

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), W.B.  
TREASURY BUILDINGS, KOLKATA- 700 001,

Notice Inviting Quotation

**No. Rec-I/D-6/Disinfection/Part-III/199**

**Date: 22.02.2021**

This office intends to engage a reputed firm for the disinfection treatment in all sections of this office housed in all the three buildings of Treasury Buildings Complex and five rooms at 1 no Council House Street once in each month for one year. Intended bidders should visit all the sections of this office before quoting rates for the disinfection treatment. Vendors are requested to quote their rates for the said job subject to the adherence of the terms and conditions given below.

**Terms & Conditions:**

1. Participant bidders should have adequate experience (at least two years) in disinfection treatment in govt. (Central/State/Undertaking etc.) offices. The bidders should have enough expertise, capability and equipments in this aspect. Proof should have to be attached.
2. The bidders should have valid Trade licence, GST registration and PAN card. Supporting photocopies should be attached.
3. All the intending vendors have to deposit Rs.1,000/- only in the form of Demand Draft drawn in favour of PAO (Audit), O/o the Pr. Accountant General (A&E), West Bengal, Kolkata- 700001 as Earnest Money Deposit (EMD).
4. The rates (inclusive all taxes) once furnished and accepted by this office cannot be changed by the firm during the contractual period. Any request in this regard will not be entertained.
5. The disinfection treatment must be done once in a month in the following buildings
  - i) Treasury Buildings, 2nd Government Place(West), Kolkata – 700001.
  - ii) G.I. Press Buildings, 8 Kiran Shakar Roy Road, Kolkata – 700001.
  - iii) Manager's Bungalow, 8 Kiran Shakar Roy Road, Kolkata – 700001.
  - (iv) Five rooms (106, 111, 119, 120, 121) of this office at Council House Street.
6. Payment will be made in four equal installments (i.e. quarterly basis) after performing satisfactory service.
7. The vendor will not be allowed to sublet any service work (partially or entirely) to any other vendor at its own cost.
8. EMD will be converted into Security deposit in case of successful bidder which will be refunded after completion of disinfection treatment period.

All the interested bidders may collect tender paper from 22/02/2021 to 09/03/2021 from Record-I Section (11 am to 3 pm) of all working days and they may submit their quotations for disinfection treatment for this office in a sealed envelope superscripting

“Quotation for the Disinfection Treatment” along with EMD either in person or through post addressing to Sr. Accounts Office (Record), O/o the Pr. Accountant General (A&E), W.B., Treasury Buildings, Kolkata- 700 001. Tender form and bidding sheet may also be downloaded from official website of this office ([www.agwb.cag.gov.in](http://www.agwb.cag.gov.in)). Last date of submission of quotation is up to 12 pm on 09/03/2021. All the received quotations will be opened at 1 pm on the same day in the chamber of Sr. Accounts Officer (Record) of this office in presence of the participating bidders, if any.

Enclosure: - Bidding Sheet & Check List

(S. Biswas)  
**Sr. Accounts Officer (Record)**



**Bidding Sheet of rates for Disinfection Treatment**

Ref: Rec-I/D-6/Disinfection/Part-III/199

Sl. No.	Name of work	Name of the Chemical/Chemicals used for the disinfection treatment	Rate per disinfection treatment (in figure)	Rate per disinfection treatment (in word)
1.	Disinfection treatment in all sections of this office housed in all the three buildings of Treasury Buildings Complex and five rooms of this office at Council House Street.			

Date.

Signature and Stamp of the Quotationer



## Check list for Documents submitted along with bidding sheet

Ref: NIQ No. Rec-I/D-6/Disinfection/Part-III/199

Date: 22/02/2021

Sl. No.	Copies of Required Documents	Whether submitted or not (Tick)	
		Yes	No
1.	Trade licence		
2.	Work experience in Govt. (Central/State/Undertaking etc.) offices		
3.	GST Registration		
4.	Pan Card		
5.	EMD of Rs. 1,000/-		
6.	Others Documents		

Date:

Signature and stamp of the Quotationer

