

Dear Sirs,

You are requested to quote the most competitive rate for cleaning and disinfecting of the following official instruments located at our Registered Office and Heavy Plant Yard for a period of one year:

Sl.No.	Item	Nos.
1.	Computers(CPU+Keyboard+Printer/scanner+UPS)	52
2.	Fax Machine	02
4.	Telephone instrument	48

- 1. Rate:** Your quoted rate should be inclusive of all taxes,duties and cleaning & disinfecting materials.
- 2.** The above instruments are to be cleaned and disinfected once in a week with your materials and instruments both at our Registered Office and Heavy Plant Yard.
- 3.** The quantity may vary $\pm 10\%$
- 4. Inspection:** Before submission of tender the bidder should visit our Registered Office at 27, R.N. Mukherjee Road, Kolkata – 700 001 and Heavy Plant Yard, P-82, Taratolla Road, Garden Reach, Kolkata – 700 024.
- 5. Issue of Tender:** Tender will be issued between **28.10.16 to 10.11.16 during office hrs except Saturday(2nd & 4th) and Sundays and Holidays.**
- 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 Registered Office before **11.11.16 by 11 A.M.**
- 9. Tender will be opened at our Registered Office at 27,R.N.Mukherjee Road, on 11.11.16 at 3.30 P.M.**
- 10. Validity of Offer:** Your offer should be valid 90 days from the date of opening of your offer.

(SIBAJI BANERJEE)