



WEST BENGAL BOARD OF SECONDARY EDUCATION

NiveditaBhavan , DJ-8, Sector -2, Karunamoyee, Saltlake, Kolkata-700091

NOTICE INVITING E-TENDER

E-Tender Notice No: -WBBSE/Sec/MRO/NIT-03/2022-23

DATE: 31/01/2023

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	Place of Supply and installation	Name of concerned Authority of WBBSE
		(In Rs.)	(In Rs.)			
1	Supply & installation of 25kVA Mahindra Pwerol Silent DG set comprising of M&M make Engine Model 3335TC-GM-C2, 33BHP@NTP, 1500 RPM, coupled to 25kVA Mahindra Powerol make engine & make 1 phase 230V, 50 Hz alternator mounted on a common Base frame along with other accessories i.e., Fuel tank, AMF Control Panel, Battery with leads and acoustic enclosure.	13,000/- (2%) (Thirteen thousand)	6,50,000/- (Six Lakhs Fifty Thousand only)	15 Days	Regional Office, Midnapore Keranitola Chowk, Paschim Midnapore- 721101	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.13,000 (Rupees Thirteen Thousand only) shall have to be submitted in the form of **Bank Draft/Bankers Cheque** in favour of "WBBSE GENERAL FUND 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 GENERAL FUND 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) 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) Valid Authorized Dealer Certificate from Mahindra Powerol.
- vi) Copies of Income Tax Return filed for last three *Assessment Years*.
- vii) Declaration regarding **blacklisting** or otherwise. (**Annexure-I**)
- viii) **EMD** in the form of **Demand Draft/Banker's cheque** for **Rs. 13,000/-**
- ix) Copy of valid **Trade License** document.
- x) Duly filled, signed and stamped "Application-Technical bid" as per prescribed format given in **Annexure- II**
- xi) General Declaration - Annexure- III**
- xii) Valid Professional Tax registration certificate or current Professional Tax payment Challan.

2.Date& Time schedule

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIT Documents(online) (Publishing Date)	31/01/2023 at 14.00 hrs.
2	Documents download start date (online)	31/01/2023 at 15.00 hrs.
3	Documents download end date (online)	08/02/2023 at 15.00 hrs.
5	Bid submission start date(online)	31/01/2023 at 16.00 hrs.
6	Bid submission closing (online)	08/02/2023 upto 16.00 hrs.
7	Bid opening date for Technical Proposal (online)	10/02/2023 at 16.00 hrs.
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. 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.
8. 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) NIT.
9. 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 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. Payment of works:

Payment will be done on satisfactory completion of Work.

5. Refund of Security Deposit:

The amount of Security Deposit will be refunded after satisfactory completion of job.

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

6. 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. 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.

3. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website 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 1st folder should contain scanned copies of the following documents.

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

A1.1 1st 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 GENERAL FUND, 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-I**).
- iii) Duly filled, signed and stamped "Application-Technical bid" as per prescribed format given in **Annexure- II**.
- v) **General Declaration-- Annexure- III**

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 6. Authorisation certificate.
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 financial year authenticated by registered C.A. 2. Scanned Copy of EMD should be uploaded.

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 **30 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.

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Secretary
West Bengal Board of Secondary Education

(TO BE TYPED ON BIDDER'S LETTER HEAD)

Annexure-I
DECLARATION

DECLARATION

From

M/s.....

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To

The Secretary,
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 here by 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 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 & documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, are well aware of the fact that furnishing of any false information & fabricated document would lead to rejection of my tender at any stage besides inabilities 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 30 days/ till completion of work 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)

(TO BE TYPED ON BIDDER'S LETTER HEAD)

Annexure-II

APPLICATION-
TECHNICAL BID

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

- 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. Declaration regarding blacklisting or otherwise by the Govt. Departments/PUSs as given In Annexure-I Furnished/ Not furnished
11. Duly filled in authorization for attending bid opening(Annexure-II)-Furnished/Not furnished
12. 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-III

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