



West Bengal Board of Secondary Education
NIVEDITA BHAVAN, DJ-8, SECTOR-II, SALT LAKE, KARUNAMOYEE, KOLKATA – 700 091

Memo No. : 345/Sec/Admin/25

Date : 04-12-2025

Notice Inviting Tender No. 03 of 2025-26 of West Bengal Board of Secondary Education

1. Separate Sealed Tenders in printed form invited by The Secretary, West Bengal Board of Secondary Education on behalf of the President, Ad-hoc Committee, West Bengal Board of Secondary Education, for the Works as per list attached herewith from eligible bonafide outsiders having credential of execution of similar nature of work of Value 30% of the amount put to Tender within the last 5 years.
 2. a. Separate Tender should be submitted for each work as per attached List in Sealed Cover super scribing the name of the work on the envelope and addressed to the proper authority.
b. Submission of Tender by **post** is not allowed
 3. The Tender documents and other relevant particulars (if any) may be seen by the intending Tenderers or by their duly authorized representative during office hours between **11.00 A.M to 4.00 P.M.** on every working day, **Up to 12-12-2025** in the Office of the Secretary, West Bengal Board of Secondary Education.
 4. a. Intending Tenderers should apply for Tender papers in their respective Letter Heads enclosing self-attested copies of the following documents, original of which and documents like Registration with Partnership deed (for Partnership farms), bye-law with registration (for Labour Co.op. or Engineers' Co.op. Society Ltd.) etc. are to be produced on demand, as well as during interview (if any).
 - i) Self attested Valid PTPC or PT deposits Challan, Self attested Valid Trade License, Self attested Valid PAN, Self attested Valid Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 etc.
 - ii) Self attested Completion Certificate / Payment Certificate(s) for the single similar work at least 30% of the value of the work for which Tender Paper is desired, executed within last 5 (Five) years (to be determined from the actual year of completion, considering current financial year as Year-1).
 - iii) A Statement showing number and value of works presently under execution by the tenderer under the West Bengal Board of Secondary Education and other Government Departments / Organization as stated in paragraph 4(b) here under.
 - iv) Declaration by the Applicant to the effect that there is no other applications for Tender Paper for work in this NIT in which he / she / they has / have common interest. Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of tender paper.
 - b. Completion Certificate issued by Competent Authority will normally be considered as credential.
A part from credentials of works executed under West Bengal Board of Secondary Education, credentials of works executed under Public Works & Public Works (Roads) Department, Public Health Engineering Department, Sundarban Affairs Department & other State Government Department, Zilla Parishads, WBHIDCO, WBSEDCL, KMDA, KMW & SA, KMC, HRBC, Engineering Department of Central Government and Organizations like Railways, KoPT, and Mackintosh Burn Ltd. Westinghouse Saxby Farmer Ltd. & Britania Engineering Ltd. may also be considered. Completion certificates are to countersigned by the Executive / Divisional Engineers of the respective State / Central Government Department, or Office of the equivalent rank, if those are issued by some other authority.
Over and above the Completion Certificate from the competent authority regarding payment received so far for the work (even if the full payment might not have been received) supported by Bank statement showing that the corresponding amount of payment has actually been deposited in the bank, will have to be produced in the cases of works executed under Departments / Organizations other than West Bengal Board of Secondary Education, failing which credentials may not be considered.
5. Intending tenderers, not satisfied with the decision regarding his Tender Paper issuing Authority, may prefer an appeal to the Tender Committee, West Bengal Board of Secondary Education. Necessary communication regarding his appeal to the Appellate Authority must be brought to the notice of such Authority within two working days after the issue of Tender Paper and copy of such communication should also be submitted to the Tender Paper issuing Authority within the same period failing which no such appeal will be entertained.

