



WEST BENGAL BOARD OF SECONDARY EDUCATION

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

NOTICE INVITING e-TENDER

Memo No. : 278/Sec/CU/24

Date : 22-11-2024

E-Tender Reference No. :- **WBBSE/SEC/CU/E-NIT-01/2024-25**

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

Sl. No	Name of work	Tender Value (Approx.)	Earnest Money (@2%)	Period of completion	Designation of Tender Inviting authority	Eligibility of Bidder
		(In Rs.)	(In Rs.)			
1	Sale of Old Written Answer Scripts of M.P (S.E), 2024 of WBBSE lying at different Head Examiners' residences in West Bengal	60,00,000.00	1,20,000.00	15 days	Secretary, WBBSE	Eligible, reliable, resourceful & Bonafied outsider.

*E-Tender documents will be available only to the State Govt. E-Tender Portal, namely, wbtenders.gov.in free of cost.

- Both **Technical Bid and Financial Bid** are to be submitted correctly (in statutory cover & Non statutory cover) duly digitally signed in the website wbtenders.gov.in.
- The **FINANCIAL BID** of the prospective tenderer will be considered only if the **TECHNICAL Bid** of the tenderer found qualified by the Tender Committee of WBBSE. **The decision of the Tender Committee will be final and absolute in this respect.** List of Qualified Bidders will be displayed in the said E-Tender Portal on the scheduled date and time.

EMD & SECURITY DEPOSIT: Earnest Money of Rs **1,20,000.00** (Rupees One Lakh Twenty Thousand only) 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. **Security Deposit of 8% of work value i.e. Rs. 4,80,000.00 (Rupees Four Lakh Eighty thousand Only) have to be paid at the time of issuance of Work Order.** **Security Deposit** will be released on successful completion of the work.

3. Minimum Eligibility criteria of the bidders for participation in the tender

(i) Bidder(s) should be an **Indian Agency** engaged in **Waste Papers** works in West Bengal and having its Office (head office/ regional/Branch Office) in **West Bengal**.

(ii) **Experience-** The prospective bidders shall have satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue of this Notice with works of similar nature under the authority of **State/Central Govt./Central Govt. undertaking /Statutory Bodies constituted under the statute of the Central /State Government:-**

a) Intending tenderers shall produce **credentials/Completion certificate** of a similar nature of work of the minimum value of **Rs. 50,00,000**(Rupees fifty lakhs only) within **5 (five) years** prior to the date of issue of the tender notice;

or

b) Intending tenderers shall produce **credentials/Completion certificate** of one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than **Rs. 50,00,000**(Rupees fifty lakhs only) during **5 (five) years**.

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, 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 satisfactorily and no penal action has been initiated against the executing agency, i.e. the tenderer.”**

(Detail of experience must be furnished in prescribed format as given in Annexure-II)

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

(iii) Turn Over-Bidders must have **minimum Turnover of Rs. 55 lakhs in any one of the Five (05) years prior to the date of issue of the tender notice;** Valid and Certified proof has to be attached in the manner of **Balance sheet & Profit & Loss Account** to be authenticated by registered **Chartered Accountant (C.A)**.

4. Documents/Certificates

Following documents/certificates are to be submitted in technical bid for establishing bidder's eligibility and qualification for considering his financial bid

- (a) Registration Certificate as per existing norms (indicating the legal status – company / partnership firm/proprietorship concern, etc.)
- (b) Copy of GST Registration Certificates;
- (c) Copy of PAN Card;
- (d) Copy of valid **Trade License** document.
- (e) Copy of valid **Fire License** document from **W.B.F.E.S**.
- (f) **EMD** in the form of **Demand Draft/Banker's cheque of Rs. 1,20,000.00**
- (g) Copies of Income Tax Return filed for last three **Assessment Years**.
- (h) Copies of A/c Statements i.e. Balance sheets and Profit & Loss A/c for **last three financial years** with Seal & Signature of registered Chartered Accountant (C.A) **out of which one must have turnover of 70 lakh**.
- (i) Item Rate BOQ. (**Annexure-I**)
- (j) Declaration regarding **blacklisting** or otherwise. (**Annexure-II**)
- (k) Proof of experience in **Waste Paper** works to Government Departments/PSU/local bodies as per **Annexure-III (Completion/Credential certificate** received from Govt. depts. / PSUs / Local Bodies within **last five(05) years are to be enclosed**)
- (l) Duly filled, signed and stamped “Application-Technical bid” as per prescribed format given in **Annexure- IV**
- (m) General Declaration by the Tenderer - **Annexure-V**
- (n) **West Bengal Form** No. 2911 (II)
- (o) Valid Professional Tax challan /Certificate

5. Date & Time schedule

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIT Documents (online) (Publishing Date)	29.11.2024 at 05:00 PM
2	Documents download start date (online)	30.11.2024 at 10:00 AM
3	Bid submission start date(online)	30.11.2024 at 10:30 PM
4	Bid submission closing (online)	13.12.2024 at 5.00 PM
5	Bid opening date for Technical Proposal (online)	16.12.2024 at 3.30 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).

Note: -

1. Any downloading from the website wbtenders.gov.in 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 a single work, all his applications will be rejected for that work, without assigning any reason thereof.

6. **Bids shall remain valid** for a period not less than **60 (Sixty) days** from the date of opening of the bids. 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. A bid valid for a shorter period shall be rejected by the Board as non-responsive.

7. **Timely completion is the essence of work. For any query, Bidder may contact Caretaker Unit (1st Floor), Nivedita Bhavan, DJ-8, Sector-II, Karunamoyee, Salt Lake, Kolkata-700 091.**

8. 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 Board. 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.

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

10. Conditional/ Incomplete tender will not be accepted.

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

12. Agency 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.

13. Guiding schedule of rates : The bidders should quote item rate and Highest Bid (H1) shall be accepted.

14. 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.

15. 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.

16. 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 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 Employer.

17. Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential and other documents of the highest tenderer if necessary. After verification if it is found that the documents submitted by the highest tenderer is manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

18. 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.

- **Special terms and conditions.**
- **Form No. 2911(ii).**
- **NIT**

19. 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 .

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 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.

Technical proposal

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

Financial proposal

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

20. The contract shall be for a period of 15 days but extended if Tender Committee deems fit.

21. Annulment of Award

a) Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of the Purchaser or call for new bids.

b) WBBSE reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

22. Mode of Payment.

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- Payment shall be on advance basis before execution work. Payment will be made in Demand Draft/Banker's cheque in favour of "**WBBSE SECURITY DEPOSIT**" payable at Kolkata.
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23. Subcontracting of work

The Agency shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of the Board, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer. If at any stage it is found that the contract has been assigned or sublet without the prior permission of the Board, the order will be liable to be cancelled without prejudice to any other remedy available to the Board under this tender document.

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 Agencies to participate in e-Tendering.

1. Registration of Agency

Any Agency 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 Agency is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC)

Each Agency 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 Agency 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.

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).

SECTION – B

1. Before bidding, bidder must understand the quantum and expansion of the work. Successful bidder shall deposit 50% of work value for Burdwan and North Bengal regions, 100% in case of Midnapore Region and 20% for Kolkata region before commencement of work. The rest amount will be adjusted as a continuous process; payment shall always be made by Agency in advance lump sum amount before weighment.

2. 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 all the Deposits may be forfeited and penal action may be taken as deemed fit by the Board.

3. 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.

4. After getting the order from WBBSE, the successful bidder shall deposit necessary amount and start the work within 3 days of getting the order. Also he will be liable to complete the job within a period of

15 days from the day of getting work order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his entire deposits (EMD+SD+Advance) may be

forfeited and the Board shall have the right to cancel the order and/or blacklist him from future participation and lodge F.I.R against him in local police station.

5. 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.

6. The Answer Scripts cannot be used for any other purpose. Bidder shall remain legally liable for any other unauthorized use at any stage.

7. 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).

8. Under any circumstances the transshipment of materials from one vehicle to another will not be allowed.

9. 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.

10. 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.

11. The bidders are requested to quote their highest rates based upon the Terms and Conditions forming part of Notice Inviting Tender and considering all other factors affecting the lifting or other costs of the materials.

12. To ensure smooth accomplishment of the work, separate order will be awarded to the original Highest (H1) bidder for each individual Region.

13. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received /opened on the next working day.

14.. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. The packing of the material will be arranged by the bidder at his own expenses only. Board will not supply any bags/other items for packing the material.

20. 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.

21. 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.

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

23. For any query Bidders will be required to contact Caretaker Unit of WBBSE.

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

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

i) Declaration regarding **blacklisting** or otherwise. (**Annexure-II**)

ii) Credential for completed work (**Annexure-III**)

iii) Application-Technical bid as per prescribed format given in **Annexure- IV**

iv) General Declaration by the Tenderer- **Annexure-V**

v) Scan copy of **EMD** in the form of **Demand Draft/Banker's cheque** for **Rs. 1,20,000.00** in favour of "**WBBSE SECURITY DEPOSIT**", payable at "**Kolkata**"

vi) Special Terms & condition & specification of works. (SECTION-3) duly signed with office seal

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

The rate will be quoted in the B.O.Q. along with 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

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS
SHOULD BE ARRANGE 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	Details
A.	CERTIFICATES	CERTIFICATES	1. GST Registration certificate. 2. PAN Card 3. IT Return for last 03 Assessment Years 4. Valid Trade License document. 5. Copy of valid Fire License document from W.B.F.E.S 6. Valid Professional tax Challan/Certificate
B.	Company Details	Company Details – I	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD Company (Incorporation certificate, Trade License), Article of Association & Memorandum. 4. Society (Society Registration copy, Trade License) 5. Power of attorney
C.	Credential	Credential 1	1. Credential/Completion certificate As per eligibility criteria of NIT
D.	Financial Info.	Financial Info.	1. Balance sheets and Profit & Loss A/c for last 03 financial years authenticated by registered C.A. 2. Scanned Copy of EMD should be uploaded.

Note:- Failure of submission of any of the above mentioned documents (as stated in A1 and A2) may render the tender liable to summarily rejected for both statutory & non statutory cover. All the forms as mentioned in the statutory cover (Clause A-1) are required to be furnished exactly in the prescribe format.


22/11/2024
Secretary

West Bengal Board of Secondary Education

ANNEXURE-I
Envelope-2
Price/Commercial Bid

BILL OF QUANTITIES (BOQ)

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 Answer scripts	Kolkata	1,20,000	
2	Sale of old written Answer scripts	Midnapore	38,000	
3	Sale of old written Answer scripts	Burdwan	45,000	
4	Sale of old written Answer scripts	North Bengal	75,000	

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

From

M/s.
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To

The Secretary,
West Bengal Board of Secondary Education,
Nivedita Bhavan, DJ-8, Sector-II,
Salt Lake,
Kolkata700091.

Respected 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 / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am / are well aware of the fact that furnishing of any false information / 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 highest 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:

(TO BE TYPED ON BIDDER'S LETTER HEAD)

**ANNEXURE-III
CREDENTIAL FOR COMPLETED WORK**

**LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS
IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY.**

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Original date of start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion of the work	Reasons for delay in completion (if any)

- Note :
- Certificate from the Employers to be attached.
 - Non-disclosure of any information in the Schedule will result in disqualification of the firm.
 - No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information's that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.
 - Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.
 - No alteration shall be permitted to be made by the tenderer in any tender after its submission.

TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME : When a Agency, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled his Security Deposit will be forfeited.

Signature of Tenderer with Seal

(TO BE TYPED ON BIDDER'S LETTER HEAD)

Annexure-IV

APPLICATION-TECHNICAL BID
TECHNICAL BID

- 1 Name of the bidder:
- 2 Address of the bidder :
3. Contact Details of the bidder:
(a) Tel. No. with STD (O)..... (Fax)..... (R).....
(b) Mobile No.....(c)E-mail.....(d) Website.....
4. Name of Proprietor/Partners/Directors of the firm/agency:
6. Bidder's bank and its address and his current account number:
7. Registration and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern, etc (Pl. attach copies of the relevant documents/certificates)
8. GST etc. registration details (Pl. attach copies of the relevant Documents/Certificates)
- 9 Permanent Account Number (PAN)/Income Tax Circle/TIN of the bidder
10. Copies of Income Tax Returns filed for the last three years- attached/unattached
11. Annual turnover for the last five years
(Audited a/c statements such as P&L a/c, balance sheets, etc for last three years should be attached)
12. Proof of experience in Waste Paper related works to PSUs/Govt. Depts (Copies of Completion Certificate received from Govt. depts. / PSUs during each of the last five years should be enclosed)-
Furnished/ Not furnished
13. Declaration regarding blacklisting or otherwise by the Govt. Departments/PUSs as given in
Annexure –II Furnished/ Not furnished
14. Duly filled in authorization for attending bid opening
(Annexure-III)-Furnished/ Not furnished

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated.....

Name & Address of Firm.....
Authorized Signature & Seal of the Firm

(TO BE TYPED ON BIDDER'S LETTER HEAD)

ANNEXURE-V

GENERAL DECLARATION BY THE TENDERER

DECLARATION BY THE TENDERER

*I/We have carefully gone through the "Notice Inviting e-Tender" bearing no. **WBBSE/Sec/CU/NIT-01/2024-25**. I/We have also carefully gone through the Terms & Conditions of the above referred e-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 _____

SECTION — 3

Special terms and conditions

1. All the Agencies must assess the quantum expansion of the work, i.e the approximate number of answer scripts to be lifted from head examiner's house and disposal at mill within a span of 25 days.
2. Successful bidder shall have to deposit 50% of respective work value before commencement of work. In case of Midnapore Region full advance has to be paid before commencement of work. Successful bidder for Kolkata region shall have to submit 20% of work value before commencement of work. The rest amount will be adjusted as a continuous process; payment shall always be made by Agency in advance lump sum amount before weighment.
3. You are requested submit the Security Deposit (8%) at the time of issuance of Work Order. The EMD already deposited will also be appropriated towards security deposit. The entire security deposit so submitted will be returned after adjustment, if any, on successful completion of the work.

4. Successful Bidders will not be allowed to lift the next lot before clearance of all the dues against the previous lot. Any failure on the part of the to lift any lot within the stipulated time will make it liable for cancellation of the order and in that case the Deposit (SD + Advance) will be forfeited and penal action may be taken as deemed fit by the Board.

5. 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.

6. The Answer Scripts cannot be used for any other purpose by the Bidder.

7. The successful bidder shall have submitted Mill Certificate in respect of pulping within a month from the date of lifting of material (Not applicable in case of Bidder being Mill).

8. 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.

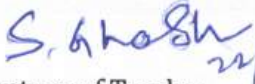
9. For other Regional Offices (Midnapore, Burdwan, North Bengal) - Lifting of papers will be done from the house of the Head Examiners by the vendors under the supervision of respective Regional Officer. All lifting and collection charges will be borne by the Vendor.

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

11. 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.

12. 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.
13. The packing of the material will be arranged by the bidder at his own expenses only. Board will not supply any bags/other items for packing the material.
14. EMD and Security Deposit of the successful bidder shall be released / adjusted after satisfactory completion of the work.
15. For any query Bidders will be required to contact Caretaker of WBBSE.
16. Arrangement of vehicles and labourers shall be made by the Agency.
17. No part weigh is permissible. Only the full truck load will be placed in the weigh bridge.
18. No lifting operation will be permissible after 6 P.M.
19. No lifting operation as well as clearance at the storing place will be conducted in the absence of Board's representative.
20. The Agency must take adequate care in advance about the restriction in the movement of traffic in a particular place so as to ensure that no vehicle loaded with answer scripts shall be detained en-route.
21. The agency must make necessary arrangements to ensure that availability of 5(Five) numbers vehicles each day to complete the lifting operation as per schedule. Reporting time of vehicles shall be 7A.M.
22. In case of failure on the part of the Agency at any stage to complete the lifting work as per schedule, WBBSE reserves the right to execute left over portion of the order through any other Agency at the cost and risk of the Agency.

Signature and address of the
Tenderer


Signature of Tender
Accepting Authority
22/11/24