



GOVERNMENT OF WEST BENGAL
WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme - VIII (M), Ultadanga, Kolkata - 700 067

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Memo No.- **2746/WBCPCR-13013/4/2021-SEC(WBCPCR)-WBCPCR**

Date.....**05/08/2025**

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from bona fide agencies for execution of Annual Maintenance Contract (AMC) with the West Bengal Commission for Protection of Child Rights (WBCPCR) with a view to the work of deep cleaning of the 5 (five) nos. of Washroom in the office.

The work will include the following:

Sl. No.	Main Category	In Details	
1	Preparatory	Clearing the space	Removing all items from counters, shelves and floor to allow for thorough cleaning
		Gathering supplies	Ensuring to have appropriate cleaning solutions (disinfectant, degreaser etc.), tools (brushes, sponges, cloths, mop, bucket), and personal protective equipment (gloves, mask)
		Ventilation	Opening windows or turning on exhaust fans to improve airflow and ventilation during cleaning process.
2	Cleaning and Disinfecting Surfaces	Walls and Partitions	Wiping down walls and partitions, paying attention to corners and edges
		Mirrors and Glass	Cleaning mirrors and any glass surfaces with appropriate cleaner
		Fixtures	Thoroughly cleaning and disinfecting sinks, faucets, showerheads and other fixtures
		Toilets and Urinals	Using specialized cleaning solutions to descale and sanitize toilets and urinals, paying attention to the bowl, rim and exterior
		Counters and Shelves	Wiping down counters and shelves, removing any items and cleaning underneath
		Showers and Tub	Scrubbing the shower and tub, paying attention to grout lines and soap scum buildup
		Floors	Sweeping and mopping the floors, paying attention to corners and edges
		High-Touch Areas	Disinfecting frequently touched areas like doorknobs, light switches and toilet flush handles
3	Addressing Potential Issues	Clogged Drains	Checking for and clearing any blockages in sinks, urinals and toilets
		Ventilation	Cleaning exhaust fans and vents to ensure

			proper airflow and removing dust and debris
		Mold and Mildew	Inspecting for and addressing any mold or mildew growth, especially in damp areas
		Leaks	Checking for leaks in faucets, pipes and fixtures
4	Polishing and Final Touches	Polishing Fixtures	Polishing chrome fixtures and handles to restore shine and appearance
		Replacing Items	Replacing towels, toilet paper and other supplies
		Organizing	Organizing items on shelves and counters to maintain a tidy space
		Trash	Emptying the trash cans and replacing liners
5	Professional Cleaning Services	Advanced Techniques	Utilizing advanced techniques like high-pressure washing or electrostatic disinfection etc.
		Tile and Grout Maintenance	Providing specialized tile and grout cleaning and sealing, if required

The rate should be quoted keeping the matter in mind that each and every washroom must undergo a deep cleaning at least four times in a year. Rate must be quoted for each deep cleaning including taxes.

The participant agencies must submit copies of their (i) Professional Tax Certificate, (ii) GST Registration Certificate, (iii) Trade Licence, (iv) PAN Card and (v) I.T. Return with the quotation.

Quotations are to be submitted to the office of the undersigned within 27/08/2025 (12 Noon).

Bid opening date and time: 27/08/2025 (3 p.m.)

For more details office of the undersigned may be contacted.

In no circumstance quotations will be accepted after the last date.

The WBCPCR reserves the right to cancel the notice and accept any of the quotations without showing any reason thereof.



Assistant Secretary
to the Government of West Bengal