6. a. Tender Paper is available free of cost in the Office of the West Bengal Board of Secondary Education, Nivedita Bhavan, DJ-8, Sector-II, Salt Lake, Karunamoyee, Kolkata - 700 091 within the specified date and time as per attached list by the intending tenderer or by their duly authorized representatives.
- b. No Tender Paper will be supplied by post.
- c. No Tender Paper will be issued on the date of opening of tenders after expiry of date and time mentioned in the Notice.
7. Before submitting any Tender the intending Tenderer should make themselves acquainted thoroughly with the local conditions prevailing by actual inspection of the site and take into consideration all factors and difficulties likely to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labourers and market rate prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts afterwards. In this connection tenderers may contact the office of the undersigned up to **17-12-2025 between 11.00 A.M and 4.00 A.M.**
8. Cost towards Earnest Money Deposit (EMD) must be submitted in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled bank of India having a branch in West Bengal in favour of Secretary, West Bengal Board of Secondary Education payable at Kolkata District, **validity for which will be 80 (Eighty) days from the date of submission of tender.** Payment in any other form e.g. NSC, KVP, etc. will not be accepted.
9. The Tenderer should quote the rate both in figure and in words on the basis of Percentage above / below or at par the Schedule of Rates attached with the Tender Form and also in the space provided in the Tender Form.
10. Any tender containing overwriting is liable to be rejected.
11. All corrections are to be attested under the dated signature of the tenderer.
12. When the tenderer signs his Tender in an Indian Language, the total amount tendered should also be written in the same Language. In the case of illiterate tenderer the rates tendered with LTI should be attested by a witness.
13. The tenderer who signs on behalf of a Company or Firm must produce the registered documents (within 3 days from the date of opening the Tender) in support of his competence to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Tender will not be considered and the deposited Earnest Money will be forfeited.
14. Any Letter or other instrument submitted separately in modification of the sealed tender may not be entertained.
15. The tenderer should submit a statement at the time of submission of his tender showing the Technical Staff to be maintained for the work, with their technical qualifications, failing which the tender may be liable to rejection.
16. Conditional Tender, which does not fulfill any of the above condition, and is incomplete in any respect, is liable for summary rejection.
17. GST, Royalty, Building & other Construction Workers' Cess and all other statutory Levy / Cess etc. will have to be borne by the Contractor (he will have to produce necessary documentary evidence of his having done so at the time of receiving the payment for the work).
It may further be noted that GST Registration Certificate will have to be produced before receiving payment, necessary deduction as per present Government Order or as may be notified by the Finance Department, WB from time to time will be made.
18. **The Tender Accepting Authority** does not bind himself to accept the lowest tender and reserves the right to reject any or all of the tenders received without assigning any reason whatsoever to the intending tenderers and also reserves the right to distribute the work amongst more than one tenderer.
19. The Tender will have to, if so desired by the Tender Accepting Authority, submit his analysis to justify the rate quoted by him.
20. The Tender will be opened as specified in the list of works, in presence of the participating tenderers or their duly authorized representatives who may be present at time of opening and who may also put their signatures in the Tender Opening Register.
21. The successful Tenderer will have to execute the duplicate copies of his tender which will have to be obtained free of cost in the office of **The West Bengal Board of Secondary Education, within 7 (Seven) days** from the date of receipt of the intimation of acceptance of his tender failing which the Earnest money shall forthwith stand forfeited in favour of the Government and the Communication of acceptance of the tender shall automatically stand cancelled.
22. If any tenderer withdraws his tender before its acceptance or refuses / fails to convert it into a reason contract within a reasonable time, without giving any satisfactory explanation for such withdrawal / refusal / failure he / she shall be disqualified for submitting any Tender in this office for a minimum period of one year and his / her case will be referred to the Tender Committee, WBBSE for order as to what further action will be taken against him / her.
23. The successful tenderer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972, and such other Acts as may be applicable as will be force from time to time.

24. In the following cases a Tender may be declared informal and unacceptable :
- Correction, alteration, additions etc. if not attested by the tenderer.
 - Earnest Money Deposit (EMD) in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposited Call Receipt (DCR) of any Schedule Bank of India in favour of "WBBSE SECURITY DEPOSIT" payable at Kolkata, if not deposited.**
 - If the Tender Form is not properly filled in respect of the general description of the work Estimated cost, Rate of deduction of Security Deposited, etc. in page 2 and other pages as are required to be filled in.
 - If the specified pages of the Tender Documents are not signed by the Tenderer.
 - If the Tender is not submitted in a properly sealed cover and the serial number of work is not indicated on the cover.

25. **Additional Performance Security for works tenders in the West Bengal Board of Secondary Education.**

The "Additional Performance Security" shall be obtained from the successful L1 bidder, if the accepted bid value is below 20% of the estimated amount put to tender.

This Additional Performance Security shall be equal to 10% of the tendered amount i.e the L1 bid price.

The Additional Performance Security shall have to be submitted by the selected bidder after issuance of Letter of Acceptance / Letter of Invitation (LoA / Lol) and before Award of Contract (AoC) in the form of "Bank Guarantee" of any Schedule Bank, payable at Kolkata, as per specific format of PWD, Govt. of West Bengal. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of LoA / Lol, its Earnest Money Deposit (EMD) will be summarily forfeited.

