



**DIRECTORATE OF COMMERCIAL TAXES**  
**GOVERNMENT OF WEST BENGAL.**  
**14, BELIAGHATA ROAD, KOLKATA - 15.**

TENDER NO: 03/HS/CT

DATED: 17.02.2017

**Name of the Work: Engagement of agency for shifting of Office furniture, office equipments, files and registers from 24, Belillious Road Howrah -711101 to its new office at 7/1 Mackenzie Lane Howrah -711101.**

Sealed Quotations are invited from experienced, resourceful and bonafide agencies/ firm/Associations of persons / Un-employed Labour Co-operative/ Limited Companies for shifting of Office furniture, office equipments, files and registers of the offices of Directorate of Commercial Taxes at 24, Belillious Road Howrah -1 to its new office at 7/1 Mackenzie Lane Howrah as per details given below. The Tender shall be submitted to the Drop Box (Main Building Ground Floor) of this Office till the date and time as specified in this notice.

<b><u>SUBMISSION &amp; OPENING OF TENDER</u></b>	
Last date for submission of sealed tender at the Office of the Commissioner, Commercial Taxes, 14, Belegkata Road, Kolkata - 7000015.	2 <sup>nd</sup> March, 2017 upto 5.00 p.m.
Date of Opening The Tender:	3 <sup>rd</sup> March, 2017 at 12.00 noon.
Venue for opening of Tender:	Office of the Commissioner, Commercial Taxes, W.B, 14, Beliaghata Road, Kolkata - 7000015. ( Conference room - Main Building 1 <sup>st</sup> Floor)

Quality is the essence of the service to be rendered. Services are to be performed to the satisfaction of this office. Bills for the said services rendered after completion of work.

**1) DETAILS OF WORK:**

Shifting of Office furniture, office equipments, files and registers from 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floor of 24, Belillious Road, Howrah -711101 to G+7 building of Directorate of Commercial Taxes at 7/1, Mackenzie Lane, Howrah - 711101. The agency will be allowed conditionally to use the lifts of the two buildings.

**a) Procedure of work:**

- i) Taking of Files and Registers and office equipments from tables, racks and almirahs.

- ii) Packing the materials properly.
- iii) Carrying the materials with his own arranged vehicles.
- iv) Proper placement of the materials in racks and almirahs.

**b) Approximate details of materials to be transferred:**

- i) Files: 140000 pieces.
- ii) Register: 1000 pieces.
- iii) Chair: 100 pieces.
- iv) Table: 20 pieces.
- v) Almirah: 50 pieces.
- vi) Rack: 50 pieces.

**2) INSTRUCTIONS FOR TENDERER:**

- a. The offer shall be submitted as per the instructions of tender documents. Only one set of tender document duly signed by authorized representative of tenderer and signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document for this particular tender shall be submitted by them (after signing/ stamping on each page) as a part of their offer. Price shall be mentioned by them in separate page of the offer.
- b. No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.
- c. The tenderer must submit their tenders in sealed envelope prominently superscribed NIT No. & date on the envelope.
- g. Prior to quoting of rates, the intending agencies may inspect the materials kept in the office building of 24, Belilious Road Howrah -711101 and also the new office at 7/1 Mackenzie Lane, Howrah - 711101, and contact Sri Abhijit Bhattacharya, Sr. Joint Commissioner, Commercial Taxes, Bally Circle at 24, Belilious Road Howrah -711101.
- h. On the date of opening of tender, the Tender will be opened in presence of the members of tender committee, tenderers or their authorized representatives who would like to be present.
- i. Tender documents are available in the website of Directorate of Commercial Taxes i.e. [www.wbcomtax.nic.in](http://www.wbcomtax.nic.in) and the same can be downloaded and used as tender document for submission of bid.
- j. Office of the Commissioner, Commercial Taxes, Commercial Taxes, 14, Belegkata Road, Kolkata - 7000015 reserves the right to accept or reject any or all offer without assigning any reason thereof. Also Office of the Commissioner, Commercial Taxes, 14, Belegkata Road, Kolkata - 7000015 shall not entertain any correspondence from bidders in this matter.
- k. The undersigned reserves the right to negotiate the rates, terms and conditions with the lowest tenderer or any of the other tenderers to ascertain the suitability of the acceptable offer.
- l. The agency selected for engagement shall have to enter into a formal agreement with the department.
- m. The agency selected for engagement shall have to deposit a sum of 5% of Contract Value as Security Deposit. Security Deposit shall be returned to the contractor after the physical completion of the work as certified by the competent authority. The competent Authority



shall normally be the authority who is competent to sign the contract. The certificate, inter alia, should mention that the work has been completed in all respects and that all the contractual obligations have been fulfilled by the contractors and that there is no due from the contractor to Commercial Taxes Authority against the contract concerned. Before releasing the SD, an unconditional and unequivocal no claim certificate from the contractor concerned should be obtained.

**3. Terms & Conditions to be followed for the Bid.**

- a) Multiple quotations by a single agency will not be entertained.
- b) Joint ventures will not be entertained.
- c) The operating staff must have such state of physical and mental ability commensurate to provide the above stated service.

**4. An intending agency shall submit the copies of the following documents.**

- a. Valid Trade licence.
- b. PAN Card.
- c. Profession Tax Registration certificate.
- d. Service Tax Registration certificate.
- e. Labour Licence Registration certificate.
- f. Income tax return for last two years.

**5. Earnest Money:-**

The Tenderer shall be required to deposit Earnest Money of **Rs.10,000.00 ( Rupees Ten Thousand)** in form of Fixed deposit in his/agency's name and the Fixed Deposit is to be pledged in favour of the Commissioner, Commercial Taxes, W.B. which will be refunded to the unsuccessful tenderer. Tender received without prescribed amount of the earnest money shall be summarily rejected.

11.7.2017

(Sankar Kumar Roy)  
Additional Commissioner  
Commercial Taxes, W.B.  
**SANKAR KUMAR ROY**  
Additional Commissioner  
Commercial Taxes  
West Bengal