

Dear Sirs,

You are requested to quote the most competitive rate for cleaning and disinfecting of the following official instruments at our Office, 27, R.N. Mukherjee Road, Kolkata – 700 001 and Heavy Plant Yard at Taratolla for a period of one year:

Sl.No.	Item	Nos.
1.	Computers(Monitors+Key Board+CPU+UPS)	51 Nos.
2.	Printers	50 Nos.
3.	Fax Machine	02 Nos.
4.	Telephone instrument	48 Nos.

- 1. Rate:** Your quoted rate should be inclusive of all taxes and duties.
- 2.** The above instruments are to be cleaned and disinfected once in a week with your materials and instruments both at our Office, 27, R.N. Mukherjee Road, Kolkata – 700 001 and Heavy Plant Yard at Taratolla.
- 3.** The quantity may vary $\pm 10\%$
- 4. Inspection:** Before submission of tender the bidder should visit our Office, 27,R.N. Mukherjee Road, Kolkata – 700 001 and Heavy Plant Yard at Taratolla.
- 5. Issue of Tender:** Tender will be issued between **04.11.15 to 17.11.15**.
- 6. Payment:** Within 30 days from the date of submission of bill with receipted challan.
- 7. Liquidity Damage:** If the Agency fails to carry out the job regularly, we will get the job done by other Agency and the cost incurred for that will be deducted from the Agency's bill.
- 8. Last date of submission:** Your sealed offer must reach to our Office, 27,R.N. Mukherjee Road, Kolkata – 700 001 before **18.11.15 at 11 A.M.**
- 9. Tender will be opened at our Office at 27,R.N.Mukherjee Road, on 18.11.15 at 3.30 P.M.**
- 10. Validity of Offer:** Your offer should be valid 90 days from the date of quotation.

(SIBAJI BANERJEE)