The said Bank guarantee (BG) shall have to be valid up till the end of the Contract-Agreement period including extended time period till 100% physical completion of work in all respects and shall be renewed accordingly if required. The said Bank Guarantee shall remain in custody of the DDO, which shall be returned to the bidder / contractor immediately after successful physical completion of the work as per contract.

If the bidder fails to complete the work successfully, this Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving suitable notice to the contractor / bidder agency.

Necessary provisions regarding deduction of security deposit from progressive bills of the contractor in respect of the tendered work shall be governed as per relevant clauses of the tender Contract-Agreement which will in no way be affected / altered due to this Additional Performance Security.

26. For the return of the earnest money of the unsuccessful tenderer(S) he/they is/are to apply to The Secretary, West Bengal Board of Secondary Education giving the reference to the work NIT No. date of Tender amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all Tenders other than lowest tenderer in each case may be refunded, after acceptance of the rate in the comparative statement, as early as possible.
27. To verify the competence and capacity and financial stability of the intending tenderer(s) the Tender Paper Issuing Authority may demand production of any necessary documents as it may deem necessary.
28. Deduction of Security deposit from progressive Bill of the contractor in respect of the tendered work will be made as per existing Govt. norms.
29. The Payment of R/A as well as Final Bill for any work will be made according to the availability of fund and no claim due to delay in payment will be entertained.
30. Normally Tender Paper for not more than one work in any one NIT will be issued to an applicant who may indicate the Sl. Nos. of the work in the order of priority. However, depending on response to various serials in the NIT, Tender Paper Issuing Authority may issue Tender paper for any serial, even though it may not be preferred by the applicant.

32. **Schedule of important dates in the offline Tender**

- | | |
|---------------------------------------|---|
| (I) Last date of Application | : 12-12-2025 up to 16.00 Hrs. to The Secretary, West Bengal Board of Secondary Education. |
| (II) Issuance of Tender Paper | : 17-12-2025 up to 16.00 Hrs. from the Office of the Secretary, West Bengal Board of Secondary Education. |
| (III) Dropping / submission of Tender | : 22-12-2025 up to 15.00 Hrs. in the Chamber of Security Officer, West Bengal Board of Secondary Education. |
| (IV) Opening of Tender | : 22-12-2025 after 15.00 Hrs. In the Chamber of Secretary, West Bengal Board of Secondary Education. |

S. K. Ghosh
04.12.2025
Secretary

West Bengal Board of Secondary Education

Memo No. : 345/Sec/Admin/25/1(9)

Dated : 04-12-2025

Copy forwarded for information and wide circulation to :

1. Tender Committee Members, West Bengal Board of Secondary Education with request to kindly attend opening on said date & time.
2. The Regional Officer Kolkata / Burdwan / Medinipore / North Bengal.
3. P.A. to President.
4. The Secretary Unit.
5. Security Officer-in-Charge.
6. Caretaker with request to put up on Notice Board at 77/2, Park Street, Derozio Bhavan and Nivedita Bhavan, West Bengal Board of Secondary Education.
7. Administration Unit, West Bengal Board of Secondary Education with request to upload in the website.
8. Junior Engineer (Civil / Electrical).
9. Files.


Secretary 04.12.2025

West Bengal Board of Secondary Education

LIST OF WORK OF N.I.T. NO. 03 OF 2025-26 OF THE WEST BENGAL BOARD OF SECONDARY EDUCATION.
Circulated vide this office Memo No. 345/Sec/Admin/25/1(9) Dated 04.12.2025.

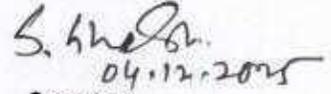
Cost of Tender Paper & Form No. : Nil & 2911

Accepting Authority : Tender Committee, West Bengal Board of Secondary Education.

Sl. No	Name of Work	Amount put to tender (Rs.)	Earnest Money (Rs.)	Time allowed for completion	Source of Fund	Eligibility of Contractor
1.	"Repairing of ceiling and replacement of Curtains in Room No. 706, Chamber of Consultant (Law) at 7th Floor of Nivedita Bhavan during the year 2025-26."	21,713.00	434.00	30 Days.	Own Fund	Outside bonafide Contractor having 30% credential of similar nature of single work within last (Five) years and also having all require mechanical machineries etc.

