



Kolkata
Metropolitan
Development
Authority

No. 1404/KMDA/CSC/MS-273/19

Date: 03.12.2021

N.I.Q. No. 25 / 2021-2022

Date: 03.12.2021

Notice Inviting Quotation

Sealed Quotations are invited by the Deputy Secretary, Common Service Cell, Hqr., KMDA from bonafide, reliable, experienced in similar nature for the work "Monthly Housekeeping and Maintenance Job (only supply of sweeper/labour, all materials & equipments will be supplied by department) at the 1st floor of VIP Block, 3rd floor & 2nd floor of Administrative Block 'A' (office of the CEO, KMDA), Ground Floor, Lift Lobby to Mahanayak Mancha, VIP Car Parking Area, Car Parking area of Ground Floor and Cleaning of Dustbins located at Administrative Building Block "A" Ground Floor to 3rd floor of Unnayan Bhavan, Salt Lake City, DJ-11, Sector-II, Kolkata-700 091 as per enclosed schedule.

Details of works can be seen at the office between 11 hours to 16 hours on all working days.

The rate is to be quoted both in figures and words. The quotations with photocopy of Pan Card, GST Certificate, Last 3 (three) years IT Clearance, Last 3 (three) years Audit Balance Sheet, ESI, PF, Trade License and supporting documents of minimum experience of 5 (five) years in similar job in sealed cover will be received upto 2.30 P.M. on 15th December, 2021 at the office of the undersigned and will be opened on 16th December at 12-30 P.M. in presence of intending questioners.

Two percent (2%) of quoted amount to be deposited as earnest money during the time of submission of sealed quotation in favour of "KMDA" & payable at Kolkata.

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

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

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Copy forwarded for information to:-


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

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



SCHEDULE

1. All toilets including the commodes to be cleaned every working day before the office starts and also twice daily during the office time.
2. All staircases to be swept and the railings to be cleaned every working day and staircases to be washed once in a week.
3. Dusting of all furniture every day including doors, windows, chairs, tables, almirahs, file cabinets, wall mounted board, name plates etc.
4. Floors including the stairs to be cleaned every day in the following manners:-
 - Floors with Carpet to be cleaned with Vacuum Cleaner.
 - Bare Floors to be dry swept with brushes everyday and to be wet wiped once in week.
5. Fans to be cleaned twice in fortnight during summer months from April to November and Lights/ Wall clocks & Photos to be cleaned once in month.
6. Cleaning and changing of towels at the chairs and in the toilets along with chambers of the officers of Secretariats and Visitors Room with disinfectants and fresheners.
7. Decoration of VIP Blocks with flower & plant pots and regular maintenance of those pots.


Deputy Secretary,
Common Service Cell, HQ, KMDA