



WEST BENGAL BOARD OF SECONDARY EDUCATION
Nivedita Bhavan , DJ-8, Sector -2, Karunamoyee, Saltlake, Kolkata-700091

NOTICE INVITING TENDER

Memo No: Admin/689

Dated: 21.09.2020

West Bengal Board of Secondary Education (WBBSE) invites sealed tenders from bonafide and registered Sole Proprietor/Partnership firm/ Agency or Company for "**Pest & Rodent control in the offices of WBBSE at Nivedita Bhavan, Derojio Bhavanm & 77/2, Park Street**".

Scope of work	Pest & Rodent control in the offices of WBBSE at Nivedita Bhavan, Derojio Bhavanm & 77/2, Park Street".
Approx. Value in Rupees	3 lakhs
Earnest money	Rs 6000/- (Rupees six thousand only)

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.6000.00** (Rupees six 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 lifting operation which will be released on successful completion of the work.

The Tender is to be submitted with separate cover with Technical Bid and Financial Bid in a **single sealed envelope** superscribing the words "**Pest & Rodent control of WBBSE**".

The Bids of the prospective Tenderers will be opened by the **Tender Committee** at the scheduled date and time.

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1. Date and Time Schedule

Sl. No.	Particulars	Date & Time
1	Date of publishing NIT	21.09.2020
2	Bid submission start date	21.09.2020 from 03.00 PM
3	Last Date of submission of Bids	30.09.2020 upto 02.00 PM
4.	Bid opening date (Technical & Financial)	30.09.2020 at 03.00 PM At the office chamber of the Deputy Secretary (Administration), WBBSE, Nivedita Bhavan, Salt Lake. Kolkata-700091

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.**

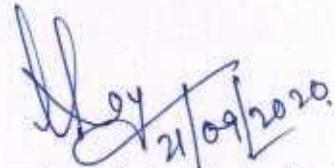
2. Documents to be submitted with Technical Bid

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

- a) **EMD of Rs. 6000/-**(Rupees Six 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) Declaration to be furnished on letter Head of the Bidder as per prescribed format given in ANNEXURE-II.
- h) Valid GST Registration Certificate
- i) Bidder's Identity Proof
- j) Bidder's address proof.

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 lifting operation 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. **Pest Rodent control operation are to be done 4 times in a month.**
8. **Materials required for Pest control & Rodent Control are to be supplied by the agency.**

Handwritten signature in blue ink with the date 21/09/2020 written below it.

Deputy Secretary (Administration)

ANNEXURE-I

Price Bid

Office	No. of Floor	Approx. Area of each floor (In Sq. ft.)	Total Area (Sq. ft.)	Rate per Sq. feet (In Rupees)
Nivedita Bhavan, Salt lake	8	1200	9600	
Derozio Bhavan, Salt lake	4	600	2400	
77/2, Park Street	6	700	4200	

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 _____