



WEST BENGAL BOARD OF SECONDARY EDUCATION  
Nivedita Bhavan , DJ-8, Sector -2, Karunamoyee, Saltlake, Kolkata-700091

E-Tender Notice No: - WBBSE/Sec/CU/NIT-05/2022-23

DATE: 11/03/2023

**NOTICE INVITING e-TENDER**

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

List of Schemes:

SL. No.	Name of the work	Earnest Money (Rs.)	Estimated Annual value (Rs.)	Period of Completion	Name of the Concerned Sub-Division	Eligibility of Contractor
1.	<p>Charges for operation of whole electrical installation at 77/2 Park street, Kolkata-16 Office of WBBSE, Nivedita Bhawan &amp; Derozio Bhawan Bhawan Sector-II, Salt Lake, Kolkata-700091 as well as compound lights, pump room, security room, Automatic lifts (Make: Johnson), D.G Set within the campus of Nivedita Bhawan &amp; Derozio Bhawan with a condition that required materials of electrical maintenance work will be provided by the contractor at the prescribed rate of PWD.</p> <p><b>N.B:</b> <b>Duty Hours and shifts.</b></p> <p>1. Engagement of Lift Operators-1 No. in every shift (6 days a week ; (in staggered shifts from (8AM - 4 PM) +(10AM - 6 PM) + (12 Noon - 8PM) = 3 Shifts X 308 days.</p>	40,000/- (2%) (Forty thousand)	20,00,000/- (Twenty Lakhs)only	365 days	Secretary (WBBSE)	Bonafide, resourceful Electrical Contractors (Eligibility Criteria is stated below in Serial No. 2).



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<p>2. Engagement of Electrician / Wireman -2 No. in every shift (6 days a week ; (in shifts from (6AM - 2 PM) +(2 PM - 10 PM) + (10 PM - 6 AM) = 3 shifts X 308 days.</p> <p>3. Engagement of Electrical Helper - 1 No. in every shift (6 days a week ; (in shifts from (6AM - 2 PM) +(2 PM - 10 PM) + (10 PM - 6 AM) = 3 shifts X 308 days.</p> <p>4. Engagement of Electrical /H.T. Supervisor, Qualification not below Diploma in Electrical Engineering with more than 5 years experience - 1no. (6 days a week ;(in General shift from 10.30 to 18.30 hrs)= 1 Head X 308 days.</p> <p>All Personnel should have necessary license and workman permit.</p>						
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**2. Eligibility criteria for participation in the tender:**

***The prospective Bidder must have Electrical Contractor license with electrical Supervisor's having S.C.C. parts 1, 2, 4, 5, 7A, 10, 11&12***



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- a. The prospective bonafide bidders must have an employee having Degree or Diploma in Electrical Engineering even if he himself is Degree / Diploma holder in Electrical Engineering.
  - b. The prospective bidders must have the credential of satisfactory completion of similar annual maintenance work of electrical installations of **Government Administrative Office Buildings (Non-Residential)** etc. **for a span of at least one (01) year in a single acceptance** as a bonafide agency during the last 5(Five) years from the date of issue of this Notice having a magnitude of 40(Forty) percent of the amount put to tender: under authority of State Govt./ Central Govt. State or Central Govt. undertaking / Statutory Bodies Constituted under the Statute of the Central / State Govt or equivalentas **per order of the principle secretary to the Govt. of West Bengal vide ref no- 04- A/PW/O/10C-02/14 dated- 18/03/2015.**
- N.B.:** Completion certificate should contain a) Name of work, (b) Name of Client, (c) Amount put to tender, (d) Tendered Amount (e) Schedule month and year of commencement and completion as per work order (f) Actual month and year of completion (g) Gross value of the work.
- c. **The prospective bidder must have valid upto date Trade License, clearance of Income Tax return, Professional Tax Clearance Certificate, P.T. (Deposit Challan), PAN Card, GST Registration Certificate, Voter ID Card or AADHAR for self-identification and Income Tax Return Acknowledgement Receipt (Verified by IT Department) for latest assessment year including 3CD form. Also bidders must have valid upto date ESI Registration.**
  - d. **Agency must have valid License under section 12(1) of the contract labour (Regulation and Abolition) Act, 1970 or declaration and certificate / license for enrolment under EPF & miscellaneous provisions Act 1952 and ESI Act 1948 or declaration, as mentioned in the NIT. Photocopies of monthly or quarterly paid challan for ESI contribution for the engaged staff for this job should also accompany the bill.**
  - e. **Agency must have engage lift operator having valid lift operator's license.**
  - f. The contractors who have been de-listed or debarred by any Government Department shall not be eligible in any way. Agencies with previous record of having been imposed penalty under one or more penal contractual clause/s will not be allowed to participate in the bid.
  - g. **TURNOVER-** Bidders must have minimum Turnover of **Rs. 30 Lakhs in any one of the Three (03) preceding Financial Years.** Balance sheet and Profit and Loss A/C for the **Three (03) preceding Financial Years duly Audited by Registered Chattered Accountant (CA)** is to be submitted.
  - h. The Agency shall not have any pending legal suit with this Office (WBBSE).



