



West Bengal Board of Primary Education

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

☎ 23348983, 2359 8099/8135, 📠 23211202 ✉ secretary.wbbpe@yahoo.com 🌐 www.wbbpe.org

No: 312 /WBBPE/2025

Date: 04.02.2025

NOTICE INVITING E-TENDER

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

Notice inviting e-Tender No: WBBPE/ Secy/eNIT- 01/2024-25 for Electrical works in connection with 40th State Level Annual Sports Meet for the students of Primary & Junior Basic Schools, Madrasahs and SSKs(including CWSN) at Paschim Medinipur from 28.02.2025 to 01.03.2025 from the bonafide contractors having the credential as mentioned in **BID "A": PART II**

For the following items, 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:

9434245640/8017834475

Sl. No.	Name of the Item	Earnest Money
1	Electrical works in connection with 40th State Level Annual Sports Meet at Paschim Medinipur	Rs 20,000/- (Rupees Twenty Thousand Only) Rest amount of earnest money (2% of the quoted amount) will be adjusted after completion of the work. Hiring of the items for electrical work shall be required as per need. Detailed work order shall be issued as per requirement before the event. All the rate should be quoted on the basis of single unit.

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> and wbbprimaryeducation.org 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 16 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

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 Years. (FY-21-22,22-23& 23-24)
			5. Audited PL Balance Sheet for the last 3(Three) Financial Years. With due certification of a CA firm containing membership No and UDIN.
B.	Bidder Details		1. Proprietorship Firm (Trade License).
			2. Partnership Firm (Registered Partnership Deed, Trade License).
			3. LTD Company (Incorporation certificate, Trade License).
			4. Society (Society Registration Certificate copy, Trade License).
			5. Power of attorney (if required).
			6. Bidder should at least have yearly turnover of 50 lakhs (average) for last 3(three) financial years. (FY-21-22,22-23 & 23-24)
			7. The Bidder must have valid Electrical License with Electrical Supervisor holding Valid Supervisor Competency Certificate (SCC) I.E. Rules. (For Electrical Work)
C.	Credential		1. Credential Certificate of Rs 5,00,000(Rs Five Lakhs only) in a single work for similar nature of work during last 3 years (FY-21-22,22-23,23-24) from the date of issue of the tender notice under the authority of State / Central Govt., State / Central Govt. undertaking, Statutory Bodies constituted under the Statute of the Central / State Govt.

[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.

5. EVALUATION OF THE TENDERS

During the tender evaluation process, the "Bid A" will be opened first. Those Tenderer 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 Tenderer failing to meet the technical and other requirements of participating in the tender will not be opened and will be rejected. The tenderer 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.

6. 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.

7. 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.

8. ORDER & SUPPLY

The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.

9. 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.

10. SPECIAL TERMS AND CONDITIONS FOR TENDER SUBMISSION

The tenderer 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.

11. 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.

12. APPEAL

Appeal against the decision of the 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.

13. AGREEMENT:

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by Secretary, WBBPE. 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 Secretary, WBBPE on Non judicial stamp paper of Rs. 100/-, the cost of which will be borne by the tenderer. This present document and the tender forms filled in by the Tenderer or copies thereof in so far as they are not inconsistent with these terms & Conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

14. VALIDITY PERIOD OF AGREEMENT:

The contract period will be for a period 365 days from the date of finalization of tender which may be extended as per the need of the institution.

15. PAYMENT TERMS

Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act,2017.

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:

On being selected, the successful vendors will have to submit one application to the 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 and on the basis of actual supply of items, duly certified by appropriate authority.

16. DATES & INFORMATION:

Sl. No.	SCHEDULED DETAILS	DATE & TIME
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	05.02.2025 10.00 AM
2	Date of Pre Bid Meeting	07.02.2025 1.00 PM
3	Documents download start date (Online)	05.02.2025 10.00 AM.
4	Bid submission start date (On line)	05.02.2025 10.00 AM
5	Documents download end date (Online)	18.02.2025 2.00PM
6	Bid Submission closing (On line)	18.02.2025 2.00PM
7	Bid opening date for Technical Proposals (Online)	18.02.2025 3.00PM
8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
9	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be notified later
10	Date for opening of Financial Proposal (Online)	To be notified later

THE 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 DATE, VENUE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE WEBSITE; <https://wbtenders.gov.in> AND OFFICE NOTICE BOARD AND WEBSITE wbbprimaryeducation.org.

