

Bid document consist of

1. N.I.Q. No. WBHB/JD(EW)-II/NIQ-02/2019-2020
2. Terms & Condition
3. BOQ.

C E R T I F I C A T E

I / we do hereby certify that I / we have gone through the notice
Inviting Tender / Quotation Additional Terms and conditions to the N.I.T./
N.I.Q. General information, scope of work / services, Terms and condition
Of the work and understand that the above documents shall form part of
the contract.

Signature of the Quotationer

Full name of the signatory (In Block Letters)

Postal Address:-



Office of the Joint Director (EW)-II

West Bengal Housing Board.

105 S.N.Banerjee Road

Kolkata-700 014

No :- 80 /JD(EW)-II/HB.

Dated: - 29.07.2019

NOTICE INVITING QUOTATION

NIQ No. -WBHB/JD(EW)-II/NIQ-02/2019-2020

Sealed quotation are invited by the JD(EW)-II West Bengal Housing Board 105 S.N.Banerjee Road (3rd. floor) Kolkata-700 014 from the eligible bonafide quotationers having experience in similar nature of work as per particular below.

1.	Name of work:	Engagement of one number competent technical person to provide help desk for E-tendering process in W.B.H.B. including monitoring help line number for resolving issues related to e-tendering.
2.	Scope of work:	The technical personnel support shall be conversant with the system of e-tendering process, registration of D.S.C. creation and opening of N.I.T./ N,I,Q and also Help to accustomed with e-tendering process of W.B.H.B. officials as and when required.
3.	Eligibility criteria:	Bonafide & resourceful Agencies having credentials for execution of similar nature of the works, latest I.T., P.Tax certificate, PAN Card . P.F. code No.(if any), Trade license& GST Registration number / The agency should possess GST Registration number and copies of necessary documents to this effect is to be submitted
4.	Name of the Engineer-in Charge	Deputy Director (EW), of Mathkal Housing Project under WBHB
5.	Earnest money/Bid Security Money	EMD fixed of Rs. 5000.00/- should be submitted along with bid documents.
6.	Procurement of quotation paper i.e. N.I.Q Bid document term & condition etc.	Bid documents will be available from the office of the JD(EW)-II in all working days during office hours i.e. from 05.08.2019 to 09.08.2019.
7.	Validity of Quotation	Bid shall remain valid for a period not less than 120 (one hundred and twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any

8	Last date & Time for submission of quotation	14.08.2019 upto 2.30 P.M
09	Date& Time for opening of quotation:	14.08.2019, AT.3.30 P.M
10	Duration of the work	12(Twelve) months.
11	Cost of quotation documents	During participation, cost towards quotation 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.

12 .Agency has to submit completion certificate / working progress certificate including comments on their up to date performance from the respective deptt / Authority.

13. Agency should submit self-attested copies of the following (Original copies for each are to be produced for verification as and when asked for).

- i) Income Tax return with acknowledgement for the current year including PAN Card.
- ii)Professional Tax (PT) latest challan with certificate
- iii)Employees provident Fund (PF) enrollment certificate with code no (if any)
- iv). GST Registration number / The agency should possess **GST Registration number** and copies of necessary documents to this effect is to be submitted
- v)Valid Trade license from respective Municipality/Panchayat,
- vi)Power of Attorney/Authority to sign the quotation documents and Articles/Memorandum of Association (in case of companies)
- vii)Partnership Deed- (In case of partnership firm.)

14 The Agency should quote their rate inclusive of all taxes(ie inclusive of GST

both in words and figures, in the prescribed form of WBHB of the Bid documents

15. Tender must be accompanied by EMD specified for the work in the shape of Bank Draft/Pay Order only on a Nationalized Bank drawn 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.

16. Quotation must be delivered to Joint Director (EW)-II. 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.

17. If the office happens to be closed on the date of receipt of quotation as specified in

the NIQ will be received and opened on the next working day at the same time and venue,

18. The post Bidding negotiation if required may be made with all the eligible

Bidders which may be instant or afterwards.

