



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/GARDENER/8069/2015/24

Date. 26.02.2026

NOTICE INVITING QUOTATION NO. – WBPHIDCL/EE(HQ-I)/NIQ- 18/2025-2026
of the Executive Engineer, WBPHIDCL.

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

Name of the work :-

Sl. No	Name of the work	Earnest Money to be deposited (Rs.)	Cost of Quotation Documents (Quotation fees) (Rs.)	Eligibility of Quotationer
1.	2.	3.	4.	5.
2.	Engagement of Gardener for maintenance of garden at premises of Araksha Bhawan from 01.04.2026 to 30.09.2026. (Rate should be quoted inclusive of all taxes.) (1st call)	2,000/-	255/-	as per 'Eligibility criteria for participation in the Quotation' stated at Sl. No. 6

- Submission of Quotation should be done as per time schedule stated in this N.I.Q. The documents submitted by the bidders should be properly indexed & signed by the authorized signatory.
- Intending bidder may purchase the tender documents from the office directly by paying the cost of tender 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'.
Earnest Money Deposit exemption is allowed to Registered Labour Co-Operative Societies as per Order No. 815-F(Y) Dt. 23.02.2023 of Special Secretary, Finance Department, Audit Branch, Govt. of W.B.
Earnest Money Deposit exemption is allowed to state Government enterprises, viz. Mackintosh Burn Limited, Westinghouse Saxby Farmer Limited and Britannia Engineering Limited as per Order No. 6417-F(Y) Dt. 26.08.2015 of Principal Secretary, Finance Department, Govt. of W.B.
- The Financial Offer of the prospective Quotationer will be considered only if the Technical Documents (both statutory and non-statutory) 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. Both the list of Responsive and Non-Responsive Bidders will be displayed in the Notice Board of the office of the **West Bengal Police Housing & Infrastructure Development Corporation Limited**, on the scheduled date and time.
- The Technical document and Financial Bid should be submitted offline on or before as per the 'Date & Time Schedule' stated at SL.No.-11.**
- General terms and conditions:-**
 - The successful Agency should deploy 1 (one) gardener for this work. The said person will give attendance to the competent authority of this Corporation. Deduction may be made from the monthly**

bill of the Agency in a proportionate manner if the said gardener remain absent as per the attendance register maintained by this Corporation for the said gardener.

- B. If the performance of the Agency is not up to the satisfaction of this Corporation, an amount equal to 5 (five) percent of the bill of that month may be deducted from the bill of that month. The decision of the corporation will be final and bounding in such case. In that case the contract may be cancelled by the corporation and performance guarantee may be forfeited by given 15 days notice.**

6. Eligibility criteria for participation in the Quotation:

- i) Valid PAN issued by the IT. Dept, Govt. of India, Valid Professional Tax Receipt Challan, Trade Licence, Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017, are to be accompanied with the Technical Bid documents. Income Tax Acknowledgement Receipt for assessment year 2024-2025 to be submitted.
- ii) In case of Proprietorship and Partnership Firms and Company, the Balance Sheet & Profit and Loss A/c. for the last 5 (five) years (year just preceding the current Financial Year will be considered as the Fifth year). The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non statutory Documents].

7. No conditional / Incomplete Quotation will be accepted under any circumstance.

8. **The quoted rate should be inclusive of GST and all other tax, levy and cess. Rate has to be quoted including all charges and taxes.**

9. 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 **Quotitioner** 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.- Technical evaluation will be made on the basis of submitted documents.

10. **Important information:** If the date of i. Opening of Technical Bid, ii. Uploading the list of Bidders participated in the tender, iii. Date of Uploading the List of Technically Qualified Bidders, iv. Opening of Financial Bid, v. Uploading of List of Bidders along with their Rate Offered fall on holidays or on days of natural calamity or on days of lockdown the dates defer to next working day automatically.

11. **Date & Time schedule:-**

Sl. No	Particulars	Date & Time	
1.	Date of Publishing of NIQ (Offline)	26.02.2026 at 11:00 Hrs	
2.	Date & Time for collecting of Quotation Documents from the office	Start	26.02.2026 at 11:00 Hrs
		End	09.03.2026 at 15:00 Hrs
3.	Date & Time of Submission of Quotation (offline)	Start	27.02.2026 at 12:00 Hrs
		End	09.03.2026 at 15:00 Hrs
4.	Date, Time & Place of opening of Technical Bid and Financial bid	09.03.2026 at 15:30 Hrs Office of the West Bengal Police Housing and Infrastructure Development Corporation Limited Araksha Bhawan, 3rd Floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.	

