



# West Bengal Board of Primary Education

Acharya Prafulla Chandra Bhavan, DK-7/1, Sector-II, Salt Lake City, Kolkata 700 091

☎ 2334 8983, 2359 8099/8135, 📠 23211202 ✉ [secretary.wbbpe@yahoo.com](mailto:secretary.wbbpe@yahoo.com) 🌐 [www.wbbpe.org](http://www.wbbpe.org)

No: 256/WBBPE/2023

Date: 01/02/2023

## **NOTICE INVITING E-TENDER**

(Through Pre-Qualification Submission of Bid through NIC E-Tender Portal)

Notice inviting e-Tender No WBBPE/Dy. Secy/eNIT-01/2022-23 for "Food, Decoration and Electrical Work" for Conduction of **38<sup>th</sup> State Level Annual Sports Meet for the students of Primary & Junior Basic Schools, Madrasahs and SSKs (including CWSN) at Biswabangla Krirangan, Jalpaiguri to be held from 18/02/2023 to 19/02/2023** from the bonafide contractors having the credential as mentioned in **clause 10** for the following items and the details will be available at the office of **West Bengal Board of Primary Education, APC Bhawan, DK 7/1, Sector -II, Salt Lake, Kolkata-700091** during office hour. Mobile numbers of contact persons are given below for any clarification about this Tender:

**9330800250/8910178325**

Sl. No.	Name of the Item	Earnest Money
1	Decoration	Rs.30,000/- (Rupees thirty Thousand Only) Rets amount of earnest money (2% of the quoted amount) will be adjusted before issuing the work order
2	Electrical Work	
3	Food	

### **1. GENERAL INSTRUCTIONS**

In the event of tendering process, intending bidder may download the tender documents free of cost from the website; <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money should be submitted **through online mode only** as per **G.O. No. 3975-F(Y), dated 28.07.2016** of the Finance Department, Government of West Bengal.

### **2. SUBMISSION OF BIDS**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. All papers must be submitted in English language.

### **3. TIME SCHEDULES OF THE E-TENDER**

The time schedule for obtaining the bid documents, the submission of bids and other documents etc. will be as per the list provided in clause no 24 as given below.

#### 4. ELIGIBILITY FOR QUOTING

##### [A] TECHNICAL BID "A"

(a) Statutory Cover containing the following documents:

##### **BID "A": PART I**

(SINGLE FILE MULTIPLE PAGE SCANNED)

**Essential Requirements of the Tendering Firm for participation shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.**

A	NIT
B	EMD

##### **BID "A": PART II**

It should contain the detailed Technical Specifications of Items (in Excel sheet)

NON-STATUTORY/MY DOCUMENTS containing the following documents:

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1 Certificates	1. PAN Card
			2. Professional Tax Registration Certificate with Latest Challan
			3. GST Registration certificate
			4. IT Return for the last 3(Three) Financial Year.
B.	Bidder Details		1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD Company (Incorporation certificate, Trade License) 4. Society (Society Registration copy, Trade License) 5. Power of attorney(if required) 6. Food License and FASSAI License with up to date renewal (for Food Item) 7. The Bidder must have valid Electrical Contractors License with Electrical Supervisor holding Valid Supervisor Competency Certificate (SCC) I.E. Rules. (For Electrical Work)
C.	Credential		1. Work order/Completion certificates for similar nature of work (The Agency/Contractor /Bidder must have previous experience for holding State Level or National Level Sports at least for Two(2) times)must be submitted which is related with the Government/PSU/Undertaking Department within last five years.

##### [B] FINANCIAL BID "B"

(i) BOQ in INR (in excel sheet)

The folder as "Financial Bid" must be uploaded in the Financial Packet. The BOQ (Bill of Quantity) will be provided by the Board must be downloaded and filled up properly and the same must be submitted in the Financial Folder.

#### 6. EVALUATION OF THE TENDERS

During the tender evaluation process, the "Bid A" will be opened first. Those Tenderers who have qualified the evaluation of technical bid will be identified and only their "Bid B", i.e. financial bid will be opened. The "Bid B" of those Tenderers failing to meet the technical and other requirements of participating in the tender will not be opened and will be rejected. The tenderers offering the item found suitable and being as per the tender specifications will only be selected.

The "Bid B" (Financial Bids) of only these tenderers passing the technical bid evaluation will be opened.

If found, suitable in the context of above pre-qualification etc. the Tenderer quoting the lowest rate will be considered as successful.

## **7. COST OF EARNEST MONEY**

Each tenderer has to submit, unless exempted under the existing orders of the West Bengal Government. Proper Document must be submitted for EMD Exemption or it will be treated as Cancelled. The EMD will be refunded to the bidder(s) as per following manners--

- I. If the bidder(s) do not get any offer, the EMD will be automatically be refunded to the bidder(s) account through online mode only after finalization of the tender or within 120 (one hundred twenty) days from the date of opening of tender whichever is later against the specific prayer of Tenderer. No request for receiving the EMD amount in any other offline / online mode will be entertained at any stage by the authority.
- II. If the bidder(s) get the work offer, but is unable to supply the materials / carry out the work order successfully and satisfactorily, the EMD will be forfeited.

## **8. RATE**

The basic rate should be furnished inclusive of all taxes duties & charges e.g. Customs Duty, Transportation Cost, Insurance, Freight, Testing charges, Incidental Charges etc. but excluding of GST which shall be quoted separately in the template for Bill of Quantities (BOQ). The GST Amount is to be mentioned in the appropriate Column of the template for Bill of Quantities.

