



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

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

Department of Technical Education, Training & Skill Development, Government of West Bengal
Karigari Bhavan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

Memo no. WBSCTVESD/TED/2024-2025/3500

Dated. 31.01.2025

Introduction:-

Notice Inviting e-Tender security services of Karigari Bhavan & Kolkata Karigari Bhavan.

*(Through Pre-qualification
& Online Submission of Bid)*

West Bengal State Council of Technical & Vocational Education & Skill Development on behalf of Deptt. of TET & SD invites e-tender from bonafide and reputed agencies for the work detailed in the table below.

<i>Sl No.</i>	<i>Name of Work</i>	<i>Earnest Money Deposit</i>	<i>Implementing Area</i>	<i>Duration of Work</i>	<i>Eligibility of Bidders</i>
1	<i>Security services of Karigari Bhavan, Rajarhat, Newtown, Kolkata-700160 and Kolkata Karigari Bhavan, 110 SN Banerjee Road, Kolkata-700013</i>	<i>Rs 1,00,000/- (Rupees One Lakh) only</i>	<i>Zone -A Under Newtown Kolkata Development Authority as per GO No. 40/Stat/14/RW/24/2023 LCS/JLC dt. 04.12.2024 of Labour Commissionerate , Govt of West Bengal.</i>	<i>1 (One) Year but may continue up to another year on successful completion of work</i>	<i>Bonafide service providers having credentials in similar nature of work of atleast Rs.50 Lakhs per year for three(3) Years .</i>

EMD relaxation as per Financial Rule subject to submission of proper documents

General Terms of Contract :-

I. IMPORTANT DATES: Given below:

<i>Sl No.</i>	<i>Activity</i>	<i>Scheduled Date</i>
1	<i>Date of uploading of N.I.T. Documents (online)</i>	<i>31.01.2025</i>
2	<i>Documents download start date (online)</i>	<i>04.02.2025</i>
3	<i>Bid submission start date (online)</i>	<i>04.02.2025</i>
4	<i>Bid submission closing date (online)</i>	<i>18. 02.2025 at 2.30 PM</i>
5	<i>Bid Opening date for Technical proposals: Bid A (online)</i>	<i>20.02.2025 at 4.00 PM</i>
6	<i>Bid opening date for Financial Proposal: Bid B (Online)</i>	<i>27.02.2025 at 3.00 PM</i>

- II. In the event of e-filling, intending bidders may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Completed bids, digitally signed, have to be uploaded in the same website. The earnest money of **Rs 1,00,000/- (Rupees One Lakh only)** is to be remitted through Online payable at Kolkata in favour of **WBSCT&VE&SD**. The L1 bidders shall have to submit the hard copy of instruments (Demand Draft) to this office along with his acceptance letter of the LOI within seven days from the date of issue of LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <http://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender time schedule stated in Item no.-XII of N.I.T .The

- documents submitted by the bidders should be properly indexed & digitally signed.
- III. Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non -Statutory folder) and financial folder concurrently duly digitally signed in the website <http://wbtenders.gov.in>.
- IV. The Technical document and Financial Bid submission: As per Time schedule Provided by Council
- V. The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL Document (both statutory and non-statutory) of the bidder found qualified by the WBSCT&VE&SD.
- VI. The decision of the Council will be final and absolute in this respect. Both the lists of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the office of the WBSCT&VE&SD, on the scheduled date and time.
- VII. Eligibility criteria for participation in the tender:
- a. The prospective bidders shall have satisfactorily completed as a prime agency during the last 5 (five) years from the date of issue of this Notice at least three work of similar nature under authority of State/ Central Govt., State/ Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central/ State Govt. The prospective bidder should have to submit testimonials of credentials in support of working experience in the last 5 (five) years having a work order value of **Rs. 50 lakh** each per year and **Rs. 250 Lakhs** in last 5 years.
 - b. **N.B.:- Completion certificate should contain a) Name of work, b) Name and address of Client, c) Amount put to tender, d) Date of commencement of work e) Date of completion of work. BOQ for the respective work should be uploaded along with completion certificate.**
 - c. Valid up to date up Income Tax return receipts / Professional Tax Registration Certificate / Pan Card / GST Registration Certificate / Voter ID Card (of the person responsible for submission of bid) for self-identification to be accompanied with the Technical documents [Non statutory Documents]. Income Tax Acknowledgement Receipt for assessment year 2021-2022 to 2023 - 24 to be submitted. Valid certificate of license to engage in the business of private security agency in West Bengal, issued by Government Deptt. are to be submitted.
 - d. In case of Proprietorship and Partnership Firms and Company to Tax Audited Report in 3CD Form is to be furnished along with Balance Sheet & Profit and

