



WESTBENGALHOUSINGBOARD

(Estd. Under W.B. Act XXXI of 1972)

'ABASAN', 105, S. N. Banerjee Road, Kolkata-700014,

Phone: (033) 2265-1965, 2264-1967/ 3966 / 8968 / 4974/0950. Fax : (033)

2264-1480/0979, Web site : www.wbhousingboard.in Email

: wbhousingboard@gmail.com

Memo No: - 119/DD (EP) III /HB

Dated: - 07.07.2021

NOTICE INVITING QUATATION

NIQ No:- WBHB/DD(EP) III/ NIQ-03/ 2021-22

Deputy Director (EP)-III, Housing Project under West Bengal Housing Board invites sealed quotation in prescribed form from eligible bidders for the works as per particulars below:-

1.	Name of work:	Shifting of Office furniture's along with files & documents from one floor to another floor at "ABASAN" 105, S.N.Banerjee Road, Kolkata-700014 under West Bengal Housing Board.
2.	Eligibility criteria:	Bonafide & resourceful Agencies having experience for execution of similar nature of the works/any civil works, latest I.T.,P. Tax certificate, PAN Card. P.F. code No.(if any), Trade license & GST Registration number (if any)/ The agency should possess GST Registration number(if any), and copies of necessary documents to this effect is to be submitted
3.	Name of the Engineer-in Charge	Deputy Director (EP)/ under WBHB
4.	Earnest money:	Rs.1000.00
5.	Cost of tender documents: (Non-refundable).	During participation, cost towards Tender documents need not required to pay only successful bidder has to be paid cost of three copies of documents for agreement as per norms which will be communicated latter on i.e. through L.O.A.
6.	Validity of Tender	120 days from the date of submission of tender
7.	Procurement of Tender paper i.e. N.I.T, Bid document, Term & condition etc.	Bid documents will be available in the site (wb housing board) web site and in the office of the Deputy Director (EP)/ at 3 rd Floor in all working days during office hours i.e. from 12.07.2021 to 22.07.2021.
8.	Last date & Time for submission of tender	22.07.2021 up to 2.30 P.M
9.	Date & Time for opening of tender:	22.07.2021 at 3.30 P.M
10.	Time allowed for completion	Fifteen days

11. Agency should submit application along with self-attested copies of the following (Original copies for each are to be produced for verification as & when asked for).
- i) Valid PAN Card.
 - ii) Employees provident Fund (PF) enrollment certificate with code No. (if any)
 - iii) GST registration certificate (if any).
 - iv) Valid Trade license from respective Municipality/ Panchayat,
 - v) Power of Attorney/Authority to sign the Tender documents and Articles/Memorandum of Association (in case of companies)
 - vii) Partnership Deed- (In case of partnership firm.)
12. The Agency will quote the **rate including GST** (in both words and figures) in the specific priced schedule of probable items with approximate quantities.
13. Quotation **must be accompanied by EMD** specified for the work in the shape of Bank Draft/Pay Order only on a Nationalized **Bank drawn/Scheduled Bank in favor of West Bengal Housing Board payable at Kolkata**. E.M.D. Should be kept in a sealed envelope with a clear description and should accompany the name of work and N.I.Q. No.
14. **Bidders** eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be submit of Statuary bid documents.
15. Tender **must be delivered to Deputy Director (EP)-III H.P** West Bengal Housing Board or in absence to any authorized officer of West Bengal Housing Board and will be opened on the same day in the presence of bidders or their authorized representatives.
16. **If the office happens to be closed on the date of receipt of tender** as specified in the NIQ will be received and opened on the next working day at the same time and venue,
17. **Agency shall have to make his /her own arrangement for resource materials** duly certified will only be accepted.
18. **Successful tenderer would have to execute an agreement** as specified by the WBHB in non-judicial stamp paper of value Rs. 10/-only before issuing of formal work order by the WBHB
19. No conditional quotation will be accepted.
20. Tenderer should collect the GSTN No. of WBHB before submitting the bill & for deposition of GST to the respective department.
21. Tenderer **will be received only in the Quotation box** kept in the office chamber of Deputy Director (EP)-III at 3rd Floor, West Bengal Housing Board.105, S N Banerjee Road, Abasan, Kolkata-700014 and nowhere else,
22. **Submission of false misleading** and fabricated statement/ documents/information etc found at any point of time will lead to cancellation of the tender.
23. **Acceptance of Quotation will rest entirely with the WBHB** which does not bind itself to accept the lowest Tender and reserves the right itself the authority to reject any or all the Tender received without assigning any reasons thereof.
24. **Further details can be seen in the Tender documents itself.**