12. All Quotationers are requested to be present at the Office of the WBPHIDCL during opening of the Quotation.
13. **Security Deposit:** In respect of successful Quotationer, the Earnest Money after acceptance of Quotation shall be converted as the Security Deposit.
14. 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.
15. **Refund of EMD :** The Earnest Money of all the unsuccessful Quotationers deposited along with the Quotations will be refunded by The Quotation Inviting Authority on receipt of application from the Quotationers.
16. **Refund of Security Deposit:** The Security Deposit will be refunded after the expiry of the contract period.
17. The intending Quotationers are required to quote the rate offline. All the forms attached with this NIQ should be filled up properly.
18. In case of ascertaining authority of intending bidders at any stage of Quotation process or supply of items, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Quotation Inviting & Accepting Authority.
19. If during the scrutiny, it comes to the notice to Quotation inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allow participating 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.
20. 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 Office Notice Board on a regular basis. 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.
21. 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 is either manufactured or false in that case the work order will not be issued in favour of the said Quotationer under any circumstance and the Earnest Money deposited by the Quotationer will be forfeited by the Quotation Inviting Authority without assigning any reason thereof.
22. Work Order & Payment of work will depend on availability of fund. Intending Quotationers may consider these criteria while submitting the Quotation and quoting their rate through offline.
23. The successful Quotationer will have to submit **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 for the Quotation. Failure to do so will be liable for termination/rejection of Quotation as also forfeiture of Earnest Money without any reference to the Quotationer.
24. **Tax invoice(s) needs to be issued by the supplier for raising claim showing separately the tax changed in accordance with the provisions of GST Act, 2017.**
25. **The rate given by the Quotationer should remain valid for 6th months. After 6th months the contract may be extended based on mutual agreement between the selected agency and the tender inviting authority. Separate work order will be issued time to time as per requirement mentioning time allowed for supply against particular work order.**
26. **Job Card holder shall be mandatorily be engaged in the work where rural unskilled workers can be engaged. The contractor shall also furnish a certificate after completion of work that only Job Card holders were engaged for unskilled works during execution.**

Sd/-

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

Memo No. ADMN/GARDENER/8069/2015/24/1(8)

Date. 26.02.2026

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

01. The Chairman & M.D. West Bengal Police Housing & Infrastructure Development Corporation Limited, Araksha Bhawan, 3rd Floor, Salt Lake City-700091.
02. The Chief Engineer, West Bengal Police Housing & Infrastructure Development Corporation Limited, Araksha Bhawan, 3rd Floor, Salt Lake City-700091.
03. 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.
04. The CP & AO. West Bengal Police Housing & Infrastructure Development Corporation Limited. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
05. 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.
06. 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.
07. Notice Board.
08. Office Copy.

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

FORM-I

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

APPLICATION

To
Executive Engineer (HQ-I),
WBPHIDCL

Subject : _____

(Name of work)

Ref :- N.I.Q. No -----

Dear Sir / Madam,

Having examined the Statutory, Non statutory and 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,

Encl : -

- 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

Affidavit in non-judicial stamp paper certified by notary public or 1st class magistrate

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected, and no objection/ claim will be raised by the under-signed.
2. The undersigned hereby certifies that neither our firm M/S. _____
_____ nor any of constituent partner had been debarred to participate in Quotation by any Government Department during last 5 (five) years prior to the date of issuance this N.I.Q.
3. The undersigned would authorize and request any Band, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by WBPHIDCL to verify this statement.
4. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of WBPHIDCL.
5. Certified that I have applied in the Quotation in the capacity of individual / as a partner of a firm & I have not applied severally for the same job.

Dated : _____

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

FORM-III

CONTRACTOR'S DETAIL

1. Name of Applicant (Tenderer) :

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 offline-Quotation and other Quotation documents mentioned therein along with the drawing attached. 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.

Signature and Address of the
QUOTATIONER

Signature of Quotation
Accepting Authority