



**WEST BENGAL STATE FOOD PROCESSING
&
HORTICULTURE DEVELOPMENT CORPORATION LIMITED
(A GOVT. OF WEST BENGAL ENTERPRISE)
BENFISH TOWER (6th Floor)
31 - GN Block, Sector - V
KOLKATA - 700091**

NIQ No. **51**/WBSFPHDCL/1770/2025-26


Date: 22.12.2025

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from the eligible Contractors / Agencies having experience in similar type of work of **“Thorough Cleaning of Godown area at ground floor of Benfish Tower”**. The intending agencies should quote the rate of for this mentioned work at the space provided in Annexure – II. Details of the work is specified in Annexure – I.

TERMS & CONDITION

1. The bidder must submit the copy of Trade License (valid on the last date of submission of the NIQ), PAN & Credential Certificate for similar nature of work within last five completed financial year along with the submission of bid.
2. The rate will be valid for 6(six) months from acceptance of the work order.
3. Rates should be quoted for “Thorough Cleaning of Godown area at ground floor of Benfish Tower” at the mentioned place following the details of work including of all materials, labours, transportation and all taxes in Annexure-II in figure as well as in words.
4. **The Contractors / Agencies may quote their rates against the mentioned work in Annexure – II and drop the same in a sealed envelope during office hours in the tender box kept at the General Section of WBSFPHDCL office at the above mentioned address starting from 23.12.2025 at 12:00 Noon upto 30.12.2025 by 3:00 PM. Received quotations will be opened on same day at 4:00 PM.**
5. The Work Order is normally be issued to the L-1 Bidder for execution of the work. However, the Quotation Inviting Authority reserves the right to accepting a bid other than the lowest on a specific ground to be recorded in writing.
6. The successful Bidder has to complete the entire work within 15 (fifteen) days from the date of issue of work order.
7. Details may be seen in the office Website: www.ipshabengal.com
8. The Corporation reserves the right to accept or reject any or all bids and to annul the tendering process prior to issue of work order, without thereby, incurring any liability to the affected Bidder or Bidders or any liability to inform the Bidder of the ground for such action.
9. **Payment of Bill:**
 - i. Measurement of the work will be taken by the Authority within 5 (five) days from the date of completion of work.
 - ii. Bill will be released to the Contractor within 30 (thirty) days from the date of submission of Bill in duplicate with the certification of the concerned Engineer and copy of duly signed measurement sheet.


**Managing Director
W.B.S.F.P. & H.D.C.L.**

Annexure - I

Scope of Work

1. Objective

The objective of this tender is to appoint a competent agency for providing comprehensive cleaning for the godown premises to maintain hygiene, safety, and operational efficiency.

2. Scope of Cleaning Services

2.1 General Cleaning

- Sweeping and wet mopping of godown floors.
- Removal of dust, dirt, debris, and loose waste from all designated areas.
- Cleaning of corners, edges, and inaccessible areas.

2.2 Floor Cleaning

- Manual scrubbing of floors.
- Removal of oil stains, grease marks, spillages, and accumulated dirt.

2.3 Wall, Pillar & Structural Cleaning

- Dusting and wiping of walls, columns, beams.
- Removal of cobwebs from ceilings and structural members.
- Cleaning of rolling shutters, doors, frames, and grills.

2.4 Storage & Racking Areas

- Cleaning beneath storage racks, pallets, and platforms.
- Dusting and wiping of racks, shelves, bins, and material storage systems.
- Ensuring no damage to stored goods during cleaning operations.

2.5 Roof & High-Level Cleaning

- Removal of dust, cobwebs, bird droppings, and debris.
- Cleaning of exhaust fans and ventilation openings (where accessible and safe).

2.6 Waste Collection & Disposal

- Collection, segregation, and removal of waste generated during cleaning.
- Disposal of waste as per local municipal and environmental regulations.
- No waste shall be stored or disposed of inside the godown premises without authorization.

2.7 Sanitation & Disinfection (If Applicable)

- Disinfection of floors and frequently touched surfaces using approved chemicals.
- Odor control and hygiene maintenance as directed by the client.
- Support cleaning activities before and after fumigation or pest control.

3. Tools, Equipment & Consumables

- The contractor shall provide all required cleaning equipment, tools, and consumables.
- Chemicals used shall be non-toxic and safe for stored materials.

5. Safety & Compliance

- Mandatory use of PPE such as gloves, masks, helmets, and safety shoes.
- Compliance with all applicable safety, labor, and statutory regulations.
- The contractor shall be responsible for any injury or accident involving their staff.

4. Quality Control & Inspection

- Cleaning services shall be subject to inspection by the client's authorized representative.
- Any deficiencies observed shall be rectified immediately at no extra cost.

5. Completion & Performance

- Services shall be executed within the stipulated timelines.

6. Exclusions (If Any)

- Cleaning of office areas, toilets, or external premises unless specifically mentioned.
- Any work not expressly mentioned in the scope shall be considered outside the scope unless instructed in writing.

<Agency Letter Head>

Annexure - II

NIQ No. /WBSFPHDCL/1770/2025-26

Date: 22.12.2025

Offered Rate:

Sl. No.	Name of the Work	Offered Rate (in Figure)
1	Thorough Cleaning of Godown area at ground floor of Benfish Tower	

Offered Rate

(in Words)_____

Date:

Place:

Signature of the Applicant