



WEST BENGAL BOARD OF SECONDARY EDUCATION

Nivedita Bhavan, DJ-8, Sector-2, Bidhannagar, Kolkata-700 091

NOTICE INVITING e-TENDER

Memo No. : 030/Sec/Admin/25

Date : 04/02/2025

NOTICE INVITING E-TENDER

Notice Inviting e-Tender No. 02/Secretary/WBBSE/2024-25

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>Work for supply of Trained Personnel for operation of whole electrical installation at 77/2, Park Street, Kolkata-700016 office of WBBSE, Nivedita Bhavan & Derojio Bhavan, Sector-II, Salt Lake, Kolkata-700091, Burdwan Regional Office and compound lights, pump room, security room, Automatic lifts (make-Johnson), D.G. Set, HT Transformer within the campus of Nivedita Bhavan & Derojio Bhavan and supply of electrical goods (Not specified in this BOQ) for day to day maintenance work where as necessary at prescribed rate of PWD, Govt. of West Bengal and also market rate (Where PWD & Govt rate are not available). <u>N.B. :</u> <u>Duty Hours and shifts.</u> <u>1.01 Nivedita Bhavan</u> Engagement of Lift Operator-1 No. in every shift (6 days in a week) ; in staggered shifts from (8:00 AM - 4:00 PM) +(10:00 AM - 6:00 PM) + (12:00 Noon - 8:00 PM) <u>1.02 Derozio Bhavan</u> Engagement of Lift</p>	2% of the rate quoted amount to be deposited	<u>N.A.</u>	365 (Three hundred sixty five) days from the date of commencement	Secretary (WBBSE)	Bonafide, resourceful Electrical Contractors (Eligibility Criteria is stated below in Serial No. 2).

<p>Operator-1 No. (5 days in a week); in shift from (10:00 AM - 6:00 PM) <u>1.03 77/2, Park Street Office</u> Engagement of Lift Operators-1 No. (5 days in a week); in shift from (10:00 AM - 6:00 PM) <u>2.01 Nivedita & Derozio Bhavan</u> Engagement of Electrical Assistant Wireman - 1 No. in every shift (6 days a week); in shifts from (6:00 AM - 2:00 PM) + (2:00 PM - 10:00 PM) + (10:00 PM - 6:00 AM) <u>2.02 77/2, Park Street Office</u> Engagement of Electrical Assistant Wireman -1 No. (6 days a week); in shift from (10:00 AM - 6:00 PM) <u>2.03 REC, Burdwan Office</u> Engagement of Electrical Assistant Wireman -1 No. (6 days in a week); in shift from (10:00 AM - 6:00 PM) <u>3.01 Nivedita & Derozio Bhavan</u> Engagement of Electrician -1 No. in every shift (6 days a week); in shifts from (6:00 AM - 2:00 PM) + (2:00 PM - 10:00 PM) + (10:00 PM - 6:00 AM) <u>3.02 77/2, Park Street Office</u> Engagement of Electrician -1 No. (6 days in a week); in shift from (10:00 AM - 6:00 PM) <u>3.03 REC, Burdwan Office</u> Engagement of Electrician -1 No. (6 days in a week); in shift from (10:00 AM - 6:00 PM) <u>4.01 Nivedita & Derozio Bhavan</u> Engagement of Electrical / H.T. Supervisor, Qualification must be Diploma in Electrical Engineering with adequate</p>					
--	--	--	--	--	--

<p>experience -1 no. (3 days in a week) ; (in General shift from 10.30 AM to 06.30 PM) 4.02 77/2, Park Street Office Engagement of Electrical / H.T. Supervisor, Qualification must be Diploma in Electrical Engineering with adequate experience -1 No. (1 day in a week) ; (in General shift from 10.30 AM to 06.30 PM) 4.03 REC, Burdwan Office Engagement of Electrical / H.T. Supervisor, Qualification must be Diploma in Electrical Engineering with adequate experience -1no. (1 day in a week) ; (in General shift from 10.30 AM to 06.30 PM) 5.00 Nivedita & Derozio Bhavan Cleaning and overhauling of 1000KVA Transformer as per WBSEDCL norms 2 (two) times in a year (including all testing consumables) 6.00 Annual Service Charges for Sl. No. 1.01 to 4.03</p>					
--	--	--	--	--	--

2. Eligibility criteria for participation in the tender:

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

- a. The prospective outside 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. 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.

3. IMPORTANT DATE AND TIME SCHEDULE :

Sl. No.	PARTICULARS	DATE & TIME
1	Date of uploading of NIT Documents (online)(Publishing Date)	06.02.2025 at 05:00 PM
2	Documents download start date (online)	07.02.2025 from 10:00 AM
3	Bid submission start date(online)	07.02.2025 from 10:30 PM
4	Bid submission closing (online)	21.02.2025 at 5:00 PM
5	Bid opening date for Technical Proposal (online)	24.02.2025 from 12:30 PM
6	Date of uploading list of Technically Qualified Bidders (online)	To be notified accordingly
7	Date & place for opening financial proposal (online)	To be notified during uploading of technical evaluation & list of bidders (Online).

