

RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE

PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

GOVT. OF WEST BENGAL

PLOT NO. B/4, SCHOOL AREA (PT.), KALYANI, NADIA

e-mail: wbrctrc.kalyani@gmail.com, rcrc.kalyani@gmail.com

Website: www.rcrcwestbengal.com

Memo No: 8135 /RCTRC/2026

Date: 02.09.2026

NOTICE INVITING QUOTATION: 16/RCTRC/2026-27

For and on behalf of Rural Connectivity Training and Research Centre (RCTRC), the Manager (Training) & Executive Engineer (P&RD), invites quotation in item wise rates from Resourceful and Bona-fide outsiders of Government / Semi Government/Public Sector Undertaking/ Autonomous Bodies / Statutory Bodies & Local Bodies who satisfy the terms and conditions are requested to participate for "Providing Laundry Services" at RCTRC, Kalyani, Nadia.

This is to notify that "This quotation is invited for obtaining the market rates only."

1. **Name of the Work:** "Providing laundry services", at Rural Connectivity Training and Research Centre (RCTRC) at Kalyani, Nadia.
2. **Location of work:** RCTRC Campus, Plot No. B/4, School Area (Pt), beside Binoy Bhaban, Kalyani, Nadia.
3. **Documents (Photocopy) to be submitted during bid submission:**
 - PAN Card
 - Valid Trade License

SCHEDULE OF ITEMS:

Item
Cleaning bed sheets (for double bed)
Cleaning bed sheets (for single bed)
Cleaning small size towel
Cleaning big size towel
Cleaning pillow covers
Cleaning blankets

List of important dates:

No	Particulars	Date & Time
01	Date and time for publish Quotation (Offline)	03.09.2026 at 13:00
02	Quotation submission starts date (Offline)	07.09.2026 at 10:00
03	Quotation submission end date (Offline)	14.09.2026 at 14:00
04	Date of opening for Financial Bid (Offline)	14.09.2026 at 16:00

Scope of Work

The Laundry Service shall include, but not be limited to, the following:

1. Routine Cleaning:

- Cleaning shall be done as & when desired by RCTRC.
- Materials shall be collected from RCTRC campus.
- Removing any kind of stain marks.
- Drying and ironing of materials.
- Delivering the prepared materials to RCTRC campus.

GENERAL CONDITIONS

1. The Manager (Training), Rural Connectivity Training and Research Centre, Kalyani, Nadia on behalf of West Bengal State Rural Development Agency (WBSRDA) invites the item rate quotations for "**Providing Laundry Services**" at Rural Connectivity Training and Research Centre (RCTRC) building at Kalyani, Nadia.
2. Only offline submission of Quotation is permitted, therefore: Quotations must be submitted Offline at the office of RCTRC.
3. The quoted rate shall remain in force for a period up to **31.03.2028** only from the date of opening of the financial bid.
4. The firm must have valid Trade License.
5. Price should be quoted in INR inclusive of all taxes.
6. Rate should be quoted in both word and figure.
7. Any change in any duty/tax upward/downward as a result of any statutory variation taking place within the contract terms shall be borne by the service provider.
8. The undersigned reserves the right to accept or reject all of the bids without assigning any reason what so ever.
9. Conditional/Incomplete Quotation will not be accepted.
10. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/quotationer will be rejected outright at any stage without any prejudice.

N.B.: This quotation is invited for obtaining the market rates only. This will not guarantee any award of work to the participating bidder.

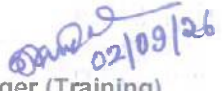
Payment Terms:

1. No advance payment in any case would be made.
2. Rate shall remain valid for the period up to 31.03.2028.
3. Payment will be made on production of valid invoice.


Manager (Training)
RCTRC Kalyani, Nadia &
Executive Engineer, P&RD

Copy forwarded for information & with a request to display on their office notice board for wide publicity to:

- 1) The Special Secy. to the Govt. of West Bengal & ACEO, WBSRDA.
- 2) The Chief Engineer, P&RD Dept., Govt. of West Bengal.
- 3) The Director, RCTRC & Superintending Engineer, P&RD Dept., Govt. of West Bengal.
- 4) The Financial Controller, WBSRDA.
- 5) Assistant Engineer, RCTRC, Kalyani, Nadia.
- 6) Department Website.
- 7) Notice Board.


02/09/26
Manager (Training)
RCTRC Kalyani, Nadia &
Executive Engineer, P&RD

(To be submitted under the letter head of the bidder/quotationer)

UNDERTAKING & ACCEPTANCE LETTER BY THE BIDDER

I/We have carefully gone through the various terms and conditions listed in the Quotation Notice for "**Providing Laundry services at RCTRC, Kalyani, Nadia.**" I/We agree to all the conditions mentioned in the Quotation Notice related to Providing laundry Services at RCTRC, Kalyani, Nadia. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (RCTRC) and have acquainted ourselves with the job required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed in the Quotation Notice.

Place:
Date:
Address:
Mob:
eMail ID:

(Signature of Bidder/Quotationer)

I/We do hereby submit the quotation for Providing Laundry Services at RCTRC, Kalyani specified in the underwritten Financial Bid within the time specified in quotation notice & in accordance with all the terms & conditions in all respect mentioned in Quotation No. /RCTRC/2026, vide Memo No: /RCTRC/2026, dated .2026.

FINANCIAL BID

1. Description of work: **Providing Laundry Services at RCTRC, Kalyani, Nadia.**

2. Rate offered:

<u>Item</u>	<u>Rate in figure (For 1 unit)</u>	<u>Rate in words</u>
Cleaning bed sheets (for double bed)		
Cleaning bed sheets (for single bed)		
Cleaning small towel		
Cleaning big towel		
Cleaning pillow covers		
Cleaning blankets		

(To be written in figure & words clearly)

Date:

(Signature of the Bidder/Quotationer)

