The persons placed on duty should possess certificate of integrity.
- ii. The rates should be quoted per day basis and should include cost of materials and other obligatory expenses, etc, inclusive of all taxes/GST, following the minimum rate of wages in the employment of Sweeping and Cleaning in the State of West Bengal. Adequate and good quality cleaning materials are to be provided.
- iii. Cleaning should be done beyond office hours normally. Office and corridor: by 9: 30 AM; Toilet: 8:00AM to 9 AM and 2:00PM to 3:00PM (twice daily). The contractor/agency will have to ensure cleanliness of the office premises at any point of time.
- iv. The rate quoted will be valid for 6 months.
- v. The quotations should be addressed to the Chairman-in-charge & Member, West Bengal Group-D Recruitment Board and the same should be accompanied by the copies of PAN card, Trade licence, GST certificate, and should provide documents of having minimum 3 years of experience of working in Govt offices. And all the documents submitted should be duly signed with date and signature on each page of documents submitted.
- vi. No application will be entertained if sent by Post/Courier, but application may be dropped in the Box kept inside the WBGDRB office at Utility Building, 2nd Floor, Action Area-IIC, New Town, Kolkata, Kolkata-161.
- vii. The quotation will be opened in the presence of the Quotationers or their authorized representatives at the time of opening, if they so desire.
- viii. The acceptance of the Quotation will rest with the accepting authority, i.e. Chairman-in-charge, WBGDRB.
- ix. Before submission of the quotation, the Quotationers may visit the sites and satisfy themselves about the local conditions and other matter related to the work. Any Quotationers who shall submit the quotation should be presumed to have done so, as no claim, whatsoever, will be entertained on any account afterwards.

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- x. The successful Quotationer whose quotation is accepted shall make the formal agreement within 7 (seven) days from the date of issuance of work order by the Board.
- xi. The agency/ Quotationer will remain liable under West Bengal Contract Labour (Regulation & Abolition) Rules in force.
- xii. The Authority of the Board reserves the right to deny or accept or reject any or all the applications at any point of time without prejudice to further action and without assigning reason thereof.
- xiii. Canvassing in any form is strictly prohibited and any Quotationers found to have resorted to canvassing shall be liable to have his quotation rejected summarily.
- xiv. Any corrigendum to this quotation will be circulated through official website of West Bengal Group-D Recruitment Board (www.wbgdrb.in). Participants are requested to follow the website.

Two separate envelopes containing the Quotationers should be addressed to the undersigned with address as mentioned above.

The envelope should be superscribed with: (1) "QUOTATION FOR HOUSEKEEPING AT WBGDRB OFFICE AT UTILITY BUILDING, NEW TOWN, KOLKATA-161" & (2) "QUOTATION FOR HOUSEKEEPING AT WBGDRB'S STRONG ROOM AT JALASAMPAD BHAVAN, SALT LAKE, KOLKATA-700064."

This has the approval of the Chairman-in-charge & Member, West Bengal Group-D Recruitment Board.

SD/ RANJAN KUMAR DEY
Secretary
West Bengal Group-D Recruitment Board

Memo No : 1363 /1(5)-WBGDRB/M-7/2016(Pt-1)

Dated: 31.10.2018

Copy for information:

1. The Accounts Officer, West Bengal Group-D Recruitment Board.
2. Webel Informatics Limited for display in the official website of West Bengal Group-D Recruitment Board (www.wbgdrb.in).
3. The P.A. to the C.E.O., NKDA for circulation.
4. The Notice Board, WBGDRB for display.
5. Office copy.


Secretary
West Bengal Group-D Recruitment Board