



# WEST BENGAL BOARD OF SECONDARY EDUCATION

Nivedita Bhavan , DJ-8, Sector -2, Karunamoyee,Saltlake, Kolkata-700091

## NOTICE INVITING E-TENDER

E-Tender Notice No: -**WBBSE/DS(Admin)/NIT-24/2021-22 DATE: 30/06/2021**

The Deputy Secretary (Administration), West Bengal Board of Secondary Education, invites Tender for the work detailed in the table below. (Submission of Bid only through **online** ).

Sl. No	Name of work	Earnest Money	<i>Estimated Annual value</i>	Period of completion	Name of concerned Authority of WBBSE
		(In Rs.)	(In Rs.)		
1	Supply of Trained Personnel for Maintenance of Electrical Items viz, Automatic Lift(Johnson make) D.G.Set, HT Transformer at Nivedita Bhavan at DJ-8, Sector-II, Salt Lake, Kolkata-700091	<b>40,000/- (2%) (Forty thousand )</b>	<b>20,00,000/- (Twenty Lakhs)</b>	<b>365 Days</b>	<b>Deputy Secretary (Administration)</b>

\*The cost of tender documents for the purpose of participating in e-tendering is not required

\*E-Tender documents are available only to the State Govt. E-Tender Portal, namely, <https://wbtenders.gov.in> free of cost.

Both **Technical Bid and Financial Bid** are to be submitted correctly (in statutory cover & Non statutory cover) duly digitally signed in the website <https://wbtenders.gov.in>.

The **FINANCIAL OFFER** of the prospective Tenderer will be considered only if the **TECHNICAL Bid** of the Tenderer found qualified by the Tender Committee. The decision of the Tender Committee will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website on the scheduled date and time.

**EMD & SECURITY DEPOSIT:** Earnest Money of **Rs.40,000.00** (Rupees Forty thousand only) shall have to be submitted in the form of **Bank Draft/Bankers Cheque** in favour of **“WBBSE FUND RBI KOLKATA A/C” payable at Kolkata** along with Technical Bid failing which the Bid will be rejected. The **registered SSI/MSME units** shall be **exempted from payment of EMD**. To claim the exemption necessary valid certificate of registration is required to be produced. **The EMD shall subsequently be appropriated towards Security Deposit for the successful bidder.** The successful bidders will also be required to make a **fresh deposit of 8% of the Order Value by Demand Draft/Banker's cheque** in favour of **“WBBSE FUND RBI KOLKATA A/C” payable at Kolkata towards Security Deposit** before placement of the work order which will be released on successful completion of the work. No interest will be paid on the security deposit.

## **1. Minimum Eligibility criteria of the bidders for participation in the tender**

(i) Bidder(s) should be an **Indian company/firm** having its Office (head office/ regional/Branch Office) in **Kolkata**

(ii)**EXPERIENCE-** Bidders must have minimum **five (05) years** of experience of doing **Electrical works** to the Departments/Ministries of the Central or State Government/PSUs/Local Bodies. Copies of relevant **Credential Certificate/ Completion Certificate** of value **20 Lakh** or more received from **Govt. Departments / PSUs / Govt. Undertaking Units /Statutory or Autonomous Bodies / Local Bodies** in any one of the **five (05) preceding financial years** must be enclosed as a proof of experience.

(d)  
(iii)**TURNOVER-** Bidders must have minimum **Turnover of Rs. 30 Lakhs in any one of the Five (05) preceding Financial Years.** Balance sheet and Profit and Loss A/C for the **Five (05) preceding Financial Years duly Audited by Registered Chattered Accountant (CA)** is to be submitted.

iv) Registration Certificate / Partnership Deed as per existing norms indicating the legal status – company / partnership firm / proprietorship concern, etc.

v) Copy of **GST** Registration Certificates.

vi) Copy of **PAN** Card.

vii)Copies of Income Tax Return filed for last three *Assessment Years viz. 2017-18, 2018-19, 2019-20*

viii)Declaration regarding **blacklisting** or otherwise. (**Annexure-I**)

ix)**EMD** in the form of **Demand Draft/Banker's cheque** for **Rs.40,000/-**

x)Copy of valid **Trade License** document.

xi)Duly filled, signed and stamped “Application-Technical bid” as per prescribed format given in **Annexure-III**

**xii)General Declaration - Annexure- IV**

xiii)Valid Professional Tax registration certificate or current Professional Tax payment Chillian.

xiv)The contractor must obtain the **valid license under the contract labour (Regulation and abolition) Act. 1970, certificate** of which should be submitted to the Board.

xv) Duly filled, signed and stamped “Application-Technical bid” as per prescribed format given in **Annexure-III.**

**xvi) Contractor must submit valid Electrical Contractor License from Licensing Board, Power & NES Department, Govt.of W.B**

**xvii) The Bidder must have valid Electrical Supervisor's Certificate of Competency** from Electrical Licensing Board, Power & NES Department, Govt.of W.B

xviii) Bidder must submit License/ Certificate for operating lift.

xvii) The firm should submit Bank Solvency Certificate for minimum 20 Lakhs for smooth running the work without Financial Stringency.

## **2.Date& Time schedule**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Date of uploading of NIT Documents(online) (Publishing Date)	<b>30.06.2021 at 06.55 PM</b>
2	Documents download start date (online)	<b>30.06.2021 at 06.55 PM</b>
3	Documents download end date (online)	<b>23.07.2021 upto 6.55 PM</b>
5	Bid submission start date(online)	<b>30.06.2021 at 06.55 PM</b>
6	Bid submission closing (online)	<b>23.07.2021 upto 6.55 PM</b>
7	Bid opening date for Technical Proposal (online)	<b>26.07.2021 at 11.00 AM</b>
8	Date of uploading list of Technically Qualified Bidders (online)	To be notified accordingly
9	Date & place for opening financial proposal (online)	To be notified during uploading of technical evaluation & list of bidders (Online).