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 is 2% of the rate quoted amount to be deposited shall have to be submitted in the form of Bank Draft/Bankers Cheque in favour of “WBBSE SECURITY DEPOSIT” 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 SECURITY DEPOSIT” 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.
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 SECURITY DEPOSIT” 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 tenderers 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 tenderer, 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. If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
19. 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.
20. 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.
21. Conditional / incomplete tender will not be entertained.
22. 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.
23. 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.
24. **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 Circle Kolkata and Circle Kolkata and Sub-Circle Kolkata under this Circle Kolkata for minimum period of 1(one) year.**
25. 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.**
26. **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.

27. 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").**

28. 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.

29. 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.

- i. Electrical Supervisor Certificate of Competency in parts 1, 2, 4, 5, 7A, 11 or Equivalent National Supervisors' Certificate of Competency and valid Electrical Contractory License.
- j. Documents Related to Appointment to a Degree or Diploma Holder in Electrical Engineering.
- k. 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)	GST Registration Certificate & Acknowledgement. PAN. P Tax (Challan) (up to date). Latest IT Return. IT-Saral for the previous & current Assessment year, ESI Registration.
B.	Company Detail(s)	Company Detail	Trade License, Proprietorship Firm (Trade License). Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License), Electrical Contractory License. Power of Attorney.
C.	Credential	Credential – 1	Similar nature of work done & completion certificate which is applicable for eligibility in this tender.
D.	Equipment	Machineries	Authenticated copy of Invoice Challan
E.	Man Power	Technical Personnel	List of Technical Staffs along with Structures & Organization (as per N.I.T.).

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.

30. 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.

31. 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.

32. 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).

S. K. Mahajan
04.02.2025
Secretary
W.B.B.S.E

AFFIDAVIT – “Y”

(To be furnished in Non-judicial Stamp Paper of appropriate value duly notarized in respect of this particular E-NIT NO. : WBBSE/Sec/CU/E-NIT-02/2024-25 & Name of Work : “Work for supply of Trained Personnel for operation of whole electrical installation at 77/2, Park Street, Kolkata-700016 office of WBBSE, Nivedita Bhavan & Derojio Bhavan, Sector-II, Salt Lake, Kolkata-700091, Burdwan Regional Office and compound lights, pump room, security room, Automatic lifts (make-Johnson), D.G. Set, HT Transformer within the campus of Nivedita Bhavan & Derojio Bhavan and supply of electrical goods (Not specified in this BOQ) for day to day maintenance work where as necessary at prescribed rate of PWD, Govt. of West Bengal and also market rate (Where PWD & Govt. rate are not available).”.

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

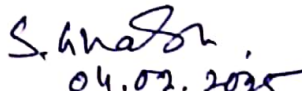
S. Anand
04.02.2025

Secretary (WBBSE)

Terms and Conditions

- 1) This order will remain valid for one (1) year from the date of commencement subject to extension for further period based on satisfactory performance and mutual consent.
- 2) The wages of the personnel will be modified in accordance with the circular of the **Minimum Wages of the Appropriate Authority, West Bengal. The minimum rates of wages include the wages for weekly day of rest. Payment for the work done on the day of weekly rest and for work done beyond the normal working hours shall be double the ordinary rates of wages.**
- 3) Reimbursement of the billing amount in this regard will be made only after receipt of the bill along with monthly submission of statutory payments slips (like ESI, EPF, and others as applicable).
- 4) Our authorized representative will audit/check the maintenance of all statutory compliances on your behalf.
- 5) You will engage all persons employed by you as your own employees in all respects and should follow the rules under the West Bengal Shops and Establishment Act 1963, Contract labour (R&A) act 1970, ESI Act-1948, EPF Act 1952 and other similar enactments in respect of deployment of such personnel.
- 6) **Attendance Register for each shift shall be signed after entry & before exit by each personnel at Caretaker unit.**
- 7) **Bill for wages shall be claimed with copy of certified attendance from Caretaker Unit.**
- 8) **A skilled (Diploma Engineer) shall be engaged in this work as a supervisor who will report to J.E (Electrical), WBBSE.**
- 9) **The payment will be made monthly post service basis on submission of Bill along with satisfactory performance report from Caretaker No advance payment will be made under any circumstances.**
- 10) **Disbursement of Monthly Wages of the Personnel will be made within 15th day of the following month. No deviation in this regard will be allowed. Pay slip for each personnel must be given and the same must approved from authority of WBBSE.**
- 11) GST at prevailing rates as per Income Tax Act will be deducted at Source.
- 12) Board reserves the right to terminate the contract at any time for unsatisfactory services without any notice whatsoever & in that case the financial liabilities will stand cancelled on the part of the Board.
- 13) Any dispute with regard to the work has to be referred to the President, WBBSE for final decision which shall be binding upon you.

OTHER TERMS AND CONDITIONS WILL BE AS PER THE TENDER DOCUMENTS OF THE ABOVE REFERRED E-TENDER NOTICE


04.02.2025
Secretary
WBBSE