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09/07/2021

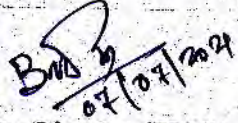
**Deputy-Director (EP)-III
West Bengal Housing Board**

No: 119/1(14) DD (EP) III//HB

Dated: - 07.07.2021

Copy forwarded for information to the:

1. Housing Commissioner, West Bengal Housing Board
2. Joint Housing Commissioner, West Bengal Housing Board
3. Director (Engineering), West Bengal Housing Board
4. CA cum AP, West Bengal Housing Board
5. FA cum CAO, D.F.A. West Bengal Housing Board
6. Asst. Housing Commissioner-I he is requested to please arrange for uploading the NIT the Website forthwith.
7. 7-10.Joint Director (EW)-I/II/III/IV/V. West Bengal Housing Board
11. Join Director (EEW) WBHB
12. . A.D (EP) S. Halder, West Bengal Housing Board.
13. Estimator attached to DD (EP)-III.West Bengal Housing Board.
- 14 . Notice Board


Deputy-Director (EP)-III
West Bengal Housing Board

ADDITIONAL TERMS AND CONDITIONS TO
THE N.I.Q. CONTRACT DOCUMENTS:-

1) Contract documents shall consist of the following and Tenderers shall have submit one copy of each of the same along with their tenders duly signed by them, without which Tenderer are liable to rejection.

- a) The details Notice Inviting Tender hereinafter referred to as the Tender Notice.
- b) Special Terms and conditions and specification.
- c) Specific priced schedule of probable items with approximate quantities.

2) The Agency will quote the rate (including GST & other taxes) in both words and figures in the specific priced schedule of probable items with approximate quantities.

3) Earnest Money as per clause of N.I.Q. above deposited in Bank Draft on a Kolkata Bank Drawn in favour of West Bengal housing Board. Must accompany each tender without which tender will not be considered at all.

4) DEDUCTION OF INCOME TAX

DEDUCTION OF INCOME Tax from contractor's Bills should be made as laid down in Memo No. F No. 275/91972, I.T.O dt. 29.05.72 of Ministry of Finance (Department of Revenue & Insurance), Govt. of India with its amendments, if any.

5) GST

Tenderer should collect the GSTN No. of WBHB before submitting the bill & for deposition of GST to the respective department & TDS will be recovered from bills as per norms as applicable.

6) Canvassing in connection with tender is strictly prohibited and the tenders submitted by the Tenderer who resort to canvassing, will be liable to rejection.

7) REJECTION OF TENDER

Quotation which does not fulfill any of the above conditions are incomplete and are liable to rejection.

8) OPENING OF TENDER.

The tender which should always be placed in sealed cover with the same of work written on the envelope, will be received by the concerned Dy. Director (EP) W.B.H.B. his office and will be publicly, opened by the authority receiving tenders or by his authorities representatives, fifteen minutes after the closing time of receipt of tender or as soon as possible thereafter in the presence of such Tenderer or their authorized representative who may be present.

9) ACCEPTANCE OF TENDER.

The acceptance of the tender will rest with West Bengal Housing Board which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received, without assigning any reason thereof.

10) VALIDITY OF TENDER

The rates quoted by quotationer must remain valid for 120 days from the date of dropping of tender if the quotationer with draws his offer before that period, the shall be disqualified for submission of any tender to West Bengal Housing Board for minimum period of one year and his earnest Money will be forfeited to the West Bengal housing Board.

11) COPIES OF AGREEMENT:

The successful Tenderer will have to submit the following copies of the contract documents within 7 (Seven) days from the date of the receipt of letter of Acceptance of tender. Failure to be so within the specified time will constitute a breach of the contract rendering the contract liable to termination with for feature of security to the content of the amount of the initial earnest money specified in clause of N.I.Q. above, without any reference to the tender.

In addition the Tenderer will have to execute an agreement with the Board in non-judicial stamp paper of appropriate value in the Form as specified by the Board.

The amount already deposited as Earnest Money will be converted into security deposit.

Four sets of documents, containing all items of (a), (b), and (c) as mentioned in clause-I (One) above shall have to be submitted to the concerned D.D.(EP) by the successful Tenderer. These will have to be purchased from the office of the concerned D.D.(EP) and price for these sets will be as mentioned in N.I.Q.

12) STARTING OF WORKS:

The successful Tenderer shall have to start the work from the date of commence of work.

13) PROGRAME OF WORK & CERTIFICATE OF VISIT TO SITE:

a certificate of visit to site and a programme of works showing completion within the specified period of completion of work is to be furnished under signature of the Tenderer as per proforma attached. The purpose of visit to site will mean that the Tenderer has appointed himself with the site conditions under which the work is to be executed.

