Tender Notice

Sealed tenders are invited from the reputed Agencies for disposal of old answer scripts.

Interested Agency may contact Caretaker Unit of WBBSE in the office hours on or before 21/12/2015 for details and for collecting Tender Form. They may also visit our official website www.wbbse.org for details. Filled-up Tender Form must be submitted within 2.00 PM on 22/12/2015.

The WBBSE, however, reserves the right to accept or reject any tender without assigning any reason thereto.

Secretary, WBBSE.

Memo No. Date:

Copy forwarded for information to:-

1. D.S.(Admin) – with a request to upload the Notice in the website.
2. Caretaker Unit – with the advise to display the copy of the Notice in the Office Notice Board.

Secretary, WBBSE.
TENDER DOCUMENT

FOR SALE OF OLD WRITTEN ANSWERSCRIPTS OF M.P.(SE) 2015 AT W.B.B.S.E.

December – 2015

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, PARK STREET, KOLKATA – 16,
BLOCK-DJ 8, SECTOR-II, KARUNAMAYEE, SALT LAKE,
KOLKATA – 91.
Tender Document

FOR

Sale of Old written answerscripts lying at different Head Examiners's(HE) resident in West Bengal.

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1. The Tender document can be obtained from 02.00 PM to 05.00 PM on all working days from 14/12/2015 to 31/12/2015 from the office of WBSE Caretaker, Unit at the above address. Tender documents can be downloaded from WBSE's website www.wbse.org

2. The sealed envelopes (Envelope-1 for Technical Bid, Envelope-2 for Financial bid) addressed to the Secretary, West Bengal board of secondary education, before 02.00 AM on dated 31/12/2015

3. Technical Bid (Envelope-1) shall be opened at 04.00 PM on the same day i.e., 31/12/2015 in the presence of the bidders or their authorized representatives. The sealing of the envelope shall be checked. Any sealed envelope later than the above date of deposit of the bid shall be rejected and returned to the bidder unopened.

4. Financial Bid (Envelope-2) shall be opened at later stage only after evaluation process of technical bids. Financial bid should be opened in presence of bidders.

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Notice inviting Tender

**Notice inviting Tender**

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Technical Bid (Envelope-1)

Financial Bid (Envelope-2)
WEST BENGAL BOARD OF SECONDARY EDUCATION, 77/2, PARK STREET, KOLKATA-16./BLOCK - DJ 8, SECTOR-II, KARUNAMAYEE, SALT LAKE, KOLKATA – 91.

NOTICE INVITING TENDER

1. On behalf of West Bengal Board of Secondary Education hereinafter referred as WBBSE, sealed tenders are invited from Registered Sole Proprietor/Partnership firm/Mill or Company under “Two Packet System” (Technical Bid – Unpriced & Financial Bid-Priced) for the following work:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of Work</th>
<th>Approx. Value</th>
<th>Earnest Money</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sale of Old written answer scripts, lying at different H.E.'s (Head Examiners) residents.</td>
<td>Rs. 30.0 lacs.</td>
<td>Rs. 60,000/- (Rupees sixty thousand only)</td>
</tr>
</tbody>
</table>

2. The Tender document can be obtained from 02.00 PM to 05.00 PM on all working days from 14/12/2015 to 21/12/2015 from the office of WBBSE (Caretaker Unit) as the above address. Tender document can also be downloaded from WBBSE’s website www.wbbse.org.

3. The sealed envelopes (Envelope-1 for Technical bid, EMD (By D/D or Bankers cheque in favour of “WBBSE Fund, RBI Kolkata A/c – Payable at Kolkata”) & Envelope-2 for financial bid) addressed to the Secretary, West Bengal Board of Secondary Education before 02.00 PM on dated 22/12/2015.

Technical Bids: shall be opened at 04.00 PM on the same day i.e. 22/12/2015 in the presence of the bidders or their authorized representatives intending to attend the opening. Any tender received later than the time and date of deposit of the bids shall be rejected and returned to the bidder unopened.