Note: -

1. Any downloading from the website <https://wbtenders.gov.in> is at the sole risk and responsibility of the user. WBBSE will not be responsible for delay/difficulty/inaccessibility of downloading facility for any reason whatsoever.
2. Corrigendum/addendum to this tender, if any, will be uploaded in the website mentioned above. This may kindly be noted by the bidders/prospective bidders.
3. WBBSE reserves the right to reject any or all the tenders in part or in full without assigning the reasons thereof.
4. Unsigned bids, conditional bids and incomplete bids shall be liable for rejection.
5. The prospective Bidder shall be allowed to participate in the tender either in the capacity of individual or as a partner of a firm. If found to have applied severally in the Tender all his applications will be rejected without assigning any reason thereof.

## General Terms & Conditions

3. Bids shall remain **valid for a period not less than 180** (One Hundred eighty days from the last date of submission of Bid. If the tenderer withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

4. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Board. The Deputy Secretary (Administration), WBBSE, Nivedita Bhavan, Salt Lake. Kolkata-700091 reserves the right to reject any application for purchasing Bid Documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at the stage of Bidding. The Deputy Secretary (Administration), WBBSE, Nivedita Bhavan, Salt Lake. Kolkata-700091 reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

5. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.

6. Conditional/ Incomplete tender will not be accepted.

**7. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act.1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948, d) Employee's State Insurance Act 1948, d) Employee's Provident Fund and Misc Provisions Act 1952 of the notification thereof or any other laws (will enact by the appropriate authorities from time to time) relating thereto and the rules made and order issued there under from time to time.**

8. During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

9. In case if there be any objection regarding prequalifying the Agency that should be lodged to the Deputy Secretary (Administration), WBBSE, Nivedita Bhavan, Salt Lake. Kolkata-700091 **within 2 days from the date of publication of list of qualified agencies** and beyond that time schedule no objection will be entertained by the Deputy Secretary (Administration), WBBSE, Nivedita Bhavan, Salt Lake. Kolkata-700091.

10. Any intending bidders who have failed to execute more than one works contract under any Deptt. and was terminated by any sub rule under clause 3 of Tender Form No. 2911 or terminated under any clause of Standard Bidding document by the Engineer-in-Charge/Employer during last 3 (three) years will not be eligible to participate in any bid under this Board for another 2 (two) years from the date of imposition of last termination notice by the Engineer-in-Charge/Employer.

11. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

12. If any typographical mistake found in advertently in the BOQ in connection with the specification, rate and unit of a particular item, the same will be governed by the existing P.W.D. schedule of rates with up-to-date corrigenda and addenda effected in this tender.

**13. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.**

- i) Special terms and conditions.**
- ii) Form No.2911(ii).**
- iii) NIT**

14. Qualification criteria- The tender inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding.

- a) Statutory and Non Statutory cover (as per A1 & A2)
- b) Declaration by the Tenderer.
- c) Experience/Credential – As per eligibility criteria .

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in above. If any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.

**19. The contract shall initially be for a period of one year but the contract may be extended for a further period of one year subject to maximum 3 years in totality at the sole discretion of the WBBSE/Board subject to mutually accepted terms and conditions.**

## **GENERAL RULES & DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS**

### **1. General specifications:**

Works shall be carried out strictly in terms & conditions / maintaining IS standard.

### **2. Earnest Money:**

Tenderers shall be required to furnish deposit money through DD/Bankers Cheque as indicated and manner stated in Tender Notice.

### **3. Acceptance or Rejection of tenders, Canvassing Prohibited:**

- a) In the event of the tender being submitted by a firm, it must be signed by a 10 years experienced member of the firm or having legal authority to do so and same in the case of the firm carried on by one member of a joint family it must disclose that the firm is duly registered under the Partnership Act. Any tender signed by a member not holding a power of attorney shall be treated informal.
- b) Authority does not bind itself to accept the lowest or any of the tenders and reserves the right to reject any or all the tenders.
- c) Canvassing in any form in connection with the tender is strictly prohibited and the tender of such contractor who resort to canvassing shall be liable to rejection.

### **4. Rates:**

- a) Payment for works done shall be made at rates offered by the Contractor in the schedule of each items of work, accepted by the Board & enclosed with this tender form.
- b) **In case of item rates, Rates offered by the Contractor based on labour wages December 2020, (issued by labour department Govt. of West Bengal), the rates must be inclusive of E.S.I & P.F etc as per State/ Central Govt. labour wages rule. Labour rate will be enhanced time to time as per Govt. rule.**
- c) GST, if applicable would be reimbursed to the contractor on production of satisfactorily documentary evidence of having paid the amount to the concerned authority.

### **5) Agreement:**

Successful Tenderer shall be required to execute a formal agreement within 30 (thirty) days from the date of acceptance of the tender.

Agreement form in triplicate, xerox in demi – paper of which the original copy should be on non-judicial Stamp paper of worth Rs. 100/- and continued pages in Demy-paper . Such form of agreement apart from the agreement proper to do the specified job for the Board within the time stipulated in consideration of payment to be made by the Board at rates quoted in the tender form shall contain further conditions as

categorically specified in the clauses here under and the schedule of works. If formal agreement is not executed within the stipulated period, the Board Authority shall have the liberty to cancel the work order, forfeit Earnest Money and the work may be awarded to the next / other Agency and the contractor will not have any claim in this regard. Apart

## **CONDITION OF CONTRACT**

### **6. Security Deposit, Deduction of Tax at Source:**

Total Security to be deposited by the contractor together with Earnest Money is 10% (Ten percent) of value of work. Deduction @ 8% (Eight percent) shall initially be made from progressive bills to constitute 10% (Ten percent) including Earnest Money.

