



The West Bengal University of Teachers' Training, Education Planning and Administration

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

Contact No. 03340883402

Website: www.wbuttepa.ac.in

E mail: wbutteparegistrar@gmail.com

No: -WBUTTEPA/TN/01/2019

Date: - 25.11.2019

NOTICE INVITING E-TENDER

Notice Inviting e-Tender No. 01/WBUTTEPA OF 2019-2020

TENDER NOTIFICATION FOR DEPLOYMENT OF SECURITY, CONSERVANCY PERSONNEL FOR THE
WEST BENGAL UNIVERSITY OF TEACHERS' TRAINING, EDUCATION PLANNING AND
ADMINISTRATION (WBUTTEPA), KOLKATA-700019, PREMISES

(Through Pre-qualification)
(Submission of Bid through NIC e-tender portal)

NIT No - *WBUTTEPA/TN/01/2019*

Dated, Kolkata .25.11.2019

The WBUTTEPA invites e-tender from Experienced, Reputed, Financially Sound and Licensed Private security agencies who has a credentials for such services in reputed corporate sectors and class One academic institutions for deployment of security, conservancy personnel for the University Campus & Offices of The West Bengal University of Teachers' Training, Education Planning and Administration (WBUTTEPA) for a period of Two years from the date of issuing award of contract (AOC) and The University reserve the right to call upon the agency to extend the contract for a period of 1 year in excess of the contracted period under communication to the concerned agency.

The Management reserve the right to defer the commencement of the contract for a period of 3 months.

1. Necessary earnest money to be submitted on-line for participation is Rs. 20,000/- (Rupees twenty thousand only) per tender on-line as clearly described in Clause 4.

2. General Instructions:

In the event of e-filing, intending bidder company may download the tender documents free of cost from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The tender documents may also be downloaded from the University's (WBUTTEPA) website www.wbuttepa.ac.in : Tender URL for perusal free of cost.

3. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel (whose name is appearing in the pay roll of the company) having authorization from the company management to the website <http://wbtenders.gov.in>. All papers must be submitted in English language with Page Marking. In case of proprietary firm where the owner itself is bidder, no authorization IN THE FORMAT of Annexure-II is required.

4. On-line payment procedure : Login by the Bidder:

- I. A bidder desires of taking part in the tender shall login to the e procurement portal of the Govt. of West Bengal <https://wbtenders.gov.in> using his login ID and Password.
- II. He will select the particular tender to bid and payment of pre-defined EMD amounting to Rs. 20,000 (Rs. twenty thousand only) by selecting from either of the following payment mode :
 - i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction. The bidder will receive a confirmation message regarding success of the transaction. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Focal Point of branch of ICICI at R N Mukherjee Road, Kolkata for collection of EMD. If the transaction fails, the bidder will again try for payment by going back to the first step. or
 - ii. RTGS/ NEFT: In case of offline payment through bank account in any bank. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled Challan having the details to process RTGS/NEFT transaction. The bidder will print the Challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time (T+2 days) to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Focal Point of branch of ICICI bank at R N Mukherjee Road, Kolkata for collection of EMD. If the payment verification is unsuccessful, the amount

will be returned to the bidder's account. The bidder will again try for payment by going back to the first step.

- iii. For RTGS/NEFT, the bidders are requested to complete the process the uploading of the bid document well in advance prior to closing of the bid of the particular group to avoid non-transaction.

5. Refund of EMD : After declaration of Award of Contract (AOC) through the e-procurement portal, the EMD will be refunded to the unsuccessful bidder in the same route to the account from where the transaction was processed within reasonable time.

6. Time Schedules for the e-tender

THE TIME SCHEDULE FOR OBTAINING THE BID DOCUMENTS, SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE AS PER THE LIST PROVIDED IN CLAUSE NO 24 GIVEN BELOW.

7. Eligibility for Quoting:

- I. The bidder must have registered with Registrar of Companies.
- II. The bidder must have Trade License to deal the business from local self-Government.
- III. The bidder must have EPF & ESIC Registration certificate.
- IV. The bidder must have GST Registration certificate.
- V. The agency should have supplied in last 3(three) years from the date of opening of tender at least 100% of the quoted quantity as per Table A of the similar nature of services of each category satisfactorily in the Govt./Semi Govt./Reputed Academic Institution & Corporate offices in West Bengal.
- VI. The bidder must submit the bank solvency certificate within one month from the date of issuance of Award of Contract. The bank solvency must be for an amount equal to triple of 3(three) months total monthly remuneration as per applicable rate, payable to the total number of unskilled workers to be deployed as per Table I.
- c. The Bidder who is blacklisted by any Govt. /Semi Govt. / Reputed Academic Institutions and Corporate Sector is not eligible for submitting Bid. This clause will be applied on the basis of the declaration by the bidder itself in the Affidavit submitted in Annexure IV.

8. ANNUAL TURNOVER REQUIREMENTS:

The intending bidder should have average minimum turnover of Rs. 2crores(Two Crores) in preceding 3 years ending 2018-19 totalling 6 crores(Six Crores).

9. Uniform: The selected agency will provide required uniform all necessary equipments for satisfactory performance of the job (e.g. lathis, whistles, torch with dry cells, umbrella/raincoats and any other tools required for proper security arrangements) and the cost to be borne by the Agency. The Agency shall maintain First Aid facility for his employees.