17. 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 comes 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 reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

18. 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.


(Secretary)
WBBPE

Annexur

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)

To
The Secretary, WBBPE
Address:

Sub: NIQ FOR E-TENDER FOR

Ref: -

Having examined the pre-qualification & other documents published in the N.I.Q, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of In the capacityduly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the following item /items with manufacturing capacity* and assured supply to the
Secretary, WBBPE, Address.....
4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
5. We understand that:

Tender Selection Committee of WBBPE,
address.....

(a) can amend the scope & value of the contract bid under this project.

Tender Selection Committee, WBBPE Address.....

(b) reserves the right to reject any application without assigning any reason.

Date :

Signature of applicant including title and

capacity in which application is made

Mobile:

AFFIDAVIT – “Y”

(To be furnished in Non-judicial Stamp Paper of appropriate value duly notarized in respect of this particular NITwith Name of Work:)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.
2. The undersigned also hereby certifies that neither our firm M/S. nor any of constituent partner had been debarred to participate in tender by this Department during the last 05 (Five) years prior to the date of this NIT.
3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the Department to verify this statement.
4. The undersigned understand that further qualifying information may be requested and agrees to furnish any such information at the request of the department.
5. Certified that, I have applied in the tender in the capacity of individual / as a partner of a firm or Owner & I have not applied severally for the same tender.

Signed by an authorized officer of the firm
Title of the Officer

Name of Firm with Seal

CHECK LIST

[All points are to be filled up no places are to be kept vacant. For statutory clearances/registrations not applicable, mention NOT APPLICABLE instead of keeping blank.]

1. Name of the works	
2. Tender Notice No	
3. On line document download ended	
4. Name of the institution tendered for	
5. Details of Earnest Money with Date and drawn at	
6. Are you exempted from EMD (Y/N)	
7. Name of the bidder (in block letter)	
8. Full address	E-Mail:
	Telephone No/ Mobile No :
	Fax :
9. Local Address, if any	
10. Legal entity of the bidder whether Firm/ Society/ Company/ other entity	
11. Registration No Authority with whom registered	

12. License No..... for the purpose of.....	
13. Name & address of the banker of the bidders a) PAN No./TAN No. b) GST No. if any: c) Valid Trade License: d) Bank Solvency Certificate Up to date e) IT returns (Last three years) f) P/L & A/C & Balance sheet (Last three years) g) Credential last 3 years	

14. Registration No. of Service Tax		
15. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details	YES	NO
16. Has the firm or PRINCIPAL employees convicted in or have pending in any court any vigilance matter. If yes, provide details.	YES	NO
17. Any litigation against the Firm or its proprietors or its PRINCIPALS? If yes, provide details	YES	NO
18. Any other relevant information wish to submit		
I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled.		
I have read the General & Special Terms & Conditions, including the penal provision, as given in the tender documents as per tender notice quoted above. I have accepted them and agree to abide them. I have also read the Memorandum of agreement and do agree to abide by it if declared successful in my bid.		

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of information found incorrect later on, I the under signatory will be personally responsible for the same.

Date:
Seal

Full Signature of the bidder/ Authorized person &

SECTION VIII: TENDER APPLICATION FORM:

To,
The Secretary, West Bengal Board of primary Education
Address.....

Ref.: Your TE document No.....dated We, the
undersigned have examined the
above TE document, including amendment/corrigendum number.....dated
..... (if
any), the receipt of which is confirmed.

1) We now offer to supply and deliver... (Description
of goods

and/or service) in conformity with your above referred document for the sum, as shown in the price
schedule/Bill of Quantity attached herewith and made part of this bid.

2) If our bid is accepted, we undertake to supply the goods and perform the services as mentioned above, in
accordance with the delivery schedule specified in the List of Requirements and Consignee list.

3) We further confirm that, if our bid is accepted, we shall provide you a performance security of required
amount in terms of GCC clause, for due performance of the contract.

4) We agree to keep our bid valid for acceptance as required in the GIB clause, or for subsequently extended
period, if any, agreed to by us.

5) We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any
time before the expiry of the aforesaid period.

