



WEST BENGAL VALUATION BOARD

(A STATUTORY BODY UNDER THE DEPTT. OF URBAN DEVELOPMENT & MUNICIPAL AFFAIRS)

GOVT. OF WEST BENGAL, "POURA PRASHASAN BHAVAN" (2ND Floor)
DD-1, Sector-I, Salt Lake, Kolkata - 700 064

Phone No. : 2337-4762, 2337-5998, 2358-5164, Fax No. : 2358-5720 & 2321-0924
E-mail : secretarymember@gmail.com, Website : www.westbengalvaluationboard.gov.in

No. 1454 WBVB/ 2P-12/2020

Dated, 04/11/2020

Notice inviting Quotation

Sealed quotation are hereby invited by the department of West Bengal Valuation Board, UD & MA Department, Govt. Of West Bengal, Poura Prasasan Bhaban, Salt Lake, from the reputed and bona fide agencies for Website Maintenance Contract for this Department for the period of 1 (one) Year as per schedule given below. Prescribed quotation forms along with the detailed terms and conditions for the quotation can be downloaded from the Departmental Office Website : <http://www.wburbanservices.gov.in/> free of cost.

Name of the Quotation	Last date & Time of submission of quotation	Earnest Money Deposit	Date & time of Opening of quotation
Comprehensive Website Maintenance Contractual for West Bengal Valuation Board	23/11/2020 at 3pm	Rs. 2000/-	23/11/2020 at 4pm

Sealed Quotation complete in all respects, must be submitted before the last date and time of submission of the Quotation.

Member Secretary

West Bengal Valuation Board

Dated: 04/11/2020

No. 1454/1(A) WBVB/ 2P-12/2020

Copy forwarded for information and necessary Action to:

1. Joint Secretary (IT), UD & MA Department, Govt Of West Bengal, Nagaryan, Salt Lake, Kolkata - 700064 with a request to furnish in website.
2. D.L.B, "Poura Prasashan Bhavan" (3rd floor), DD-1, Sector-1, Salt Lake, Kolkata - 700064
3. Chief Engineer, M.E.Dte., Bikash Bhavan, Kolkata - 700 091.
4. Notice Board, West Bengal Valuation Board.

Member Secretary

West Bengal Valuation Board



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E-mail : secretarymember@gmail.com, Website : www.westbengalvaluationboard.gov.in

No. 1454/WBVB/ 2P-12/2020

Dated, 09/11/2020

NOTICE INVITING QUOTATION

1. Sealed quotation are invited from reputed and bona fide agencies for Comprehensive Website Maintenance Contract of for the West Bengal Valuation Board, (A Statutory Body under Urban Development and Municipal Affairs Department, Government of West Bengal), located at "Poura Prasashan Bhavan" (2nd floor), DD-1, Sector-1, Salt Lake, Kolkata – 700064 and such other places to be informed from time to time.
2. The interested bidders may download the relevant documents from the official website of the West Bengal Valuation Board i.e. <http://www.wburbanservices.gov.in/>
3. **The Eligibility Criteria:-**
 - 3.1 The bidders must be incorporated under **Indian companies Act 1956** and/or **Indian Partnership act, 1932** and must possess valid Trade Licence & Professional Tax Enlistment in West Bengal or, any other states of India. Documentary evidence of above must be enclosed. Consortium in any form is not allowed.
***Affidavit on stamp paper of Rs.100/- purchased in west Bengal must be enclosed.**
 - 3.2 **Earnest Money Deposit of Rs 2000/- (Rupees Two Thousand)** only in the form of Demand draft drawn in favour of the " **West Bengal Valuation Board**" " payable at " **Kolkata**" must be deposited with the tender. **The Tender Forms received without earnest money or incomplete in any respect will not be accepted.** However Companies having SSI (Small Scale industry)/NSIC registration in West Bengal on similar/relevant services shall be allowed EMD exemption upon enclosure relevant Documents as per- MSME Act.
 - 3.3 **The Bidding Company must be having at least 10 (Ten) employees on its Roll and must follow Minimum Wages Act.**
 - 3.4 Price quoted in the bid must be inclusive of all taxes and charges. No additional amount shall be paid over and above the price accepted.
4. **General Terms & Condition:-**
 - 5.1 The bids must be submitted to 3P M on 02-11-2020 to the 10/11/2020 at Chamber of Member Secretary, West Bengal Valuation Board
*** After the expiry of the scheduled date and time, no bid will be accepted in any circumstances.**

