



Kolkata
Metropolitan
Development
Authority

No. 1443/KMDA/CSC/MT-46/82(IV)

Date: 20.12.2021

N.I.Q. No. 27/2021-2022

Date: 20.12.2021

Notice Inviting Quotation

Sealed Quotations are invited by the Deputy Secretary, Common Service Cell, Hqr., KMDA from bonafide, reliable, agencies experienced in similar mater of job of Cleaning and disinfecting of Telephone sets, Computer (including printers & others), photocopier Machine and Fax Machine etc. as installed at different offices viz. Pension Cell, Drivers Room (at Ground floor under CS Cell), 1st floor (KIT), 2nd floor (KMW&SA), 3rd floor (with Administrative Block) of 'A' Block, 1st (KIT), 2nd and 3rd floor 'G' Block, Common Service Cell, Law Cell, MM Unit, O&M Cell, at Unnayan Bhavan, Salt Lake City, DJ-11, Sector-II, Kolkata-700 091.

The details of works can be available at the office between 11.00 a.m. to 4.00 p.m. of all working day.

The rate is to be quoted both in figures and words. The quotations with photocopy of PAN Card is sealed cover will be received upto 2.00 p.m. on 24th December, 2021 in the office of the Common Service Cell and will be opened on 27th December at 1.00 p.m. in presence of representative of agencies.

The cleaning and disinfecting will be done once in a week i.e. four times in a month as per enclosed schedule.

The Authority reserves the right to accept or reject any or all the quotations without assigning any reasons whatsoever.

Deputy Secretary
Common Service Cell, HQ, KMDA

No. 1443/14/KMDA/CSC/MT-46/82(IV)

Date: 20.12.2021

Copy forwarded for information to:-

- 1) The Deputy Secretary, PR Cell, KMDA is requested for wide circulation as per KMDA norms and display in KMDA website.
- 2) The Accounts Officer, Common Service Cell, KMDA.
- 3) The Accounts Officer, O&M Cell, KMDA.
- 4) Notice Board, CS Cell, HQ, KMDA.

Deputy Secretary
Common Service Cell, HQ, KMDA



Schedule of work

Office	Computer	Photocopier	Fax	Telephone
CEO'S Chamber including P.S.	3	1	2	6
Secretary Chamber including P.S.	2	-	-	4
Special Secretary Chamber including P.S.	2	-	-	5
Add. Secretary, KMDA. Chamber including P.S.	2	1	-	6
Joint Secretary-II, including P.S.	2	-	1	4
Joint Secretary-III, including P.S.	1	-	-	2
Joint Secretary-IV, including P.S.	1	-	-	2
Deputy Secretary-II	1	1	-	2
Deputy Secretary-III	1	1	-	4
Establishment Wing	9	2	-	4
Training Cell	2	1	-	2
Public Relation Cell	5	1	1	3
Law Cell	6	2	-	3
Estate Unit (L.A), KMDA	5	1	-	6
P&M Cell	6	1	1	3
Works Cell	3	1	-	2
Common Service Cell	5	1	-	3
M&M (Estate) Unit	12	4	-	12
Engineering (Housing Sector)	19	2	-	12
Pension Cell	4	-	-	3
Drivers Room (at Ground Floor under C.S. Cell)	-	-	-	1
Finance Wing	20	2	1	10
KMW&SA Wing(2 nd floor, A block)	13	2	-	24
O&M Cell	7	-	-	1
Total	131	24	6	124

[Signature]
Deputy Secretary
Common Service Cell, HQ. KMDA
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