

**WEST BENGAL INFORMATION COMMISSION**  
**Khadya Bhaban,**  
**11A, Mirza Galib Street**  
**Kolkata – 700087**  
**Ph. No. (033)2252-0509; E- mail: scic-wb@nic.in**

Memo No. 783-WBIC-13099/2/2022

Date – 30.04.2025

**NOTICE INVITING QUOTATIONS**

Sealed quotation are hereby invited by the under signed from reputed Agencies for providing manpower to maintain cleanliness, proper hygiene and favorable work environment of the office of this Commission under T& C detailed below:

| Sl. No. | Name of the work                                                                                                                                                                                                              | Total manpower per day | Earnest money | Remarks                                                                                                                                 |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Cleaning & sweeping office area including toilets (Gents & Ladies) & corridor at the office of WBIC, daily at least 04 (four) times during office days i.e. before 10:00 a.m., 01:00 p.m., 04:00 p.m. and after office hours. | 2 (Two)                | Rs 500/-      | Consolidated remuneration of the manpower shall be guided by the T&C laid down by Govt. of W.B. vide memo No. 4624-F(P2) dt.14.11.2024. |

The materials required for the proposed of work will be supplied by this office. The agency will quote the rate per head/ per month only for “Service charges”, (such as their commission, GST etc) and excluding the cost of Labour Wages which will be guided by relevant G.O.

Agencies with experience of supplying manpower in offices of Govt. of West Bengal will be preferred.

\* Submit the bids on or before 16.05.2025 before 5:30 P.M.

The agencies should have to abide by the following terms and conditions:-

1. The undersigned reserves all the rights to cancel/reject any or all quotations without citing any reason whatsoever.
2. Quotations for the above mentioned items must be addressed to the Secretary, West Bengal Information Commission, Khadya Bhaban, 11 A, Mirza Galib Street, Kolkata 700087.
3. Sealed quotations will be received by this office from **30.04.2025 to 16.05.2025** during office hour.
4. The quotations will be opened on **17.05.2025** at 11 a.m.
5. Earnest money should be submitted by DD in favour of “Secretary, West Bengal Information Commission” payable at Kolkata.
6. Quotation must be given in the letter head of the supplier/agency in sealed envelope.
7. Quotation must be accompanied with self-attested photocopy of 1) Valid Trade License 2) Latest IT return 3) PAN card of the supplier/agency.

Sd/-  
OSD & EO Deputy Secretary  
West Bengal Information Commission

Memo No. 783/1(1)-WBIC-13099/2/2022

Date – 30.04.2025

Copy forwarded to the Special Secretary, Personnel and Administrative Reforms & e-Governance Department, Nabanna, 325, Sarat Chatterjee Road, Howrah – 711102 with a request to upload the NIQ in the official website of Personnel and Administrative Reforms & e-Governance Department.

Sd/-  
OSD & EO Deputy Secretary  
West Bengal Information Commission

Memo No. 783/2(4)-WBIC-13099/2/2022

Date – 30.04.2025

Copy forwarded for information to :-

1. The Sr. P.S. to Hon'ble State Chief Information Commissioner, West Bengal.
2. The Finance officer, West Bengal Information Commission.
- ✓ 3. The System Administrator, West Bengal Information Commission with a direction to upload the NIQ in the official website of West Bengal Information Commission.
4. The Establishment Section, West Bengal Information Commission for displaying the NIQ in the Commission's Notice Board.

  
OSD & EO Deputy Secretary  
West Bengal Information Commission