6) We further confirm that, until a formal contract is executed, this bid read with your written acceptance
thereof within the aforesaid period shall constitute a binding contract between us.

7) We further understand that you are not bound to accept the lowest or any bid you may receive against your
above-referred tender enquiry.

8) We confirm that we do not stand deregistered/banned/blacklisted by any government Authorities
/Organization/Institution etc.

9) We confirm that we fully agree to the terms and conditions specified in above mentioned TE document,
including amendment/corrigendum if any.

(Signature with Date)

(Name and designation) Duly authorized to sign bid for and on behalf of Bidder:



West Bengal Board of Primary Education

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

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No: 313/WBBPE/2025

Date: 04.02.2025

NOTICE INVITING E-TENDER

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

Notice inviting e-Tender No: **WBBPE/ Secy/eNIT-02/2024-25** for **Food and Decoration work in connection with 40th State Level Annual Sports Meet** for the students of Primary & Junior Basic Schools, Madrasahs and SSKs(including CWSN) at Paschim Medinipur from **28.02.2025 to 01.03.2025** from the bonafide contractors having the credential as mentioned in **BID "A": PART II**

For the following items, 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:

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Sl. No.	Name of the Item	Earnest Money
1	Food and Decoration work in connection with 40th State Level Annual Sports Meet at Paschim Medinipur	Rs 2,00,000/- (Rupees Two Lakhs Only) Rest amount of earnest money (2% of the quoted amount) will be adjusted after completion of the work. For Decoration: The items for decoration work shall be required as per need. Detailed work order shall be issued as per requirement before the event. All the rate should be quoted on the basis of single unit.

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> and wbbprimaryeducation.org 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

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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

NON-STATUTORY/MY DOCUMENTS containing the following documents:

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B.	Bidder Details	1. Proprietorship Firm (Trade License). 2. Partnership Firm (Registered Partnership Deed, Trade License). 3. LTD Company (Incorporation certificate, Trade License). 4. Society (Society Registration Certificate copy, Trade License). 5. Power of attorney (if required). 6. Bidder should at least have yearly turnover of 1 Crore (average) for last 3(three) years. 7. Valid Food License. 8. Fire safety license. 9. Bank Solvency Certificate. (After NIT Date)	
C.	Credential		1. Credential Certificate of Rs 60,00,000 (Rs Sixty Lakhs only) in a single work for similar nature of work during last 3 years (FY-21-22,22-23,23-24) from the date of issue of the tender notice under the authority of State / Central Govt., State / Central Govt. undertaking, Statutory Bodies constituted under the Statute of the Central / State Govt.

[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.

5. EVALUATION OF THE TENDERS

During the tender evaluation process, the "Bid A" will be opened first. Those Tenderer 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 Tenderer failing to meet the technical and other requirements of participating in the tender will not be opened and will be rejected. The tenderer 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.

6. 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. He EMD will be refunded to the bidder(s) as per following manners--

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- 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.

7. 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.

8. ORDER & SUPPLY

The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier. If any logistics support is needed for this work necessary arrangement will be managed by the vendor itself.

9. WITHDRAWAL/CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY

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12. APPEAL

Appeal against the decision of the 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.

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8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
9	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be notified later
10	Date for opening of Financial Proposal (Online)	To be notified later

THE 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 ,VENUE,DATE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE WEBSITE; <https://wbtenders.gov.in> AND OFFICE NOTICE BOARD and website wbbprimaryeducation.org.

17. 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 comes 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 TIA reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

18. 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.



(Secretary)
WBBPE

Annexure I

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)

To
The Secretary, WBBPE
Address:

Sub: NIQ FOR E-TENDER FOR

Ref: -

Having examined the pre-qualification & other documents published in the N.I.Q, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of In the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the following item /items with manufacturing capacity* and assured supply to the
Secretary, WBBPE, Address.....
4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
5. We understand that:

Tender Selection Committee of WBBPE,
address.....

(a) can amend the scope & value of the contract bid under this project.

Tender Selection Committee, WBBPE Address.....

(b) reserves the right to reject any application without assigning any reason.