19. There will be no provision for arbitration whatsoever in the contract.

20. Successful Bidders 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

21. No conditional quotation will be accepted.

22. Quotation will be received only in the tender box kept in the office chamber of Joint-Director (EW)-II, West Bengal Housing Board, 105, S N Banerjee Road, Abasan (3rd floor), Kolkata-700014 and nowhere else,

23. Submission of false misleading and fabricated statement/ documents/information etc found at any point of time will lead to cancellation of the quotation.

24. Acceptance of quotation will rest entirely with the WBHB which does not bind itself to accept the lowest Bid and reserves the right itself the authority to reject any or all the quotations received without assigning any reasons thereof.

25. Further details can be seen in the Bid documents itself.

26. Joint Venture will not be allowed.

27) Released of EMD: The Earnest Money of every technically disqualified Tenderer as well as that of every technically qualified tenderer other than L.1 (i.e. 1st lowest tenderer) and L2 (i.e. 2nd lowest tenderer) tenderers shall be released after the comparative statement has been prepared and approved.

The Earnest Money of L2 Bidder shall be released after L1 Bidder has accepted the LOI (i.e. Letter of intent)

The Earnest Money of L1 Bidder shall, after he has accepted the LOI (i.e. Letter of Intent), be credited to the account of WBHB as 10% security deposit of the work which will be paid on successful completion of the job.

Joint Director(EW)-II
West Bengal Housing Board

Copy forwarded for kind favour & information to the:

1. Housing Commissioner, WBHB
2. J.H.C. & Secy W.B.H.B.
3. Director (Engineering), WBHB
4. Asst. Housing Commissioner-I he is requested to please arrange for uploading the NIQ in the WBHB Website forthwith
5. CA cum AP, WBHB
6. FA cum CAO,/D.F.A.=II WBHB
- 7-10. Joint Director (EW)-I//III/IV/V. WBHB
11. Joint Director (EP)/ (EEW) WBHB
12. Deputy Director(EW), M.H.P.
13. Estimator attached to JD (EW)-II.WBHB for n/a plz.
14. Notice Board

Joint-Director (EW)-II
West Bengal Housing Board.

Terms and condition for the Work :- Engagement of one number competent Technical person to run the help desk for E-tendering process in W.B.H.B. including monitoring help line no. for resolving issues related to E-Tendering. The technical person support shall be conversant with the system of E-Tendering Process. Creation & Opening of NIT/NOQ and also help to accustomed with E-Tendering Process of WBHB Officials as and when required

Ref: **WBHB/JD(EW)-II/NIQ-02/2019-2020**

1. Rate : Agency should quote the rate as per attached format.
2. Taxes and Duties : As applicable as per norms.
3. Period of Engagement : 12 months.
4. Termination of contract : Engagement may be terminated for dissatisfactory performance by issuing one month prior notice.
5. Payment process : Bill for the above work may be submitted in triplicate Addressed to **JD(EW)-II/DD(EW) Mathkol HP.**
6. Duties and Responsibility : Agency should provide one technical person on all working Days

Signature and date of the Quotationer

**Joint Director (EW)-II
WBHB**

SCHEDULE FOR QUOTATION for the work of "Engagement of one no competent person to run the help desk for E-Tendering process in WBHB including monitoring helpline no for resolving issues related to E-Tendering.

Sl no	Description of work	Quantity	Unit	Rate inclusive of all taxes/month (Rs.)
1	Engagement of one no competent person to run the help desk for E-Tendering process in WBHB including monitoring helpline no for resolving issues related to E-Tendering, The technical person support shall be conversant with the system of E-Tendering process, Creation & opening of NIT/NIQ and also help to accustomed with the E-Tendering process of WBHB officials as and when Required.	1	Person	
2	TOTAL			

Rupees:-.....person/month

Total Rupees for 12 months :-.....

Signature with Date of the Qutationer

Address:-.....