



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

(A Statutory Body under the 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
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Memo no. WBSCTVESD/TED/2022-2023/1019

Dated: 22.12.2023.

Notice Inviting Quotation (NIQ)

Subject: Invitation of sealed quotation for shifting of IT setups, electrical items 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] is seeking sealed quotations for dismantling, shifting, and re-installation of IT setups, office furniture and fixtures, air conditioners, televisions, ceiling fans, wall fans, water purifiers, important files, etc. from Kolkata Karigori Bhavan located at 110 S N Banerjee Road, Kolkata-700013 to Karigari Bhawan, Rajarhat, Newtown, Kolkata-700160. Bonafide and reputed bidders are requested to submit quotations according to the given details.

Sl No.	Name of Work	Earnest Money Deposit	Cost of NIQ Document	Duration of Work	Eligibility of Bidders
1	IT setups, office furniture and fixtures, air conditioners, televisions, ceiling fans, wall fans, water purifiers, important files, etc. From Kolkata Karigori Bhavan, Kol-13 to Karigari Bhawan, Kol-160	NIL	NIL	Within 7 days from the issuance of the Work order.	Bonafide & reputed bidders with credentials in similar work at least of Rs. 5 Lakhs.

SPECIAL TERMS OF CONTRACT: -

Schedule: -

Sl No.	Activity	Scheduled Date
1	Date of uploading of N.I.Q. Documents on the Council's website	22.12.2023
2	Documents download start date	22.12.2023

3	Date of the inspection for the materials that are going to be lifted from KKB in presence of competent authority.	02.01.2024
4	Date of Prebid Meeting with the intending bidders in the office of the WBSCT&VE&SD	03.01.2024 at 12: 30 PM
5	Bid submission start date	04.01.2024
6	Bid submission closing date	10.01.2024 at 2:30 PM
7	Bid Opening date for technical proposals and Financial Proposals	10.01.2024 at 4:00 PM
8	Submission of Bank Guarantee	11.01.2024

Scope of Work

Dismantling, packing, loading, shifting, unloading, carrying, and re-installation of the items listed below from Kolkata Karigori Bhavan (2nd floor) at 110 S N Banerjee Road, Kolkata-700013 to Karigari Bhawan on the 4th floor at Rajarhat, Newtown, Kolkata-700160, and vice versa.

The items to be moved are as follows:

- a) IT Setups (computer, printer, Xerox machine, scanner, etc.)
- b) Air conditioners, fans, light settings, and other electronic equipment.
- c) Furniture and fixtures, Files, and important documents.

Submit a sealed envelope with the words "Quotation for Dismantling, Shifting, and re-installation of IT setups, electrical items and office furniture" super-scripted on it in the tender box located on the 4th floor of WBSCT&VE&SD office. The bid should be addressed to the CAO, WBSCT&VE&SD, and submitted to the above-mentioned address on or before 10/01/2024 at 2:30 p.m. The quotation will be opened on the same day at Karigari Bhawan at 4:00 p.m. Any participating bidder or their authorized representative (who must be authorized in writing) may remain present when the quotation paper will be opened.

Interested agencies may visit both locations multiple time to assess the scope of work before submitting their bids.

Tentative shifting schedule is from 12.01.2024 to 14.01.2024

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

- i) The successful bidder must provide experienced labourers to handle sophisticated and sensitive items.
- ii) All such items should be wrapped with ballooning paper, HM laminated foams, corrugated sheets, thermocol sheets, air bubble wrapping material, and waterproof, moisture-free material wherever necessary and will ensure that the goods can withstand any jerks during dismantling, packing, loading, shifting, unloading, unpacking, and re-installation.
- iii) The shifting process should be carried out without any damage or breakage of the items.
- iv) The IT setups and furniture must be moved on the scheduled date, time, and place provided by the Council.
- v) The arrangement of thread, ropes, adhesive sticky tapes, and other necessary items should be made wherever required.
- vi) The successful bidder will be responsible for dismantling and re-installation after receiving the work order. They will also make all necessary logistic arrangements.
- vii) The successful bidder must complete the job as per the specific deadline given by the Council.

GENERAL TERMS OF CONTRACT: -

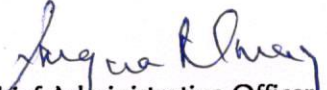
- 2) The rate quoted will have to be inclusive of all charges whatsoever.
- 3) The Council reserves the right to cancel any or all the tenders if so required without assigning any reason thereof.
- 4) The execution of the job has to be done immediately after the issuance of the work order. Failing this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

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

Bank Guarantee: - The successful bidder has to submit bank guarantee having value of 10% of the total bid value.

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

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


Chief Administrative Officer
WBSCT&VE&SD