

West Bengal Police Housing and Infrastructure Development Corporation Limited

CIN NO: U70109WB1993SGC058358

GSTIN: 19AAACW6099C2Z1

Office of the Chairman and Managing Director

Araksha Bhawan, 3rd Floor, Block – DJ, Sector – II,

Salt Lake City, Kolkata – 700091.

Ph. & FAX . 033 – 23586188, E-mail : tenderofhousing@gmail.com

Memo No. ADMN/PUR/8072(Part-I)/2014/07

Date:- 09.01.2025

**NOTICE INVITING QUOTATION NO. – WBPHIDCL/EE(HQ-I)/NIQ- 16/2024-2025
of the Executive Engineer, WBPHIDCL.**

The Executive Engineer, WBPHIDCL. invites Quotation for the work detailed in the table below from reputed agency. (Collection and Submission of Quotation is to be made offline only)

List of work:-

Sl. No	Name of the work	Earnest Money to be deposited (Rs.)	Cost of Quotation Documents (Quotation fees) (Rs.)	Period of completion of the work	Eligibility of Quotationer
1.	2.	4.	5.	6.	8.
1.	Non-comprehensive maintenance contract of Seven (07) nos heavy duty Canon and Sharp Photocopier cum printer of WBPHIDCL for a period of 3 (Three) years. (1st Call)	1,982/-	255/-	03 (three) Years	as per 'Eligibility criteria for participation in the Quotation' stated in Sl. No. 6

- The intending bidders shall have to pay the cost of Quotation documents for the purpose of participating in tendering
- Intending bidder may collect the quotation documents from the office directly on submission of DD/BC drawn in favour of 'West Bengal Police Housing and Infrastructure Development Corporation Limited' payable at 'Kolkata' amounting to the cost of quotation documents. Necessary **earnest money** should be remitted through offline process by DD/BC drawn in favour of 'West Bengal Police Housing and Infrastructure Development Corporation Limited' payable at 'Kolkata'.
- Technical Bid and Financial Bid both will be submitted concurrently and duly signed. Submission of Quotation should be done as per time schedule stated in this NIQ. The documents submitted by the bidders should be properly indexed & signed by the authorized signatory.
- The Technical document and Financial Bid should be submitted offline on or before as per the 'Date & Time Schedule' stated in SL.No.-16.**
- The Financial Offer of the prospective quotationer will be considered only if the TECHNICAL Document of the quotationer found qualified by the Quotation Inviting Authority. The decision of the Quotation Inviting Authority will be final and absolute in this respect. The both list of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the office of The **West Bengal Police Housing & Infrastructure Development Corporation Limited**, on the scheduled date and time.
- Eligibility criteria for participation in the Quotation:**
 - All bidders should be authorized agencies/authorized dealers of canon and sharp for the work of Non-comprehensive maintenance contract for 03 (three) years of Photocopiers.

- ii) Valid PAN issued by the IT. Dept, Govt. of India, Trade Licence, Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017, are to be accompanied with the Technical Bid document. Income Tax acknowledgement Receipt for assessment year (2023-24/2024-25) to be submitted.
- iii) Minimum last 03 years Non-comprehensive maintenance contract execution experience certificate required from Govt./Semi Govt./PSU.
- iv) Mismatch in name: All documents uploaded by the bidder, in support of his eligibility/credential for pre-qualification to participate in this tender should be same and identical & with Digital Signature Certificate (DSC). Minor mismatch like “M/S”, “Kr/Kumar”, “Co-op/Co-Operative” etc. has to be legalized/authenticated by the bidder by uploading of proper affidavit (duly notarized) in this regard.
7. A prospective **Quotationer** shall be allowed to participate in single job either in the capacity of individual or as a partner of a firm. If he is found to have applied severally same job, all his applications will be rejected for that job.
8. No conditional / Incomplete Quotation will be accepted.
9. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
10. No mobilization /secured advance will be allowed.
11. Delivery of the articles (if any) to be made by the agency at its own cost at the office of WBPHIDCL situated at “Araksha Bhawan, 3rd Floor, Block DJ, Sector II, Salt Lake City, Kolkata- 700091”.
12. GST, Royalty & all other statutory levy/Cess will have to be borne by the contractor & the rate in the schedule of rates is inclusive of all such taxes and cess as stated above. The quoted rate should be inclusive of GST.
13. In connection with the work, Arbitration will not be allowed.
14. Bids shall remain valid for a period not less than 120 (One hundred twenty) days after last date of submission of bid. Bid valid for a shorter period shall be rejected by the Quotation Inviting Authority as non-responsive. If the **Quotationer** withdraws the bid before the period of bid validity without giving any satisfactory explanation for such withdrawals, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

