



WEST BENGAL HOUSING BOARD

(ESTD. UNDER WB.ACT XXXII OF 1972)

“A B A S A N”

105, S.N.BANERJEE ROAD,KOLKATA – 700 014.

Phone : 2265-1965, 2264-1967/3966/8968/9974/0950; FAX: 2264/1480/0979 Email: wbhousingboard@gmail.com

Website: www.wbhousingboard.in

No. 751/DHC&SECY -HB

Date- 12/08/2013

Sealed Quotations are invited from reputed and experienced Firms/Companies for supply of HP 1108 series **LASER PRINTER with preinstalled toner**. The NIQ document is available at **www.wbhousingboard.in**. Any amendment/ correction /notices regarding the NIQ will be done through website only. Prospective bidders are requested to regularly check the above website. The last date of receipt of filled-in bid is **23-08-2013** upto 4.00 P.M to be addressed to the undersigned at 105, S.N.Banerjee Road, 2nd floor, Kolkata-700 014 and to be dropped in the Drop Box in the 2nd floor. The tentative date of opening of the sealed quotations is 26-08-2013 at 12.00 noon in the office of WBHB. Incomplete bids shall be summarily rejected.

- a. Total Nos. of printers will be given in the work order.
- b. An **Earnest Money Deposit Rs.1000/-** should be submitted with quotations in the shape of Demand Draft of any scheduled Bank Payable at Kolkata drawn **in favour of ‘West Bengal Housing Board’** be enclosed with the proposal. No interest shall be payable on the Earnest Money Deposit (EMD) of the Bidder. For successful bidder the EMD will be refunded/ released after successful completion of assigned job. Earnest Money Demand Draft should be attached with the Quotation. The EMD of unsuccessful bidders will be refunded without interest on application.
- c. Credential certificates are to be attached.
- d. Quotations received late i.e. after the expiry of the closing time shall not be entertained. The accepted quotations will be valid for present financial year..
- e. The Rate quotation for each category of items should be inclusive of all charges, delivery charges, installation charges and taxes showing breakup.
- f. Incomplete quotations and documents submitted will not be considered. Also the authority reserves the rights to accept or cancel entire or parts of a quotation without showing any reason.
- g. Format “ DETAILS OF THE AGENCY/FIRM/COMPANY” in page No.3 below is required to be filled up and submitted with the quotation.

Sd/-

Dy.Housing Commissioner & Secretary
West Bengal Housing Board

Copy for information and necessary action to:-

1. Sri Amal Krishna Chakraborty, JD(EW)-I & Member, Purchase Committee.
2. Sri Anjan Chakraborty, AHC-I & Member, Purchase Committee.
3. Sri Anirban Ghosh, D.F.A cum D.C.A.O & Member, Purchase Committee.
4. Sri Abhijit Balial, Exe.Architect & Member, Purchase Committee.
5. Sri S.B.Basu, AHC-II & Member, Purchase Committee.
6. Sri Amal Ch. Adhikari, Admn. Officer(ASM) & Convenor, Purchase Committee.
7. Sri S.Sardar, ASM(AO) & Member, Purchase Committee.
8. Sri T.K.Bose, Supdt(G), Invitee, WBHB.
9. Sri T.K.Mukherjee, Supdt.(G), Invitee, WBHB.
10. All Notice Boards of WBHB.
11. Website of WBHB.

Sd/-
Administrative Officer
West Bengal Housing Board

DETAILS OF THE AGENCY/FIRM/COMPANY

1. (a) Name of the Firm/Company/Agency (b) Name of the contact person with details & Mobile Numbers	
2. Full Address i) Head Office ii) Local Branch Office in Kolkata	
3. e-mail Address	
4. Telephone Number (s) / Fax No.	
5. Sales Tax No./VAT/ (attach copy of certificate)	
6. Service Tax No.	
7. TAN/PAN number (attach copy of proof)	
8. EPF Registration No. (If No. of employees <7 declaration to be submitted in case there is no such registration)	
9. Name and Address of Bankers	
10. D.D. No. _____ date _____ Amount _____ (Refundable) EMD.	

Note: Documents in support of all above points must be submitted as enclosures along with the quotation.

Place :

Date:

Full Name & Signature of the authorized signatory []
with seal of the firm/company:

Designation: []