Deduction of Income Tax, Education cess, Labour Welfare Charges (if Applicable) from Contractor's bill will be made as per rule of Govt. of India / Govt. of West Bengal.

### **7. Compensation for delay in completion of work:**

Contractor shall maintain a proper Record / Register indicating reasons for not attending to any particular complain within the time schedule, failing which appropriate compensation shall be recoverable,. The expected period of completion of various items or work and the amount of deduction beyond that prior for pending complains will be as under:

<b>Nature of work</b>	<b>Time of completion from the date of complains.</b>	<b>Compensation for delay</b>
Replacement of electrical and other items within the scope of work.	24 Hours	Rs. 300.00 per day
Replacement of electrical and other items not within the scope of work.	Within 7 days of getting the orders of the Board	Rs. 300.00 per day

Further, a sum of Rs. 200/- (minimum) per incidence shall also be charged as compensation towards non completion of the routine activities indicated in the scope of work& schedule of work. The Secretary, WBBSE shall be the final Authority for decision in such matters which cannot be challenged.

Provided however, that the Board may at its discretion reduce, in such cases as may think fit the amount compensation to such smaller amounts or may waive the compensation as it may decide and its decision in writing in that respect shall be final.

### **8. Penal Measure:**

Where under the terms and conditions herein before or herein after stated or anywhere in the form of agreement or its accompaniment the Contractor is found to have rendered himself liable to compensation to the extent of whole of his Security Deposit the Deputy Secretary (Administration), WBBSE, shall have every right to take either severally or jointly of the following measures underwritten intimation to the Contractor:-

- a) To rescind the contract and forfeit the Security Deposit in hand on the date.
- b) To measure up the work executed up-to-date and take away from the hands of the Contractor the balance work and award it to some other Agency in which case the Contactor shall be bound to bear the additional cost, if any, necessitated by the Board to get the work competed though such other Agency.
- c) To take seizure of the work including materials at the site and tools and plants brought by the contractor and get the work completed departmentally at the own cost of contractor.
- d) However, the contractor's liberty to pay compensation under any of the causes in the contract shall

not exist 10% (ten percent) compensation as referred to in clause 8 above.

- e) The Board Authority may issue notice to the contractor to remove from the site, all or any of the tools and plants, materials and stores belonging to the contractor within a specified period and in the event of the contractor failing to comply the same, the Engineer-in-charge may remove them at the contractors' expenses or sell them by Auction or Private sale on account of the contractor and at his risk in all respects and the certificate of the Engineer-in-charge as to the expenses / amount of sale shall be final and binding to the contractor.

*N.B. i) In any cases if any of the powers conferred vide clause 8 & 9 shall have become exercisable and the same have not been exercised, the non-exercise thereof shall not constitute waiver of any of the above clauses.*

*ii) The contractor shall have no claim to compensation for any kind of loss for taking any of the above actions.*

## **9. Facility for inspection:**

To facilitate inspection and taking measurement by the Board Engineers / Consultants of Board, if engaged, the Contractor shall at all time keep ready to make available such small tools and plants including scaffolding, ladder etc. and helper as might be necessary. The contractor himself or his authorized agent must be present at site during all inspections so that instructions may be conveniently issued at site, if necessary.

## **10. Workmen's compensation:**

The Contractor shall take all safety measures for his workers as provide in IS code & shall assume entire responsibility in respect of claims for compensation to any of his workmen due to any accident or other as are admissible under Workmen's Compensation Act/ Employees State Insurance Act in force during currency of the contract.

The contractor must secure license under the contract labour (Regulation and abolition) Act. 1970, after getting the signed agreement which should be submitted to the Board.

## **11. Contractor liable for damage etc.:**

If the contractor or his people break or deface any building, road, culvert, fence, enclosure, grass, land, tree, garden, overhead or internal wiring, posts, water line, fittings and any other property of the Board not specified in this clause he shall be required to make good the same at his own expenses to the satisfaction of the Board and in the event of his refusing or failing to do so, the damage shall be repaired at his expense by the Board Authority and the Board shall deduct the cost from any sum due under this contract or other or which may become due as such. No compensation for any damage due to rain or traffic etc. during the execution of work will be made by the Board.

## **12. Caution Board, Sign Board, Danger signal & fencing:**

During execution of work, the Contractor shall provide at his own cost caution Board, Sign Board, Danger Signal as and where necessary to keep the site free from any untoward happening & free from all sorts of obstructions for thoroughfare, fencing around the work site, danger signals both in day time and night.

### **13. Payment of works:**

Where a running account bill of the contractor stand submitted and where the payment there of is anticipated to take some time due to any reason or other The Board Authority, if satisfied, with the progress of work done, shall allow an interim advance payment against such R/A bill pending checking of the bill to such extent as found suitable (not exceeding 70% of assessed value ) by the Engineer-in charge in the interest of work, provided however, no such interim payment shall be allowed if the amount payable after required deduction fall short of Rs. 10,000/- (Rupees ten thousand). Such payment shall however, be allowed against a written undertaking furnished by the contractor to the effect that he shall be ready refund any amount of excess payment revealed after checking of the R/A bill. No mobilization advance will be entertained.

