

e-Quotations are invited from bonafide and experienced contractors for “House Keeping Management Services at KEIIP-KMC office on yearly contract basis”. Last date of online submission 10.11.2017 (3.00 P.M.). For more details please refer to PTB and [www.keiip.in](http://www.keiip.in), [www.kmcgov.in](http://www.kmcgov.in) & <https://wbtenders.gov.in>



Kolkata Environmental Improvement Investment Program



**Kolkata Municipal Corporation**

Project Director  
KEIIP - KMC



**NOTICE INVITING e-TENDER**  
**THE KOLKATA MUNICIPAL CORPORATION**  
**Project Management Unit**

**Kolkata Environmenta Improvement Investment Program (KEIP)**  
**206, A. J. C. Bose Road, Kolkata – 700 017**

**Notice Inviting e-Tender No.**

N.I.T. NO. PMU/KEIP/409/17-18 Dated: 23.10.2017

**Tender Reference No :**

N.I.T. NO. PMU/KEIP/409/17-18 Dated: 23.10.2017

The Project Director, KEIP, Kolkata Municipal Corporation, invites e-quotations for "AMC of house keeping services from 2<sup>nd</sup> – 5<sup>th</sup> floor for the period from 01.12.2017 to 30.11.2018 in KEIP office at 206, A.J.C. Bose Road, Kolkata – 700017". Detailed information to be found in the table below.

Detail of Scheme(s)/ Work(s) :

**AMC of house keeping services from 2<sup>nd</sup> – 5<sup>th</sup> floor measuring a area of 20292 sq.ft. for the period from 01.12.2017 to 30.11.2018 at 206, A.J.C. Bose Road, Kolkata – 700017"**

Name of work	Estimate Amount (Rs.)	Earnest Money (Rs.)	Time of Completion	Price of Tender (Rs.)
"AMC of house keeping services from 2 <sup>nd</sup> – 5 <sup>th</sup> floor measuring a area of 20292 sq.ft. for the period from 01.12.2017 to 30.11.2018 at 206, A.J.C. Bose Road, Kolkata – 700017"	N.A.	Rs.16,000/-	One year from 01.12.2017 to 30.11.2018	<b>Rs.200.00</b>

- 1) In the event of e-filing, intending bidder may download the tender documents from the website <https://wbtenders.gov.in/> directly with the help of Digital Signature Certificate. Necessary cost of NIT documents and Earnest Money may be remitted through Demand Draft / Pay Order issued from any nationalized/scheduled bank in favour of the "**Kolkata Municipal Corporation, A/c. KEIP, Tr.1**" payable at **Kolkata** and also to be documented through e-filing. The original Demand Draft / Pay Order against cost of NIT documents, Earnest Money Deposit (EMD) should be submitted physically to the Office of The Project Director, KEIP, K.M.C., 206, A.J.C. Bose Road, Kolkata – 700017 within the last date of inspection of site i.e. 09.11.2017 (5.00 p.m.) and the scanned copy of the same to be submitted with the Statutory (Financial) Cover.
- 2) Bids are to be submitted concurrently duly digitally signed in the website [https://wbtenders.gov.in.](https://wbtenders.gov.in/)
- 3) Offer documents may be downloaded from website and submission of Bids will be done as per Time Schedule stated below.
- 4) The **FINANCIAL OFFER** of the prospective Offerer will be considered only if the Offerer is found qualified by the "Technical and Finance Committee". The decision of the said Committee will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 5) **Eligibility criteria for participation in the tender.**
  - i. The prospective bidder having credential during the last 3 (three) years from the date of issue of this Notice of having executed similar nature of maintenance works under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies constituted under the Statute of the Central / State Government.  
**[Non-statutory documents/My Space]**
  - ii. The prospective bidder should have an average order value of at least Rs. 5 lakhs per year in the specified field. In respect of that, documentary evidence is to be submitted.
  - iii. Trade License, Income Tax Acknowledgement Receipt for the latest Assessment year, Professional Tax Deposit Challan for the last financial year, PAN Card, GST Registration certificate, P.F. Registration Certificate and ESI Registration Certificate are to be accompanied with the Bid Documents.  
**[Non-statutory documents/My Space]**



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- iv. The prospective offerers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Bid shall be treated as non-responsive.