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**3. IMPORTANT DATE AND TIME SCHEDULE:**

Sl. No.	PARTICULARS	DATE & TIME
1	Date of uploading (Publishing) of N.I.T. Documents (Online)	11.03.2023 at 06.55 P.M.
2	Documents download start date (Online)	11.03.2023 at 06.55 P.M
3	Bid proposal submission start date (Online)	12.03.2023 at 11 A.M
4	Bid proposal Submission end date (Online)	27.03.2023 at 11 A.M
5	Bid opening date for Technical Bid (Online)	29.03.2023 at 11 A.M
6	Date of uploading list of Technically Qualified Bidders (online)	To be notified.
7	Date & place for opening financial proposal (online)	To be notified.

4. For e-Filing, the intending bidder may download the tender document from the website <https://etender.wb.nic.in> directly with the help of Digital Signature Certificate. **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.
5. **Rates should be quoted in item rate basis as applicable. Rate should be inclusive of all taxes, duties & CESS etc including GST which will not be paid extra.** No tenders with price variation clause will be accepted. Acceptance of lowest or any other tender is not obligatory. **The rate quoted in totality is criteria for selection.**
6. **The documents submitted by the bidders should be properly indexed & digitally signed.**
7. The FINANCIAL OFFER of the prospective Bidder will be considered only if the Bidder qualifies in the Technical Bid. The decision of the tender inviting authority will be final and binding on all concerned and no challenge against such decision will be entertained. The Name of Qualified Bidders will be displayed in the website.
8. Bids shall remain valid for a period not less than **120 (One hundred twenty) days** after the dead line date for Financial Bid submission.
9. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction. The cost of visiting the site shall be at his own expense.
10. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> within the time as specified above.



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11. The intending Bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Secretary, WBBSE reserves the right to reject any or all the Bid(s) and/or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
12. The Earnest Money of all the unsuccessful Tenderers deposited in favour of the **WBBSE FUND RBI KOLKATA A/C** payable at Kolkata will be treated as per Memorandum No: **3975-F(Y)** dated **28.07.2016** of the Secretary, Finance Department.
13. The intending Bidders are required to quote the rate online only. No offline tender will be entertained.
14. 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 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
15. During the scrutiny, if it comes to the notice to the tender inviting authority that the credential(s) and/or any other paper(s) has/have been of any bidder found incorrect/ manufactured/ fabricated, that bidder will not be allowed to participate in the tender and that application will be rejected outright. The Secretary, WBBSE reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
16. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential(s) and/or other document(s) of the lowest Bidder, if found necessary. After verification, if it is found that the document(s) submitted by the lowest tenderer is/are either manufactured or false, the work order will not be issued in favour of the said Tenderer.
17. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence: a. Form No. 2911(ii) b. NIT c. Special Terms & Condition d. Technical bid e. Financial bid.
18. All tenderers are requested to be present online during opening of tenders positively. In no case his/their absence will stand against holding the same.
19. In case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to conform with the prevailing relevant schedule of rates and / or technically sanctioned estimate. Those mistakes cannot be claimed by the bidder during agreement.
20. Conditional / incomplete tender will not be entertained.
21. The accepting authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tender.
22. Issuance of work order as well as payment will depend on availability of fund and no claim what so ever will be entertained for delay of Issuance of work order as well as payment, if any. Intending tenderers may consider this criterion while quoting their rates.
23. If any tenderer withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified for submitting tender to this office (WBBSE) for minimum period of 1(one) year.
24. Clause-25 of the conditions of contract of the West Bengal Form No. 2911(i) /2911(ii) may be treated to be omitted and there is no provision for arbitration for resolution of disputes that may arise out of the contracts to be entered into by the Department with the contractors for the purpose of carrying out execution of public works as per G.O No. 558/SPW dated 13-12-2011 of P.W.D.
25. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall while uploading any tender for and on behalf of such company or firm, **invariably upload a copy of registered power of attorney showing clear authorization in his favour by the rest of the directors of such company or the partners of such firm to upload such tender.** The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, The successful bidder has to execute an agreement in West Bengal Form No. 2911(ii) before final acceptance of the work.



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26. Contents of Memorandum No: 547-W(C)/1M-387/15 dtd:- 16.11.2015 will be obeyed strictly in participation and evaluation of the bid. **(The memorandum has to be signed digitally and uploaded in specific folder named "Memorandum").**

**27. INSTRUCTION TO BIDDERS**

- i. General guidance for e-Tendering Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.
- ii. 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 <https://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.
- iii. Digital Signature certificate (DSC) Each contractor is required to obtain Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to Tenderer DSC is given as a USB e-Token.
  - a. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
  - b. 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 found to have applied severally in a single job all his applications will be rejected for that job.

**28. Submission of Tender**

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one is 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).