Date :

Signature of applicant including title and capacity in which application is made

Mobile:

AFFIDAVIT – “Y”

(To be furnished in Non-judicial Stamp Paper of appropriate value duly notarized in respect of this particular NIT with Name of Work:)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.
2. The undersigned also hereby certifies that neither our firm M/S. nor any of constituent partner had been debarred to participate in tender by this Department during the last 05 (Five) years prior to the date of this NIT.
3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the Department to verify this statement.
4. The undersigned understand that further qualifying information may be requested and agrees to furnish any such information at the request of the department.
5. Certified that, I have applied in the tender in the capacity of individual / as a partner of a firm or Owner & I have not applied severally for the same tender.

Signed by an authorized officer of the firm

Title of the Officer

Name of Firm with Seal

CHECK LIST

[All points are to be filled up no places are to be kept vacant. For statutory clearances/registrations not applicable, mention NOT APPLICABLE instead of keeping blank.]

1. Name of the works	
2. Tender Notice No	
3. On line document download ended	
4. Name of the institution tendered for	
5. Details of Earnest Money with Date and drawn at	
6. Are you exempted from EMD (Y/N)	
7. Name of the bidder (in block letter)	
8. Full address	E-Mail:
	Telephone No/ Mobile No :
	Fax :
9. Local Address, if any	
10. Legal entity of the bidder whether Firm/ Society/ Company/ other entity	
11. Registration No Authority with whom registered	
12. License No..... for the purpose of.....	
13. Name & address of the banker of the bidders a) PAN No./TAN No. b) GST No. if any: c) Valid Trade License: d) Bank Solvency Certificate Up to date e) IT returns (Last three years) f) P/L & A/C & Balance sheet (Last three years) g) Credential last 3 years	

14. Registration No. of Service Tax		
15. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details	YES	NO
16. Has the firm or PRINCIPAL employees convicted in or have pending in any court any vigilance matter. If yes, provide details.	YES	NO
17. Any litigation against the Firm or its proprietors or its PRINCIPALS? If yes, provide details	YES	NO
18. Any other relevant information wish to submit		
I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled.		
I have read the General & Special Terms & Conditions, including the penal provision, as given in the tender documents as per tender notice quoted above. I have accepted them and agree to abide them. I have also read the Memorandum of agreement and do agree to abide by it if declared successful in my bid.		

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of information found incorrect later on, I the under signatory will be personally responsible for the same.

Date:
Seal

Full Signature of the bidder/ Authorized person &

SECTION VIII: TENDER APPLICATION FORM:

To,

The Secretary, West Bengal Board of primary Education

Address.....

Ref.: Your TE document No.....dated We, the

undersigned have examined the

above TE document, including amendment/corrigendum number.....dated

..... (if

any), the receipt of which is confirmed.

1) We now offer to supply and deliver... (Description of goods

and/or service) in conformity with your above referred document for the sum, as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.

2) If our bid is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements and Consignee list.

3) We further confirm that, if our bid is accepted, we shall provide you a performance security of required amount in terms of GCC clause, for due performance of the contract.

4) We agree to keep our bid valid for acceptance as required in the GIB clause, or for subsequently extended period, if any, agreed to by us.

5) We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period.

6) We further confirm that, until a formal contract is executed, this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

7) We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

8) We confirm that we do not stand deregistered/banned/blacklisted by any government Authorities /Organization/Institution etc.

9) We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/corrigendum if any.

(Signature with Date)

(Name and designation) Duly authorized to sign bid for and on behalf of Bidder:



West Bengal Board of Primary Education

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

☎ 23348983, 2359 8099/8135, 📠 23211202 ✉ secretary.wbbpe@yahoo.com 🌐 www.wbbpe.org

No: 314/WBBPE/2025

Date:04.02.2025

NOTICE INVITING E-TENDER

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

Notice inviting e-Tender No: WBBPE/ Secy/eNIT-03/2024-2025-Supply of Sports goods in connection with 40th State Level Annual Sports Meet for the students of Primary & Junior Basic Schools, Madrasahs and SSKs(including CWSN) at Paschim Medinipur (authority right to change to any other district for any reason) from 28.02.2025 to 01.03.2025 from the bonafide contractors having the credential as mentioned in **BID "A": PART II**

For the following items, 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:

9434245640/8017834475

Sl. No.	Name of the Item	Earnest Money
1	Supply of Sports goods in connection with 40th State Level Annual Sports Meet for the students of Primary & Junior Basic Schools, Madrasahs and SSKs(including CWSN) at Paschim Medinipur	Rs 2,00,000/- (Rupees Two Lakhs Only) Rest amount of earnest money (2% of the quoted amount) will be adjusted after completion of the work. For supply of Sports goods: The sports goods shall be required as per need. Detailed work order shall be issued as per requirement before the event. All the rate should be quoted on the basis of single unit.