Schedule of important dates in the offline Tender :

1. Last date and time of receipt of application for tender papers : 12.12.2025 Up to 16:00 Hrs.
2. Last date and time of issuance of tender documents : 17.12.2025 Up to 16:00 Hrs.
3. Date and time of receipt of tenders : 22.12.2025 Up to 15:00 Hrs.
4. Date and time of opening tenders : 22.12.2025 after 15:00 Hrs.
5. Place of opening tenders : In the Chamber of The Secretary, West Bengal Board of Secondary Education, Nivedita Bhavan, DJ-8, Sector-II, Salt Lake Karunamoyee, Kolkata - 700 091


04.12.2025
Secretary

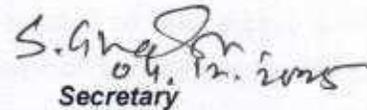
West Bengal Board of Secondary Education

General Terms & Conditions

N.I.T. Memo No. : 345/Sec/Admin/25 Dated 04-12-2025 of The Secretary, West Bengal Board of Secondary Education, Karunamoyee, DJ-8, Sector-II, Salt Lake, Kol-700 091

1. General specification of NIT, corrigendum and addendum (if any), Annexure & all the Terms & Conditions mentioned separately shall form a part of contract and shall remain binding upon the tenderer.
2. Minimum criteria for qualification: Must have the credential of the work – Maintenance and Repair of Building amounting to 30% of the total value of the work put to tender against single work order during any one year of the last five years.
3. Canvassing in any form in connection with the tender is strictly prohibited; Tenderer who resorts to such practice will render his tender liable for rejection. No conditional tender will be accepted.
4. Extension of time for completion of work will not generally be granted without any special circumstances.
5. Tender documents which will be issued to the tenderer at the time of issue of tender form, all such papers must be submitted in the tender-box while dropping the tender; otherwise the tender will be treated as informal.
6. A tender once submitted should not be withdrawn within the validity period, If a successful tenderer fails to comply with the work order placed to him within the specific time (If not extended) his earnest money or whole of the security deposit shall be forfeited and will absolutely be at the disposal of the tender accepting authority. The defaulter will be debarred from participation in any tender in this office for a period of minimum two consecutive years.
7. All tender document issued must be signed by the tenderer (in all pages).
8. If the tender is made by an individual, it shall be signed by the individual and his full name & address over rubber stamp should also be written.
9. If the tender is made by a proprietary firm, it shall be signed by the proprietor in his full name of his firm with its current address over rubber stamp. If the tender is made by a firm in partnership, it shall be signed by all the partners of the firm in their full names and address or by a partner holding the power of attorney for the firm for signing the tender, in this case a certified copy of the power of attorney / partnership deed shall accompany the tender, all over the corresponding rubber stamp.
10. If the tender is made by a limited company or limited corporation, it shall be signed by a duly authorized person holding the power of attorney for signing the tender; in this case a certified copy of power of attorney shall accompany the tender. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before contract is awarded.
11. All witness and sureties shall be person of status and probity and their full name and address shall be stated below their signatures.
12. If any tenderer deliberately furnishes wrong information or suppresses any materials fact(s) or creates false claims in his tender for qualifying, the undersigned reserves the right to reject such tender at any stage even after acceptance of the tender or even after awarding the work order in his favour.

13. Cancellation or change of any document such as power of attorney, partnership deed etc. should be communicated forthwith by the tenderer in writing, failing which the undersigned shall have no responsibility or liability for any action taken on the strength of the said document.
14. Tenderer should quote the rate on percentage basis i.e. at par, above or below than the schedule of rates both in figure and words in dated initials of the tenderer.
15. The tender will remain valid for a period of at least one year from the date of opening of tender and no alteration of rate will be entertained during the period (even for price enhancement). Tender may be extended further if necessary with the consent of both parties.
16. No claim shall be entertained or no benefit shall be arrived at out of any typographical, arithmetical and clerical mistake in the tender papers viz. NIT, Schedule, terms and conditions etc.
17. In case of unsuccessful tenders, the earnest money will be released after finalization of the tender.
- 18. Security deposit will be refunded after 3 (three) Months from the date of completion of work, provided no defect is found in work during the period.**
19. In addition to all the terms conditions mentioned, the terms of contract as stated will be binding upon the tenderer.
20. Any tender paper not properly completed is liable to be rejected.
21. Invitation of this tender shall under no circumstances create any right, legal or otherwise in favour of the tenderer. In case the tender is closed, withdrawn or cancelled before awarding the contract nor shall the inviting authority would be liable to explain the reason of such closure, withdrawn or cancellation of the tender.


S. Ghosh
04.12.2015
Secretary

West Bengal Board of Secondary Education