



## WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

(A Statutory Body under the Government of West Bengal Act XXVI of 2013)

Department of Technical Education, Training & Skill Development, Government of West Bengal  
Karigari Bhavan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata – 700  
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Memo no. WBSCTVESD/TED/2022-2023/.....1020

Dated: 22.12.2023

### Notice Inviting Quotation (NIQ)

**Subject:** Invitation of sealed quotation for the process of digitization of important official documents at Kolkata Karigori Bhavan, 110 S N Banerjee Road, Kolkata-700013

The Competent authority of the Council [WBSCT&VE&SD] is seeking sealed quotations for the process of digitization of important official documents of WBSCT&VE&SD, Bonafide and reputed bidders are requested to submit quotations according to the given details.

| SI No. | Name of Work                                                | Earnest Money Deposit | Cost of NIQ Document | Duration of Work                                   | Eligibility of Bidders                                                               |
|--------|-------------------------------------------------------------|-----------------------|----------------------|----------------------------------------------------|--------------------------------------------------------------------------------------|
| 1      | Digitization of important official documents at WBSCT&VE&SD | NIL                   | NIL                  | Within 7 days from the issuance of the Work order. | Bonafide & reputed bidders with credentials in similar work at least of Rs. 3 Lakhs. |

### SPECIAL TERMS OF CONTRACT: -

Schedule: -

| SI No. | Activity                                                                               | Scheduled Date          |
|--------|----------------------------------------------------------------------------------------|-------------------------|
| 1      | Date of uploading of N.I.Q. Documents on the Council's website                         | 22.12.2023              |
| 2      | Documents download start date                                                          | 22.12.2023              |
| 3      | Date of the inspection for the work at WBSCT&VE&SD in presence of competent authority. | 02.01.2024              |
| 4      | Date of Prebid Meeting with the intending bidders in the office of the WBSCT&VE&SD     | 03.01.2024 at 12: 30 PM |

|   |                                                                  |                       |
|---|------------------------------------------------------------------|-----------------------|
| 5 | Bid submission start date                                        | 04.01.2024            |
| 6 | Bid submission closing date                                      | 10.01.2024 at 2:30 PM |
| 7 | Bid Opening date for technical proposals and Financial Proposals | 10.01.2024 at 4:00 PM |
| 8 | Submission of Bank Guarantee                                     | 15.01.2024            |

### Scope of Work

Digitization of important official documents of WBSCT&VE&SD.

| Description                         |
|-------------------------------------|
| Tabulation sheets                   |
| Service book (Regular)              |
| Personal File (Regular)             |
| Service Roll                        |
| Others File (Establishment Section) |

Following criteria should keep in mind:

- Value of scanning resolution (dpi) should be 200.
- Size of the document is A4, A3, and Legal.
- Metadata field (per page) up to 10.
- Colour of the pages will be black & white
- Number of pages to be scanned per day should not be less than 5000.
- Payment will be made after completion of the work.

Submit a sealed envelope with the words "Quotation for Digitization of important official documents" super-scripted on it in the tender box located on the 4th floor of WBSCT&VE&SD office. The bid should be addressed to the CAO, WBSCT&VE&SD, and submitted to the above-mentioned address on or before 10/01/2024 at 2:30 p.m. The quotation will be opened on the same day at Karigari Bhawan at 4:00 p.m. Any participating bidder or their authorized representative (who must be authorized in writing) may remain present when the quotation paper will be opened.

Interested agencies may visit both locations (Kolkata Karigori Bhawan, 110 S N Banerjee Road, Kolkata-700013 and Karigari Bhawan, Rajarhat, Newtown, Kolkata-700160) multiple time to assess the scope of work before submitting their bids.

Tentative date for initiation of the work is 15<sup>th</sup> January, 2024

### Eligibility Criteria: -

- The Bid Document should contain
  - Self-attested copy of Valid Trade License
  - Self-attested copy of PAN Card of Company
  - Self-attested copy of Professional Tax Clearance Certificate
  - Experience Certificate for at least 3 years towards this type of digitization work.



**Responsibility of the Tenderer**

- i) The successful bidder must provide experienced persons to handle old official documents carefully. All such old documents should be carefully scanned and placed in proper place as they were previously kept.
- ii) The process should be carried out without any damage of the hard copies.
- iii) The work should start on the scheduled date, time, and place provided by the Council.
- iv) The successful bidder must complete the job as per the specific deadline given by the Council.

**GENERAL TERMS OF CONTRACT: -**

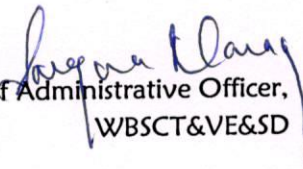
- 1) The rate quoted will have to be inclusive of all charges whatsoever.
- 2) The Council reserves the right to cancel any or all the tenders if so required without assigning any reason thereof.
- 3) The execution of the job has to be done immediately after the issuance of the work order. Failing this the work order will be canceled and the order will be given to the next lowest eligible bidder without assigning further reason.
- 4) Payment will be made within 15 days after execution of the job.
- 5) The validity of the bid of the tender is 6 Months.

**Termination of Contract: -** The contract will be terminated if the selected vendor fails to deliver the service within the stipulated period.

**Bank Guarantee: -** The successful bidder has to submit bank guarantee having value of 10% of the total bid value.

**Penalty: -** 10% of the bid value will be imposed if the vendor fails to serve the requirement. The Company may be backlisted and debarred from participation in the tender process of WBSCT&VE&SD.

**Settlement of Dispute: -** Any dispute arising in this regard will be settled under the jurisdiction of Barasat Court, West Bengal.

  
Chief Administrative Officer,  
WBSCT&VE&SD