If the successful Tenderer whose tender is accepted has not got fixed security in respective Class with West Bengal Housing Board as per rules shall within 7 (seven) days of receipt of intimation to that effect through registered post by special Messenger, deposit an additional amount in similar manner which together with the earnest money deposited with the tender would be equivalent to required security deposit of 2% (Two) percent of the tendered amount.

The successful Tenderer shall ultimately furnish a total security deposit of 10% (Ten percent) of the value of work to be executed, of this 2%(Two percent) shall be obtained as indicated above and the remaining 8% (Eight percent) shall be obtained by recovered from progressive bills, so that the total recovery in the final bill is adjusted to made the total amount of security deposit retained equivalent to 10% (Ten percent) of the total value of work actually executed.

The percent (10%) recovery shall be made from each progressive bill in case of quotationer who has not fixed security with the West Bengal Housing Board in respective class.

15) Refund of Security Deposit / Retention Money:-

The security deposit / Retention Money shall be refunded to the contractor in the manner as furnished herein under:-

The security deposit shall be refunded to the contractor after 3 (Three) months of completion of the job.

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07/07/2021

Deputy Director (EP)-III

West Bengal housing Board

Shifting of Office furniture's along with files & documents from one floor to another floor at "ABASAN" 105, S.N.Banerjee Road, Kolkata-700014 under West Bengal Housing Board.

NIQ No:- WBHB/DD(EP) III/ NIQ-03/ 2021-22

Sl. No	Description of Item	Unit	Qty	Rate	Amount
1	Shifting of almirah (Standard size) and placing properly as per drawing & direction of EIC. In every shelf's file and other documents binding in a bag separately with tag, mention the almirah no. and also self no. after placing the almirah, all documents need to be reset properly like earlier.				
	a) 5th floor to 1st Floor	Each	51		
	b) 5th floor to basement	Each	2		
	c) 4th floor to 3rd floor	Each	41		
	d) 4th floor to 2nd floor	Each	5		
	e) 4th floor to basement	Each	7		
	f) 3rd Floor to basement	Each	10		
	g) 2nd floor to basement	Each	25		
	h) 1st floor to basement	Each	40		
	i) Shifting of Almirah and documents in the same floor	Each	45		
2	Shifting of almirah (Small size) and placing properly as per drawing & direction of EIC. In every shelf's file and other documents binding in a bag separately with tag, mention the almirah no. and also self no. after placing the almirah, all documents need to be reset properly like earlier.				
	a) 5th floor to 1st Floor	Each	3		
	b) 5th floor to basement	Each	3		
	c) 4th floor to 3rd floor	Each	3		
	d) 4th floor to 2nd floor	Each	3		
	e) 4th floor to basement	Each	3		
	f) 3rd Floor to basement	Each	3		
	g) 2nd floor to basement	Each	3		
	h) 1st floor to basement	Each	3		
	i) Shifting of Almirah and documents in the same floor	Each	3		
3	Shifting of Table (Big size) and placing properly as per drawing & direction of EIC. File and other documents binding in a bag separately with tag, mention the table no. after placing the table, all documents need to be reset properly like earlier.				
	a) 5th floor to 1st Floor	Each	10		
	b) 5th floor to basement	Each	3		
	c) 4th floor to 3rd floor	Each	9		
	d) 4th floor to 2nd floor	Each	3		

	e) 4th floor to basement	Each	8		
	f) 3rd Floor to basement	Each	3		
	g) 2nd floor to basement	Each	11		
	h) 1st floor to basement	Each	18		
	i) Shifting of table and documents in the same floor	Each	36		
4	Shifting of Table (Small size) and placing properly as per drawing & direction of EIC. File and other documents binding in a bag separately with tag, mention the table no. after placing the table, all documents need to be reset properly like earlier.				
	a) 5th floor to 1st Floor	Each	55		
	b) 5th floor to basement	Each	7		
	c) 4th floor to 3rd floor	Each	22		
	d) 4th floor to 2nd floor	Each	5		
	e) 4th floor to basement	Each	10		
	f) 3rd Floor to basement	Each	15		
	g) 2nd floor to basement	Each	16		
	h) 1st floor to basement	Each	26		
	i) Shifting of office furitures and documents in the same floor	Each	36		
5	Shifting of chair (Wooden/ Steel etc) and placing properly as per drawing & direction of EIC. Placing the chair need to be reset properly.				
	a) 5th floor to 1st Floor	Each	60		
	b) 5th floor to basement	Each	60		
	c) 4th floor to 3rd floor	Each	41		
	d) 4th floor to 2nd floor	Each	15		
	e) 4th floor to basement	Each	37		
	f) 3rd Floor to basement	Each	12		
	g) 2nd floor to basement	Each	20		
	h) 1st floor to basement	Each	37		
	i) Shifting of office furitures and documents in the same floor	Each	42		
6	Shifting of chair (Plastic) and placing properly as per drawing & direction of EIC. Placing the chair need to be reset properly.				
	a) 5th floor to 1st Floor	Each	5		
	b) 5th floor to basement	Each	5		
	c) 4th floor to 3rd floor	Each	5		
	d) 4th floor to 2nd floor	Each	5		
	e) 4th floor to basement	Each	5		
	f) 3rd Floor to basement	Each	5		
	g) 2nd floor to basement	Each	5		
	h) 1st floor to basement	Each	5		
	i) Shifting of office furitures and documents in the same floor	Each	5		