**[Non-statutory documents/My Space]**

- v. Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted along with the application. The company shall furnish the Article of Association and Memorandum.

**[Non-statutory documents/My Space]**

- vi. A prospective bidder shall be allowed to participate in this particular job if the firm is having trade license to deal in this filed.

- vii. **Earnest money : Rs.16,000/-** is to be deposited as per the date specified in point 10 below in the form of Demand Draft/Pay Order drawn in favor of "**Kolkata Municipal Corporation, A/c.KEIP, Tr.1**" payable at **Kolkata**. **Earnest money would be returned** to the unsuccessful bidders after issue of Work Order in favour of L1 Bidder. The earnest money shall have to be deposited in a sealed envelope clearly superscribing the name of the bidder in clear and legible words. If required, time to time validity of the instrument is to be extended.

- 6) **Security Deposit** :@ 5% of the accepted value of the offer will have to be deposited by the successful bidder after issuance of Letter of Acceptance and before execution of Agreement. S.D. money will have to be deposited by Bank Draft / Pay Order on any Nationalized/scheduled bank in the name of "**Kolkata Municipal Corporation, A/c. KEIP, Tr.1**" payable at **Kolkata**.

- 7) There shall be no provision of Arbitration.

- 8) Bid shall remain valid for a period not less than 90 (Ninety) days from the last date of submission of Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

- 9) **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online)	31.10.2017
2	Documents download/sell start date (Online)	31.10.2017 03:00 P.M
3	Documents download/sell end date (Online)	09.11.2017 4:00 P.M
4	Bid submission start date (On line)	31.10.2017 03:30 P.M.
5	Date of submission of original DD for the cost of N.I.T. Documents and Earnest Money Deposit (Offline) to the office of Project Director-KEIP, The Kolkata Municipal Corporation, 206, A. J. C. Bose Road, Kolkata – 700017,	09.11.2017 from (11:00 A.M-5.00 P.M)
6	Bid Submission closing (On line)	10.11.2017 3.00 P.M
7	Bid opening date for Proposals (Online)	13.11.2017 3.00 P.M
8	Last Date of Performing Inspection of items to be covered under AMC by Bidders	On or before 09.11.2017 5.00 P.M.
9	Date of uploading list for Qualified Bidder(online)	Will be declared later
10	Date for opening of Financial Proposal (Online)	Will be declared later

- 10) The Prospective Bidder shall have to confirm the appropriate service level for a period of 01 (one) year from the date of entering into AMC to the successful completion and entire satisfaction of the Authority. If any defect / damage / interruption / negligence of providing service is found during the period as mentioned above, the AMC vendor shall make the same good at its/their own cost to the scope of work in case of defect/damage/interruption/negligence and the same vendor shall abide by the decision to be taken by the concerned Authority in case of interruption of service. On failure to do so, legal action against the vendor will be taken by the Department by



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forfeiture of Security Deposit. The Agency may quote its rate considering the above aspect. Further, the quotationer is required to consider the prevailing Minimum Wages Rule while quoting their offer.

- 11) **Refund of Security Deposit** : will only be made one year after successful completion of maintenance service at appropriate satisfactory level as mentioned above for 1 (*one*) year from the date of commencement of AMC. If it is found that the successful bidder violates any terms & conditions as laid down in the agreement during contract period and till the final completion of the contract as per the satisfactory acceptance of the concerned department, the contract with the L1 bidder shall be terminated with immediate effect and the security deposit shall be forfeited by KEIIP.
- 12) **The interested bidders may like to perform the inspection procedure before submission of bids, on the date specified in serial number 8 above under the heading "Date and Time Schedule"**. In case of any query in regard to scope of work, the same is to be conveyed immediately on the date of inspection to resolve such issue.
- 13) The intending offerer should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of bidding shall be reimbursable by the Department. The KEIIP/KMC authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any quotationer at the stage of Bidding.
- 14) Prospective offerers are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' before submission of the bids.
- 15) **Conditional/Incomplete offer will not be accepted under any circumstances.**
- 16) **The intending offerers are required to quote the rate *online*.**
- 17) During scrutiny, if it comes to the notice of the Authority that the credential or any other paper found incorrect / manufactured / fabricated, that offerer would not be allowed to participate in the NIT and that application will be rejected without any prejudice.
- 18) The Project Director, KEIIP, Kolkata Municipal Corporation, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 19) Before issuance of the WORK ORDER, the KEIIP Authority may verify the credential and other documents of the lowest offerer, if found necessary. After verification if it is found that the documents submitted by the lowest offerer are either manufactured or false in that case work order will not be issued in favour of the said offerer under any circumstances and the Earnest Deposit shall be forfeited.
- 21) **Qualification criteria:**  
The KEIIP Authority through a "Technical and Finance Committee" will determine the eligibility of each offerer. The offerers shall have to meet all the minimum criteria regarding Experience / Credential.
- 22) The eligibility of the offerer will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in 1&2 above.
- 23) No price preference and other concession will be allowed.
- 24) If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.

