



West Bengal State Book Board

AQ-13/1, Sector-V, Salt Lake City, Kolkata - 700 091
Phone : 2367-7854/55 □ Tele Fax : (033) 2367-3223



Memo. No. 45/Office Shifting/134/2016

Dated: 12th May, 2017

Fresh Notice Inviting Tender for Shifting of Office Furniture, Fixtures and Books of West Bengal State Book Board from Arya Mansion, 8th Floor, 6A Raja Subodh Mullick Square, Kolkata - 13 to 5th Floor of AQ-13/1, Salt Lake, Sector-V, Kolkata - 91

In cancellation of earlier NIT No. 37/Office Shifting/ 134/ 2016 dated 24th April 2017, fresh sealed quotations are invited from the Firm/Agency specialized in Packing and Moving works for shifting of Office Articles/ Books/ Dead Stock/ Storages of **West Bengal State Book Board** from 8th Floor of Arya Mansion, 6A Raja Subodh Mullick Square, Kolkata - 700013 (presently under lock and key) to the 5th Floor of AQ-13/1, Salt Lake, Sector-V, Kolkata - 700091. The items to be shifted will be available for inspection **from 15th May 2017 to 18th May 2017** 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 Govt. Departments/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 **2nd floor of AQ-13/1, Salt Lake, Sector-V, Kolkata - 700091 by 2.00 P.M. of 22nd May 2017 (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. **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 West Bengal State Book Board reserves the right to reject any or all quotation (s) without assigning any reason thereof.
5. The sealed quotations, received on the date fixed above, will be opened by the TENDER COMMITTEE after 2.00 P.M. of 22nd May 2017 (Monday). The intending Quotationer/ Tenderer or 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.
6. The submitted Earnest Money of the last cancelled NIT No. 37/Office Shifting/ 134/ 2016 dated 24th April 2017 will be returned from the Accounts section of the State Book Board on any working day, on application.



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7. 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 for 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 Books in hard Paper-boxes (packing boxes), Office Equipment, Shelves, Chairs Tables and other materials as available in the office at 8th Floor of Arya Mansion, 6A Raja Subodh Mullick Square, Kolkata - 700013.
 - 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 articles/materials from the lorry and carrying to the specified rooms of 5th Floor of AQ-13/1, Salt Lake, Sector-V, Kolkata - 700091.
 - d) Unpacking of the goods and placing in the respective rooms of 5th 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 and Sections.
 - f) Disposal of Packing Materials etc.
 - g) The selected Firm/Agency has to use their own good quality packing material like hard Paper Boxes (packing boxes), gunny bags (if required), packing tapes, cardboard cartoons, 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 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/unloading shall be of the Firm/Agency.
- 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 responsibility 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.



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- 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 10 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.

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

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	Books		
2	Almirah		
3	Book Shelves Almirah		
4	Table		
5	Steel Trunk		
6	Ladder		
7	Sign Board, Display Board		
8	Chair		
9	Stencil Machine		
10	Ceiling Fan		
11	Wall Fan		
12	Tube Light		
13	Xerox Machine		
14	Half Secretariat Table		
15	Salt Lake Building Structure Model		
16	Voltage Stabiliser		
17	Steel Book Rack		
	TOTAL		Rs

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.

WB STATE BOOK BOARD

Handwritten mark or signature.