- Loss A/c. for the last 3 (Three) years (year just preceding the current Financial year will be considered as year-1).
- e. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partner of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the **Registration Act, 1908**
 - f. Declaration regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application.
 - g. Registered Co-operative Societies are required to furnish valid Bye Law; (Bye Law should indicate the works listed in the tender as a part of Society's activity) , Current Audit Report, Minutes of last A.G.M.
 - h. The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.
 - i. The bidder must submit document against registrations like GST, PAN, EPF, ESIC, Contract Labour etc.
 - j. The organization must have office in Kolkata.
 - k. The organization must have managed such operations in at least 3 or more sites under State/Central Govt undertaking managing all operations without subcontracting the same. A declaration is to be submitted.
 - l. The organization must possess valid Private Security Agency Regulation Act 2005 License (PSARA LICENSE).
 - m. The organization must be carrying out the business directly through staffs on rolls and can not sub contract any activity (specified in the scope of work for this tender).
 - n. The organization should be enlisted with labour Department and has to submit a valid labour license, in a single contract, of a minimum 50 manpower.
- VIII. Bids shall remain valid for a period not less than 120 (one hundred twenty) days after the closing date for Financial Bid/ Sealed Bid submission. Bid valid for a shorter period shall be rejected by the Council, as non-responsive. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- IX. All Bidders are requested to be present in the office of Council, during opening the financial bid.

- X. **Intending bidders may inspect the sites of Karigari Bhavan and Kolkata Karigari Bhavan for assessment of nature of work and the duties & the responsibilities to be taken up during execution.** No claim in this regards will be entertained.
- XI. Earnest Money: As mentioned in the table at page-1.
- XII. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of bidding documents shall be reimbursable by the Council. The Council reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
- XIII. **Performance Guarantee:**
- a. The organization has to submit performance bank guarantee @ 5 % of the total bid value . work order will be issued only after submission of Performance Guarantee.
 - b. Forfeiture of the Performance Guarantee for
 - i) Nonperformance for consecutive 3 (three) working days will be deduction of 0.5% of the value of work for the month.
 - ii) Two such non performance may result in deduction of 2% of value of work.
 - iii) Total 5% deduction of the value of the work will result in cancellation of contract and forfeiture of performance guarantee.
 - iv) Penalty will be imposed @ doubled that of the prevailing rate for the default period due to non-performance from the bill of the agency.
 - c. The organization will create a daily/ weekly/ monthly checklist of work and get it signed by authority who certify the work done as decided by the concerned authority at the regularity mentioned.
- XIV. **Prospective applicants are advised to adhere to the minimum qualification criteria as mentioned in 'SPECIAL TERMS& CONTRACT ' before tendering the bids.**
- XV. **Conditional/Incomplete tender will not be accepted under any circumstances.**
- XVI. The intending bidders are required to quote the rate online.
- XVII. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970, (b) Apprentice Act. 1961 and (c) minimum wages Act, 1948 and the notifications thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

- XXVIII. In case of ascertaining authority of intending bidders at any stage of tender process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Tender Inviting & Accepting Authority.
- XXIX. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would be not allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Council reserves the right to cancel the NIT due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.
- XX. In case there be any objection regarding prequalifying the Agency that should be lodged to the Council within 02(two) day from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Council.
- XXI. Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof.
- XXII. Where there is a discrepancy between the unit rate & line item total resulting from multiplying the unit rate by the quantity , the unit rate quoted shall govern.
- XXIII. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.
- a. Tender Application Form
 - b. NIT
 - c. Special terms & conditions
 - d. Technical Bid
 - e. Financial Bid
- XXIV. Qualification criteria:- The bidders shall have to meet all the minimum criteria regarding:
- a. Financial Capacity
 - b. Technical Capacity comprising of personnel & equipment capability
 - c. Experience/Credential

