



Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan, 3rd Floor, Salt Lake, Kolkata-700091

No. 2164 -IE- 11011(15)/1/2024

Dated: 07/08/2024

NOTICE INVITING QUOTATION

Quotations are invited in sealed covers from reliable agencies having experience of providing service in Government establishments for cleaning of the machines as mentioned below in the offices of the Irrigation & Waterways Department.

Machines to be cleaned:

1. Telephone
2. Computer including Keyboard & Mouse
3. Printer Scanner/ FAX machine
4. Photocopier/Colour Xerox/ Printer cum copier

Note: In case the scanner is part of a multi function Printer/ Photocopier, separate cleaning charges will not be admissible since the printer/photocopier scans document with the same machine.

Terms & Conditions

- The rates should be given in the 'per set' basis.
- The frequency of services per month should be mentioned clearly in the quotation.
- The material used for cleaning should be of good quality
- The period of engagement will be for 2 (two) years.
- The sealed covers should be addressed to the **Deputy Secretary, Irrigation & Waterways Department** and should be submitted on or before 20/08/2024 (4 P.M.)

Sd/-

Deputy Secretary

No. 2164 /1(1)-IE- 11011(15)/1/2024

Dated: 07/08/2024

Copy forwarded to

✓ the Executive engineer, DVC Study Cell, with a request to upload the Notification in the Department website.


Deputy Secretary