7	Shifting of rack (Big size) and placing properly as per drawing & direction of EIC. In every shelf's file and other documents binding in a bag separately with tag, mention the rack no. and also self no. after placing the rack, all documents need to be reset properly like earlier.				
	a) 5th floor to 1st Floor	Each	14		
	b) 5th floor to basement	Each	11		
	c) 4th floor to 3rd floor	Each	3		
	d) 4th floor to 2nd floor	Each	8		
	e) 4th floor to basement	Each	10		
	f) 3rd Floor to basement	Each	3		
	g) 2nd floor to basement	Each	6		
	h) 1st floor to basement	Each	8		
	i) Shifting of rack and documents in the same floor	Each	7		
8	Shifting of rack (Small size) and placing properly as per drawing & direction of EIC. In every shelf's file and other documents binding in a bag separately with tag, mention the rack no. and also self no. after placing the rack, all documents need to be reset properly like earlier.				
	a) 5th floor to 1st Floor	Each	3		
	b) 5th floor to basement	Each	3		
	c) 4th floor to 3rd floor	Each	3		
	d) 4th floor to 2nd floor	Each	3		
	e) 4th floor to basement	Each	3		
	f) 3rd Floor to basement	Each	3		
	g) 2nd floor to basement	Each	3		
	h) 1st floor to basement	Each	3		
	i) Shifting of rack and documents in the same floor	Each	3		
9	Shifting of cabinate (Large size) and placing properly as per drawing & direction of EIC. In every shelf's file and other documents binding in a bag separately with tag, mention the cabinate no. and also self no. after placing the cabinate, all documents need to be reset properly like earlier.				
	a) 5th floor to 1st Floor	Each	10		
	b) 5th floor to basement	Each	15		
	c) 4th floor to 3rd floor	Each	2		
	d) 4th floor to 2nd floor	Each	2		
	e) 4th floor to basement	Each	2		
	f) 3rd Floor to basement	Each	4		
	g) 2nd floor to basement	Each	7		
	h) 1st floor to basement	Each	6		
	i) Shifting of cabinate and documents in the same floor	Each	8		

10	Shifting of cabinate (Small size) and placing properly as per drawing & direction of EIC. In every shelf's file and other documents binding in a bag separately with tag, mention the cabinate no. and also self no. after placing the cabinate, all documents need to be reset properly like earlier.				
	a) 5th floor to 1st Floor	Each	4		
	b) 5th floor to basement	Each	4		
	c) 4th floor to 3rd floor	Each	4		
	d) 4th floor to 2nd floor	Each	4		
	e) 4th floor to basement	Each	4		
	f) 3rd Floor to basement	Each	4		
	g) 2nd floor to basement	Each	4		
	h) 1st floor to basement	Each	4		
		Each	4		
	i) Shifting of cabinate and documents in the same floor				
11	Shifting of Files and official papers, Register and other official documents placing properly as per drawing & direction of EIC.				
	a) 5th floor to basement	Bag	20		
	b) 4th floor to basement	Bag	20		
	c) 3rd Floor to basement	Bag	20		
	d) 2nd floor to basement	Bag	20		
	e) 1st floor to basement	Bag	20		
12	Shifting of Iron Chest and placing properly as per drawing & direction of EIC. Placing of the chest need to be reset properly.				
	a) 5th floor to 1st Floor	Each	1		
13	Fitting fixing of almirah new lock	Each	10		
14	Part of Floor sweeping washing and cleaning (total approximate 2000+1000+3000= 6000 sqft)				
	a) 3rd Floor	Each	lump sum		
	b) 2nd Floor	Each	lump sum		
	c) 1st Floor	Each	lump sum		
Total =					

Signature of Bidder with seal