



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
VIDYASAGAR BHAVAN

9/2, Block DJ, Sector II, Salt Lake, Kolkata-700091

No: 05/Tender/2026-27

Date:- 07.07.2026

TENDER NOTICE

Sealed tenders are hereby invited by the undersigned on behalf of the West Bengal Council of Higher Secondary Education from reputed, experienced and resourceful agencies for cleaning of Computers, Peripherals and Telephones installed at the Vidyasagar Bhavan and Kolkata Regional Office (Bikash Bhavan).

1. Scope of Work

The successful bidder shall be responsible for the professional cleaning and dusting of:

- Computer Systems: Monitors, CPUs, Keyboards, Mouse and Printers.
- Telephones
- Frequency: The work must be carried out on a [Monthly] basis to ensure the equipment is free from dust, debris and grime, maintaining optimal functional hygiene
- Safety: The agency must use specialized, non-corrosive cleaning agents safe for electronic components. The successful bidder shall be responsible for the professional cleaning and dusting of:

S.L. No	Job Description	Qty (Approx)	Rate per Unit (Inclusive all)
01	Computer Systems: Monitors, CPUs, Keyboards, Mouse and Printers	100	
02	Telephones	50	

2. Terms & Condition:

1. The quoted rate should be inclusive of all taxes, material costs and labor charges.
2. The work must be executed during office hours or as per the convenience of the Council without disrupting regular work.
3. Payment will be made on a [monthly] basis upon the satisfactory completion of the cleaning cycle, duly verified by the concerned department
4. Tenderer (s) will have to submit the following self attested papers along with the tender documents
 - ❖ Photocopy of Pan Card, GST Registration Certificate, Trade License
5. Last day of receipt of sealed quotation: 14.07.2026 at Administration Section, Vidyasagar Bhavan, 9/2 Block DJ, Sector- II, Salt Lake, Kolkata- 700091
6. The Council reserves the right to reject the full tender, or any part of the tender at any stage without assigning any reason thereof
7. In case of any dispute at any stage, the decision of the WBCHSE will be final


Deputy Secretary (Administration)
W. B. Council of H.S. Education