1) SPECIAL TERMS OF CONTRACT

1. **Location :-** The whole premises known and termed as 'Karigari Bhawan' including open space garden, building, stairs and roof at Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

2) Scope of Work: -

1. Security Services for the whole campus
2. Key Management
3. Lift Lobby Security and Escort Management
4. Reception Management.
5. Flag hoisting
6. The security should also maintain visitors log.

2.1 Scope of work for Security Services for the whole campus

1. Prevent of misuse of Electricity and water.
2. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting OR operation and also inform the Regional Director. In case of Fire Accident before or after Office Hours the Guards shall inform the nearest Fire Station.
3. The security guard shall ensure that all the electrical equipment's/instruments/lights and fans should be switched off at the time of closure of the office.
4. The security guard should ensure that all the officers/rooms are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys.
5. The whole campus should be covered by round /patrolled/ security persons in a regular manner and all theft averted.
6. Pilferage and theft of government goods and materials is to be prevented and those indulging in these practices are to be apprehended.
7. Prevailing safety norms has to be followed so that LTI(Loss of time due to injury) is zero.

2..2)Scope of Key Management Service:

- i) To manage and maintain records of Door Keys movement of the entire office.
- ii) Prepare inventory of all the Door Keys of the entire office.
- iii) Facilitate cleaning of rooms by housing keeping staff under supervision of Security Staff.
- iv) Locking the rooms at the end of office hours under supervision of Security Staff.

- v) Daily reckoning of keys at the end of office hours.
- vi) Anomaly if any, to be reported to Authority immediately.
- vii) Monitor door lock maintenance and repair and replace of keys, if lost, by maintaining all records and taking approval from the authorities.

2..3) Scope of Lobby Security and Escort Management:

- i) Check the visitors pass as soon as the person reaches the lobby.
- ii) Guide the visitors on how to reach their destination.
- iii) Support the visitor if he seeks any information.
- iv) Greet & escort the VIP/ CIP from the lobby to the office he/she wants to visit.
- v) Maintain Visitor log.
- vi) Issue them visiting pass/card
- vii) Greet persons visiting the office.
- viii) Confirm their purpose of visit from the person they want to meet.
- ix) Guide them to reach out to the concerned person.
- x) Deal with queries of the visitors.
- xi) Collect the visitor's pass after the scheduled visit and record the exit of the visitor.
- xii) Monitor visitor access and maintain security awareness.
- xiii) Co-ordinate with security team.
- xiv) Provide required information to the callers
- xv) Direct maintenance call to PWD.
- xvi) Take and relay messages
- xvii) Document, collate and generate MIS of all visitors' data every month.

2.4) Scope of Reception Management:

- a) To attend with compliments to distinguished visitors, VIP's and Officers and courtesy escort guests to the officers to conference hall whenever required.
- b) Check, Control and Restrict entries of outsiders by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate passes, challan) and time keeping.
- c) Maintain strict security of Men, Material and Premises and maintain Diary to note all important events/happenings information received/passed to the management. Entirely responsible for thefts of easily movable items like bathroom-fittings, fans, Exhaust Fans, Telephone Instruments, Fire Extinguishers, or Fire Fighting Systems etc.
- d) Will stand by management during emergency like Gherao, Picketing, Strike etc. and Security of ESI Staff from any assaults whatsoever.
- e) The security guard must watch that there is no unidentified/ unclaimed/ suspicious objects/ persons in the building/premises

- f) Not to leave the place of duty under any circumstance until and unless properly relieved. After Proper handing taking over Register etc.
- g) The security guard should check the bags/ briefcases of the visitors if considered necessary.

2..5) Scope of Flag hoisting:

National flag is to be hoisted after sunrise in the morning & to be reseated before sunset in the evening every day. Arrangement to be made for hoisting National Flag on the Republic Day and the Independence Day.

