



# West Bengal State Book Board

6A, Raja Subodh Mullick Square, 'Arya Mansion' (8th Floor), Kolkata - 700 013  
Phone : 2236-7854 ☐ Tele Fax : (033) 2225-3223

Memo. No. 134/Office Shifting/2016

Dated: 18<sup>th</sup> March 2016

**Notice Inviting Tender for Shifting of Office equipment and other materials of West Bengal State Book Board from Arya Mansion, 8<sup>th</sup> Floor, 6A Raja Subodh Chandra Mullick Square, Kolkata- 13 to 2<sup>nd</sup> Floor of AQ-13/1, Salt Lake, Sector-V, Kolkata- 91**

Single Bid sealed quotations are invited from the Firm/Agency specialised in Packing and Moving works for shifting of Office Articles of **West Bengal State Book Board** from 8<sup>th</sup> Floor of Arya Mansion, 6A Raja S.C. Mullick Square, Kolkata- 700013 to the 2<sup>nd</sup> Floor of AQ-13/1, Salt Lake, Sector-V, Kolkata- 700091. The items to be shifted will be available for inspection **from 28<sup>th</sup> March 2016 to 31<sup>st</sup> March 2016** during normal Office hours.

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 Govt Departments/PSU/leading corporate offices in Kolkata, while submitting their quotation.
2. Firm/Agency is requested to submit quotation for the above mentioned work in a sealed cover. It should be completed in all respect and be dropped in the tender box kept at the office of the W.B. State Book Board 8<sup>th</sup> Floor, Arya Mansion, 6A Raja S.C. Mullick Square, Kolkata - 13 by 3 P.M of 4<sup>th</sup> April 2016 (Monday).
3. Earnest money amounting to Rs. 3000/- (Rupees Three Thousand) only should be attached with the quotation in the form of Demand Draft in favour of WEST BENGAL STATE BOOK BOARD payable in Kolkata.
4. The W.B. State Book Board reserves the right to reject any or all quotations without assigning any reasons thereof.
5. The quotations received will be opened by the TENDER COMMITTEE after 3.00 PM of 4<sup>th</sup> April 2016 (Monday). The Quotationer/ Tenderer or his representative may, if they desire, remain present at the time of opening of quotations.

**6. 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 the terms and conditions mentioned in the tender documents.
- II. The Firm/Agency should quote the lump sum rates for the said job (as Annex I) both in figures and in words.
- III. The shifting of office shall include the following:
  - a) Packing of files, computers, office Equipment, Almirah, Chairs, Tables and other materials as available in the office at 8<sup>th</sup> Floor, Arya Mansion, 6A Raja S.C. Mullick Square, Kolkata 13.
  - 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.



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- c) Unloading all the packed articles/materials from the lorry and carrying to the rooms of 2<sup>nd</sup> Floor of AQ-13/1, Salt Lake, Sector-V, Kolkata- 700091.
  - d) Unpacking of the goods and placing in the respective rooms of 2<sup>nd</sup> Floor of AQ-13/1, Salt Lake, Sector-V, Kolkata- 700091.
  - e) Obtaining certificate for proper shifting with list of materials shifted from concerned Officer/Sections
  - f) Disposal of Packing Materials etc.
  - g) The selected Firm/agency has to use their own good quality packing material like gunny bags, packing tapes , cardboard cartons, thermocol sheets etc
- iv) Under normal circumstances the rate 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 a dispute.
- vi) Responsibility of taking necessary permission from the traffic police authority for shifting shall be the of the selected Firm/Agency.
- vii) Responsibility for damage/theft/loss etc of goods during shifting or physical injury to any labour in loading /unloading shall be of the Firm/ Agency.
- viii) **The damage caused, if any to the property of the WB 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 responsibility of the Firm/Agency. The financial or any other loss suffered by the WB State Book Board on this account shall be made good by the Firm/Agency.**
- ix) Evaluation of tender for deciding L 1 bidder shall be done on the basis of total lowest rate quoted for the items as indicated in Annexure- I.
- x) **The successful bidder shall complete the entire shifting work within 07 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 WB State Book Board shall be final and binding on both parties.
- xiii) All the 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.

*Sd/- S. Basuray*  
**C.E.O., WB STATE BOOK BOARD**

**ANNEXURE I**

Name of the Firm.....

Registered postal address.....

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Telephone no..... Mobile no .....

E mail.....

PAN NO..... SERVICE TAX REGISTRATION NO.....

Sl no	Description of items to be shifted*	Approx quantity*	Lump sum amount inclusive of all taxes (Rs)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	<b>TOTAL</b>		<b>Rs</b>

\_\_\_\_\_  
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.