

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. 19 -WBIC-13099/2/2022

Date – 06-01-2025

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 3 (three) toilets (Gents & Ladies) & corridor at the office of WBIC at 1 st floor of Khadya Bhawan.	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 16.01.2025 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 **06.01.2025 to 16.01.2025** during office hour.
4. The quotations will be opened on **17.01.2025** 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.


Deputy Secretary
West Bengal Information Commission