5.2. The West Bengal Valuation Board reserves the right to amend or withdraw any of the terms and conditions contained in the notice or to accept or reject any or all the bids without assigning any reason whatsoever and the decision of the West Bengal Valuation Board in this regard shall be final and binding on all.

5.3 The period of OFFICE WEBSITE MAINTANANCE will initially be for one (1) year.

The terms may be extended up to a period of 6 (Six) months on mutual agreement between the successful agency and the Department regarding value and other terms and conditions of OFFICE WEBSITE MAINTANANCE also on the successful performance of the accepted bidder.

Annexure-I

Check List (Summary of Compliance to Requirement Of Tender)

Sl No	Description Of requirement	Yes /No	Page No
1	Copies of Balance sheet and audited Profit And Loss Accounts statements for the last 3 Financial years (2017-2018, 2018-2019, 2019-2020)		
2.	Copy of Registration certificate/ Allotment letter of service tax number.		
3.	Copy of Registration certificate/ Allotment letter PAN from Income tax Department.		
4.	Demand Draft Rs. /- as EMD drawn in favour of the registration & DDO/ OSD , West Bengal Valuation Board, payable at Kolkata		
5.	List Arbitration cases (If Applicable) If there are no such cases write 'Not Applicable'		
6.	Acceptance of terms and conditions attached. Each Page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.		
7.	Copy no0f last Income Tax return		
8.	Undertaking by the bidder to the effect tha6t there is no police case pending against the proprietor/ Firm/ parties relating to previous service contracts		
9.	Office address in state of west Bengal		
10	Copy of experience certificate of Providing OFFICE WEBSITE MAINTANANCE of IT infrastructure in govt. / Govt. U.T (P.S.U) for 1 (One) years of last 5 Years		

(Seal & Signature of the bidder with date)

Annexure-II

COVERING LETTER FOR BID

Ref No.

Date:-

To

The Member Secretary

West Bengal Valuation Board,

"Poura Prasashan Bhavan" (2nd floor),

Sector-1, Salt Lake, Kolkata – 700064.

Subject : Office Website Maintenance for West Bengal Valuation Board.

Madam/Sir

With respect to the above mentioned subject please find our bid offer. We do accept all the terms and conditions of the tender document . As a token of our acceptance we have annexed the tender document duly signed and stamped on all pages .

Annexed along all the following document in relation to our eligibility criteria along with Copy PAN/ VAT/GST/ service Tax etc.

- i)
- ii)
- iii)
- iv)
- v)
- vi)

If at any point of time we deviate from the tender terms and conditions, the department reserves the right to cancel our bid.

Thanking You,

Your sincerity

(Seal & Signature of the bidder with date)

Annexure-III
Letter Of Authorization

To
The Member Secretary
West Bengal Valuation Board,
"Poura Prasashan Bhavan" (2nd floor),
Sector-1, Salt Lake, Kolkata – 700064.

Subject : Office Website Maintenance for West Bengal Valuation Board.

Madam/Sir

We hereby authorize (Name)
(Designation) to represent our company . and sign the bid document, submit necessary
documents, Conduct negotiation etc. On behalf of the company with respect to the tender.

All declaration given by him/ her will be binding on the company.

The signature of Is attested here below.

Thanking You,

Your sincerity

For (Company Name)
Director/ Constituted attorney

Signature of the Authorized person

(Attested By)