

NOTICE INVITING QUOTATION

NIQ No- 2/2018-19(3rd Call)

Date 06.03.2019

On behalf of the West Bengal Comprehensive Area Development Corporation, sealed quotations are invited in plain paper by the Administrative Secretary, WBCADC from the bonafide & resourceful bidders in this field of **“Packers & Movers”** as detailed below.

- 1a) Name of the work: - **: Packing, Loading, unloading and transportation of unusable old furniture & fixtures, including files, documents etc. from CIT Road, Kolkata -14 to Sector-I, Salt Lake and at Subodh Mallick Square Kolkata-13**
- b) Detail of Shifting: - **From P-35, New C. I. T. Road (6th floor), Kolkata-14 to Plot no 18/9, Block-DD, Sector-I, Salt Lake (2nd Floor) and at WBCADC (HQ), 6-A, Raja Subodh Mallick Square (9th floor), Kolkata-13.**
- c) Time for completion of work: - **10 (ten) days from the date of issue of work Order**
- d) Last date & time limit for submission: - **18.03.2019 up to 2-00 P.M.**
of quotation
- e) Date & time for opening of the quotations: **-19.03.2019 at 2-30 P.M**

2. **Intending quotationers should inspect the concerned materials at P-35, New C I T Road (6th floor), Kolkata-14 before submission of their offers in any working day from 11-00 am to 4-00 pm and should submit their offer accordingly. All the materials at P-35, New C I T Road (6th floor), Kolkata-14 are to be shifted to Plot no 18/9, Block-DD, Sector-I, Salt Lake (2nd Floor) excepting few materials like 03 to 04 nos chair-tables and 04 to 05 nos Almirahs including computer, some files & records, which to be shifted at WBCADC (HQ), 6-A, Raja Subodh Mallick Square (9th floor), Kolkata-13.**
3. The quotation shall clearly and legibly be written and the whole writing must be by the hand of the person signing quotation and with the same pen & ink. Failure to do so makes the quotation invalid. Erasing or overwriting shall not be allowed. Corrections in the quotation should be avoided and if this becomes unavoidable, the entire quotation (and not a portion only) shall be scored out and signed (not simply initialed) by the quotationers as a token of such cancellation. A fresh quotation one of the specified manner shall than be written correctly.

4. Complete quotation are to be placed in a cover duly signed and sealed with the name and address of the quotationers super scribed on the cover. The sealed cover containing the quotation documents is to be submitted within the specified date and time at **6-A, Raja Subodh Mallick Square(9th floor), Kolkata-13. The offer will subsequently be opened at the same venue** in date & time mentioned under sl no 1e)
5. If the day on which the quotation is due has been or is declared a closed holiday of Government offices under the Govt. of West Bengal, the offer shall remain open for acceptance till the same hour of the next working day.
6. Canvassing in connection with the quotation is strictly prohibited and the quotationers who resorts to this will render his quotation liable to rejection.
7. A quotation once submitted shall not be withdrawn within a period of one month from the date of opening of quotation till the non acceptance of his offer is communicated to him by the authority.
8. The acceptance of the quotation will rest with the undersigned who does not bind himself to accept the lowest quotation and reserves to himself the authority to reject any or all the quotations received without assigning any reason thereof.
9. The selected agency will have to keep himself in readiness to complete the shifting procedure in all respect within the target date as directed by the authority. In case they fail to complete the work within the specified time of 10 (ten) days from the date of issue of order, authority has the right to terminate his quotation and cancel the order with forfeiture of dues if any in this regard with the Department.
10. The rates should be quoted both in figures and words.
11. Rate quoted should be inclusive all taxes, duties, loading & unloading, transportation etc. including shifting of materials at location mentioned under sl no 1b).
12. **Participant bidders may remain present during opening of bids, if desire.**
13. **Bids shall remain valid for a period not less than 30(thirty) days from the date of submission of proposal.**

14. Orders may be issued in phases within the bid validity period.

15. Payment will be made after successful shifting of the materials.

16. Taxes, duties etc. will be deducted from the bill as per norms in vogue.

17. Proper stacking and placement of transferred materials at the shifted location is included in the scope of work.

Sd/-
ADMINISTRATIVE SECRETARY
WBCADC

Memo No.:100/003/24/02/ NIQ /57/1(7)

Dated 06.03.2019

Copy to:-

1) In-charge, Estab. Section,CADC(HQ).	}	
2) In-charge, Engg.Section.CADC(HQ)	}	with a request to display the N.I.Q. on office
	}	Notice Board for wide circulation.
3-7) OIC—Bagnan/Boinchee/Gaighata/	}	
Deganga & Haringhata CADC Project	}	

Sd/-
ADMINISTRATIVE SECRETARY
WBCADC