3. Minimum no. of person to be deployed:

- 1) 24 no. Unarmed Guard (of which at least 20% will be women)
- 2) Supervisor: 1 Person

- i. Qualifications of Persons deployed Security Guard- At least VIII passed with good physique .
- ii. Languages known: Should be able to read and write Bengali & English.
- iii. The photo identity proof of the persons deployed to be submitted.

5)Duty and Discipline: -

- a) The agency engaged for this work will have to maintain a regular contact with the nodal authority of the Department and holds discussion regarding performance of work.
- b) The agency engaged for this work will have to engage all Security Guard and supervising staff round the clock.
- iv. The persons engaged for duty will have to wear same uniform for identification and has to be approved by the Council. Uniform will have to be supplied by the agency for which no additional allowance or charges will be entertained.
- v. The duty Roster of the persons to be engaged for guarding will have to be intimated duly to the Concerned authority in cases of every change of duties.

- vi. The security personnel must always be in proper neat and tidy uniform
- vii. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
- viii. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
- ix. The Personnel working as security guards ought to be polite but Firm, Disciplined, Physically Fit and Alert, smartly dressed in uniform.

6)Other terms and conditions: -

- a. In case of negligence in performing duty by any guard/He/She , should be removed immediately from duties by the Agency.
- b. No claim will be entertained for the permanent service of the guards engaged and the concerned authority shall not remain responsible in any liabilities or complication arises from the guards.
- c. The authority shall not be responsible to supply of rain coat/umbrella/winter clothing's to the staff engaged by the agency. The same are to be supplied by the successful quotationer and the cost may be considered in the rate quoted by the quotationers.
- d. The authority shall not responsible for giving compensate or otherwise will not be liable in any manner whatsoever for an injury and/or death of security guards while on duty.
- e. The Security arrangement will have to be made from the date as mentioned in the work order.
- f. Torches and batteries if required for guarding will have to be provided by the concerned quotationer at his own cost. In case of emergencies and when the situation requires supply of additional guards will have to be made available at the same rate as accepted on requisition.
- g. The Security personnel shall perform the duties round the clock on all days of the month and year. The shift timings shall be strictly adhered to and no guard shall be allowed to continue beyond his stipulated shift timings, for whatsoever reason it may be. Any absenteeism on duty has to

make up by the firm by deploying guard at their resources. The contractor will ensure that after every 6 days of work, a weekly off (for full day) is given to guards and this aspect has to be strictly adhered to. No overtime will be charged and leave substitute will be part of the man month rate claimed by vendor. Each security personnel have to sign in their attendance register with time (Arrival & Departure).

- h. The organization must have adequate resource and capability to provide machines for operations wherever required.
 - i. The organization will have to produce list of all necessary material, equipments & machines currently owned by them as per last audited balance sheet to ensure that they are capable of doing the business.
 - j. List of machines owned and to be used in the premises by the agency may be given as part of Technical document.

7.Termination of Contract:-

7.1) The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the tender inviting authority at least three months in advance.

7.2) The tender inviting authority reserves the right to terminate the agreement any time without assigning any reason there on and even for non-performance of any clause mentioned in the Tender Documents.

7.3) During the period of the notice as explained in clause 7.2 above the contractor agency will be bound to carry on his duties and responsibilities as defined and explained in all the clause of "SPECIAL TERMS OF CONTRACT" failing which the works will be awarded to the next lowest bidder without any further intimation / notice to him.

7.4) The agency will have to take immediate redressal measure on receipt of any intimation regarding the irregular/improper performance of duties by the person deployed failing which action will be taken by the Council.

8) Penalty :- 8.1) Penalty @ 10% of the bill value will be imposed as the agency charge claimed per month if the company fail to pay the monthly salary/wages to the employee within 7th of the next month.

8.2) 3 such failure result in blacklisting of the company and debarring the agency from participating in any further tender of WBSCT&VE&SD.

