



**Government of West Bengal  
West Bengal Group D Recruitment Board  
Utility Building, HIDCO, 2<sup>nd</sup> Floor  
Action Area IIC, (Near Mangaldeep rotary)  
New Town, Kolkata - 700161**

Website: [www.wbgdrb.in](http://www.wbgdrb.in); E-mail: [wbgdrb@hotmail.com](mailto:wbgdrb@hotmail.com)

Memo No: 189/WBGDRB/M-7/2016

Date: 28.11.2016

**Invitation of sealed quotations for Facility Management service**

Sealed quotations are invited from bonafide/ reputed organizations and Firms for providing the following services for the office of West Bengal Group D Recruitment Board at Utility Building, Action area-IIC, 2<sup>nd</sup> Floor, New Town, Kolkata -700161 for the month of December 2016 to March 2017:

- 1) Facility management service for the Board office at 2<sup>nd</sup> Floor of Utility Building, for Project preparation, compilation and computerization of data, organize workshop, documentation/ filing of Recruitment related papers and liaison with venue supervisors for holding the written examination in Kolkata district.
- 2) One personnel with knowledge of facility management and computerized database has to be deployed in the Board office to cope with the above mentioned works. The Facility Manager should preferably be a retired Govt. Officer with knowledge of performing similar works and sufficient experience of working in supervisory capacity in large organization.
- 3) The Service provider should have the eligibility certificate from appropriate authority, duly registered company for providing IT/ examination related services and should have experience of working with any Govt deptt/ Govt agency or renowned private Firm. Possession of other relevant certificates is obligatory.
- 4) The service is to be provided with immediate effect from the date of placement of Work Order, for a period of 4 months from December 2016 to March 2017 @ 20 working days per month on an average and a minimum of 8 hours per day.
- 5) The rate for providing the services should be quoted per day basis, inclusive of all Taxes applicable.

The quotations should be submitted to The Chairman, W.B.Group D Recruitment Board, latest by 30<sup>th</sup> November 2016 (up to 3 PM) and the same should be accompanied by copies of PAN card, Income Tax Return for the last Assessment Year.

Chairman,  
WBGDRB

