

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

No.2623-IW-11011(15)/1/2024

Date:27/09/2024

From :The Deputy Secretary to the Government of West Bengal

To: Lokenath Service Agency, 85/3, Selimpur Road
P.o. Dhakuria, Kolkata- 700031, Mob: 9830624845, 9123667710

Sub: Work Order in Connection with cleaning service of Xerox Machine, Fax machine, Telephone, Computer and its accessories.

Sir,

I am directed to inform you that your rates in response to this Department's notification no. 2164-IE-11011(15)/1/2924 dated 07/08/2024 have been accepted and the Governor is pleased to accord approval to your agency, i.e. Lokenath Service Agency, 85/3, Selimpur Road, P.o. Dhakuria, Kolkata - 700031, for cleaning Xerox machine, Fax machine, Telephone, Computer and its accessories in the offices of the Irrigation & Waterways Department for a period of 2 (two) years with effect from 01.10.2024 at the agreed monthly rate as per terms and conditions mentioned below:

Rates for cleaning

- 1)Telephone @ Rs.14 per set per month
- 2)Computer including keyboard & mouse @ Rs.29 per set per month
- 3)Printer Scanner/Fax machine @ Rs. 10 per set per month
- 4)Xerox/Printer Cum copier @ Rs.40 per set per month

Frequency of cleaning:

Cleaning should be done 4 (four) times in a month.

Billing:

Bills should be raised monthly and submitted in triplicate along with bank account number, IFSC, PAN and GSTIN, and any other document as may be called for from time to time.

Payment will be made after satisfaction of the quality of the work done and after making deductions as per extant rules.

The charges will be debitible to the head of A/c "3451-Secretariat-Economic Service-00-090-Secretariat-Non Plan (NP)-

018-Irrigation & Waterways Department (IW)-13-Office Expenses-04-Other Office Expenses-Voted", in the Budget under Demand No.32 during the financial year 2024-2025.

You are requested to please acknowledge the same.

Sd/-
Deputy Secretary to the Government of West Bengal

No.2623/1(5)-IW-11011(5)/1/2024

Date:27/09/2024

Copy forwarded for information and necessary action to the:

1. The Pay & Accounts Officer, Pay & Accounts III, West Bengal, Subhanna, Salt Lake City, Kolkat- 64
2. Registrar & D.D.O of this Department.
3. The The Cash & Pay Section of this Department
4. Sr P.S. to the Addl Chief Secretary, I & W Dept.
5. Sr. P.A. to the Secretary, I & W Dept.

Sd/-
Deputy Secretary to the Government of West Bengal

No. 2623/2(1) - IW-11011(51/2024

Date: 27/09/2024

Copy forwarded to

EE, DVC Study Cell, I&W Department *with a request to please upload in the Departmental Website.*

30.9.24
Deputy Secretary to the Government of West Bengal