## **9. ORDER & SUPPLY**

Orders for the supply of the approved products will be placed with the successful tenderers after the execution of the agreements, and such supply shall have to be made in such instalments as may be fixed or spread over a period to be specified in the supply orders to be made in purchase of the agreements. The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.

## **10. WITHDRAWAL/CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY**

**The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason.** Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed unless otherwise required by the tendering authority. The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason. Purchase will, however be made following the existing purchase policy of the Government of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporated under Notification No. 10500-F dated 19.11.04 read with Notification No. 5400-F dated 25.06.2012 should be observed in considering the tenders.

## **16. SPECIAL TERMS AND CONDITIONS FOR TENDER SUBMISSION**

The tender has to give a certificate that the firm has not been blacklisted in the past by any Institution Government/Private or convicted in any criminal case.

If the tenderer gives a false statement on any of the above information the firm/supplier will not be considered and their quotation/tender shall be rejected and the earnest money shall be forfeited.

The manufacturer should submit all the quotations directly or through their authorized agent were applicable provided the manufacturer accepts responsibility for any lapse on the part of the agent and authorization certificate must be enclosed.

## **17. PENALTY CLAUSES**

**PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/MISLEADING DOCUMENTS:**

If during the tender process or at any stage during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against

those tenderers who have submitted false/misleading/fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.

#### **18. APPEAL**

Appeal against the decision of the Deputy Secretary, West Bengal Board of Primary Education, APC Bhawan, DK 7/1, Sector -II, Salt Lake, Kolkata-700091 to impose such a penalty will lie with the Director of Public Instruction, Department of Higher Education, Government of West Bengal.

#### **19. AGREEMENT**

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by the Deputy Secretary, West Bengal Board of Primary Education, APC Bhawan, DK 7/1, Sector -II, Salt Lake, Kolkata-700091. After communication of the same, the Tenderer and the selected distributor (in the event of distributor to receive order and payment in his name) will have to execute agreement in the prescribed form with the Deputy Secretary, West Bengal Board of Primary Education, APC Bhawan, DK 7/1, Sector -II, Salt Lake, Kolkata-700091. The present document and the tender forms filled in by the Tender or copies thereof in so far as they are not inconsistent with these terms and conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

#### **20. VALIDITY PERIOD OF AGREEMENT**

The contract period will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job.

#### **22. PAYMENT TERMS**

**No advance money will be provided to the eligible bidders/suppliers.**

Payment will be made through e-payment system through RTGS / NEFT as the case may be after execution and accomplishment of due supply as ordered subject to:

- i. Supply of the materials as per specification as provided in the tender documents and the catalogue.
- ii. Supply of the materials within the supplied period as specified in the work orders.
- iii. Availability of fund in PFMS and IFMS Module as the case may be

On being selected, the successful vendors will have to submit one application to the Deputy Secretary, West Bengal Board of Primary Education, APC Bhawan, DK 7/1, Sector -II, Salt Lake, Kolkata-700091 and concerned procuring authorities stating the name of the payee/recipient, Bank account no with MICR code, IFSC of the payee/recipient for making e payment.

No manual payment is allowed to be made as far as practicable.

**Payment will be made in FULL after successful completion of the job.**

#### **23. DATES & INFORMATION:**

<b>Sl. No.</b>	<b>Designation and Address of the Authority</b>	<b>Name and address of the school with mobile No of DPO</b>
<b>1</b>	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	<b>02/02/2023</b>
<b>2</b>	Documents download start date (Online)	<b>02/02/2023, 05.00 P.M</b>
<b>3</b>	<b>Bid submission start date (On line)</b>	<b>02/02/2023, 05.00 P.M</b>
<b>4</b>	Documents download end date (Online)	<b>09/02/2023, : 02.00 P.M</b>
<b>5</b>	<b>Bid Submission closing (On line)</b>	<b>09/02/2023, 02.00 P.M</b>

<b>6</b>	<b>Bid opening date for Technical Proposals (Online)</b>	<b>09/02/2023, 03.00 P.M</b>
<b>8</b>	Date of uploading list for Technically Qualified Bidder(online)	<b>To be notified later</b>
<b>9</b>	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	<b>To be notified later</b>
<b>10</b>	Date for opening of Financial Proposal (Online)	<b>To be notified later</b>

**THE DEPUTY SECRETARY, WEST BENGAL BOARD OF PRIMARY EDUCATION, APC BHAWAN, DK 7/1, SECTOR -II, SALT LAKE, KOLKATA-700091 RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE WEBSITE; <https://wbtenders.gov.in> AND OFFICE NOTICE BOARD.**

**24. VALIDITY OF TENDER:**

The contract period will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job.

No objections in this respect will be entertained raised by any Bidder who will remain present during opening of bid, or from any Bidder who will remain absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.

During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/manufacture/fabricated, that bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Prospective bidders must take training from authorized agencies before submission of their bids.

The Central Tender & Purchase Advisory Committee of the College reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

**26.** The Quantity of the Item(s) is always subject to change and it depends upon the Requirement & Budget and actual required Quantity will be mentioned in Purchase Order.

**27. N.B.:**

During evaluation, the Tender Inviting Authority may summon the tenderers (if required) & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable to be rejected.

28. No extra food delivery charges will be allowed.

Yours faithfully,

**(Dr. Partha Karmakar)**  
**Deputy Secretary**