



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

NOTICE INVITING TENDER

Memo No: Admin/690

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 "Sale of Scrap of WBBSE".

Scope of work	Sale of Scrap at the different offices of WBBSE
Approx. Value in Rupees	30,000
Earnest money	Rs 1000/- (Rupees one 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.1000.00 (Rupees One 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 Technical and Financial bid in a single sealed envelope superscribing the words "Sale of Scrap materials of WBBSE".

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

OK
L.D.
21/9/20

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	30.09.20 upto 02.00 PM
4.	Bid opening date(technical and 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

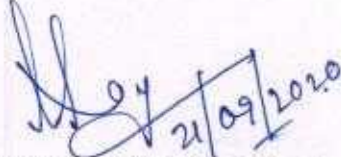
Following documents / information are to be submitted for establishing bidder's eligibility for considering his bid:-

- a) **EMD of Rs. 1000/-**(Rupees One 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 highest rates based upon the Terms and Conditions forming part of Notice Inviting Tender and after carefully inspecting the materials being sold off and considering all other factors affecting the lifting or other costs of the materials. It shall be deemed by Tender Committee that Bidders have fully satisfied themselves in regard to the condition, quality & quantity of the articles/items proposed to be sold.
2. To ensure smooth accomplishment of the work, separate work order will be awarded to the Highest (H1) bidder for each individual Region.
3. **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.**
4. 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.
5. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
6. **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.**
7. 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.
8. 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 15 days** from the day of starting work. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his entire security deposit may be forfeited and the Board shall have the right to cancel the order and/or blacklist him from future participation.
9. The approximate quantity of the material is indicated in the Price Bid. The quantity indicated in the Price Bid 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. All costs including loading/unloading of materials, weighing charges, transportation etc. Shall be borne by the Agency & WBBSE will not be liable for any cost.
12. The packing of the material will be arranged by the bidder at his own expenses only. Board will not supply any bags/board/other items for packing the material.
13. Lifting of Scraps will be done from the offices of WBBSE by the vendors under their supervision. All lifting and collection charges will be borne by the Vendor.
14. As the material will be lifted in phases, the agency must deposit the estimated amount of any particular lot of lifting in advance. 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 and penal action may be taken as deemed fit by the Board.
15. The weighing of the Scrap materials shall be done in the premises of WBBSE in presence of authorized officials of the Board and weighment to be done only through Computerized Weighment Bridge. The relevant weighment slips must be duly signed by representatives of both Board and the bidder.
16. 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.
17. Security Deposit of the successful bidder shall be released / adjusted after satisfactory completion of the work.


Deputy Secretary (Administration)

ANNEXURE-I

Price Bid

Sl.	Description of Item	Quantity in Kg.(approx.)	Rate of purchase(Per Kg) to be quoted in figures and words
1.	Card Board Box	400	
2.	Polythene sheet	400	
3.	Polythene Bag	1000	
4.	Polythene Band	300	
5.	Hessian Cloth with gala	700	

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 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 _____