N.B.- **The technical papers which will be submitted by the bidder will be treated as final Quotation documents by the Quotation committee and no claim in contrary in this regard will be entertained.**

15. Important information:-

Technical evaluation will be made on the basis of submitted documents.

16. Date & Time schedule:-

Sl. No	Particulars	Date & Time	
a.	Date of publishing of NIQ offline	09.01.2025 at 16:00 hrs	
b.	Date and time for collection & submission of quotation documents (offline)	Start	10.01.2025 at 11.00 hrs
		End	20.01.2025 at 16.00 hrs
c.	Date, Time & Place of opening of Technical Bid (OFFLINE)	20.01.2025 at 17:00 hrs	
d.	Date of publishing the Final List of Technically Qualified Bidders after Technical Bid Evaluation	To be informed later.	

e.	Date, Time & Place of opening of Financial bid	To be informed later.
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Note: - If the dates fall on holiday or in a natural calamity or the on days of lockdown the dates will be deferred to next working days.

17. **Liability Period:** The contractor will be liable for maintenance of the work at his own cost till completion of the work as certified by the Engineer-in-Charge to the satisfaction of the Engineer-in-Charge.
18. All Quotationers are requested to be present at the Office of the West Bengal Police Housing & Infrastructure Development Corporation Limited during opening of the Quotation.
19. **Earnest Money :** Necessary **earnest money** should be remitted through offline process by DD/BC drawn in favour of ‘**West Bengal Police Housing and Infrastructure Development Corporation Limited**’ payable at ‘**Kolkata**’.
20. **Security Deposit:** In respect of successful Quotationer, the earnest money after acceptance of Quotation shall be converted as a part of the security deposit. The successful Quotationer who deposited earnest money @ 2% of the amount put to the Quotation, balance of necessary 10% (Ten percent) security deposit shall be realized by recovering from the progressive bill @ 8% (Eight percent) of the amount of each such bill or similar amount as to make the total amount of security deposit equivalent to 10% (Ten percent) to the Value of work so executed. In all cases the amount of recovery of the final bill will be so adjusted as to make the total amount of security deposit equivalent to 10% (Ten percent) to the value of work so executed.
21. **Refund of Security Deposit:**
100% of the security deposit shall be refunded to the contractor on expiry of the defect liability period.

 The **defect liability period** will be considered to be expired on the date of completion of the work as recorded in **the final bill duly approved by the Engineer-in-Charge..**
22. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Quotation, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
23. The Quotation Inviting Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Quotationer at the Bidding stage.
24. **Refund of EMD :** The Earnest Money of all the unsuccessful Quotationers deposited along with the Quotations will be refunded by as per norms and without any interest.
25. The intending Quotationers are required to quote the rate through offline.
26. Contractor shall have to comply with the provisions of (a) the Contract Labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 (c) the Minimum Wages Act. 1948 (d) the Employee Provident Funds and Miscellaneous provision act 1952 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
27. In case of ascertaining authority of intending bidders at any stage of Quotation process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Quotation Inviting Authority/ Quotation Accepting Authority / Engineer -in-Charge.
28. During the scrutiny, it come to the notice to Quotation inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the Quotation and that application will be out rightly rejected without any prejudice. The Quotation Inviting Authority reserves the right to cancel the N.I.Q without assigning any reason, whatsoever, to the bidders and no claim in this regard will be entertained.
29. List of Technically Qualified Bidders will be published in the Office Notice Board only. Financial Bid will be opened within a short period after such publication. Therefore Bidders are requested to view the Quotation Status on a regular basis as per schedule date. In case if there be any objection regarding prequalification/ list of “Technically Qualified Bidders”, that objection should be lodged through e-mail tenderofhousing@gmail.com to the Chairman of Tender Committee **within 48(forty-eight) hours** from the time of initial publication of list of Technically Qualified Bidders and beyond that time schedule no objection will be entertained. Objection send via any other means than e-mail to the given e-mail ID shall not be entertained.

