



WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Department of Technical Education, Training & Skill Development, Government of West Bengal
Karigari Bhavan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata – 700 160

Memo no. WBSCTVESD/TED/2022-2023/935

Dated : 31.01.2023

Notice Inviting Quotation (NIQ)

Subject : Invitation of sealed quotation for shifting of IT set ups and office furniture from Kolkata Karigori Bhavan, 110 S N Banerjee Road, Kolkata-700013 to Karigari Bhawan, Rajarhat, Newtown, Kolkata-700160

The Competent authority of the Council [WBSCT&VE&SD] invites sealed quotation for shifting of IT set ups, office furniture, files etc. from Kolkata Karigori Bhavan, 110 S N Banerjee Road, Kolkata-700013 to Karigari Bhawan, Rajarhat, Newtown, Kolkata-700160

In view of the above, bonafide & reputed bidders are hereby requested to submit Quotation as per the details given below.

Sl No.	Name of Work	Earnest Money Deposit	Cost of NIQ Document	Duration of Work	Eligibility of Bidders
1	Shifting of IT Set ups, Office furniture, files etc from Kolkata Karigori Bhavan , Kol-13 to Karigari Bhawan, Kol-160	NIL	NIL	Within 7 days from the issuance of Work order.	Bonafide & reputed bidders having credentials in similar nature of work atleast Rs 5 Lakhs .

SPECIAL TERMS OF CONTRACT: -

Schedule :-

Sl No.	Activity	Scheduled Date
1	Date of uploading of N.I.Q. Documents in the Council's website	31.01.2023
2	Documents download start date	31.01.2023
3	Date of Prebid Meeting with the intending bidders in the office of the WBSCT&VE&SD	02.02.2023 at 12: 30 PM
4	Bid submission start date	03.02.2023
5	Bid submission closing date	10.02.2023 at 2:30 PM
6	Bid Opening date for Technical proposals and Financial Proposals	10.02.2023 at 4:00 PM

Scope of Work

Dismantling, Packing, Loading, Shifting, Unloading and carrying of the following items from Kolkata Karigori Bhavan, 2nd Floor, 110 S N Banerjee Road, Kolkata-700013 to Karigari Bhawan, 4th floor, Rajarhat, Newtown, Kolkata-700160

- IT Set ups (Server, Computer, printer, Xerox Machine, scanner etc.)
- Air conditioners, Fans and light settings etc.
- Furniture, Files etc.

Sealed envelope as mentioned above should be submitted super-scripting " Quotation for Shifting IT Set ups and office furniture " in the Tender box located at 4th Floor of WBSCT&VE&SD office. The bid should be addressed to the CAO, WBSCT&VE&SD and to be submitted at above mentioned address on or before 10/02/2023 at 2.30 p.m. Quotation will be opened on the same day at Karigari Bhawan at 4.00 p.m. Any participating bidder or his/her authorized representative (who is to be authorized in writing) may remain present when such quotation paper will be opened. Interested Agency may visit the sites of the both locations to assess the scope of work before submitting their quotes.

Eligibility Criteria :-

- 1) The Bid Document should contain
 - i) Self attested copy of Valid Trade License
 - ii) Self attested copy of PAN Card of Company
 - iii) Self attested copy of Professional Tax Clearance Certificate
 - iv) Experience Certificate for at least 3 years towards loading and unloading of office furniture, files and other materials.

Responsibility of the Tenderer

- a) Successful bidder should deploy experienced Labourers for handling sophisticated and sensitive items.
- b) All sophisticated and sensitive items should be wrapped with ballooning paper, HM Laminated Foams, corrugated Sheets, Thermocol sheets, air bubble wrapping material, water proof, moisture free, wherever is required so that the goods can easily overcome jerks while Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation
- c) Shifting is to be done without any damage, breakage of the items.
- d) IT set ups and furniture are to be moved on scheduled date, time and place as given by the Council.
- e) Arrangement of thread, ropes, adhesive sticky tapes etc. should be done wherever required.
- f) Dismantling and re-installation will be done by the successful bidder after receiving work order.
- g) Successful bidder will make all logistic arrangements.
- h) successful bidder will complete the job as per specific date line of the Council.

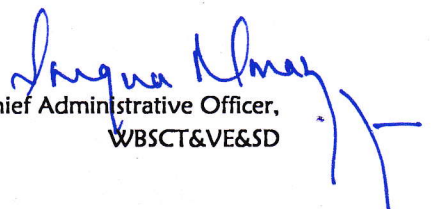
GENERAL TERMS OF CONTRACT: -

- 2) The rate quoted will have to be inclusive of all charges whatsoever.
- 3) The Council reserves the right to cancel any or all the tenders if so required without assigning any reason thereof.
- 4) The execution of the job has to be done immediately after issuance of work order. Failing which the work order will be cancelled and order will be given to next lowest eligible bidder without assigning further reason.
- 5) Payment will be made within 15 days after execution of the job.
- 6) Validity of the bid of the tender is 6 Months.

Termination of Contract: - The contract will be terminated if the selected vendor fails to deliver the service within the stipulated time period.

Penalty:- 10% of the bid value will be imposed if the vendor fails to serve the requirement, Company may be backlisted and debarred from participation in tender process of WBSCT&VE&SD.

Settlement of Dispute: - Any dispute arising in this regard will be settled under jurisdiction of Barasat Court, West Bengal.


Chief Administrative Officer,
WBSCT&VE&SD