Project Director, KEIIP

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**INSTRUCTION TO BIDDERS**

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**General guidance for e-Tendering:**

Instructions / Guidelines for electronic submission of the offers have been given for assisting the participants in the e-NIT.

- i. **Registration of AMC Vendor:**  
Any offerer willing to take part in the process of e-NIT will have to be enrolled & registered with the Government e-Procurement System, through logging on to **<https://wbtenders.gov.in>**, the participant is to click on the link for e-Tendering site as given on the web portal.
- ii. **Digital Signature certificate (DSC):**  
Each participating agency is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of offer from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Website stated in **Clause A.1.** above. DSC is given as a USB e-Token. After the receipt of the digital signature, if the agency feels for any assistance they can contact IT Department of KMC for assistance.
- iii. The supplier/vendor can search & download N.I.T. Document(s) electronically from computer once he logs on to the website mentioned in **Clause A.1** using the Digital Signature Certificate. This is the only mode of collection of NIT Documents.
- iv. **Submission of offer:**  
**Offers are to be submitted through online to the website in two folders at a time for the work, i.e. one for N.I.T. documents (Technical Bid) and the other for B.O.Q. (Financial Bid) before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).**  
**HOWEVER, the bidders are to submit the hard copy of Technical Bid latest by the date of opening of offer i.e. on 11.11.2017 (3.00 p.m.)**

**General Terms & Conditions**

- The bidder should have a good reputation in the field. The bidder should have a presence in Kolkata region.
- The bidder is to have carried out maintenance services for NOT LESS than three years. In particular, AMC services should have been successfully provided preferably to Central/State/Local Government Department. The bidder should provide documentary evidence of the same at least in one case.
- The contract will be effective for one year from the date of issuance of Work Order. Sub-contracting of AMC is not allowed.
- The AMC vendor has to ensure the quality of the toilet items to be supplied (mentioned in BOQ) are of best quality and as per the make prescribed therein.
- This organization reserves the right to terminate the Contract at any time within the year if the services are not found satisfactory with a prior notice of at least one month.
- The AMC vendor has to ensure the rate of G.S.T. to be paid separately on the Service Part and Material Part i.e. on Part-A & Part-B i.e. on Schedule 'A' & 'B' mentioned therein. However, the GST on the service part will only be paid if the same is applicable for payment by KMC.



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**N.I.T. Proposal:**

The NIT proposal should contain scanned copies of the following in two covers (folders).

**(a). Statutory (Financial Bid) Cover Containing the following documents:**

**1) Prequalification Document**

- i) Prequalification Application.
- ii) Demand Draft/Pay Order towards cost of N.I.T. documents i.e. Rs.200/- in favour of "**Kolkata Municipal Corporation, A/c.KEIIP, Tr.1**" (scanned copy).
- iii) Demand Draft/Pay Order towards EMD (Earnest Money Deposit) i.e. Rs.16,000/- in favour of "**Kolkata Municipal Corporation, KEIIP, Tr.1**". (scanned copy).

**2) N.I.T. documents (download properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the **B.O.Q.** form only. **In case quoting any rate other than BOQ Form, the offer is liable to be summarily rejected. Quotation for Manpower Deployment and that for Supply of Cleaning items shall be completely separate as shown in two separate sheets i.e. Annexure-A & Annexure-B.****

**3) Quotation & Declaration to be uploaded in the BOQ cover & Declaration cover** (download properly and upload the same Digitally Signed).

