

**SHORT TENDER NOTICE : CORPORATE OFFICE/KOLKATA**

Sealed Tenders are invited from Experienced Contractors for the following services:

**Tender No.& Date**

**Scope of Service**

**CORP/COMM-317/2008  
April 16, 2008**

**Cleaning of Computer and - 26 sets  
Peripherals**

- The Computers and Peripherals (i.e. Monitor, CPU, Keyboard, Mouse, Printer) installed at Corporate Office are required to be cleaned properly.
- The frequency of service will be TWICE IN A MONTH. Inspection of the machine will be carried out by MIS Department of HCL/Corporate Office after the cleaning.
- The price should be quoted as per set basis **inclusive** of all Taxes and Duties and shall remain fixed during entire period of contract.
- **Duration of the contract: 01.06.2008 to 31.03.2009**
- Payment would be made on monthly basis with **45 days credit** terms.
- The bidders must be having current A/c No. with any Bank in the name and style in which it is operating.
- The company will have the right to increase or decrease up to 25% of the quantity of services specified in the Tender without any change in the unit price or other terms and condition at the time of awarding the contract.
- The **validity** of the offer should be minimum up to **30.04.2008**.
- The Competitive offer has to be submitted in a **sealed envelop** superscribing “**Quotation for cleaning of Computers and Peripherals**” and addressed to **The General Manager(C & M/MIS), Hindustan Cables Limited, 9, Elgin Road, Kolkata – 700 020**.
- The last date and time for submission of offer is up to **5:30 P.M on 28.04.2008**.
- Offers received over Fax/E-mail will not be considered.
- The company reserves the right to accept or reject the tender without assigning any reasons thereof.

**DEPUTY MANAGER(COMMERCIAL)**