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> and wbbprimaryeducation.org 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 16 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

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 Years.(FY-21-22,22-23,23-24)
			5. Audited PL Balance Sheet for the last 3(Three) Financial Years. With due certification of a CA firm containing membership No and UDIN.
B.	Bidder Details		1. Proprietorship Firm (Trade License).
			2. Partnership Firm (Registered Partnership Deed, Trade License).
			3. LTD Company (Incorporation certificate, Trade License).
			4. Society (Society Registration Certificate copy, Trade License).
			5. Power of attorney (if required).
			6. Bidder should at least have yearly turnover of 1 Cr (average) for last 3(three) years.
			7. Bank Solvency Certificate. . (After NIT Date)
C.	Credential		1. Credential Certificate of Rs 40,00,000 (Rs Forty Lakhs only) in a single work for similar nature of work during last 3 years (FY-21-22,22-23,23-24) from the date of issue of the tender notice under the authority of State / Central Govt., State / Central Govt. undertaking, Statutory Bodies constituted under the Statute of the Central / State Govt.

[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.

5. EVALUATION OF THE TENDERS

During the tender evaluation process, the "Bid A" will be opened first. Those Tenderer 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 Tenderer failing to meet the technical and other requirements of participating in the tender will not be opened and will be rejected. The tenderer 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.

6. 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.

7. 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).

8. ORDER & SUPPLY

The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier. In case of requirement, Vendor will supply the items within 24 hours.

9. 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.

10. SPECIAL TERMS AND CONDITIONS FOR TENDER SUBMISSION

The tenderer 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.

11. 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.

12. APPEAL

Appeal against the decision of the 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.

13. AGREEMENT:

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by Secretary, WBBPE. 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 Secretary, WBBPE on Non judicial stamp paper of Rs. 100/-, the cost of which will be borne by the tenderer. This present document and the tender forms filled in by the Tenderer or copies thereof in so far as they are not inconsistent with these terms & Conditions will be incorporated as part of the

agreement. Such agreement will be binding on the Tenderer and distributor.

14. VALIDITY PERIOD OF AGREEMENT:

The contract period will be for a period 365 days from the date of finalization of tender which may be extended as per the need of the institution.

15. PAYMENT TERMS

Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act,2017.

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:

On being selected, the successful vendors will have to submit one application to the 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 and on the basis of actual supply of items, duly certified by appropriate authority.

16. DATES & INFORMATION:

Sl. No.	SCHEDULED DETAILS	DATE & TIME
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	05.02.2025 10.00 AM
2	Date of Pre Bid Meeting	7.02.2025 1.00 PM
3	Documents download start date (Online)	05.02.2025 10.00 AM
4	Bid submission start date (On line)	05.02.2025 10.00 AM
5	Documents download end date (Online)	18.02.2025 2.00PM
6	Bid Submission closing (On line)	18.02.2025 2.00PM
7	Bid opening date for Technical Proposals (Online)	18.02.2025 3.00PM
8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
9	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be notified later
10	Date for opening of Financial Proposal (Online)	To be notified later

THE 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 VENUE, DATE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE WEBSITE; <https://wbtenders.gov.in> AND OFFICE NOTICE BOARD. wbbprimaryeducation.org.

17. 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 comes 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 TIA reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

18. 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.


(Secretary)
WBBPE

Annexure Idepi

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)

To
The Secretary, WBBPE
Address:

Sub: NIQ FOR E-TENDER FOR

Ref: -

Having examined the pre-qualification & other documents published in the N.I.Q, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of In the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the following item /items with manufacturing capacity* and assured supply to the
Secretary, WBBPE, Address.....
4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
5. We understand that:

Tender Selection Committee of WBBPE,
address.....

(a) can amend the scope & value of the contract bid under this project.

