



सत्यमेव जयते

GOVT. OF WEST BENGAL
OFFICE OF THE EXECUTIVE ENGINEER
COOCH BEHAR IRRIGATION DIVISION
DEBI BARI, COOCH BEHAR.
Tel & Fax: (03582) 228305

Memo. No- 1910

Dated – 03.10.2016

N.I.Q.No- 04(m) of 2016-17 of Executive Engineer, CoochBehar Irrigation Division

Sealed quotation in plain paper are hereby invited by the undersigned for the following works from the firm/agencies specialized in packing and carriage works for shifting of all documents and furniture's from the office of the Superintending Engineer, North East Irrigation Circle-I, Club Road, Jalpaiguri to the Inspection Bungalow of the Coochbehar Irrigation Division, Debibari, Coochbehar. The items to be shifted from office of the Superintending Engineer, North East Irrigation Circle-I, Club Road, Jalpaiguri will be available for inspection between 2.00 P.M. to 4.00 P.M from 17.10.2016 to 20.10.2016. The quotations will be received up to 3.00 p.m. on 21/10/2016 and the same will be opened at 3.30 p.m. on the same day in presence of the participating firm/agencies who will present at the time. The firms/ agencies should also furnish a photo copy of the PAN card, trade license, etc. The office reserves the right to reject any or all quotations without assigning any reasons thereof.

Name of the work- M/R to Coochbehar T.P. embankment along the left bank of river Torsa in P.S. Kotwali, Dist. Coochbehar (Shifting of office furniture's and other materials from the office of the Superintending Engineer, North East Irrigation Circle-I, Club Road, Jalpaiguri to the Inspection Bungalow of the Coochbehar Irrigation Division, Debibari, Coochbehar).

Sl. No	Particular	Quantity	Rate including all taxes (If any)
1	Carriage of furniture's, office documents, computers or any other office materials after packing with good quality packing materials and carriage over pucca road including loading in to truck at the lifting point, unloading at destination, unpacking the same and placing all in the respective rooms and places in good condition as per direction by the Engineer-in charge including carriage by head load up to a lead 50m at each of the two points and all lifts complete and re-arranging, escort service, Carpenter, octroi charges etc.	1 item	
		Total	

The terms & conditions of the contract will be as follows:-

- All pages of the quotation document should be signed with stamp by the authorized signatory before submitting.
- The quotation document should be sealed.
- The firm/ agency shall indicate the lump sum rates for the said job. The rates should be filled up neatly (in both figures and words). Firms are also advised not to erase or mutilate the figures etc., otherwise the quotation may be ignored. Any overwriting will not be allowed.
- The number of vehicles that will be utilized for this purpose also be given along with copies of their related papers to the M.V. act.
- Detailed rates duly signed by the authorized person giving full name, address and contact telephone nos etc. may be furnished by the stipulated time and date.
- The shifting of office includes followings:-
 - Packing of files, computers, office equipment, furniture and other materials as available in the respective rooms/sections at various floors of the office of the Superintending Engineer, North East Irrigation Circle-I, Club Road, Jalpaiguri.

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- b) While loading all the packaged article/ material precise shall have to be taken, during transportation, also care shall have to be taken to avoid any damage and loss. The agency shall be liable for any loss and damage if occurs
- c) Unpacking of the goods and placing in the respective rooms as per direction of the Engineer-in charge.
- d) Obtaining certificate for proper shifting with list of materials shifted, from concerned officers.
- e) Disposal of unused packing materials etc. to the suitable place as directed.
- f) The selected firm/ agency has to use their own good quality packing materials, like gunny bags packing tape, sutli, cardboard carton, termocole sheets etc.
- g) If any dispute arises between the firm/ agency and its manpower in the matter of wages or any service conditions, the same will be settled by the firm/ agency and the workers engaged by it themselves. This office in no case shall be a party to such a dispute.
- h) Under normal circumstances the rate shall be valid for a period of three months from the date of issue of work order.
- i) Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected firm/ agency.
- j) Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/ unloading shall be of the firm/agency.
- k) The successful bidder shall complete the entire shifting work within 07(Seven)days from the date of award of contract.

Giet 3.10.16

Executive Engineer
Cooch Behar Irrigation Division
Cooch Behar

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Copy forwarded to the:-

- 1) Superintending Engineer , North East Irrigation circle –I, Club Road, Jalpaiguri (in duplicate).
- 2) Executive Engineer, Cooch Behar Division Social Sector, P.W. Dte., Cooch Behar.
- 3-6) Sub-Divisional Officer, Tufanganj /CoochBehar/Mathabhanga Irrigation Sub-Division and Coochbehar Investigation Sub-Division No-I.
- 7-8) Sr. Divisional Accountants Officer/ Estimator
- 9) Office Notice Board.
- 10) Secretary, Contractors' Association, Cooch Behar.

Sd/-S.K. Saha

Executive Engineer
Cooch Behar Irrigation Division
Cooch Behar