9.Start of Work :-

Immediately after receiving the work order the quotationer must submit a detail list showing the name, signature (LTI) and passport size photo ID duly attested form in duplicate of security guards duly attested by the contractor well in time, to the undersigned. If, any change is made subsequently by the contractor the change (in name, signature etc.) is to be intimated and got approved from the Council as and when such change is made Only an acceptance by the Council. All personnel to be engaged after Medical fitness and PVR is submitted at Council.

10.AGENCY CHARGE :

- a. **The participating bidder is required to quote its AGENCY CHARGE, i.e. agency charge for deployment of such persons on per person per month basis, FOR ONE YEAR, in figure only in the Item-Rate BOQ downloading from tender documents of this tender.**
- b. **It may be mentioned that this AGENCY CHARGE that needs to be quoted shall be paid to the successful bidder on his carrying out of his work successfully over and above the prevailing minimum wages as notified by Labour Commissioner from time to time,.**
- c. **The Quoted agency charge should be inclusive of all other charges mentioned in scope of work for which separate quotation is not given in BOQ.**
- d. **Agency charge should not be zero or impracticable. While quoting the price bid , tenders are required to submit the brief description regarding “ How the agency is going to meet with their regular expenses i.e. expenses of Accounts for running the office.**

- e. No extra claim will be entertained on any account and the agency charge will remain fixed for a period of one year from the date of engagement.
- f. **Selection of L1 bidder will be based on the minimum of total Agency charge claimed. The bidder has to quote for all items and a declaration is to be submitted that he is quoting for all mentioned items in Scope of work, Part bidding is not accepted in any manner whatsoever Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.**
11. The consolidated monthly charges paid to Private Security Agencies shall have two parts -(Two bill)
- i) One for Payment of minimum wages due in sync with minimum wages as prescribed by the Labour Department from time to time for the manpower deployed and statutory employee's contribution towards EPF & ESI and Bonus for the employees.
- ii) Another Agency Charges quoted in tender and reimbursement of GST as applicable on account of service rendered.
12. **Payment of minimum wages for deployed manpower shall have to be into bank a/c of the persons deployed for the mentioned services and proof of such payment including EPF and ESI paid challan has to be submitted to the WBSCT&VE&SD within 2nd working day of each month for release of next payment.** Any report of violation will be treated accordingly and shall lead to termination of contract, if such report is found to be true.
13. **Settlement of Dispute** :- Any dispute arising in this regard will be settled under jurisdiction of Barasat Court, West Bengal.

*Chief Administrative Officer,
WBSCT&VE&SD*

SECTION - A (INSTRUCTION TO BIDDERS)

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

- 1. Registration of Contractor:** Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in> (the e-tendering web portal of the Government of West Bengal).
- 2. Digital Signature certificate (DSC):** Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1 above. DSC is given as a USB e-Token.
- 3. The contractor can search & download NIT & Tender Document(s) electronically from computer once he logs on to the website mentioned above, using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.**
- 4. Participation in more than one work :** A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If it is found that a single bidder has applied severally in a single job all his applications will be rejected for that job.

5. **Submission of Tenders:** Tenders are to be submitted through online to the website mentioned above, in separate folders at a time for each work, in Technical Proposal & in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

6. **Technical Proposal:** The Technical proposal should contain scanned copies of the following in following covers (folders):

a. **Statutory Cover as detailed below:**

- i. **Earnest Money (EMD) as prescribed in the NIT in favour of the WBSCT&VE&SD payable at Kolkata submitted through Online.**
- ii. **Tender Application Form& NIT (*download properly and upload the same digitally Signed*).**
- iii. **The rate will be quoted in the B.O.Q.(Bid B). Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Bid A, the tender is liable to be summarily rejected.**
- iv. **Tech Document 1 {Should include Power of attorney, Organogram, Deed, Proof of Office in Kolkata, Undertaking on Performance as per XVI at Page 4}**
- v. **Tech Document 2 {Should include Registration with Regn Nos, where applicable, of EPF, ESIC, Service Tax, Contract Labour Certificate, Labour license for minimum 100 manpower}**
- vi. **Tech Document 3 {PSARA License}**
- vii. **Tech Document 4 { Training Facility Details and Declarations as per Point 4 of Page 12}**
- viii. **Tech Document 5 { Valid ISO: 9001-2008 Certificate, Declaration that rate for all aforesaid item have been submitted}.**

