



WEST BENGAL HOUSING BOARD

(Estd. under W.B. Act XXXII
of 1972)

'A B A S A N', 105, S. N. Banerjee Road, Kolkata – 700014,

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Memo.No: 185 /JD(E.P)/HB

Dated : 22.05.2017

NOTICE INVITING QUOTATION (e-NIQ)

NIQ No:-WBHB/JD(EP)/NIQ-03 /2017-2018

E-Quotations are invited by West Bengal Housing Board from reputed sole proprietorship / partnership firms in the field of company secretarial ship for engaging legal consultancy services having proficiency in Company Law [Companies Act 2013 (New Act)].

. (Submission of Bid through online in two fold system).

Name of Work	Earnest Money	Cost of Bidding documents (Non- refundable)	Period of Completion	Engineer-in-charge of the work	Eligibility of Bidder
ENGAGING COMPANY LAW CONSULTANT EXPERTISED IN COMPANY SECRETARIAL PRACTICES ON A RETAINERSHIP BASIS FOR ONE YEAR	Rs 2000.00 to be paid in the form of Bank Draft / Pay order from any nationalized/ Scheduled Bank drawn in favour of 'West Bengal Housing Board'. (Scanned copy to be produced at the time of Bid submission)	To be disclosed later as per norms and only to be deposited by the successful Bidder during formal agreement after issuance of LOA.	12(Twelve) months	Joint Director (EP), WBHB.	Bonafied and Resourceful Agencies having experience in similar nature of service fulfilling requisite eligibility criteria as stated in the NIQ Eligibility.

1. Intending bidder shall download the Quotation documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate & necessary earnest money may be remitted through demand draft/pay order issued from any nationalized/scheduled bank in favour of **West Bengal Housing Board'** and also to be documented through e-filing (scan copy is to be submitted) The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with his acceptance letter of the LOI/LOA (including the balance amount of earnest money). Failure to submit the Hard copy with the acceptance letter within the time period prescribed for the purpose, may be construed as an attempted to disturb the tendering process and dealt with accordingly legally including black listing of the bidder. Rest amount of 2% EMD to be deposited only by the successful bidder after finalization of total Bid value.

A. INTRODUCTION

West Bengal Housing Board was constituted by the Government of West Bengal under WBHB Act,1972 under the Administrative control of the Housing Department with the aim of real estate development in the State.

B. IMPLICATION OF JOINT VENTURES

West Bengal Housing Board works with the private parties in the form of Joint Venture Companies (JVCs) and Assisted Sector Companies (ASCs) established under Companies Act,1956 for the development of real estate. The Joint Ventures and Assisted Sector Companies have the representation of government (Housing Board & Department) by way of Nominee Directors to safeguard the interest of Government.

C. PROPOSAL

The quotation invited is for engagement of Law Consultant handling corporate secretarial issues as per the scope of work described below.

D. PERIOD OF CONTRACT

The period of engagement will be initially for one year w.e.f. June 2017, but may be extended for further period.. The extension will be at the sole discretion of the Housing Board.

E. QUOTATION OF RATES

The rates are to be quoted on lump sum basis (Service Tax will be paid extra) on an annual basis both in words and figures in the respective letterheads along with signature and membership number of professional body. In case of any difference between the amount quoted in figure & words, the amount in words shall prevail.

F. ELIGIBILITY CRITERIA

The Quotationer shall meet the following eligibility criteria.

1. The Quotationer shall have experience in corporate practices, Secretarial and legal issues and should be qualified Company Secretary having certificate of practice from the Institute of Company Secretaries of India.
2. The Quotationer shall have an office at Kolkata.
3. The Quotationer should have experience in the field of Company Secretarialship for at least 5 years.

