NOTICE INVITING TENDER

Memo No: Admin/764

Dated: 03.02.2021

West Bengal Board of Secondary Education (WBBSE) invites sealed tenders from bonafide and registered Sole Proprietor/Partnership firm/ Agency or Company for “Hiring of CCTV including repairing & maintenance work as and when required for one year and at WBBSE, Nivedita Bhavan, DJ-8, Sector II, Sal lake, Kol-91”

<table>
<thead>
<tr>
<th>Scope of work</th>
<th>Hiring of CCTV including repairing &amp; maintenance work as and when required for one year and at WBBSE, Nivedita Bhavan, DJ-8, Sector II, Sal lake, Kol-91</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approx. Value in Rupees</td>
<td>2 lakhs</td>
</tr>
<tr>
<td>Earnest money</td>
<td>Rs 4000/- (Rupees four thousand only)</td>
</tr>
</tbody>
</table>

Interested Agencies may view and download the tender document containing the detailed terms and conditions free of cost from the WBBSE website- www.wbbse.org

Earnest Money of Rs.4000.00 (Rupees four Thousand only) 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 Bid failing which the Bid will be rejected. The registered SSI/MSME units shall be exempted from payment of EMD. To claim the exemption necessary valid certificate of registration is required to be produced. The EMD shall subsequently be appropriated towards Security Deposit for the successful bidder. The successful bidders will also be required to make a fresh deposit of 8% of the order value by Demand Draft/Banker’s cheque in favour of “WBBSE FUND RBI KOLKATA A/C” payable at Kolkata towards Security Deposit, on placement of the order before commencement of the work which will be released on successful completion of the work.

The Tender is to be submitted in a single sealed envelope superscribing the words “Hiring of CCTV at Nivedita Bhavan, WBBSE”.

The bids of the prospective Tenderers will be opened by the Tender Committee at the scheduled date and time.
1. Date and 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 publishing NIT</td>
<td>03.02.2021</td>
</tr>
<tr>
<td>2</td>
<td>Bid submission start date</td>
<td>03.02.2021 from 6.00 P.M</td>
</tr>
<tr>
<td>3</td>
<td>Last Date of submission of Bids</td>
<td>12.02.2021 upto 02.00 PM</td>
</tr>
<tr>
<td>4</td>
<td>Bid opening date</td>
<td>12.02.2021 at 03.00 PM at the office chamber of the DeputySecretary (Administration), WBBSE, Nivedita Bhavan, Salt Lake. Kolkata-700091</td>
</tr>
</tbody>
</table>

Note: -
1. Any downloading from the website 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.

2. Documents to be submitted with Technical Bid
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Following documents / information are to be submitted for establishing bidder’s eligibility for considering his bid:-

a) **EMD of Rs. 4000/-** (Rupees Four Thousand only) 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/MSME units in West Bengal claiming exemption from EMD.

b) Valid Trade Licence (self attested copy to be produced).

c) IT returns for the **last two (02) Assessment years viz. 2018-19, 2019-20** (Self attested copy to be attached).

d) Valid PAN No (self attested copy to be produced).

f) The bidder must submit self attested documentary proof of registration of Sole Proprietorship/Partnership firm/ Agency or Company.

g) Valid GST Registration Certificate
GENERAL TERMS AND CONDITIONS

1. The bidders are requested to quote their lowest rates based upon the Terms and Conditions forming part of Notice Inviting Tender and after carefully inspecting the Nivedita Bhavan, Derozio Bhavan, Park Street.

2. 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 work which will be released on successful completion of the work.

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

4. 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.

5. 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.

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

7. Materials required for the work are to be supplied by the agency.

8. Repairing and maintenance work is to be as and when required by WBBSE.

9. Rate must be given as per given format of Price Bid(Annexure-I).

Deputy Secretary (Administration)
# ANNEXURE-I

## Price Bid

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Specification</th>
<th>Rate Per day(INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hiring charges for Six(06) night vision CC Camera &amp; 8 Channels Power supply</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Hiring charges for 16 Channels DVR</td>
<td></td>
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<tr>
<td>3.</td>
<td>16&quot; Monitor (1 No.)</td>
<td></td>
</tr>
</tbody>
</table>

Note: Rate is to be quoted without GST

(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" 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 ___________________________________