



Memo No.: 100/003/24/02/Part (JAB-Chair)/ 1526

Dated: 23.06.2023

NOTICE INVITING QUOTATION

Scaled Item rate basis Quotation are invited for the under noted work by the Administrative Secretary, WBCADC from the bonafide, resourceful, experienced, & eligible Authorized dealers or agents of Godrej for execution of the following work as detailed below: -

Sl No.	Name of work	Location	Time of Completion
01.	Supply & Installation of 06 (Six) nos. Godrej make chair	Joint Administrative Building, of P&RD Office, HC-7, HC Block, Sector-III, Salt-lake, Kolkata-106	Within 30 (Thirty) days from the issue of Work order.

1.

a) Last date and time limit for submission :- **Up to 30-06 .2023 within 5.00 P.M.**
of Quotations(for all above serials)

b) Date & time for opening of Quotations
(for all above serials) :- **30-06-2023 at 5.15 P.M.**

2. The intending Quotationers/ Bidders/ Agencies may visit the site before submission of Quotation.

3. The intending Quotationers/Agencies/Bidders should produce adequate experience for execution of similar type of work during last 05 (five) years.

4. The intending Quotationers/ Bidders/ Agencies must have GST, PAN, Trade registration/license, IT Acknowledgement Receipt for last F.Y., Professional Tax clearance certificate, etc. and photo copies of such certificates are to be submitted by the Quotationers/ Bidders/ Agencies/Suppliers with this NIQ notice. Failing which the offer submitted will be treated as canceled.

Quotation documents and other relevant particulars may be seen by the intending bidders on any working day between 11-30 a.m. to 4.00 p.m.in the office of WBCADC, at "Mrittika Bhavan" Plot No.18/9, Block-DD, Sector-1, Salt Lake.

5. Quotation documents shall consist of: -

- This notice inviting Quotation hereinafter will be referred to as the quotation notice.
- Departmental schedule.

6. The intending Quotationers/ Bidders/ Agencies may contact this office for details specification (if any) within 5.00 pm up to 30-06 .2023 in any working day.

7. A bidder is to quote rates in figures as well as in words as per item rate quoted in the departmental schedules (as per Annexure-I).

8. The quotation shall be 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 tender 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 quotation in token of such cancellation. A fresh quotation one of the specified manner shall be written correctly.
9. Complete quotation documents are to be placed in a cover and duly sealed with the name of the work and with the name of and address of the tenderer superscripted on the cover. The sealed cover containing the quotation is to be submitted to the office of WBCADC, at "Mrittika Bhavan" Plot No.18/9,Block-DD, Sector-1, Salt Lake. Within the specified date and time mentioned herein before in sl. no. 1 (c).
10. 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.
11. Canvassing in connection with the quotation is strictly prohibited and the Quotationers/ Bidders/ Agencies who resort to this will render his quotation liable to rejection.
12. The acceptance of the offer will rest with the undersigned, who does not bind himself to accept the lowest quotation and reserves to him the authority to reject any or all the quotations received without assigning any reason thereof.
13. Bids shall remain valid for a period not less than 120 (One hundred Twenty) days from the date of submission of Financial Bid. If the Quotationers/ Bidders/ Agencies withdrawn the bid during the validity period of Bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
14. The percentage of variation of item of work for which there shall be no increase in rates shall be 80%.
15. The selected Quotationers/ Bidders/ Agencies will have to keep himself in readiness to complete the work within the target date as directed by the authority fully understanding that the time will be the essence of the contract. The Quotationers/ Bidders/ Agencies will have to take up the work as directed by the authority within 07(seven) days from the date of receipt of supply order. If the bidders/agencies fails to complete the whole work within target date, the authority have the every right to take appropriate action in this regard, which will be binding to the Quotationers/bidders/agencies.
16. **The Defect liability period for this work is calculated 06 (Six) months from the date of competition of work.**

17. 90% payment will be made after successful completion of the work and rest 10% will be released after successful completion of guarantee obligation period. Such guarantee obligation period will be 06 (Six) months from the date of successful completion of work.

18. Taxes (if any) will be deducted from the bills as per norms in vogue and only after successful completion of the Supply work, payment will be made.

19. The NIQ will form a part of the contract.

Sd/-

Administrative secretary
WBCADC

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Dated: 23.06.2023

Copy forwarded to :-

1. The Joint Secretary (IT Cell), P & RD Department, Govt. of W.B.
2. In-charge, Engineering Section, WBCADC(HQ).
3. In-charge, Accounts Section, WBCADC(HQ).
4. In-charge, Establishment. Section, WBCADC(HQ). } with a request to display the
} N.I.Q. on office Notice Board.

Sd/-

Administrative secretary
WBCADC



WEST BENGAL COMPREHENSIVE AREA DEVELOPMENT CORPORATION

(Under Panchayats and Rural Development Department, Government of West Bengal)

Mrittika Bhavan, Plot no-18/9, Block-DD, Sector-I, Kolkata-700064

Phone: 03322377041/43/ FAX-033-22377473, email-hq.wbcadc@gmail.com.



www.wbcadc.com



@hqwbcadc



@Thecadchq



Schedule (Annexure-I)

Sl No.	Description of Item	Specifications	Quantity	Rate (including all charges)	Total Amount (Rs.)
01	Supply & Installation of 06 (Six) nos. Godrej make chair	Unwind without Arms with SS Understructure	06 nos.		
Total =					

The rates mentioned under items of works are inclusive of all taxes, fitting, fixing, duties, transportation and with all incidental charges.

Date

Signature of Bidder

With Seal