### **14. Refund of Security Deposit:**

The amount of Security Deposit deducted from progressive bills of the contractor inclusive of Earnest Money deposited with the tender, shall be retained by the Board after completion of work minimum for 1(one) year for all construction work and 3 (three) months in case of Maintenance & Repair Works. After successful completion of retention period Security Deposit is refundable, without any interest.

During the retention period as aforesaid the contractor shall remain liable to make good at his own expense all damages, that might in the opinion of the Engineer-in charge be considered to have arising due to either from used to substandard or inferior materials, employment of bad workmen and or inefficient supervision on the part of the contractor. In case of the contractor fails to make good in time as such damages as may be pointed out to him, The Board Authority shall have every right to forfeit entire or such portion of the Security Deposit as might in the opinion of the Engineer-in charge be considered necessary for rectification or mending good such defects.

Provided however, that in no case refund of Security Deposit shall be allowed till Final bill for the work stands passed and paid. Should there be any abnormal delay in settling the Final bill accept due to any fault of the contractor. Partial refund of security deposit to the extent found suitable but not exceeding 50 (fifty) percent may be allowed to the contractor after expiry of retention period if otherwise in order.

However, The President/ Administrator of The Board in – exigency of the work and on special ground may consider to allow release some part of the Security Deposit / limit of the amount of the Security Deposit of a particular work on prayer of the Agency for the interest of the work, provided work already done / in progress is satisfactorily.

### **15. Clearance of site:**

After completion of each item of work or termination of work for any reason the Contractor shall remove all surplus materials including rubbish, to the satisfaction of the Engineer-in-charge , within a period fixed by Engineer-in-charge failing which suitable deduction will be made from Contractor's bills or shall be remove from such other sum that might become payable to the contractor by The Board.

### **16. Settlement of dispute:**

Except where, otherwise provided in the contract all matters concerning this contract on which the deduction of Engineer-in-charge could not satisfy the Contractor, the Contractor may referred such matter in writing to the notice of the President/Administrator, W.B.B.S.E. through the Secretary, W.B.B.S.E. for his/her sole arbitration. The President if so desires may appoint any other arbitrator if he/she himself/herself does not like to act as sole arbitrator for any reason. The decision of the President/ or such



arbitrator, if appointed by him/her, shall be final and binding on both the parties. The Board may also claim for losses/damages suffered by it caused by delay of work or otherwise due to fault of the contractor.

17. It shall be deemed that the contractor has satisfied himself about the conditions of the contract having gone through the tender papers, drawing and have also acquainted himself about the site conditions, nature & requirement of work, present condition of premises / fittings / fixtures etc. and make assessment of labour & material etc. required before quoting for the tender including thoroughfare to and from the site before submitting the tender.

## **Additional Terms & Conditions**

### **General Conditions & Specification**

1. a) All works are to be carried out in accordance with the Terms & Conditions maintaining the **IS** code.  
b) The specifications of work not covered by the Terms & Conditions shall be Governed by **IS** code of practice and base practice according to the direction of **The Engineer-in-charge i.e. assistant Development Works Consultant of The Board.**  
c) In addition in above specifications / conditions as mentioned here-in after shall be applicable.  
d) The tenure of contract period initially for a period of 1 (one) year and if the services are found satisfactorily, the contract may be extended for the period of another 2 (two) years.

### **Character of site**

2. Before submission of tender, the tenderer shall inspect the site of work, get themselves thoroughly acquainted with local conditions and difficulties under which the work will have to be carried out.

### **Acceptance period of offered rate**

3. The offered rate of the tender shall remain valid for acceptance for a period of 3 (three) months from the date of opening of the tender. Tender once offered cannot be withdrawn within such 3 (three) months. If any tenderer desires to withdraw his tender before such time, Earnest Money will be liable to be forfeited without assigning any reason. *Further extension of time of validity for acceptance may be done by mutual consent of the Tenderer and The Board.*

### **Board's Right to Split Package Formal Agreement**

4. The Board reserves the Right to split up the package and accept or reject of the offered from the scope of work without assigning reason.
5. The Successful Tenderer will be notified in writing of the acceptance of his Tender. **The Tenderer** then becomes **The Contractor** and he shall forthwith take steps to execute the formal Contract Agreement and fulfill all his obligations as required for the contract.
6. No labour below age of 18 (eighteen) years shall be employed on the work. Any labour supplied by the contractor to be engaged on the work on day work basis either wholly or partly under the direct order or control of his representative shall be deemed to be a person employed by the contractor.

The Contractor shall comply with the provision of all the labour legislation including the requirement of the Payment of State Govt. Current Wages Act. And the Rules framed hereunder any modifications thereof in respect of men employed by him in carrying out the contract.

### **Contractor's Employees**

All the contract labour should be covered under **PF & ESI** and any documentary evidence of having paid the contribution to the statutory Authority on monthly basis. The workmen are also to be covered under suitable insurance covered towards any accident causing injury to the contractor's workmen or any third party or towards damaged to Board's or any third party's property.

The Contractor shall provide efficient medical attended and care for his staff and for the workmen employed by him. The Contractor shall arrange to provide first Aid and treatment facilities to the labours engaged on the works. The Contractor shall within 24 Hours of the occurrence of any accident at or about the site in connection with the execution of work, report such accident to the Competent Authority where such report is required by **law**.

The Contractor shall on the written direction of the Engineer-in-charge immediately remove from the work, any person employed there who may, in the opinion of The Engineer-in-charge be incompetent or with misconduct. Such person shall not be employed against on the works, without the written permission of **The Engineer-in-charge**.

The Contractor shall comply with provisions of Payment of **Wages Act. 1936, Minimum Wages Act. 1948, Employees Liability Act. 1938, Industrial Dispute Act. 1947, Maternity Benefit Act. 1961 and The Contract labour (Regulation & Abolition) Act. 1970** or the modifications thereof or any other laws relating thereto and the Rules made there-under from time to time.

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|--------------------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Emergency work</b>          | 7.  | It shall be contractor's responsibility to attend at Emergency Works in time. The rates offered by the Agency will include work at odd Hours / Emergency work. The cost for the emergency work not covered in the Tender will be paid as per PWD electrical schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Man power / Staff</b>       | 8.  | <p>The Contractor shall always deploy qualified and experienced staff i.e. Electrical Engineers / Electrical Supervisors / Electrical Workmen at the site. Necessary grooming should be done before posting the staff at site. He shall also comply with the provisions of all labour legislation. Receipt of any complaint on this ground shall be viewed seriously. Additional payment shall be made if contractor keep more staff at site for completing the pending work or if the minimum staff strength is must be able to perform satisfactorily as per contract provision.</p> <p>Any indecent behavior / suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be levied on The Contractor.</p> <p>The Contractor is also required submit the list of the workers with Photo ID, Address proof &amp; Requisite papers etc. before deputing the workers.</p> <p>Contractor shall be solely responsible for the credentials / Acts of his staffs / workers. Contractor required to keep weekly labour report duly signed by the appropriate Authority, WBBSE and verification by hire authority periodically.</p> |
| <b>Indemnity</b>               | 9.  | The Contractor shall keep Board indemnified against claims, if any of the workmen and all costs and expenses as may be incurred by The Board in connection with any claim by any workmen.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Additional work</b>         | 10. | If employer decided to place work order or additional scope of work in the same premises or amend the original contract for additional scope of work in the same premises, the Contractor shall be bound to accept the same as per PWD current schedule of rates accepted in the original work during the period of the contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Compliance of complains</b> | 11  | <p>The Contractor shall follow the prescribed formats / procedures for receiving complains, receiving the work slips duly sanctioned and preparation of bill's etc. as stipulated by the board from time to time.</p> <p>Under any circumstances, charges for any extra works related to maintenance / repair will be paid.</p> <p>Need for replacement of any particular item, in case of emergency can be provided by the Contractor on clear / specific approval of The Board.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Safety</b>                  | 12. | Initiate and maintain Safety measurement program to protect contractor's employees from hazards through procedures, practice and regular inspection of the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

<b>measurement</b>	work areas, materials, equipment, information and training necessary for safe work performance.
<b>Emergency Telephone Numbers</b>	13. The Contractor shall provide an emergency telephone number for normal and out of hours operations with a maximum of 2 (two) hours response time during any breakdowns, to essential utility services like cable fault, main breakdown, etc.
<b>Compliance with all statutory requirements</b>	14. The Contractor shall comply with all statutory requirements prescribed by the local as well as central Govt. Authority from time to time and submit a monthly report along with all the required proof of compliance to the employer along with monthly invoice. The Contractor shall produce all the relevant statutory documents for inspection by the Employer and The Board Authorities.
<b>Facility Manger / Supervisor</b>	15. The Contractor shall employ and post at least one experience qualified facility manager / H.T Supervisor for proper supervision, co-ordination and monitoring the electric work in the premises. He shall be provided with a mobile accessible for 24 hours.
<b>Subletting the work</b>	16. The Contractor shall not sublet the work without the prior permission of The Board. However, he may be required specialized Agencies for a particular work, approval of which may be sought from The Board before appointing. It shall be entirely contractor's responsibility to pay timely such Agencies without any implication on the work.
<b>Stationary</b>	17. The Contractor shall have to bear the cost of all the stationery, telephone, etc. required for proper execution and maintenance of record for the work. If found using Board's material, Board may recover and appropriate amount from the contractors bills.
<b>Insurance</b>	18. The Contractor shall maintain such insurance as well protect him from claims under the work men's <b>compensation Act. 1923</b> or any other enactment of similar nature and from any other claims for damages or injury to any person including death, to any property, which may arise from operations under this contract. Certificate of such insurance shall be field with the Authority if so required. The insurance shall be entirely at the cost of expenses of the contractor.
<b>Accident or Injury to workmen</b>	19. The Employer shall not be liable for or in respect any damages or compensation payable at law in respect or in consequence of any accidents injury to any workman or any other person in the employment of The Contractor, except any accident or injury resulting from any Act. or default of the Employer. The Contractor shall indemnify and keep indemnified the employer against all such damages and compensation, save and except as aforesaid and against all claims, proceedings costs, charges and expenses whatsoever in respect thereof or in relation thereto.
<b>Labour Act.</b>	20. The Contractor should obtain the license under the Provision of Contract Labour (Regulation & Abolition) Act. 1970, and Contract Labour (Regulation & Abolition) general rules 1971, including the provisions of amendments of the same within 10 (ten) days after formal agreement.
<b>Minimum wage Act.</b>	21. The Contractor is required to follow time to time the provisions of minimum wage Act and on the other hand the board will be paid extra for enhancement of labour rate as per State Govt.Order.
<b>Running Bills regarded as advance payment</b>	22. Payment of running bills are to be regarded as advance payment and not as payment for work actually done or completed and subject to removal, reconstruct, if necessary till final acceptance for final payment. However, in case of delay in checking the bill for any reason by the department, it may consider 70% of the assessed value of the bill against any R/A bill and that amount shall be adjusted against the bill after due checking.

23. The Contractor shall, within 7 (seven) days of the receipt of the work order supply at his own cost Site Order Book to the Engineer-in-charge. The Site Order Book shall be kept at the site of work. The Site Order Book shall have machine numbered page in triplicate. Directions, instructions, comments of Board officer or consultant of The Board to be issued to The Contractor will be entered (in Triplicate) in the Site Order Book (except when such direction or instructions are given by separate letters). The Contractor or his Authorised representative shall regularly note the entries in the site order book and also record thereof the action taken or being taken by him complying with the site direction, instruction etc. relating to the work. The Contractor or his Authorised representative may take away the duplicate page of the Site Order Book for his own record.

**Site Order Book**

The first page of Site Order Book shall contain the following particulars :

- a) *Name of work and Tender No.*
- b) *Reference contract no.*
- c) *Date of opening of Site Order Book*
- d) *Name & address of the Contractor.*
- e) *Signature of The Contractor*
- f) *Signature of the Engineer-in-charge of The Board*
- g) *Date of Actual completion of work.*

Entries vide (g) above shall be filled in on completion of the work.

**Authorized representative**

24. The Contractor shall submit, in writing name(s) of his Authorised representative(s) with address, contract no., specific purpose for which is (are) Authorised to act. On behalf of him along with signature attested by him. The selection of Authorised representative is subject to acceptance of the DWC / and / or Engineer-in-charge of the work. The DWC / and / or Engineer-in-charge may issue at any date, revise direction about such authorized representative of The Contractor. The Contractor shall be bound to assign any of his directions with regard to the appointment of the Authorised representative.

Any notice, correspondence etc. issued to the Authorised representative or left at his address will be deemed to be issued to the contractor himself.

The provision of power of Attorney if any must be to the approval of The Board. The Board shall not be bound to take cognizance of such Power of Attorney.

**Protection against pilferage**

25. The Contractor shall be responsible for the protection of the electrical and other materials against pilferage and breakage during the periods of installation and thereafter until the completed the work is handed over to The Board.
26. Works are to be carried out in any floor and in any position of the building at the rate mentioned against each item of work, if not otherwise mentioned.

**Non performance of work**

27. If at any point of time during the contract period, the performance of the contractor in the opinion of the Engineer-in-charge, is found to be unsatisfactory, the department shall have the opinion to foreclose the contract with a notice of three month and all the due payments payable to the contractor till cut-off date, subject to the recovery or losses incurred by the department due to non performance of the Contractor shall be released and the decision of the department in this regard shall be final and binding.

**Sd/-**

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**DEPUTY SECRETARY (Administration)**  
**W.B.B.S.E**

## SECTION —3

### Special terms and conditions

#### GENERAL :

Unless otherwise stipulated all the works are to be done as per general conditions and general specifications in the “Departmental Schedule” which means the Public Works Department, Schedule of Rates for works in West Bengal for the working area including upto date addenda and corrigenda, if any, published by the Superintending Engineer, P.W.D., Planning & Monitoring Circle and Superintendent Engineer P.W.D., Electrical Planning and Monitoring Circle.

The project should be executed as per IS code /IRC/MOST/MORTH Standards regarding the quality of materials and various item of works.

All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works.

#### **ENGINEER-IN-CHARGE AND COMMENCEMENT OF WORK :**

The word “Engineer-In-Charge” means the Assistant Development Work Consultant, WBBSE. The work shall have to be taken up within seven days of the receipt of the work order. Failure to do so will constitute a violation of the contract stipulation as regards proportionate progress and timely completion of work and the contractor will thereby make himself liable to pay compensation or other penal action as per stipulation of the printed tender form.

#### **CONDITION INEXTENDED PERIOD :**

As Clause 4 of W.B.F. 2908 or Clause 5 of W.B.F. No. 2911 (ii) as the case may be when an extension of time for completion of work is authorized by the Engineer-In-Charge, it will be taken for granted that the validity of the contract is extended automatically upto the extended period with all terms and conditions rates, etc. remaining unaltered, i.e. the tender is revalidated upto the extended period.

#### **CO-OPERATION AND DAMAGES AND COMPLETION OF WORK:**

All works are to be carried out in close co-operation with the Board and other contract or contracts that may be working in the area of work. The work should also be carried out with due regard to the convenience of the road/building/electrical users and occupants, if any. All arrangements and programme of work must be adjusted accordingly. All precautions must be taken to guard against chances of injury or accidents to workers, road users, occupants etc. The contractor must see that all damages to any property which, in the opinion of the Engineer-In-Charge are due to the negligence of the contractor, are promptly rectified by the contractor at his own cost and expenses and according to the direction and satisfaction of the Engineer-In- Charge.

#### **TRANSPORTATIONARRANGEMENT:**

The contractor shall arrange for all means of transport including Railways Wagons required for carriage and supply of materials and also the materials required for the construction work. The Department may however, at their own discretion grant necessary certificates, if required, for procurement of railways Wagons. But, in case of failure of the Department to help the Contractor in this respect, the contractor will have to procure wagons at his own initiative and no claim whatever on the ground of non-availability of wagons shall be entertained under any circumstances.

**AUTHORISED REPRESENTATIVE OF CONTRACTOR:**

The contractor shall not assign the agreement or sublet any portion of the work. The contractor, may however, appoint and authorized representative in respect of one or more of the following purpose only.

a) General day to day management of work.

b) To attend measurements when taken by the Board Officers and sign the records of such measurements which will be taken of acceptance by the Contractor.

The selection of the authorized representatives subject to the prior approval of the D.W.C. concerned and the contractor shall in writing seek such approval of the D.W.C. giving therein the name of work, Tender No., the Name, Address and the specimen signature of the representative he wants to appoint and the specific purposes as specified in Clause 9 , which the representative will be authorized for even after first approval, the D.W.C. may issue at any subsequent date. Revised directions about such authorized representative and the contractor shall be bound to abide by such directions. The **A.D.W.C.** shall not be bound to assign any reason for any of his direction with regard to the appointment of authorized representative. Any notice correspondence etc. issued to the authorized representative or left at his address, will be deemed to have been issued to the contractor himself.

**EXTENSION OF TIME :**

For cogent reasons over which the contractor will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, cost of materials and labour and hire charges of tools & Plants etc., would be entertained under any circumstances. The contractor should consider the above factor while quoting his rate. Applications for such extension of time should be submitted by the contractor in the manner indicated in Clause 5 of the printed form of W.B.F. No. 2911 (ii).

**ARBITRATION :**

There shall be no provision for Arbitration under this contract, Provision under clause 25 of WBF No. 2911 (ii) is thus considered deleted.

## **20. INSTRUCTION TO BIDDERS**

### SECTION – A

#### 1. *General guidance for e-Tendering*

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been given below for assisting the contractors to participate in e-Tendering.

##### 1. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to [www.wbtenders.gov.in](http://www.wbtenders.gov.in). The contractor is to click on the link for e-Tendering site as given on the web portal.

##### 2. Digital Signature certificate (DSC)

Each contractor having valid Digital Signature Certificate (DSC) for submission of tenders can have the necessary details after log-in to [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

3. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

##### 4. Participation in more than one capacity

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If a prospective bidder is found to have applied severally in a single job in different capacity all his applications will be rejected for that job.

#### 5. Submission of Tenders.

Tenders are to be submitted through online to the website stated in Cl. 1, in statutory cover which consist of two folder at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

##### A. Technical proposal

The Technical proposal in 1<sup>st</sup> folder should contain scanned copies of the following documents.

#### **A-1. Technical proposal (In Statutory cover – Folder No – 1)**

##### **A1.1** 1<sup>st</sup> cover consist of following documents. (Technical file)

- i) **Scan Copy of Demand Draft/ bankers Cheque** towards earnest money (EMD) as prescribed in the NIT in favour of “**WBBSE FUND, RBI KOLKATA ACCOUNT**”, payable at “**Kolkata**”. For the Bidder claiming exemption from payment of earnest money the necessary valid registration certificate is to be produced.
- ii) **Proof of experience** in doing Facility Management to Government Departments/PSU as per **Annexure-II**(Credential for Completed Work). Copies of **successful completion/credential certificate** received from Govt. depts. / PSUs/Local Bodies during **last five years must be**

enclosed.

iii) Declaration for Blacklisting (**Annexure-I**).

iv) Duly filled, signed and stamped “Application-Technical bid” as per prescribed format given in **Annexure- III**.

v) **General Declaration-- Annexure- IV**

**A.1.2 Financial proposal [in statutory cover folder no. 2 ]**

The rate will be quoted in the B.O.Q. alongwith the name of the agency in a particular space provided in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under financial bid. Rate must be quoted strictly as per format in the BOQ and no space as provided in the BOQ shall be left blank otherwise the bid will be treated as incomplete and unresponsive and hence liable to be rejected.

**A.2. THE NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “ Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder. Next Click the tab “ Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES		<ol style="list-style-type: none"><li>1. GST Registration certificate.</li><li>2. PAN Card</li><li>3. IT Return for Assessment Years viz. <b>2017- 18, 2018-19, 2019-20</b></li><li>4. Valid Trade License document.</li><li>5. Current Professional tax payment Challan</li><li>6. Valid Supervisory competency Certificate as per NIT</li><li>7. Valid License Under Contract labour Act 1970</li><li>8. Valid Electrical Contractor License from Licensing <b>Board</b></li><li>9. License/Certificate for operating lift</li></ol>
B.	Company Details	Company Details – I	<ol style="list-style-type: none"><li>1. Proprietorship Firm (Trade License)</li><li>2. Partnership Firm (Partnership Deed, Trade License)</li><li>3. LTD. Company (Incorporation certificate, Trade</li></ol>
C.	Credential	Credential 1	<ol style="list-style-type: none"><li>1. Credential/Completion certificate As per NIT</li></ol>
D.	Financial Info.	Financial Info.	<ol style="list-style-type: none"><li>1. Balance sheets and Profit &amp; Loss A/c for <b>five preceding financial Years</b> authenticated by registered C.A.</li><li>2. Bank Solvency Certificate of 30 Lakh</li></ol>

**Note:- Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to be summarily rejected. All the forms as mentioned in the statutory cover (clause-A-1) are required to be furnished exactly in the prescribe format.**



## **22. Technical Evaluation:**

The Tender Committee shall examine/ evaluate the technical bids to determine whether they (i) fulfill the eligibility criteria, (ii) submitted the requisite documents (iii) meet the terms and conditions specified, (iv) complied with all the instructions contained therein, etc. **For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation.**

## **23. Financial Evaluation**

The **financial bids** of technically qualified bidders only will be recommended for opening and consideration by the Tender Committee. The said Committee will evaluate the bids to determine whether (i) they are complete; (ii) the requisite bid securities have been furnished; (iii) the bids have been properly signed and stamped; and (iv) the bids are generally in order.

Bids determined to be substantially responsive will be checked for any arithmetical errors in computation and summation. Errors will be dealt as follows:

- a) Where there is discrepancy between amounts in figures and in words, amount in words will govern;
- b) Incorrectly added totals will be corrected;
- c) In case there is any inconsistency between the rate and the value extended (after multiplication with the tender quantity), the rate quoted shall prevail;  
If a bidder does not accept the correction of errors as outlined above, his bid is liable for rejection.

## **24. Penalty for suppression / distortion of facts**

If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Secretary, WBBSE within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended from participating in the quotations on e-tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. WBBSE may take appropriate legal action against such defaulting bidder.