**\*\*\* The bidders must be very specific in uploading documents against respective folders & the documents uploaded must be clean & readable. Improper uploading of documents in respect of folders concerned may cause rejection of BID.**

**A. Technical proposal**

The Technical proposal should contain scanned copies of the following further two covers (folders).

**Statutory Cover Containing**

Tender Form No. 2911(ii), NIT and **Memorandum No: 547-W(C)/1M-387/15 Dtd:- 16.11.2015 of P.W.D.** with all agenda (download & upload the same Digitally Signed, quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(ii) the tender liable to summarily rejected. The receipt of submission of EMD (Online) has to be uploaded in EMD folder within Financial Bid.

**A-2. Non statutory Cover Containing**

- a. Professional Tax Clearance Certificate & Professional Tax (PT) deposit receipt challan, PAN Card, GST Registration Certificate.
- b. Registration Certificate under Company Act. (if any).
- c. Registered Deed of partnership Firm / Article of Association & Memorandum, partnership deed.
- d. **Power of Attorney (For Partnership Firm / Private Limited Company, if any).**
- e. **Separate AFFIDAVIT – "Y" declaration has to be uploaded for this particular NIT.**
- f. Trade License, Electrical Contractory License.
- g. Certificate of Registration from the respective Assistant Registrar of Co -operative Societies & Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) (for Regd. Unemployed Engineer's Co -Operative Society Ltd.).
- h. As per Govt. Order no- 04-A/PW/O/10C-02/14 dt. 18.03.2015 the contractor should fulfill the credential of work.



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- j. Electrical Supervisor Certificate of **Competency in parts 1, 2, 4, 5, 7A, 10, 11&12** or Equivalent National Supervisors' Certificate of Competency and valid Electrical Contractory License.
- k. Documents Related to Appointment to a Degree or Diploma Holder in Electrical Engineering.
- l. Valid e-mail address, mobile no & mailing address for correspondence (with authenticated documents).**

**Note:** Failure of submission of any of the above-mentioned documents (as stated in A1 & A2) will render the tender liable to summarily rejected for both statutory & non-statutory cover.

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED 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	Detail(s)
A.	Certificate(s)	Certificate(s)	1. GST Registration Certificate 2. PAN Card. 3. P. Tax (Challan) (up to date). 4. Three (03) IT Return. 5. ESI Registration. 6. Valid Supervisory competency Certificate. 7. Valid License Under Contract labour Act 1970. 8. Valid Electrical Contractor License from Licensing Board. 9. License/Certificate for operating lift.
B.	Company Detail(s)	Company Detail	Trade License, <b>Proprietorship Firm</b> ( <i>Trade License</i> ), <b>Partnership Firm</b> ( <i>Partnership Deed, Trade License</i> ) <b>Ltd. Company</b> ( <i>Incorporation Certificate, Trade License</i> ) Society ( <i>Society Registration Copy, Trade License</i> ), Electrical Contractor License. Power of Attorney.
C.	Credential	Credential – 1	Similar nature of work done & completion certificate which is applicable for eligibility in this tender.
D.	Man Power	Technical Personnel	List of Technical Staffs along with Structures & Organization ( <i>as per N.I.T.</i> ).
E.	Financial Info.	Financial Info.	1. Balance sheets and Profit & Loss A/c for three preceding financial Years authenticated by registered C.A. 2. Bank Solvency Certificate of 30 Lakh. 3. EMD.

**B. Financial proposal**

- a. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). The bidder is to quote the rate (Item rate basis) online through computer in the space marked for quoting rate in the BOQ.
- b. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.



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29. Penalty for suppression / distortion of fact. Submission of false document by tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

**30. REJECTION OF BID**

The Employer (tender accepting authority) 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 Employer's (tender accepting authority) action.

The Agency shall not have any pending legal suit with this Office (WBBSE).

**31. AWARD OF CONTRACT**

The successful bidder will be asked by the Tender Inviting & Accepting Authority for execution of agreement in W.B.F.No.-2911(ii) along with specification of work (BOQ).

Sd/-  
Secretary (WBBSE)





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(TO BE TYPED ON BIDDER'S LETTER HEAD)

Annexure-I  
DECLARATION

From

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

To

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

Dear Sir,

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:



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AFFIDAVIT - "Y"

(To be furnished in Non-judicial Stamp Paper of appropriate value duly notarized in respect of this particular NIT - WBBSE/Sec/CU/NIT-05/2022-23 & Name of Work- 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 with a condition that required equipment of electrical maintenance work will be provided by the contractor at the prescribed rate of PWD.

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.
2. The undersigned also hereby certifies that neither our firm M/S. .... nor any of constituent partner had been debarred to participate in tender by the P.W. Department during the last 05 (Five) years prior to the date of this NIT.
3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the Department to verify this statement.
4. The undersigned understand that further qualifying information may be requested and agrees to furnish any such information at the request of the department.
5. Certified that, I have applied in the tender in the capacity of individual / as a partner of a firm & I have not applied severally for the same job.

Signed by an authorized officer of the firm  
Title of the Officer  
Name of Firm with Seal