

Government of West Bengal
Office of the Commissioner of Police
18, Lalbazar Street, Kolkata-700 001

No. T-063/PHE/26-27

Date- 28.07.2026

NOTICE INVITING QUOTATION

Sealed quotations are invited in the following format from eligible firms as per particulars given below :

Sl. No.	Name of work	Quoted Base Rate	Applicable GST	Total Amount (incl. GST)
1.	Necessary Annual Comprehensive Maintenance and Servicing (for 01 year) for 01(one) Elevator of Block-10 of Gokhale Road PHE at, 9 & 10, Gokhale Road, Kolkata. Scope of Work and Terms & Conditions : As per Annexure-A			

2. Eligibility : All bonafide contractors /firms having experience / valid license for this type of field.
3. Last date for submission of the quotation : **Extended up to 20. 08. 2026** , 15.00 hrs.
4. The intending firm must state the total cost of the work he is willing to undertake.
5. The intending firms will have to submit copy of valid Certificate of up to date Clearance of the Trade License, Income Tax, PAN, Professional tax, G.S.T and Credential to submit Quotation.
6. Security money @ 3% of the Quotation amount with agreement is to be submitted before issue of Work Order.
7. Sealed quotation addressed to The Commissioner of Police, 18, Lalbazar Street, Kolkata-700001 may be dropped in the box kept in front of the office of the Officer-in-Charge, Building Section, 2nd floor, Northern Building, 18, Lalbazar Street, Kolkata-700001 before the last date.
8. Sealed quotation may also be sent by Registered Post / Speed Post superscribing the envelope as "Quotation in response to Notice No. T- 063/PHE/26-27 dt. 28.07.2026." so as to reach on or before the last date.
9. The Quotation Committee will open the sealed quotation and the agencies may be present or send their representative at the time of opening the quotation.
10. The acceptance authority reserves the right to reject any of all the quotations without assigning any reason and will not be bound to accept either the lowest quotation or any of the quotations.
11. Firms/Agencies who are willing to comply with the above criteria only should submit rate.

Pallab Kulkarni
Addl. O.C. Building
Lalbazar, Kolkata
12/8/26

Annexure-A

Ref. NIQ No. T-063/PHE/26-27 dt. 28.07.2026

A. Scope of work :

1. Mandatory Elevator inspection and maintenance service once in every month.
2. Break down call to be attended in shortest possible time.
3. The elevator/equipments/component to be examined, adjusted and lubricated regularly.
4. Minor fault of mother board, relay card, SSFR card, display card of LOP & COP to be repaired and push button of LOP & COP to be repaired/replaced.
5. Full support to be provided in tackling emergency / out of control situations of this elevator, rescuing from any unsafe situation at any point of time on any day.

B. Terms & Conditions :

6. The agency shall comply sufficiently knowledgeable technicians with valid license/certificate issued by the appropriate authority under guidance of supervisor for the work.
 7. Adjusting all wire ropes as often as required to maintain an adequate factor of safety, to equalize the tension of all hoisting ropes, repair or replace conductor cables and machine room elevator wiring.
 8. Maintenance & up-keeping of the above electrical installation in safe and proper working condition.
 9. The agency should depute his Supervisor having at least one year working experience in similar nature of work and SCC Licensed with relevant parts to supervise operation and monitoring of the lifts as per scope of the works.
 10. Furnish lubricants compound to stringent specification.
 11. The agency must have their office & Telephone contact in Kolkata. The telephone call should be respond without delay.
 12. Examine periodically all safety devices and governors and make all customary safety tests.
 13. Systematically examine the following components :
Machine worm-reducer, thrust bearings, drive sheave bearings, collapsible gates, locking system of gates, sensors, brake contacts linings and components, motor, rotating elements, brushes, brush holder, bearings coils, resistance for operating motor circuits, magnet frames and other mechanical parts, controller, selector, cams relays, solid state components e.g. PCB, COP, LOP, governor, governor sheave, shaft assembly bearings, contact and car and landing single fixtures, deflector pulley bearings car, and counterweight guide rails and buffers , top and bottom limit switches, governor tension sheave assembly, car counterweight guide shoes incl. rollers or gibs, interlocks on hoist way door, hoist way hangers, guides, car door hanger, car door contacts, car cabin frame complete, car safety mechanism and platform, cab lights/fans, driving ropes/belts, governor rope/belts etc.
 14. Regular cleaning and checking inside and outside of the car, hoist way, lift pit, indicating lamps of landings.
 15. The agency must have their own tools and tackles.
 16. The agency shall be responsible for damages caused to the lifts or any part thereof due to mal-handling/mal-operation and the same shall be recovered from bill as per direction of E.I.C. also the accused technicians is to be replaced forthwith. Decision of the department in this respect will be final and binding to the agency.
 17. In case the major maintenance/repair works the lift has to remain shut off for a period not exceeding 3(three) days continually. In case you fail to attend the defect of the lift throughout any day, no payment will be given for those days.
 18. Payment will be made yearly after satisfactory and successful operation/maintenance of work on submission of bill duly endorsed by the concerned Caretaker and availability of fund.
 19. 2(two) Nos. Log Books signed by the lift maintenance have to be maintained by the agency in such a manner that at least one of these will be available during duty hours at site with all the entries in Log Book, which is also being counter signed by agency and the Caretaker.
 20. Technically the decision of the EIC would be a binding to the agency.
 21. The department will not bear any responsibility for any accident of the lift operation/maintenance staffs and thereby no claim for compensation in any shape from this department will be entertained.
 22. The philosophy of Public Interest would be THE MOTTO of the agency. Any deviation may be viewed otherwise.
 23. The agency shall furnish guarantee to provide original/genuine parts of spares which are being replaced by agency during the contractual period.
 24. Failing of Compliance of any of the above mentioned points, this Department possess the right to deduct the cost from the bills of the agency on prorata basis determined by the Engineer-in-Charge.
 25. The concerned Engineer/authority reserves the right to terminate the contract against one month notice for non-satisfactory performance or other administrative reasons.
 26. The Agency must have a routine check-up of the entire system.
 27. The Agency should pay at least the minimum wages to workers as per state Govt. law.
 28. Safety regulation and precautions must be adhered to.
-