VIII) Technical Documents 6 . Cover containing the following documents:

- a. Professional Tax (PT) deposit receipt challan for the financial year 2021-22, Pan Card, IT SARAL for the Assessment year 2019-20 to 2021-22, 2015-16, GST Registration Certificate.
- b. Registration Certificate under Company Act. (If any).
- c. Registered Deed of partnership Firm / Article of Association & Memorandum.
- d. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- e. All the certificates & documents regarding legal entity, annual turnover, technical capabilities, statutory liabilities and taxation, certification, manpower, machine & performance guarantee as mentioned in prequalification criteria.
- f. Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3(three) years (year just preceding the current Financial Year will be considered as year - I)
- g. Clearance Certificate for the Current Year issued by the Assistant/Deputy Register of Co-Operative Society (ARCS),bye laws are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.
- h. List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & way-bill.
- i. List of Technical staffs along with structure & organization.
- j. The prospective bidder should have to submit testimonials of credentials in support of working experience within 5 (five) years. Scanned copy of Original Credential Certificate as stated in of NIT shall have to be submitted (on line).

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No A. 6. (a) and Sl. No A. 6. (b) will render the bidder liable to be rejected for both statutory & non statutory cover.

The above stated Technical Documents should be arranged in the following manner:

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical documents.

1. **Tender Evaluation Committee (TEC):** Evaluation Committee constituted as per order of the Department of Technical Education & Training, Government of West Bengal will function as Evaluation Committee for selection of technically qualified contractors.
2. **Opening & evaluation of tender:** If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
3. **Opening of Technical Proposal:** Technical proposals will be opened by Council and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
4. Intending bidders may remain present if they so desire.
5. Cover (folder) for Statutory Documents [Ref. Sl. No. A.6. (a)] will be opened first and if found in order, cover(folder) for Non-Statutory Documents [Ref. Sl. No. A.6. (b)] will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
7. Summary list of technically qualified bidders will be uploaded online.
8. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders will be uploaded in the web portals.
9. During evaluation the committee may summon of the bidders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

10. Financial Proposal

- a. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities(BOQ). The contractor is to quote the rate against

- each & every item of work in the space provided in the BOQ (in figure only) online through computer in the space marked for quoting rate in the BOQ.
- b. Only downloaded copies of the above documents are to be uploaded, after quoting rates, virus scanned & Digitally Signed by the contractor.
 - c. Penalty for suppression / distortion of facts: If any bidder fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
 - d. Rejection of Bid: Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.
 - e. Award of Contract: The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.
 - f. Receipt of LOA, the bidder will submit the performance Guarantee 5% of the total bid value within a week of receipt of LOA.
 - g. The notification of award will constitute the formation of the Contract. The Agreement in the line of W.B. From No. 2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including NIT & B.O.Q. will be the part of the contract documents.
 - h. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website along with requisite cost through Demand Draft / Pay Order issued from any nationalized bank in favour of the Director of Technical Education & Training, West Bengal within time limit to be set in the letter of acceptance.

ANNEXURE - I (APPLICATION)

e-Tender for security services of Karigari Bhavan & Kolkata Karigari Bhavan

NIT No _____

1 i) Name and address of Firm/ Agency/
Company

ii) Address of Kolkata Office :-

2 Telephone & Fax Nos:

5 Cell phone Numbers

6 E-mail ID

7 Name, Designation & Mobile No of
Authorised Signatory

8 Please specify as to whether tenderer is
sole proprietor/ Partnership
firm/Private or Limited company

9 Name, Address and Telephone No of
Directors/partners

10 Name & Address of the Banker
Bank Details :

11 Details of Earnest Money Deposit

- a) Amount
- b) Demand Draft/Pay
order/Bankers Cheque No:
- c) Date of Issue
- d) Name of issuing Bank & Branch:

12 Any other information:

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and condition contained herein and undertake myself/ourselves to abide by them.

(Signature of the Bidder)

(Name and Address with Seal)