

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, Sarojini Naidu Sarani (Rawdon Street)**  
**Kolkata – 700 017**  
**Ph No. 2280-5277;**  
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No. 810-SEC/3M-3/2002(Pt.-I)

Date :21.09.2016

**NOTICE INVITING QUOTATION**

Sealed quotations are invited by West Bengal State Election Commission from the bonafied firms enlisted with the Government Offices / Corporations / Undertakings for the House Keeping job for its office as listed below:-

- Sweeping and cleaning, washing, dusting of the office of this Commission.
- Cleaning and washing of toilets and urinals using deodorants, detergents and disinfectants once in the morning by 9:30 A.M..
- Providing 15 nos. of plant with regular maintenance for the office premises.
- Supply of requisite quality materials for the above jobs. Provisions of Dusters, Phenyl, Detergent, soaps, liquid soaps, naphthalene balls/cakes, odonil cakes, Room Freshener, HIT etc. as per the requirements. The Contractor will ensure that the materials mentioned above are always available at the prescribed locations in the lavatories.

**General Conditions & Duties, Staff Requirement etc:**

- i) The Agency shall comply with all the labour laws and regulations applicable in the matter of such workers as are engaged by it.
- ii) The Agency staff shall not disturb the employees of this Office or make any sort of noise in the premises.
- iii) The Agency's workers shall be polite, courteous, well behaved and honest.
- iv) The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds committed by its workers.
- v) The Agency **shall be directly responsible for payment of the wages to its workers**. This Office shall not entertain any such claim of the persons working under the Agency.
- vi) In the event of any dereliction/negligence of duty or defaults or breach of terms of agreement on the part of Agency, this Office shall be free to make alternate arrangements as deemed fit.
- vii) The contract can be terminated from either side on one-month notice.

**The quotations should be submitted in the Tender Box at this Commission between 21.09.2016 to 05.10.2016 (3.00 P.M.).**

The quotations will be opened at 4.00 P.M. on 05.10.2016 in the Chamber of the Secretary of this Commission. Intending quotationers may remain present during the opening of the quotations.

The Commission reserves the right to accept or reject all or any of the quotations without assigning any reason.

  
Secretary,  
West Bengal State Election Commission