**(b). Non-statutory (Technical Bid) Cover/My Space Containing the following documents:**

- i. Self attested copies of Professional Tax (PT) deposit challan for the last financial year, PAN Card, IT Acknowledgement Receipt of current year, GST Registration Certificate, P.F. Registrtrion Certificate & ESI Registration Certificate, Trade Licence and Credentials
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. Or any other documents the bidder feels to submit as credential.

**N.B.:** Failure of submission of any of the above mentioned documents will render the offerer liable to be rejected for both statutory & non statutory cover



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**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS  
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab " Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab " Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	<ul style="list-style-type: none"><li>• GST Registration Number or Acknowledgement/Certificate.</li><li>• Trade License</li><li>• PAN.</li><li>• P Tax (Challan) (of current year).</li><li>• Latest IT Acknowledgement Receipt.</li><li>• P.F.Registration certificate</li><li>• E.S.I. Registration Certificate.</li></ul>
B.	Company Detail(s)	Company Detail	<ul style="list-style-type: none"><li>• Proprietorship Firm (<i>Trade License</i>)</li><li>• Partnership Firm (<i>Partnership Deed, Trade License,Power of Attorney</i>)</li><li>• Limited Company(<i>Incorporation Certificate, Trade License,Power of Attorney</i>)</li><li>• Valid Trade Licence</li></ul>
C.	Credential	Credential	<ul style="list-style-type: none"><li>• Referred in NIT Serial No.5 (Eligibility criteria for participation in the tender)</li></ul>
E.	DECLARATION	Affidavit	<ul style="list-style-type: none"><li>• Referred in NIT Serial No. 5 (Eligibility criteria for participation in the tender)</li></ul>

## **1. Technical & Finance Committee (TFC):**

1. The existing TFC Members will function for selection of technically qualified AMC contractors for housing keeping services & further actions in this regard.
2. Opening & evaluation of tender: Mention in Table in Sl.No.10 above.
3. Opening of NIT Proposal:  
The proposal will be opened by the authorized member of the Technical and Finance Committee, KEIIP, KMC, electronically from the website using their Digital Signature Certificate (DSC).
4. Intending offerers may remain present if they so desire.
5. Cover (folder) for Non-Statutory Documents (Technical Bid) will be opened first and if found in order, cover (folder) for Statutory Documents (Financial Bid) will be opened. If there is any deficiency in the non-Statutory Documents the tender will summarily be rejected.
6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Technical and Finance Committee.
7. Summary list of technically qualified tenderers will be uploaded online.
8. Pursuant to scrutiny & decision of the Committee, the summary list of eligible tenderers & the work for which their proposal will be considered, will be uploaded in the web portals.



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9. During evaluation, the committee may summon the participant/(s) & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

## **2. Financial Proposal.**

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The vendor/supplier is to quote the specific rate corresponding to each item clearly online through computer in the space marked for quoting rate in the BOQ, separately in **Annexure-A** and **Annexure-B (refer to statutory proposal Sl.No.2 above)**.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Vendor/Supplier.

### **3. Penalty for suppression / distortion of facts:**

If any vendor/supplier fails to produce the original hard copies of the documents like Credential Certificates and any other documents on demand of the Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

#### **a. Rejection of Bid:**

Employer (Project Authority) reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

#### **b. Award of Contract:**

The Offerer whose offer has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance(LoA). A notarsied agreement shall be executed on a non-judicial stamp paper of Rs. 10/- between KEIIP and the L1 bidder within 15 days after issuance of LoA. The cost of execution of the agreement shall be borne by the L1 bidder.

The notification of award will constitute the formation of the Contract.

The Agreement, as per KMC standard form will incorporate all agreements between the Project Authority and the successful bidder. All the NIT documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful agency shall have to submit requisite copies of documents downloading from the website,. along with S.D. Money @ 5% of the accepted value after adjustment of the EMD, through Demand Draft/Pay Order in favour of the "**Kolkata Municipal Corporation, KEIIP, Tr.1**" within time limit to be set in the letter of acceptance.

Project Director-KEIIP  
Kolkata Municipal Corporation.



