



Office of the Joint Director (EW)-II
West Bengal Housing Board.
105 S.N.Banerjee Road
Kolkata-700 014

No :- 184 /JD(EW)-II/HB.

Dated: - 17.08.2017

NOTICE INVITING QUOTATION

NIQ No. -WBHB/JD(EW)-II/NIQ-03 /2017-2018

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.

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| 1. | Name of work: | Engagement of one number competent technical personnel 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 I.T., P.Tax certificate, PAN Card No. 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: | 2% of quoted amount 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 on receipt of applications in all working days during office hours i.e. from .21.08.2017 to 25.08.2017 . |
| 7 | Validity of Quotation | 120 days from the date of submission of quotation |
| 8 | Last date & Time for submission of quotation | 28.08.2017 upto 2.30 P.M |
| 09 | Date& Time for opening of quotation: | 28.08.2017,AT.3.30 P.M |
| 10 | Duration of the work | 12(Twelve) months. |

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| 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. |
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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 the rate inclusive all taxes mentioning G.ST.**

Separately(as applicable) (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.** WestBengal 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.

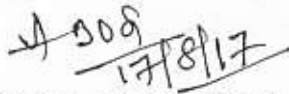

 Joint Director(EW)-II
 West Bengal Housing Board

No: 184/1 (14)/J.D.(EW)-II/HB.

Dated: 17.08.2017

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.