



# West Bengal State Book Board

AQ-13/1, Sector-V, Salt Lake City, Kolkata - 700 091  
Phone : 2367-7854/55 □ Website : [www.wbbookboard.org](http://www.wbbookboard.org)  
E-mail : [wbstatebookboard2016@gmail.com](mailto:wbstatebookboard2016@gmail.com)



Memo. No. 354 / Office Shifting / 134/2018

Dated: 02.11.2018

**Fresh notice inviting tender shifting of 1,50,000 copies of books and 80 steel racks (approx) from Sales Counter Godown at 1 Bankim Chatterjee, Street Kolkata – 700073 to AQ 13/ 1 Salt Lake, Sector – V Kolkata – 700091**

Fresh sealed quotations are invited from the Firm/ Agency Specialized in Packing & Moving works for shifting of Sales Counter 1,50,000 copies of Books and 80 Steel Racks (approx) of West Bengal State Book Board from 1 Bankim Chatterjee, Street Kolkata – 700073 to AQ 13/ 1, Salt Lake, Sector – V Kolkata – 700091. The items to be shifted will be available for inspection during normal office hours, with prior information at the above office address.

1. The Firm / Agency should also furnish a copy of the PAN, ST Registration along with experience certificate of at least 2 years, in the relevant field in Government Department / PSU/ leading corporate offices in Kolkata, while submitting their quotation.
2. Firm / Agency is requested to submit quotation for the above mentioned in a sealed cover. It should be completed in all respect and be dropped in the tender box kept at the office of the West Bengal State Book Board 4<sup>th</sup> floor of AQ 13/1 , Salt Lake, Sector – V , Kolkata – 700091 by 2.00 P.M. of 12<sup>th</sup> November 2018 ( Monday ) . If the date of submitting sealed Quotations falls on a holiday, then the date of submission of the sealed quotations may be shifted to next working day.
3. The West Bengal State Book Board reserves the right to reject any or all quotation (S) without assigning any reason thereof.
4. The sealed quotations, received on the date fixed above, will be opened by the TENDER COMMITTEE after 2.00 P.M. Of 12<sup>th</sup> November 2018 (Monday). The intending Quotation /Tenderer his representative, if they desire, may remain present at the time of opening of quotations. If the date of Opening of the sealed Quotations falls on a holiday, then the date of opening of the sealed quotations may be shifted to next working day.



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## 5. The terms and conditions of the contract will be as follows :

- I. All pages of the tender document should be signed with stamp by the authorized signatory of the Firm/ Agency as a token of acceptance of all terms and conditions mentioned in the tender documents.
- II. The Firm/ Agency should quote the lump sum rates of the said job (as Annexure -I) both in figures and in words. If there is any discrepancy between the figure and words, the value in words will be prevailed.
- III. The shifting of office shall include the following :
  - a. Packing of 1,50,000 copies of Books in hard paper-boxes ( packing boxes) and 80 steel racks (approx) in the sales counter at 1 Bamkim Chatterjee Street Kolkata 700073
  - b. Carrying all the packed articles / materials to ground floor , loading into lorry and transportation to AQ 13/1 , Salt Lake , Sector – V , Kolkata – 700091
  - c. Unloading all the packed books and the steel racks and placing in the respective rooms of 2<sup>nd</sup> Floor of AQ 13/1 Salt Lake , Sector – V , Kolkata – 700091
  - d. Obtaining certificate for proper shifting with list of materials shifted from concerned Officer and Sections.
  - e. Disposal of Packing Materials etc.
  - f. The selected Firm/ Agency has to use their own good quality packing materials like hard paper boxes ( packing boxes) , gunny bags ( if required) , packing tapes , cardboard cartons , etc.
- IV. Under normal circumstances the rates shall be valid for a period of three months from the date of issue of work order.
- V. If any dispute arises between the Firm/ Agency and its manpower in the matter of wages or any service condition, the same will be settled by the Firm/ Agency and the workers engaged by it themselves. The West Bengal State Book Board in no case shall be a party to such dispute.
- VI. Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/ Agency.
- VII. Responsibility for damage / theft/ loss etc.Of goods during shifting or physical injury to any labour in loading / uploading shall be of the Firm/ Agency.



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- VIII. The damaged caused, if any to the property of West Bengal State Book Board through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms shall be at risk and responsibly of the Firm / Agency. The financial or any other loss suffered by the West Bengal State Book Board on this account shall be made good by the Firm/ Agency.
- IX. Evaluation of tender for deciding L1 bidder shall be done on the basis of lowest rate quoted for the items as indicated in Annexure- I.
- X. The successful bidder shall complete the entire shifting work within 5 days from the date of award of contract.
- XI. The payment shall be made after satisfactory completion of the entire shifting work.
- XII. In case of any dispute, the decision of the West Bengal State Book Board shall be final and binding on both parties.
- XIII. All the quotationers/ tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations.

*Aparajita Sengupta*

Dr Aparajita Sengupta  
Chief Executive Officer

**Chief Executive Officer**  
West Bengal State Book Board





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## ANNEXURE – I

Name of the Firm .....

Registered postal address .....

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Telephone No..... Mobile No .....

Email.....

PAN NO .....

SERVICE TAX REGISTRATION NO .....

<u>SL NO</u>	<u>DESCRIPTION OF ITEMS TO BE SHIFTED</u>	<u>APPROX QUANTITY</u>
1	Books	
2	Steel Racks	

\_\_\_\_\_  
SIGNATURE OF THE Owner / Authorised Person of the  
Firm / Agency with Seal and Date

NOTE: Items mentioned above are only indicative in nature. The Firm/ Agency must visit the actual site to have a realistic assessment of the quantity and volume of items to be shifted before quoting prices.

WEST BENGAL STATE BOOK BOARD