



## WEST BENGAL BOARD OF SECONDARY EDUCATION

**Nivedita Bhavan , DJ-8, Sector -2, Karunamoyee, Saltlake, Kolkata-70091**

### **NOTICE INVITING TENDER**

Memo No: Admin/ 558

Dated: 19.11.2019

West Bengal Board of Secondary Education (WBBSE) invites sealed tenders in two Bid system viz, Part-I: Technical Bid and Part II: Price/Commercial Bid from Registered Sole Proprietor/Partnership firm/ Mill or Company for **“Purchase of Old Written Answer Scripts of M.P (S.E), 2019 of WBBSE”**.

Scope of work	Purchase of Old Written Answer Scripts of M.P (S.E), 2019 of WBBSE lying at different Head Examiners' residences in West Bengal
Approx. Value in Rupees	<b>60 lakh</b>
Earnest money	<b>Rs 80000/-</b> (Rupees eighty thousand only)

Interested Agencies may view and download the tender document containing the detailed terms and conditions free of cost from the website **[www.wbbse.org](http://www.wbbse.org)**

The sealed Bids should reach the office of “Deputy Secretary (Administration), West Bengal Board of Secondary Education, Nivedita Bhavan, DJ-8, Sector-II, Karunamoyee, Saltlake, Kolkata-70091” within **06.12.2019 upto 01.00 PM**.

Earnest Money of **Rs.80000.00** 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** without 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 Tender is to be submitted under **“TWO BID”** system viz, **“Technical Bid”** and **“Price Bid”**. Both these bids should **be submitted in Two Separate Sealed Envelope** superscribing the words **“Technical Bid”** or **“Price/Commercial Bids”** as the case may be. Both the above Bids should be **put in a single sealed envelope** superscribing the words **“Purchase of Old Written Answer Scripts of M.P (S.E), 2019”**.

The Technical Bids of the prospective Tenderers will be opened by the **Tender Committee** at the scheduled date and time. The Price/ commercial bid of the **technically qualified bidders only will be opened at a later date** to be intimated in due course.

## 1. Date and Time Schedule

Sl. No.	Particulars	Date & Time
1	Date of publishing NIT	19.11.2019
5	Bid submission start date	19.11.2019
6	Last Date of submission of Bids	06.12.2019 upto 01.00 PM
7	Bid opening date for Technical Proposal	06.12.2019 at 03.00 PM At the office chamber of the Deputy Secretary (Administration), WBBSE, Nivedita Bhavan, Salt Lake. Kolkata-700091
8	Date of publishing list of Technically Qualified Bidders	To be notified later
9	Date & place for opening Price/Commercial Bid	To be notified during uploading of list of Technically qualified bidders.

**Note: -**

1. Any downloading from the **website [www.wbbse.org](http://www.wbbse.org)** is at the sole risk and responsibility of the user. WBBSE will not be responsible for delay/difficulty/inaccessibility of downloading facility for any reason whatsoever.
2. Corrigendum/addendum to this tender, if any, will be uploaded in the website mentioned above. This may kindly be noted by the bidders/prospective bidders.
3. WBBSE reserves the right to reject any or all the tenders in part or in full without assigning the reasons thereof.
4. Unsigned bids, conditional bids and incomplete bids shall be liable for rejection.
5. The prospective Bidder shall be allowed to participate in the tender either in the capacity of individual or as a partner of a firm. If found to have applied severally in the Tender all his applications will be rejected without assigning any reason thereof.
- 6. Timely completion is the essence of work. For any query related to the nature and quantum of work, bidders may contact Deputy Secretary(Admin) any day at office hours before the last day of submission of the bid.**

## **2.Documents to be submitted with Technical Bid**

Following documents / information are to be submitted in Technical Bid for establishing bidder's eligibility for considering his financial bid:-

- a) **EMD of Rs. 80000/-** to be deposited by way of **Demand Draft/Bankers Cheque** in favour of **“WBBSE FUND RBI KOLKATA A/C” payable at Kolkata**. Valid registration certificate is to be produced by SSI units in West Bengal claiming exemption from EMD.
- b) Valid Trade Licence (self attested copy to be produced).
- c) IT returns for the **last three(03)** financial years viz. **2016-17,2017-18 & 2018-19** (Self attested copy to be attached).
- d) Valid PAN (self attested copy to be produced).
- e) The Agency must have minimum Annual **Turnover of Rupees Ten Lakhs** for financial year viz. **2018-19**.
- f) Self attested copy of Balance sheet and Profit and Loss A/C for the **last three (03)** financial years viz. **2016-17, 2017-18 & 2018-19 duly Audited by Registered Chattered Accountant (CA)** is to be produced.
- g) The bidder must submit self attested documentary proof of registration of Sole Proprietorship/Partnership firm/ Mill or Company.
- h) Declaration to be furnished on letter Head of the Bidder as per prescribed format given in ANNEXURE-II.

## GENERAL TERMS AND CONDITIONS

1. The bidders are requested to **quote their highest rates** based upon the Terms and Conditions forming part of Notice Inviting Tender and after carefully inspecting the materials being sold off and considering all other factors affecting the lifting or other costs of the materials.
2. **To ensure smooth accomplishment of the work, separate order will be awarded to the original Highest (H1) bidder for each individual Region.**
3. In the event of the Board incurring any loss of revenue on account of the Contractor for not carrying out the work within the stipulated time or for carrying out the job through third party resulting in his failure, the same will be recovered from the defaulting Contractor.
4. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
5. Any tender received without Earnest Money in the form as specified in tender documents or without proper documentary evidence for exemption as applicable shall not be considered and shall be summarily rejected.
6. WBBSE reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reason thereof.
7. **After getting the order from WBBSE, the successful bidder shall start the work within 3 days of getting the order. Also he will be liable to complete the job within a period of 25 days from the day of starting work. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his entire security deposit may be forfeited and the Board shall have the right to cancel the order and/or blacklist him from future participation.**
8. **Rates are to be quoted in financial Bid only in the enclosed Bill of Quantity (Annexure-I) therein.** Bidders may note that it is mandatory to **quote rate for the item in separate sealed envelope of financial bid**, failing which tender shall not be considered as valid and will be rejected.
9. The approximate quantity of the material is indicated in Bill of quantity. The quantity indicated in the bill of quantity is tentative and may vary to any extent during actual lifting/weighing. The amount payable to WBBSE will be based upon the actual quantity lifted and the accepted rates.
10. The rates quoted should be inclusive of all costs including material movement from actual place to storage, loading/unloading of materials, weighing charges, transportation etc.
11. The packing of the material will be arranged by the bidder at his own expenses only. Board will not supply any bags/bora/other items for packing the material.
12. The successful bidder **should submit Mill Certificate** in respect of pulping within a month from the date of lifting of material (Not applicable in case of Bidder being Mill).
13. For Regional Office Kolkata - Lifting of papers will be done from the house

of the Head Examiners by the vendors under the supervision of the Caretaker Unit of WBBSE. All lifting and collection charges will be borne by the Vendor.

14. For other Regional Offices (Midnapore, Burdwan, North Bengal) - Lifting of papers will be done from the house of the Head Examiners by the vendors under the supervision of respective Regional Officer. All lifting and collection charges will be borne by the Vendor.

15. The successful bidders will 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**, on placement of the order before commencement of the lifting operation which will be released on successful completion of the work.

16. **As the material will be lifted in phases, the agency must deposit the estimated amount of any particular lot of lifting in advance. Under no circumstances the agency will be allowed to lift the next lot before clearance of all the dues against the previous lot. Any failure on the part of the Agency to lift any lot within the stipulated time will make it liable for cancellation of the order and in that case the Security Deposit will be forfeited and penal action may be taken as deemed fit by the Board.**

17. The weighing of the material must be done only through Computerized **Weighment Bridge**. The relevant **weighment slips** must be duly signed by representatives of both Board and the bidder.

18. After completion of the entire job i.e. when total material has been lifted, the final adjustment will be made on the amount received from the successful bidder in phases. This adjustment will be based upon actual quantity lifted as certified by the Board as well as accepted rates. The balance payment, if any, shall be released accordingly to the successful bidder by the WBBSE.

19. Security Deposit of the successful bidder shall be released / adjusted after satisfactory completion of the work.

20 Under any circumstances the transshipment of materials will not be allowed.

21. No overnight stay of materials on the way shall be allowed. It should either be stored at stipulated storage or weighed, as the case may be, before sunset.

22. The Answer Scripts can not be used for any other purpose. Bidder shall remain legally liable for any other unauthorized use at any stage.

23. For any query Bidders will be required to contact D.S(Admin) Unit of WBBSE.

Sd/-

**Deputy Secretary (Administration)**

**ANNEXURE-I**  
**Envelope-2**  
**Price/Commercial Bid**

**BILL OF QUANTITIES**

S l	Description of Item	Region	Quantity in Kg.(approx.)	Rate of purchase(Rs/Kg.) to be quoted in figures and words
1	Sale of old written Answerscripts	Kolkata	<b>1,35,000</b>	
2	Sale of old written Answerscripts	Midnapore	<b>40,000</b>	
3	Sale of old written Answerscripts	Burdwan	<b>50,000</b>	
4	Sale of old written Answerscripts	North Bengal	<b>55,000</b>	

**Note: GST as applicable will be payable extra**

(Stamp and Signature of the Bidder)

(TO BE TYPED ON BIDDER'S LETTER HEAD)

**Annexure-II**

**DECLARATION BY THE TENDERER**

*I/We have carefully gone through the "Notice Inviting Tender" bearing no .Admin/\_\_\_ Dated- 19.11.2019 and others tender documents mentioned therein. I/We have also carefully gone through the Terms & Conditions of the above referred NIT. My /Our tender is offered taking due consideration of all factors, and if the same be accepted I/We promise to abide by all the terms and conditions laid down in the said 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* \_\_\_\_\_