Tender Selection Committee, WBBPE Address.....

(b) reserves the right to reject any application without assigning any reason.

Date :

Signature of applicant including title and
capacity in which application is made

Mobile:

AFFIDAVIT – “Y”

(To be furnished in Non-judicial Stamp Paper of appropriate value duly notarized in respect of this particular NITwith Name of Work:)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.
2. The undersigned also hereby certifies that neither our firm M/S. nor any of constituent partner had been debarred to participate in tender by this Department during the last 05 (Five) years prior to the date of this NIT.
3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the Department to verify this statement.
4. The undersigned understand that further qualifying information may be requested and agrees to furnish any such information at the request of the department.
5. Certified that, I have applied in the tender in the capacity of individual / as a partner of a firm or Owner & I have not applied severally for the same tender.

Signed by an authorized officer of the firm
Title of the Officer

Name of Firm with Seal

CHECK LIST

[All points are to be filled up no places are to be kept vacant. For statutory clearances/registrations not applicable, mention NOT APPLICABLE instead of keeping blank.]

1. Name of the works	
2. Tender Notice No	
3. On line document download ended	
4. Name of the institution tendered for	
5. Details of Earnest Money with Date and drawn at	
6. Are you exempted from EMD (Y/N)	
7. Name of the bidder (in block letter)	
8. Full address	E-Mail:
	Telephone No/ Mobile No :
	Fax :
9. Local Address, if any	
10. Legal entity of the bidder whether Firm/ Society/ Company/ other entity	
11. Registration No Authority with whom registered	
12. License No..... for the purpose of.....	

<p>13. Name & address of the banker of the bidders</p> <ul style="list-style-type: none">a) PAN No./TAN No.b) GST No. if any:c) Valid Trade License:d) Bank Solvency Certificate Up to datee) IT returns (Last three years)f) P/L & A/C & Balance sheet (Last three years)g) Credential last 3 years	
--	--

14. Registration No. of Service Tax		
15. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details	YES	NO
16. Has the firm or PRINCIPAL employees convicted in or have pending in any court any vigilance matter. If yes, provide details.	YES	NO
17. Any litigation against the Firm or its proprietors or its PRINCIPALS? If yes, provide details	YES	NO
18. Any other relevant information wish to submit		
I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled.		
I have read the General & Special Terms & Conditions, including the penal provision, as given in the tender documents as per tender notice quoted above. I have accepted them and agree to abide them. I have also read the Memorandum of agreement and do agree to abide by it if declared successful in my bid.		

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of information found incorrect later on, I the under signatory will be personally responsible for the same.

Date:
Seal

Full Signature of the bidder/ Authorized person &

SECTION VIII: TENDER APPLICATION FORM:

To,

The Secretary, West Bengal Board of primary Education

Address

Ref.: Your TE document No.....dated We, the

undersigned have examined the

above TE document, including amendment/corrigendum number.....dated

..... (if

any), the receipt of which is confirmed.

1) We now offer to supply and deliver... (Description of goods

and/or service) in conformity with your above referred document for the sum, as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.

2) If our bid is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements and Consignee list.

3) We further confirm that, if our bid is accepted, we shall provide you a performance security of required amount in terms of GCC clause, for due performance of the contract.

4) We agree to keep our bid valid for acceptance as required in the GIB clause, or for subsequently extended period, if any, agreed to by us.

5) We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period.

6) We further confirm that, until a formal contract is executed, this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

7) We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

8) We confirm that we do not stand deregistered/banned/blacklisted by any government Authorities /Organization/Institution etc.

9) We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/corrigendum if any.

(Signature with Date)

(Name and designation) Duly authorized to sign bid for and on behalf of Bidder:



West Bengal Board of Primary Education

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

☎ 23348983, 2359 8099/8135, 📠 23211202 ✉ secretary.wbbpe@yahoo.com 🌐 www.wbbpe.org

No: 315 /WBBPE/2025

Date: 04.02.2025

NOTICE INVITING E-TENDER

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

Notice inviting e-Tender No: WBBPE/ Secy/eNIT-04/2024-25 for Online Entry system in connection with 40th State Level Annual Sports Meet for the students of Primary & Junior Basic Schools, Madrasahs and SSKs (including CWSN) at Paschim Medinipur from 28.02.2025 to 01.03.2025 from the bonafide contractors having the credential as mentioned in **BID "A": PART II**

For the following items, 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:

9434245640/8017834475

Sl. No.	Name of the Item	Earnest Money
1	Online Entry System in connection with 40th State Level Annual Sports Meet at Paschim Medinipur	Rs 10,000/- (Rupees Ten Thousand Only) Rest amount of earnest money (2% of the quoted amount) will be adjusted after completion of the work. The items for Online Entry System work shall be required as per need. Detailed work order shall be issued as per requirement before the event. All the rate should be quoted on the basis of single unit.