However the financial bids will be opened at later stage only, after evaluation process of technical bids. Financial Bid should be opened in presence of bidders.
4. Tenders must submit their bids in two separate envelopes only. One envelope should contain Technical bid, EMD and second envelope should contain financial bid. It must be noted that at first stage only the technical bids will be opened and after the evaluation of technical bids, the financial bids will be opened only for the eligible bidders. The tenders of ineligible bidders shall be summarily rejected in the evaluation process and their financial bids will remain unopened.

5. **Eligibility Criteria:**

Only such bidders, who are Registered Solo proprietor/partnership firm or company and meet the following conditions, can participate in the tender:

A) The bidder must be a registered Sole Proprietorship/Partnership firm/Mill or Company. Self attested Documentary Proof or registration of Sole Proprietorship/Partnership firm / Mill or Company must be attached.

B) The bidder must be having minimum annual turnover of Rs.five lacs for the last financial year i.e. 2014/2015 and must submit copy of sale tax return/balance sheet for the year 2014/2015 duly attested by CA, as documentary proof. The return/balance sheet must be exactly in the name of the applicant as under clause 'A'.

C) The bidders must have a valid PAN to participate in the tender and must submit self attested copy of the same. The PAN must be exactly in the name of the applicant as under clause 'A'.

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Secretary
WBBSE
Envelope – 1.

(Technical Bid)

Sale of Old answer scripts which are lying at different HE’s resident in W.Bengal.

The sealed envelope (With Envelope – 1 Technical Bid of Tender for Sale of Old written answer scripts – Clearly written on top of envelope) addressed to the Secretary, West Bengal Board of Secondary Education and containing the following documents must reach the Board before 2.00 PM on 21/12/2015.

This envelope of technical bid must contain the following:

i) Duly filled, signed & stamped tender document.

ii) Demand Draft/Bankers cheque of Rs.60,000/- drawn in favour of “WBBSE Fund, RBI Kolkata A/c – Payable at Kolkata” as EMD (Please note that only DD/Pay order will be accepted. Payment through cheque or cash or any other means will not be accepted).

iii) Self attested Documentary Proof of registration of sole Proprietorship/Partnership firm/Mill or Company.


v) Self attested copy of the PAN.
TERMS AND CONDITIONS

1. The bidders are requested to quote their highest rates based upon the Terms and Conditions forming part of tender document 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 H1 bidder and the negotiated H2; H3 etc. bidders. However, in that case the bulk of the work to be awarded to H1 bidder.

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 extra cost 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 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 Office (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.3,40,000/- by DD/Banker’s cheque 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 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 Computerised 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 of the amount received from the successful bidder in phases and actual amount due. 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.

I/we hereby undertake to abide by the terms and conditions of the tender documents.

I/we further state that all the information submitted in the technical as well as financial bid is true and correct to the best of my/our knowledge & belief.

Agreed and Accepted

(Signature of the Bidder with stamp and date)
Envelope-2

Financial Bid

Sale of Old written answerscripts of M.P. (SE) 2015.

The sealed envelope (with “Envelope-2 Financial Bid of tender for sale of Old written answerscripts “clearly written on top of envelope) addressed to the Secretary, West Bengal Board of Secondary Education and containing the following completely filled information must reach the Board before 21/12/2015.

BILL OF QUANTITIES

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description of item</th>
<th>Unit</th>
<th>Qnty.(Approx)</th>
<th>Rate of Purchase (Rs./Kg)(to be quoted in figures and words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Sale of Old written answerscripts</td>
<td>Kg.</td>
<td>95000 Kgs(for Kolkata)</td>
<td>28000Kgs(for Midnapore)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>49000Kgs.(for Burdwan)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>59000Kgs.(for North Bengal)</td>
</tr>
</tbody>
</table>

(Stamp and Signature of the Bidder)