**PRE-QUALIFICATION APPLICATION**

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**To**  
**The Project Director,**  
**Kolkata Environmental Improvement Investment Program,**  
**The Kolkata Municipal Corporation,**  
**206, A. J. C. Bose Road,**  
**Kolkata-700017.**

Ref : Offer for \_\_\_\_\_  
(Name of work) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e-N.I.T. No.: PMU/KEIP/409 /17-18 Dated : 23/10/2017 of the Project Director,  
KEIP , **Kolkata Municipal Corporation.**

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of .....  
..... in the capacity .....  
..... duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Tender Inviting & Accepting Authority can amend the scope of the bid.
- 2) Tender Inviting & Accepting Authority reserves the right to reject any or all applications without assigning any reason.

**Enclosure(s): e-Filling:-**

- 1) Statutory Documents (Financial Bid).
- 2) Non Statutory Documents (Technical Bid).
- 3) Schedule A & B.

Date: .....

.....  
Signature of applicant including  
title and capacity in which  
application is made.

**Schedule:**

**A) Organization Information:**

<b>Sl. No.</b>	<b>Description</b>	
1.	Name of the Quotationer	
	Address	
	Telephone No.	
	Mobile No.	
	Fax No.	
	E-mail I.D	
	Year of establishment (copy of memorandum of articles & association shall be enclosed)	
2.	Description of the Quotationer (For e.g. General / Civil Engineering contractor, Consortia, Govt. Undertaking etc.)	
3.	Registration with KMC or any other Government organization in India, if any (Supporting documents shall be enclosed).	
4.	Details of Bankers	
	a) Name & Address of the Bank	
	b) Bank Account No.	
	c) Nature of Bank Account	
5.	Number of years of experience of the Vendor within the country	
6.	Name and address of the Proprietor / Directors	
7.	Organization chart showing the structure of the company including name and position of key personal & Directors	
8.	Profile of the company	

Date

Signature of applicant  
including title and capacity in which application is made.

**Schedule:**

**B) Experience Profile:**

Name of the Firm: .....

List of few maintenance orders preferably in similar nature, executed during the last 3 (three) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in completion (if any)

**Note:**

- 1) Execution Certificate from the Employers to be attached.
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

.....  
Signature of applicant including title and capacity in which application is made.

**AMC for Housing Keeping Management Services for  
different Units of KEIIP (2<sup>ND</sup> Floor to 5<sup>th</sup> Floor) during  
the period from 01.12.2017 to 30.11.2018.**

**ANNEXURE - A**

**B.O.Q. for Deployment of manpower.**

Sl. No.	Description	No. of staff	Rate/per unit per month
1	Part – Time Sweeper	4.000 Nos	
2	Full – Time Sweeper	2.000 Nos.	
3	Supervisor	1.000 No.	
4	Plumber (Once in a week)	0.250 No.	

Asstt. Manager  
PMU – KEIIP

Deputy Manager  
PMU - KEIIP

**AMC for Housing Keeping Management Services for  
different Units of KEIIP (2<sup>ND</sup> Floor to 5<sup>th</sup> Floor) during  
the period from 01.12.2017 to 30.11.2018.**

**ANNEXURE - B**

**BOQ for supply of Toilet / cleaning items per month basis.**

Sl. No.	Description	Unit	Rate/per unit
1.00	Lifebouy Soap	50.0 Nos.	
2.00	Odonil	25.0 Nos.	
3.00	Wheel Surf	4.00 Kgs	
4.00	Scrap Pad	13.00 Nos.	
5.00	Napthalene Ball	2.00 Kgs.	
6.00	Phenol (Bengal Chemical)	11.00 Ltrs.	
7.00	Acid (Muretic)	8.00 Ltrs	
8.00	Handwash (Liquid Soap) Dettol	8.00 Ltrs.	
9.00	Harpic (Large) (500 MI)	8.00 Pcs	
10.00	Colins	4.00 Pcs	
11.00	Room Freshner	13.00 Pcs	
12.00	Duster	25.00 Pcs	
13.00	Jharu	4.00 Pcs	

Asstt. Manager  
PMU – KEIIP

Deputy Manager  
PMU - KEIIP