**Notice inviting e-tender**

Memo No.: N/S/395  
Dated: 29.09.2015

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

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of work</th>
<th>Estimated Amount (In Rs.)</th>
<th>Earnest Money (In Rs.)</th>
<th>Cost of Document (In Rs.)</th>
<th>Period of completion</th>
<th>Name of concerned Board</th>
<th>Eligibility of Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Electrical installation in 3rd floor at Iswar Chandra Bhaban (Regional Office) of West Bengal Board of Secondary Education at Goods shed Road Burdwan during the year 2015-2016.</td>
<td>6,37,428.00</td>
<td>12,749.00</td>
<td>NIL</td>
<td>60 days</td>
<td>Secretary, WBBSE</td>
<td>Eligible reliable, resourceful &amp; Bonafied outsider.</td>
</tr>
</tbody>
</table>

*The cost of tender documents for the purpose of participating in e-tendering is not required vide G.O. No. 199-CRC/2M-10/2012 dt. 21.12.2012 of the Secretary, PWD, Govt. of W.B.
*E-Tender documents should be made available only to the State Govt. E-Tender Portal, namely, [https://wbtenders.gov.in](https://wbtenders.gov.in) free of cost.

1. Both **Technical Bid and Financial Bid** are to be submitted correctly (in Statutory cover & Non statutory cover) duly digitally signed in the website [http://etender.wb.nic](http://etender.wb.nic). The Technical document and Financial Bid submitted online on or before **09.10.2015 upto 5.00 P.M.**

2. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL Bid** of the tenderer found qualified by the Secretary, WBBSE, Nivedita Bhavan, Salt Lake, Kolkata-700091. The decision of the Secretary, WBBSE, Nivedita Bhavan, Salt Lake, Kolkata-700091 will be final and absolute in this respect. Both the list of Qualified Bidders will be displayed in the website and also in the Notice Board of the office of the Secretary, WBBSE, Nivedita Bhavan, Salt Lake, Kolkata-700091, on the scheduled date and time.

3. **Eligibility criteria for participation in the tender.**

i) Since abolition of enlistment of contractors of Govt. Deptt. vide order No. 71/SPW/2014 dt. 03.03.14 of Pr. Secretary, PWD. It should be made clear to all, that there will be no reservation for any kind of work in PWD. Henceforth, all tenders shall be open tenders irrespective of the amount. Earnest Money:- The earnest money deposit @ 2% of the **Tender value** is to be paid to WBBSE. Intending bidder may download the tender documents from the website [https://wbtenders.gov.in](https://wbtenders.gov.in) directly with the help of Digital Signature Certificate and Upload the **scan copy of Earnest Money deposit** in the form of **DD/ Bank Draft/ Pay Order** issued by any Nationalised in favour of “**WBBSE FUND RBI KOLKATA ACCOUNT**”, payable at “Kolkata”. The tenderer shall have to upload scanned copy of requisite **DD/ Bank Draft/ Pay Order** towards the payment of EMD along with the tender document in prescribed manner failing which the tender shall be rejected. **No Techno Commercial bid will be considered without EMD. Scan copy of EMD must be given in the E-Tender.**
The prospective tenderers shall have satisfactorily completed at least one work of similar nature during the last 5 (five) years prior to the date of issue of this Notice and having a magnitude of \textbf{40\% (Forty)} percent of the estimated amount put to tender or should produce credentials of 2(two) similar nature of work, each of the minimum value of 30\% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice under the authority of State/Central Gov., State/Central Gov. undertaking /Statutory Bodies constituted under the statute of the Central / State Government as a prime contractor, or should produce credential of 1(one) single running work of similar nature of the minimum value of 80\% of the estimated amount put to tender prior to the date of issue of the tender notice. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Department, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactory and also that no penal action has been initiated against the executing agency, i.e., the tenderer. [Non Statutory Documents]

N.B. Executed amount, Date of completion of project and detail communicational address of Client must be indicated in the Credential Certificate.


iii) Neither prospective tenderers nor any of constituent partner had been debarred to participate in tender by the Public Works Department during the last 5 (five) years prior to the date of this NIT. Such department will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective tenderers as per prescribed format without which the Technical Bid shall be treated non-responsive).

iv) In case of Proprietorship and Partnership Firms and Company, Tax Audit Report in 3CD Form shall have to be furnished along with Balance sheet and Profit and Loss Account and all schedules forming the part of Balance Sheet and Profit and Loss Account and all the said documents should be in favour of applicant. No other name along with applicant name, in such enclosure will be entertained. [Non Statutory Documents]

v) The prospective tenderers should own or arrange through lease deed the required plant and machineries of prescribed specifications as shown in format. Conclusive proof of ownership (Tax Invoice, Way Bill, Delivery Challan, incorporation in the Balance Sheet as fixed asset) for each plant and machineries in working condition shall have to be submitted. Present location of installation of main Plant and Machineries as mentioned in specified format has also to be disclosed. Present status / location of all the Plant and Machineries are needed to be provided. If the same is already engaged in the other works, then name of client long with his contact number should be furnished in the declaration by the intended tenderer countersigned by the client with tentative date of release of such Plant and Machineries where the same are presently engaged. If necessary, authority/ screening committee may inspect Plant and Machineries physically or call for the original documents as proof of Ownership in favour of owner / lessor of the same. Plant and Machineries should be owned or arranged through lease deed by the Applicant. [Non Statutory Documents]

vi) Joint Ventures will not be allowed.

vii) A prospective tenderer shall be allowed to participate in the particular Work either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single work, all his applications will be rejected for that work, without assigning any reason thereof.

viii) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents]

4. \textbf{Constructional Labour Welfare Cess} @ 1(one) \% of cost of construction will be deducted from every Bill of the selected agency, VAT, Royalty and all other Statutory levy/ Cess will have to be borne by the contractor and the rate in the schedule of rates inclusive of all the taxes and cess stated above.
5. **Adjustment of Price** (increase or decrease) Vide Notification No.23-CRC/2M-61/2008, Dated: 13.03.2009 and Notification No.38-CRC/2M-61/2008 Dated 20.04.2009 shall not be applicable. Since B.O.Q. for the works under this N.I.T. is based upon the schedule of rates of Public Works Department for Building, Sanitary & Plumbing and Electrical works with upto date Addenda and Corrigendum, the tenderers shall quote their rate (percentage above / below / at par) accordingly considering that no escalation and / or price adjustment will be allowed by the board thereto under any circumstances.

6. **Bids shall remain valid** for a period not less than 120 (One Hundred twenty) days from the last date of submission of Financial Bid / Sealed 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.

7. All required materials and machineries are to be supplied by the agency as per terms and condition of the NIT.

8. **Important information**

   **Date & Time schedule**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of uploading of NIT Documents(online) (Publishing Date)</td>
<td>29.09.2015 at 6.30 pm</td>
</tr>
<tr>
<td>2</td>
<td>Documents download/sale start date (online)</td>
<td>30.09.2015 from 4.00 pm.</td>
</tr>
<tr>
<td>3</td>
<td>Documents download/sale end date (online)</td>
<td>09.10.2015 at 5.00 pm.</td>
</tr>
<tr>
<td>4</td>
<td>Date of Pre Bid Meeting with the intending bidders</td>
<td>30.09.2015 at 1.00 pm.</td>
</tr>
<tr>
<td></td>
<td>In the Office of the Secretary, WBBSE, Nivedita Bhavan, DJ-8, Sector-II, Salt Lake, Kolkata- 700091</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Bid submission start date(online)</td>
<td>30.09.2015 from 4.00 pm.</td>
</tr>
<tr>
<td>6</td>
<td>Bid submission closing (online)</td>
<td>09.10.2015 at 5.00 pm.</td>
</tr>
<tr>
<td>7</td>
<td>Bid opening date for Technical Proposal (online)</td>
<td>13.10.2015 at 12.30 PM</td>
</tr>
<tr>
<td></td>
<td>in the Office of the Secretary, WBBSE, Nivedita Bhavan, Salt Lake, Kolkata- 700091</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Date of uploading list of Technically Qualified Bidders (online)</td>
<td>To be notified accordingly</td>
</tr>
<tr>
<td>9</td>
<td>Date &amp; place for opening financial proposal (on line)</td>
<td>To be notified during uploading of technical evaluation &amp; list of bidders (Online).</td>
</tr>
</tbody>
</table>

10% of the total contract value will be required to be deposited by way of performance Security Deposit, the same will be realized by deducting the equivalent amount from progressive R/A Bill and will be released at the expiry of defect liability period. No interest will be payable on the Performance Security Deposit.

**Defect Liability Period**: 12 (Twelve) months from the date of completion of the work.

9. All Bidders are requested to present in this office during opening the financial bid Secretary, WBBSE, Nivedita Bhavan, Salt Lake, Kolkata-700091, may call Open Bid/Seal Bid after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained by any Bidder who will present during opening of bid, or from any Bidder who will absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.
10. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all informations 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.

11. 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 Department. 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.

12. **Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.**

13. **Conditional/ Incomplete tender will not be accepted.**

14. The intending tenderers are required to quote the rate **on line.**

15. 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 there to and the rules made and order issued there under from time to time.

16. **Guiding schedule of rates :** For Building & Road Works : Schedule of rates with effect from 01.07.2014 for Building, Sanitary & Plumbing works, materials and labour and PW(R) Dte. Schedule of rates with effect from 01.07.2014 to be applicable on the date of issue of this notice.

17. 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.

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.

18. 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.

19. Any intending bidders who have failed to execute more than one works contract under any Deptt. and was terminated by any sub rule under clause 3 of Tender Form No. 2911 or terminated under any clause of Standard Bidding document by the Engineer-in-Charge/Employer during last 3 (three) years will not be eligible to participate in any bid under this Board for another 2 (two) years from the date of imposition of last termination notice by the Engineer-in-Charge/Employer.

20. 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.

21. If any typographical mistake found in advertently in the BOQ in connection with the specification, rate and unit of a particular item, the same will be governed by the existing P.W.D. schedule of rates with up-to-date corrigenda and addenda effected in this tender.

22. 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) Form No. 2911(ii).
   ii) NIT

23. **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 (Clause 3).**

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 a, b, c 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.

24. **Technical proposal**

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

C. **Financial proposal**

i. The financial proposal should contain the following documents in one cover(folder) i.e. Bill of quantities(BOQ) the contractor is to quote the rate(percentage Above/ Below/ At par) online through computer in the space marked for quoting rate in the BOQ.

i. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

**INSTRUCTION TO BIDDERS**

**SECTION – A**

1. **General guidance for e-Tendering**

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed 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 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.

2. **Digital Signature certificate (DSC)**

Each contractor having valid Digital Signature Certificate(DSC) for submission of tenders, from the approved service provider of the National Information’s Centre(NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e-Token.

3. **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.**

4. **Participation in more than one work**

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.

A prospective bidder(including his participation in partnership) shall be allowed to participate in single road /building work as mentioned in the list of schemes.

5. **Submission of Tenders.**

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2, 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 in three distinct covers (folders).

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

A1.1 1st cover consist of following documents. (Technical file)

- Prequalification Application (Sec-B, Form – I).
- Financial Statement (Sec-B, Form–II )
- List of technical staff (Sec-B, Form – III)
- Credential for completed work (Sec-B, Form – V)
- General Declaration (Sec-B, Form VI)
- Demand Draft/ bankers Cheque towards earnest money(EMD) as prescribed in the NIT against each of the serial of work in favour of “WBBSE FUND RBI KOLKATA ACCOUNT”, payable at “Kolkata” Special Terms, condition & specification of works.
- Declaration by the tenderer

2nd cover consist of Notice Inviting Tender along with Addenda & Corrigenda if issued.

3rd cover consist of 2911(ii) [ in case of quoting any rate in 2911(ii) the tender liable to summarily rejected. ]

A.1.2 Financial proposal [in statutory cover folder no. 2 ]

The rate will be quoted in the B.O.Q. alongwith 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.

A-2. Non statutory cover

i. Professional Tax(PT) deposit receipt challan for the financial year 2015-16, Pan Card, IT, Saral for the Current Accounting year, VAT Registration Certificate, Trade license.


iii. Registered Deed of partnership Firm/ Article of Association & Memorandum.

iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any).

v. Credential for similar nature of work.

vi. List of machineries and authenticate document of purchase.

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category Name</th>
<th>Sub Category Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>CERTIFICATES</td>
<td>CERTIFICATES</td>
<td>1. VAT Registration certificate. 2. PAN 3. P. Tax (Challan) up to date 4. Latest IT Receipt IT-Saral for Current Accounting year 5. Electrical Contractor Licence with requisite part of Electrical Supervisor</td>
</tr>
<tr>
<td>B.</td>
<td>Company Details</td>
<td>Company Details – 1</td>
<td>1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD Company (Incorporation certificate, Trade License), Article of Association &amp; Memorandum 4. Society (Society Registration copy, Trade License) 5. Power of attorney</td>
</tr>
<tr>
<td>C.</td>
<td>Credential</td>
<td>Credential 1</td>
<td>1. As per NIT Cl. 3 (i)</td>
</tr>
<tr>
<td>D.</td>
<td>Machineries &amp; equipment</td>
<td>List of machineries</td>
<td>Name of machineries and their purchase date/fitment date and authenticate documents against purchase.</td>
</tr>
</tbody>
</table>

Nabarun Chatterji
Secretary
West Bengal Board of Secondary Education
DECLARATION BY THE TENDERER

Memo No. N/S/  

Date: 29/09/2015

I/We have carefully gone through the “Notice Inviting Tenders” and others tender documents mentioned therein. I/We have also carefully gone through the Terms & Conditions, Technical Specification to the Bidders. My /Our tender is offered taking due consideration of all factors, and if the same be accepted, I/We promise to abide by the stipulation of the Tender documents and carry out and complete the work to the satisfaction of the WBBSE.

Postal address __________________________________________

Name of the Tenderer _______________________________________

Mobile Number of the Tenderer ______________________________

Signature of the Tenderer ___________________________________

Nabarande Chattopadhyay
Secretary
West Bengal Board of Secondary Education.
Memo No. : 395/1(5)                                      Date : 29.09.2015

Copy forwarded for information and wide circulation through Notice Board to: -
1. The Secretary, Education Department, Bikash Bhavan, Govt. of West Bengal.
2. The Administrator, West Bengal Board of Secondary Education.
3. The West Bengal Contractors Welfare Association, East Kulia Road, Kolkata-10.
4. The West Bengal Engineers Co-Operative Federation Ltd. 29, Phears Lane, 1st floor, Kolkata-700 073.
5. This office Notice board.

[Signature]
Secretary
West Bengal Board of Secondary Education.