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> and wbbprimaryeducation.org 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 16 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

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 Years. (FY-21-22,22-23,23-24)
			5. Audited PL Balance Sheet for the last 3(Three) Financial Years (if applicable). With due certification of a CA firm containing membership No and UDIN.
B.	Bidder Details		1. Proprietorship Firm (Trade License).
			2. Partnership Firm (Registered Partnership Deed, Trade License).
			3. LTD Company (Incorporation certificate, Trade License).
			4. Society (Society Registration Certificate copy, Trade License).
			5. Power of attorney (if required).
			6. Bidder should at least have yearly turnover of 10 lakhs for last 3(three) years.
C.	Credential		1. Credential Certificate for an amount of Rs 3,00,000 (Rs Three Lakhs only) in a single work for similar nature of work during last 3 years from the date of issue of the tender notice under the authority of State / Central Govt., State / Central Govt. undertaking, Statutory Bodies constituted under the Statute of the Central / State Govt.

[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.

5. EVALUATION OF THE TENDERS

During the tender evaluation process, the "Bid A" will be opened first. Those Tenderer 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 Tenderer failing to meet the technical and other requirements of participating in the tender will not be opened and will be rejected. The tenderer 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.

6. 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. He 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.

7. 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.

8. ORDER & SUPPLY

The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.

9. 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.

10. SPECIAL TERMS AND CONDITIONS FOR TENDER SUBMISSION

The tenderer 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.

11. 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.

12. APPEAL

Appeal against the decision of the 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.

13. AGREEMENT:

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by Secretary, WBBPE. 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 Secretary, WBBPE on Non judicial stamp paper of Rs. 100/-, the cost of which will be borne by the tenderer. This present document and the tender forms filled in by the Tenderer or copies thereof in so far as they are not inconsistent with these terms & Conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

14. VALIDITY PERIOD OF AGREEMENT:

The contract period will be for a period 365 days from the date of finalization of tender which may be ~~extended~~ as per the need of the institution.

15. PAYMENT TERMS

Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act,2017.

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:

On being selected, the successful vendors will have to submit one application to the Secretary, West Bengal Board of Primary Education, APC Bhawan, DK 7/1, Sector -II, Salt Lake, and 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 and on the basis of actual supply of items, duly certified by appropriate authority.

16. DATES & INFORMATION:

Sl. No.	SCHEDULED DETAILS	DATE & TIME
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	05.02.2025 10.00 AM
2	Date of Pre Bid Meeting	7.02.2025 1.00 PM
3	Documents download start date (Online)	05.02.2025 10.00 AM
4	Bid submission start date (On line)	05.02.2025 10.00 AM
5	Documents download end date (Online)	18.02.2025 2.00PM
6	Bid Submission closing (On line)	18.02.2025 2.00PM
7	Bid opening date for Technical Proposals (Online)	18.02.2025 2.00PM
8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
9	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be notified later
10	Date for opening of Financial Proposal (Online)	To be notified later

THE 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 VENUE, DATE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE WEBSITE; <https://wbtenders.gov.in> AND OFFICE NOTICE BOARD wbbprimaryeducation.org.

17. 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 comes 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 TIA reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

18. 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.



(Secretary)
WBBPE

Annexure I

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)

To
The Secretary, WBBPE
Address:

Sub: NIQ FOR E-TENDER FOR

Ref: -

Having examined the pre-qualification & other documents published in the N.I.Q, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of In the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the following item /items with manufacturing capacity* and assured supply to the
Secretary, WBBPE, Address.....
4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
5. We understand that:

Tender Selection Committee of WBBPE,
address.....

(a) can amend the scope & value of the contract bid under this project.

