



# 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/Sec/CU/NIT-02/2022-23

DATE: 09/01/2023

The Secretary, 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 Work value</i>	Period of completion	Name of concerned Authority of WBBSE
		(In Rs.)	(In Rs.)		
1	Replacement of Sign Boards installed at Nivedita Bhavan, DJ-8, Sector-II, Salt Lake, Kolkata-700091 with new Sign Boards (03 Boards)	24,000/- (2%) (Twelve thousand)	12,00,000/- (Twelve Lakhs)	30 Days	Secretary, WBBSE

\*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 Tender will be considered only if the **TECHNICAL Bid** of the Tender 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.24,000.00 (Rupees Twenty Four 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.

## **Annexure-I**

### **Details of the Sign Board**

Total number of Board: 3 Pieces. (1 Piece in Bengali & 2 Pieces in English)  
Iron fabricated existing structure in good condition.

Existing Bengali Board Measurement: 50'4'8"

1. Existing English Board Measurement (in 2 parts): 31'3'6" & 40'3'6"
2. Existing English Board Measurement (in 2 parts): 18'3'3" & 18'3'3"

### **Specification**

### **Work Details**

Number of Bengali Letter: 13 pcs.

Letter Height 4'

- A. Number of English letters (in 2 parts): 18 pcs & 9 pcs.
- B. Number of English letters (in 2 parts): 8 pcs & 6 pcs.

Letter Height 3'4" each  
Letter Height 3' each

1. Alphabet to be made of GI sheet
2. Front to be made in Acrylic Sheet (3mm)
3. LED modular Samsung/Korean with 3 years warranty.
4. Waterproof power supply: 2 years warranty (Hi Sign SMPS/ ABC SMPS/ Impex SMPS)
5. Number of LED Lights to be fitted per letter is 150 (approx.)



**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) Registration Certificate / Partnership Deed as per existing norms indicating the legal status – company / partnership firm / proprietorship concern, etc.
- iii) Copy of **GST** Registration Certificates.
- iv) Copy of **PAN** Card.
- v) Copies of Income Tax Return filed for last three *Assessment Years*.
- vi) Declaration regarding **blacklisting** or otherwise. (**Annexure-II**)
- vii) **EMD** in the form of **Demand Draft/Banker's cheque** for **Rs. 24,000/-**
- viii) Copy of valid **Trade License** document.
- ix) Duly filled, signed and stamped "Application-Technical bid" as per prescribed format given in **Annexure-III**
- x) **General Declaration - Annexure- IV**
- xi) Valid Professional Tax registration certificate or current Professional Tax payment Challan.

## **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>10.01.2023 at 09.00 AM</b>
2	Documents download start date (online)	<b>10.01.2023 at 04.00 PM</b>
3	Documents download end date (online)	<b>25.01.2023 upto 04.00 PM</b>
5	Bid submission start date(online)	<b>10.01.2023 at 06.00 PM</b>
6	Bid submission closing (online)	<b>25.01.2023 up to 05.00 PM</b>
7	Bid opening date for Technical Proposal (online)	<b>27.01.2023 at 05.00 PM</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**

1. Bids shall remain valid for a period not less than 30 (thirty 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.
2. 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 Secretary, 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 Secretary, 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.
3. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.
4. Conditional/ Incomplete tender will not be accepted.
5. 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.
6. 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. In case if there be any objection regarding prequalifying the Agency that should be lodged to the Secretary, 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 Secretary, WBBSE, Nivedita Bhavan, Salt Lake. Kolkata-700091.
7. 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.
8. 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.
9. 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 affected in this tender.
10. 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.
  - iii) NIT.



11. 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.

## **GENERAL RULES & DIRECTIONS FOR THE GUIDENCE 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 evident 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 January, 2023, (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.

### **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 Secretary, 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 completed through 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 will be refunded after satisfactory completion of job.

**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.

Sd/-  
**Secretary**  
**W.B.B.S.E**



## **16. 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) **Declaration for Blacklisting (Annexure-II).**
- iii) 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. along with 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. THENON-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		1. GST Registration certificate. 2. PAN Card 3. IT Return for last Assessment Years. 4. Valid Trade License document. 5. Current Professional tax payment Challan
B.	Company Details	Company Details- I	1. Proprietorship Firm (Trade License) 2. Partnership Firm( Partnership Deed, Trade License) LTD. Company (Incorporation certificate, Trade License), Article of Association & Memorandum.
C.	Financial Info.	Financial Info.	1. Balance sheets and Profit & Loss A/c for last <b>preceding financial Years (self attested)</b>

**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.

**17. 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.



## 18. 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.

## 19. 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 Secretary, 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.

## 20. 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.

## 21. 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.



**22. 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.

**23. 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**.

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

**25. 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/-**  
Secretary  
West Bengal Board of Secondary Education