30. Before issuance of the Work Order, the Quotation inviting authority may verify the credential and other documents in original of the lowest Quotationer if necessary. After verification if it is found that the documents submitted by the lowest Quotationer are either manufactured or false in that case the work order will not be issued in favour of the said Quotationer under any circumstances and the Earnest Money deposited by the Quotationer will be forfeited by the Quotation Inviting Authority without assigning any reason thereof.
31. Work Order & Payment of work will depend on availability of fund. Intending Quotationers may consider this criteria while submission of Quotation and quoting their rate through offline.
32. The successful Quotationer will have to submit **4 (Four)** sets of all the Quotation Documents along with BOQ in connection with this Quotation in hard copy within 10 (Ten) days from the date of receipt of Letter of Acceptance cum Work Order of the Quotation (through Quotationing System or otherwise). Failure to do so will be liable to termination/rejection of Quotation with forfeiture of Earnest Money without any reference to the Contractor.
33. The successful Quotationer will have to start the work as per work order to commence the work. Failing to do so will constitute a violation of the contract stipulation as regards progress and timely completion of the work and the contractor will thereby make himself liable to action as per stipulation of this Notice Inviting Quotation.
34. **Payment Terms:** The Non-comprehensive maintenance contract charges shall be payable to the agency in arrears on yearly basis. For the purpose, the agency will have to submit bill after completion of each period of 01 (one) year counting from the date of commencement of the said work.
35. Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax changed in accordance with the provisions of GST Act, 2017.
36. The quoted rate should be inclusive of GST.

Sd/-
**Executive Engineer (HQ-I),
WBPHIDCL**

Memo No. ADMN/PUR/8072(Part-I)/2014/07/1(10)

Date:- 09.01.2025

Copy forwarded for favour of kind information & wide circulation to the:-

- 1) The Director General & Inspector General of Police, West Bengal, Bhawani Bhawan, Alipore, Kolkata – 700027
- 2) The Chairman & M.D. West Bengal Police Housing & Infrastructure Development Corporation Limited. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
- 3) The IGP (O), W.B., Bhabani Bhawan, Kolkata – 700027.
- 4) The Chief Engineer, West Bengal Police Housing & Infrastructure Development Corporation Limited. Araksha Bhawan, 3rd Floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
- 5) The Assistant Chief Engineer (R-I). West Bengal Police Housing & Infrastructure Development Corporation Limited. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
- 6) The F.A. & C.A.O. West Bengal Police Housing & Infrastructure Development Corporation Limited. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
- 7) The Executive Engineer (Electrical-I), West Bengal Police Housing & Infrastructure Development Corporation Limited. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
- 8) The Assistant Engineer (System), West Bengal Police Housing & Infrastructure Development Corporation Limited, Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
- 9) Notice Board,
- 10) Office Copy,

Sd/-
**Executive Engineer (HQ-I),
WBPHIDCL.**

FORM-I

**INSTRUCTION TO BIDDERS (ITB)
SECTION – B**

APPLICATION

To
Executive Engineer,
WBPHIDCL

Subject : _____

(Name of work)

Ref :- N.I.Q. No

Dear Sir / Madam,

Having examined NIQ documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents are attached herewith.