Tender Selection Committee, WBBPE Address.....

(b) reserves the right to reject any application without assigning any reason.

Date :

Signature of applicant including title and
capacity in which application is made

Mobile:

AFFIDAVIT – “Y”

(To be furnished in Non-judicial Stamp Paper of appropriate value duly notarized in respect of this particular NITwith Name of Work:)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.
2. The undersigned also hereby certifies that neither our firm M/S. nor any of constituent partner had been debarred to participate in tender by this Department during the last 05 (Five) years prior to the date of this NIT.
3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the Department to verify this statement.
4. The undersigned understand that further qualifying information may be requested and agrees to furnish any such information at the request of the department.
5. Certified that, I have applied in the tender in the capacity of individual / as a partner of a firm or Owner & I have not applied severally for the same tender.

Signed by an authorized officer of the firm
Title of the Officer

Name of Firm with Seal

CHECK LIST

[All points are to be filled up no places are to be kept vacant. For statutory clearances/registrations not applicable, mention NOT APPLICABLE instead of keeping blank.]

1. Name of the works	
2. Tender Notice No	
3. On line document download ended	
4. Name of the institution tendered for	
5. Details of Earnest Money with Date and drawn at	
6. Are you exempted from EMD (Y/N)	
7. Name of the bidder (in block letter)	
8. Full address	E-Mail:
	Telephone No/ Mobile No :
	Fax :
9. Local Address, if any	
10. Legal entity of the bidder whether Firm/ Society/ Company/ other entity	
11. Registration No Authority with whom registered	
12. License No..... for the purpose of.....	
13. Name & address of the banker of the bidders a) PAN No./TAN No. b) GST No. if any: c) Valid Trade License: d) Bank Solvency Certificate Up to date e) IT returns (Last three years) f) P/L & A/C & Balance sheet (Last three years) g) Credential last 3 years	

14. Registration No. of Service Tax		
15. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details	YES	NO
16. Has the firm or PRINCIPAL employees convicted in or have pending in any court any vigilance matter. If yes, provide details.	YES	NO
17. Any litigation against the Firm or its proprietors or its PRINCIPALS? If yes, provide details	YES	NO
18. Any other relevant information wish to submit		
I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled.		
I have read the General & Special Terms & Conditions, including the penal provision, as given in the tender documents as per tender notice quoted above. I have accepted them and agree to abide them. I have also read the Memorandum of agreement and do agree to abide by it if declared successful in my bid.		

Certified that the above information is correct and true to the best of my knowledge and belief.
Nothing has been concealed, false and fabricated and in case of information found incorrect later on,
I the under signatory will be personally responsible for the same.

Date:
Seal

Full Signature of the bidder/ Authorized person &

SECTION VIII: TENDER APPLICATION FORM:

To,
The Secretary, West Bengal Board of primary Education
Address.....

Ref.: Your TE document No.....dated We, the
undersigned have examined the
above TE document, including amendment/corrigendum number.....dated
..... (if
any), the receipt of which is confirmed.

1) We now offer to supply and deliver... (Description
of goods

and/or service) in conformity with your above referred document for the sum, as shown in the price
schedule/Bill of Quantity attached herewith and made part of this bid.

2) If our bid is accepted, we undertake to supply the goods and perform the services as mentioned above, in
accordance with the delivery schedule specified in the List of Requirements and Consignee list.

3) We further confirm that, if our bid is accepted, we shall provide you a performance security of required
amount in terms of GCC clause, for due performance of the contract.

4) We agree to keep our bid valid for acceptance as required in the GIB clause, or for subsequently extended
period, if any, agreed to by us.

5) We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any
time before the expiry of the aforesaid period.

6) We further confirm that, until a formal contract is executed, this bid read with your written acceptance
thereof within the aforesaid period shall constitute a binding contract between us.

7) We further understand that you are not bound to accept the lowest or any bid you may receive against your
above-referred tender enquiry.

8) We confirm that we do not stand deregistered/banned/blacklisted by any government Authorities
/Organization/Institution etc.

9) We confirm that we fully agree to the terms and conditions specified in above mentioned TE document,
including amendment/corrigendum if any.

(Signature with Date)

(Name and designation) Duly authorized to sign bid for and on behalf of Bidder: