

SHORT TENDER NOTICE : CORPORATE OFFICE/KOLKATA

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

<u>Tender No.& Date</u>	<u>Scope of Service</u>
CORP/COMM-319/2008 April 16,2008	Cleaning of Telephone sets with disinfectants (fragrant liquid) - 90 sets

- The Telephone Sets installed at Corporate Office are required to be cleaned properly with disinfectant (fragrant liquid) .
- The frequency of service will be ONCE IN EVERY WEEK. Inspection of the cleaned Telephones will be carried out by Administration Department of HCL/Corporate Office at regular interval.
- The price should be quoted on **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 quarterly basis with **45 days credit** terms.
- The bidders must be having Bank A/c No. 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 Telephone Sets”** 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)