The Deputy Secretary (Administration), acting on behalf of WBBSE, reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for the said Deputy Secretary's action.

## **27. Right to accept / reject any or all Bids**

Notwithstanding anything contained in this bid document the Board reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.

## **28. Signing of Agreement**

Upon the receipt of the notification of award by the successful bidder, the successful bidder shall prepare an Agreement) and submit the same to the "Deputy Secretary (Administration), West Bengal Board of Secondary Education" within a week of the date of receipt of notification of award. "Deputy Secretary (Administration)" shall

return the draft duly approved within ten days from the receipt of the draft and the successful bidder shall get the same endorsed, have the correct amount to stamp duly adjudicated by Superintendent of Stamps and thereafter return the same duly signed and executed on behalf of the successful bidder, all at his own cost within two weeks from the receipt of the approved draft.

### **29. Annulment of Award**

a) Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of the Purchaser or call for new bids.

b) WBBSE reserves the right to disqualify the supplier for a suitable period who habitually failed to supply vehicle.

c) WBBSE reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

### **31. Period of validity of bids**

The bids shall remain valid for a period of **180 days from the date of opening of the bids**. A bid valid for a shorter period shall be rejected by the Board as non-responsive.

### **32. Mode of Payment.**

32.1. Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the Board. Payment will be made direct to the supplier through **A/c payee cheque/NEFT**.

**32.2. No advance payment will be made in any case.**

### **34. Subcontracting of work**

*The contractor shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of the Board, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer. If at any stage it is found that the contract has been assigned or sublet without the prior permission of the Board, the order will be liable to be cancelled without prejudice to any other remedy available to the Board under this tender document.*

Sd/-

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Deputy Secretary (Administration)  
West Bengal Board of Secondary Education

(TO BE TYPED ON BIDDER'S LETTER HEAD)

Annexure-I  
DECLARATION

DECLARATION

From

M/s. ....  
.....  
.....

To

The Deputy Secretary (Administration),  
West Bengal Board of Secondary Education,  
Nivedita Bhavan, DJ-8, Sector-II,  
Salt Lake, Kolkata-700091

Dear Madam,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the form of Demand Draft.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/banned / suspended business dealing. I/We further undertake to report to the West Bengal Board of Secondary Education immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.
4. The information I documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am I are well aware of the fact that furnishing of any false information I fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. We undertake to enter into agreement as per prescribed format within one week of being called upon to do so on our own expenses and agreement will be binding on us.
6. I/We agree to abide by this Bid for a period of one year from the date fixed from opening and it shall remain binding upon us and may be accepted on any time before the expiration of that period.
7. I/We understand that:
  1. Until an agreement is signed and executed, this Bid together with your written acceptance of award shall constitute a binding contract between us.
  2. The Board is not bound to accept the lowest or any bid, you may receive
  3. The Board can amend the scope & value of the contract bid under this project.
  4. The Board reserves the right to reject any application without assigning any reason

Yours faithfully,

(Signature of the Tender)

Name:

Designation with Seal of the Firm:

Date:

(TO BE TYPED ON BIDDER'S LETTER HEAD)

ANNEXURE-II  
CREDENTIAL FOR COMPLETED WORK

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY.

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Original date of start of work	Original date of completion of work	Actual date of starting the work	Actual date of Completion in the work	Reasons for delay in completion (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.
  - c) No tender will be deemed to be fit for consideration unless the tender documents are fully and

completely filled in. All informations that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.

- d) Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.
- e) No alteration shall be permitted to be made by the tenderer in any tender after its submission.

**TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME :** When a Contractor, whose tender 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 tender be annulled his Security Deposit will be forfeited.

Signature of Tenderer with Seal

(TO BE TYPED ON BIDDER'S LETTER HEAD)

Annexure-III

APPLICATION-  
TECHNICALBID

SUPPLY OF STATIONARY AND OTHER ITEMS TO WBBSE ON RATE CONTRACT BASIS

TECHNICALBID

- 1 Name of the bidder:
- 2 Address of the bidder :
3. Contact Details of the bidder:
  - (a) Tel. No. with STD (O)..... (Fax)..... (b) Mobile No.....
  - (c) E-mail.....(d) Website.....
4. Name of Proprietor/Partners/Directors of the firm/agency:
6. Bidder's bank and its address and his current account number:
7. Registration and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern, etc (Pl. attach copies of the relevant documents/certificates)
8. GST etc. registration details (Pl. attach copies of the relevant Documents/Certificates)
- 9 Permanent Account Number (PAN)/Income Tax Circle/TIN of the bidder
10. Copies of Income Tax Returns filed for the assessment years as per NIT- attached/unattached
11. Annual turnover for the last five years (Audited a/c statements such as P&L a/c, balance sheets, Etc. for last five years should be attached)
12. Proof of experience in doing facility Management to PSUs/Govt. Depts (Copies of Credential Certificate received from Govt. depts. / PSUs during each of the last five years should be enclosed)- Furnished/ Not furnished
13. Declaration regarding blacklisting or otherwise by the Govt. Departments/PUSs as given  
In Annexure -I Furnished/ Not furnished
14. Duly filled in authorization for attending bid opening (Annexure- II)-Furnished/ Not furnished
15. Undertaking as per Annexure- IV Furnished/ Not furnished

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated.....

Authorized Signature & Seal of the  
Firm

ANNEXURE-IV

GENERAL DECLARATION BY THE TENDERER

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 Tender and other tender documents mentioned therein I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender 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 carry out and complete the work to the satisfaction of the Board.

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

Signature of Tenderer

Postal address of the Tenderer