I / We are interested in Bidding for the work mention above subject.

I / We understand that :-

- a) Quotation Inviting and Accepting Authority can amend the scope & Value of the contract bid under this NIQ.
- b) Quotation Inviting and Accepting Authority reserve the right to reject any Quotation without assigning any reason.

The application is made by me / us on behalf of..... In the capacity..... duly authorized to submit the Quotation.

Thanking you,

Enclo :-

- a) Technical Bid.
- b) Financial Bid.

Dated : _____

Signature of applicant including title
and capacity in which application is made and
the name of the Firm with Seal.

FORM-II

EXPERIENCE PROFILE

Name of Client	Name, Location & nature of work	Name of project Engineer (Client) responsible for Supervision	Quotation Value Indian Rs.	Actual Value of Work	Original date of start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion of work	Reasons for delay in completion of work (if any)

- Note :
- a) Certificate from the Employers to be attached.
 - b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

Dated : _____

 Signature of applicant including title and capacity in which application is made and the name of the Firm with Seal.

QUOTATION FOUND TO HAVE SUBMITTED UNDER FALSE NAME : When a Contractor, whose Quotation has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the Quotation be annulled and his Security Deposit will be forfeited.

FORM-IV (A)

CONTRACTOR'S DETAIL

1. Name of Applicant (Quotationer) :

2. Office Address :

3. Telephone No. :
4. Mobile No. :
5. Fax No. :
6. Email ID. :
7. Whatsapp No. :
8. PAN No. :
9. GSTIN :
10. **Beneficiary Name** :
11. **Bank Account No** :
12. **Branch Name** :
13. **IFSC Code** :
14. **MICR Code** :
15. **Account Type** :
(Current/Saving/Cash credit/Other)

Dated : _____

Signature of applicant including title
and capacity in which application is made and
the name of the Firm with Seal.

DECLARATION BY THE QUOTATIONER

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Quotation and other Quotation documents mentioned therein. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our Quotation is offered taking due consideration of all factors regarding the local site conditions stated in this Notice Inviting Quotation to complete the proposed construction as per drawings referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and to carry out and complete the work to the full satisfaction of the Engineer-In-Charge.

I/We also agree to procure tools and plants, at my/our own cost required for the work.

Date:

Signature and Address of
Quotationer

GENERAL CONDITIONS OF CONTRACT

(ANNUAL MAINTENANCE CONTRACT (NON-COMPREHENSIVE))

This service agreement (hereafter referred to as agreement) is made on this.....years between agency details.,

To

The Executive Engineer (HQ-I),
WBPHDCL, Araksha Bhawan, 3 Floor, Block DJ, Sector II, Salt Lake City, Kolkata-700091.

(Hereafter referred to as customer). The company agrees to maintain the equipment mentioned below, evidenced by service report and the customer agrees to abide by the terms of this contract and pay therefore the consideration reserved herein in the manner provided therefore.

The equipment

Make and Model:

Agreement period from:

Agreement amount:

THE COMPANY:

Shall service and maintain the equipment by preventive maintenance on weekly and monthly basis plus all the break down calls by phone should be attend within 01 (one) hours from the phone calls time.

This agreement excluding the cost of spares, toner, Drum, Gears, Motors, Electronics PCB, Glasses, Outer Body Cover and if nay needed for the normal working of the machine. Shall not liable in any manner whatsoever to indemnify the customer for any loss, injury or damage of any kind whatsoever, however cause.

THE CUSTOMER:

Shall insure that installation area, earthling facility, electrical outlets and supply with exclusive dedicated constant voltage transformer access ways etc. for installation, passage and electrical connections of the equipment at its premises are suitable for proper servicing of the equipment.

PAYMENT TERMS:

The Non-Comprehensive maintenance contract charges shall be payable to the agency in arrears on the yearly basis. For this purpose, the contractor will have to submit bill after completion of each 01 (one) year counting from the date of agreement.

Signed for "Agency"

Signature:

Date: