NOTICE INVITING TENDER

Memo No: N/S/ 800  Dated: 18/11/2016

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), 2016 of WBBSE”.

<table>
<thead>
<tr>
<th>Scope of work</th>
<th>Purchasing Old Written Answer Scripts of M.P (S.E), 2016 WBBSE lying at different Head Examiners’ residences in West Bengal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approx. Value in Rupees</td>
<td>40 lakh</td>
</tr>
<tr>
<td>Earnest money</td>
<td>Rs 80000/- (Rupees eighty 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 website www.wbbse.org

The sealed Bids should reach the office of “Secretary, West Bengal Board of Secondary Education, Nivedita Bhavan, DJ-8, Sector-II, Karunamoyee, Saltlake, Kolkata-700091” within 02.12.2016.

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 units of West Bengal 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), 2016".

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

<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>21.11.2016</td>
</tr>
<tr>
<td>2</td>
<td>Date of Pre Bid Meeting with the intending bidders at the office of the Secretary, WBBSE, Nivedita Bhawan, DJ-8, Sector-II, Karunamoyee, Salt Laka, Kolkata - 700091</td>
<td>23.11.2016 at 1.00 pm.</td>
</tr>
<tr>
<td>5</td>
<td>Bid submission start date</td>
<td>24.11.2016 from 11.00 AM</td>
</tr>
<tr>
<td>6</td>
<td>Last Date of submission of Bids</td>
<td>02.12.2016 upto 5.00 PM</td>
</tr>
<tr>
<td>7</td>
<td>Bid opening date for Technical Proposal</td>
<td>05.12.2016 at 12.30 PM At the office chamber of the Secretary, WBBSE, Nivedita Bhavan, Salt Lake. Kolkata-700091</td>
</tr>
<tr>
<td>8</td>
<td>Date of publishing list of Technically Qualified Bidders</td>
<td>06.12.2016</td>
</tr>
<tr>
<td>9</td>
<td>Date &amp; place for opening Price/Commercial Bid</td>
<td>To be notified during uploading of technical evaluation &amp; list of bidders</td>
</tr>
</tbody>
</table>

**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 or 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

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.

c) Valid Trade Licence (self attested copy to be produced)

f) Sale Tax return for the financial year 2015-16 or current Sale Tax payment challan (Self attested copy to be attached)

g) Valid PAN No (self attested copy to be produced)

h) The Agency must have minimum Annual Turnover of Rupees Ten Lakhs in the last financial years viz. 2015-16

i) Balance sheet and Profit and Loss A/C for the financial year 2015-16 duly attested by CA is to be produced in support of the clause (h).

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

i) 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 any other factor affecting the lifting or other costs of the materials.

2. To ensure smooth accomplishment of the work order may be distributed among the original Highest (H1) bidder for each individual Region.

3. In the event of failure on the part of any selected bidder to carry out the work within the stipulated time, if the Board incurs any loss of revenue for carrying out the job the differential amount will be recovered from the defaulting party.

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, 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 reasons 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 start of work. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his EMD will be forfeited and the Board shall have the right to cancel the order.

8. The transfer of tender documents purchased by one intending bidder to another bidder is not permissible. Bidder can submit tenders only on the documents purchased/downloaded from WBBSE's website.

9. **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.

10. 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.

11. 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.

12. The rates quoted should be inclusive of all taxes and duties.
13. 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.

14. The successful bidder should submit Mill Certificate in respect of pulping within a month from the date of lifting of material (other than Mill).

15. 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 Park St. office. All lifting and collection charges will be borne by the Vendor.

16. 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.

17. The successful bidders will be required to make a fresh deposit of **Rs.3,20,000/-by DO/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. The EMD amount already deposited will also be appropriated toward Security Deposit making the aggregate amount of such deposit to **Rs.4,00,000/-** which will be released on successful completion of the work.

18. As the material will be lifted in phases, the agency must deposit the equivalent amount of any particular lot of lifting as per terms immediately. 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.

19. 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.

20. 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.

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

[Signature]

SECRETARY
WEST BENGAL BOARD OF SECONDARY EDUCATION
## ANNEXURE-I

**Envelope-2**  
**Financial Bid**

### BILL OF QUANTITIES

<table>
<thead>
<tr>
<th>S.No</th>
<th>Description of Item</th>
<th>Region</th>
<th>Quantity in Kg.(approx.)</th>
<th>Rate of purchase(Rs/Kg.) to be quoted in figures and words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sale of old written</td>
<td>Kolkata</td>
<td>106000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Answerscripts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Sale of old written</td>
<td>Midnapore</td>
<td>32000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Answerscripts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Sale of old written</td>
<td>Burdwan</td>
<td>55000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Answerscripts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Sale of old written</td>
<td>North Bengal</td>
<td>64000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Answerscripts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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. N/S/ 686 Dated- 8.11.16 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 _________________________________________________