G. SCOPE OF WORK

1. To advice Nominee Directors regarding Statutory Compliances required to be observed by the companies quarterly, half-yearly and annually both in the form of maintenance of registers and submission of returns.
2. To visit the office of Joint Venture Companies as and when required for verification of secretarial records and to verify the statutory secretarial compliance to safeguard the interest of Nominee Directors and to submit quarterly report thereon.
3. Checking of the annual declarations, disclosure of non-disqualifications to be filed by the Nominee Directors, online discussions as and when required of the agendas before the Board Meeting / Committee Meeting, as the case may be.
4. Making frequent visits as and when required to the West Bengal Housing Board & Housing Department. Reporting of the compliances of JVCs and ASCs to the West Bengal Housing Board, Housing Department and Nominee Directors.
Rates are to be quoted by the agency(exclusive Service Tax and other Taxes) for offering such services for Nominee Directors of 8 (eight) Joint Sector Companies & 2 (two) Assisted Sector Companies.
Out of pocket expenses for conveyance, boarding and lodging charges for out station assignment to be reimbursed upon placement of actual Bills.

H. RESPONSIBILITY OF CONSULTANCY FIRM

If any occurrence arises for non compliance of statutory compliances due to absence of any reports/advices to nominee Directors/WBHB as required thereon from such consultancy firm, responsibility should be imposed upon them.

I. DATE OF OPENING OF APPLICATIONS

E-Quotations addressed to Housing Commissioner are to be submitted through on line (<http://wbtenders.gov.in>) on 22.05.2017 with in 06.30 pm.

J. NORMS

Tender should be submitted by mentioning the details of Name of Firm, Name of Partners & their period of experience, No. of staffs (qualified/semi-qualified/non-qualified) and the experience of Company Secretarialship mentioning names of the companies.

K. DELIVERY OF APPLICATIONS

Acceptance of e-quotation will rest with the West Bengal Housing Board and reserves to it the authority to reject any or all quotations received without assigning any reason whatsoever.

L. Important Information: Date & Time schedule

Sl.NO	Particulars	Date & Time
1.	Date of uploading of N.I.Q. and Bid	22.05.2017
2.	Date & time of start of downloading Bid	23.05.2017 at 11.00 hrs.
3.	Date & time of start of Bid submission (On line)	24.05.2017 at 11.00 hrs
4.	Date & time of closing of Bid Submission	30.05.2017 at 11-00 hrs
6.	Date & time of Bid opening for Technical Proposals (Online)	01.06.2017. at 11-00 hrs
7.	Date of uploading list of technically qualified bidders (online)	To be notified after evaluation of Technical Bid.
8.	Date & time of Bid opening for Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Bidders

No Conditional/ Incomplete Quotation will be accepted under any circumstances.

In case of ascertaining the authority of the intending bidders at any stage of Quotation process or execution of work, necessary registered irrevocable power of attorney in original is to be produced for verification as and when asked for by the Quotation Inviting & Accepting Authority / Engineer -in- Charge.

12. During the scrutiny, if it comes to the notice to Quotation inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the Quotation and that application will be out rightly rejected without any prejudice.

The Quotation Inviting Authority reserves the right to cancel the N.I.Q. due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.

13. During the process of scrutiny of Quotation document, the Quotation inviting authority or his authorized representative may verify the credential and other related documents as submitted by the Bidders with the original, if necessary. After verification, if it is found that the documents submitted by the Bidders is either manufactured or false, the bid submitted by the Bidder will be summarily rejected and the Earnest Money deposited by the bidder will be forfeited by the Quotation Inviting Authority without assigning any reason thereof.

**Joint Director (EP),
West Bengal Housing Board.
For and on behalf of
HOUSING COMMISSIONER
WESTBENGALHOUSINGBOARD**

Memo.No: 185 /1(10) /JD(E.P)/HB

Dated : 22.05.2017

Copy forwarded for kind information to :-

1. Housing Commissioner, WBHB
2. Director (Engg.),WBHB
3. FA-Cum-CAO,WBHB
4. CA-Cum-AP,WBHB
- 5 . JHC & Secy., WBHB
6. DD (EP)-III
7. L.A.O./AHC-I, WBHB with the request to publish the Notice in BOARD's Web site.
8. PRO Cell WBHB for information & necessary action with the request to please publish the same in local Leading 1(One) daily(Bengali) and one copy of the paper Cutting in respect of the advertisement may also be sent to the undersigned
9. AD(EP), Estimator under JD(EP),WBHB.
10. Notice Board

**Joint Director (EP),
West Bengal Housing Board.
For and on behalf of
HOUSING COMMISSIONER
WESTBENGALHOUSING BOARD**