

Dear Sirs,

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

Sl.No.	Item	Nos.
1.	Computers(Monitors + Key Board)	49 Nos.
2.	Printers	46 Nos.
3.	Fax Machine	02 Nos.
4.	Telephone instrument	46 Nos.
5.	CPU	49 Nos.
6.	UPS	49 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 Head Office and Heavy Plant Yard.
- 3.** The quantity may vary additional **+10%**
- 4. Inspection:** Before submission of tender the bidder should visit our Office.
- 5. Issue of Tender:** Tender will be issued between **09.09.15 to 23.09.15**.
- 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 Head Office before **24.09.15 at 11 A.M.**
- 9. Tender will be opened at our Head Office at 2.30 P.M. on 24.09.15**
- 10. Validity of Offer:** Your offer should be valid 90 days from the date of quotation.

( SIBAJI BANERJEE )