10. The selected Security agency should deploy trained(Male/Female) security guard, Conservancy Staff, should have proven track record in reputed academic institution/corporate and should deploy other

categories of personnel(Male/Female, Conservancy Personnel) with proper credential to perform the entrusted job.

11. Deployment terms:

- i. All categories of personnel should perform their duties with dressed uniform as per working hours prescribed by the University authority.
- ii. The personnel on duty will have to be withdrawn and replaced by the agency if reported misbehaviour, non-disciplined, negligent on duty.
- iii. Manpower may be reduced or enhanced by the University authority at the same rate and same terms and conditions at any time during the pendency of the tender period.
- iv. No claim for revision of contracted rate and change of terms and conditions shall be allowed at any stage during the contract period or extended contract period, if any.
- v. All personnel shall have to perform shift duties as required.

12. Wages & Statutory provisions:

- i. The agency shall pay its personnel monthly remuneration commensurate with minimum wages as per latest order of the State Govt. and shall provide statutory coverage of EPF, ESIC, Bonus, Leave, professional tax and GST as applicable.
- ii. The agency shall have to submit the full details of the personnel, their wages and statutory deduction against EPF, ESIC, P Tax etc as per enclosed proforma as per BOQ.
- iii. The agency shall submit copies of monthly Challans/returns of EPF, ESIC, P Tax and GST to the University authority while claiming as per attendance sheet.
- iv. As a principal employer, the agency will indemnify the University authority against any claim on account of any deployed strength.
- v. The agency shall take license under Contract Labour (Regulation and Obligation) Act and also requisite licenses and authorization from statutory authorities under prevailing rules and regulations of the Central/State Govt.

13. **Tasks for the agency:**

A. For Security Services-

- i. All categories of personnel should perform their duties with dressed uniform as per working hours prescribed by the University authority as per Table 2 of the working hours of Security guard.
- ii. Security will include 24 hours patrolling of entire premises of the University Office/Campus premises to be guarded.
- iii. Total responsibility for the entire security and arrangements of WBUTTEPA property is to be taken by the Agency. The Agency shall deploy 29 Security Personnel (as per Table 1) who will be required to be posted at such location as may be necessary for the purpose

of WBUTTEPA (as per Table 2 as mentioned). The number of Guards deployed by the Agency must be informed to the WBUTTEPA authorities with their area wise duty hours. In case of any lapse noticed in this regard the contract will be terminated without assigning any further reason or notice. Proportionate amount will be deducted against non-maintaining any area as per the rate to be fixed with the Agency as per work order.

- iv. Experienced and licensed fire fighting personnel shall be deployed to maintain fire fighting equipment, hydrants including periodical testing and the person so deployed has to combat in emergency situation and coordinate with the Fire dept., Govt. WB

B. For Conservancy Staff.

- i. Total responsibility for the entire Conservancy work and arrangements of WBUTTEPA property is to be taken by the Agency. The Agency shall deploy 3 Conservancy Personnel (as per Table 1) who will be required to be posted at such location as may be necessary for the purpose of WBUTTEPA (as per Table 3 as mentioned). The number of Conservancy Personnel deployed by the Agency must be informed to the WBUTTEPA authorities with their area wise duty hours. In case of any lapse noticed in this regard the contract will be terminated without assigning any further reason or notice. Proportionate amount will be deducted against non-maintaining any area as per the rate to be fixed with the Agency as per work order.
- ii. Both premises of the University that is (i.e. office floors, chambers, common areas, stair cases, rooftops, pump room, generator room, boys Hostel, Girls Hostel, laboratories, class room, Electrical rooms, open spaces, campus roads, gardens, New Academic Building and other areas within the University campus) to swept daily .
- iii. All toilets/bathroom/washrooms/wash basin / laboratory desks/floor-areas, cooking areas etc shall be cleaned daily with good quality disinfect and cleaning agents.
- iv. Sufficient numbers of covered waste bins/Covered Baskets are to be placed in the open space, chambers, class room, laboratories and other cleaning areas.
- v. The closed waste bins/closed baskets should be cleared after regular intervals.
- vi. Utmost hygienic condition should be maintained in the class rooms, chambers, open space, toilet blocks and laboratories.
- vii. Cleaning of doors, window, air conditioned, ceiling fans, tables, racks, shelves, Almira and equipment/machineries/appliances/computers and others not specified here but seems necessary to be done in every day properly.
- viii. Cleaning of curtains to be done in every three months.

ix. The agency shall supply all consumables for Disinfect agents, materials for cleaning, brushing, electrical fitting/fixing etc.

14. Submission of the tenders :

The tender is to be submitted in a two Bid System.

Bid A : Technical documents. The technical documents include Company Specific pre-qualification documents and other technical documents as mentioned below.

Bid B : Financial Bid in the form of BOQ.

Bid A : (Should be in Multiple pages single PDF File)

The scanned document with page No. uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid.

The STATUTORY COVER for Bid A will contain the following documents:

1.	Duly filled CHECK LIST in the prescribed format
2.	Application in the prescribed format given in Annexure I
3.	Bidder's information sheet in Annexure 1(a)
4.	Authorization letter of authorized signatory from the Company in Annexure II as per Proforma.
5.	Certificate from a Chartered Firm in Annexure III as per Proforma on Annual turn over
6.	Affidavit regarding No Conviction & Non Blacklisting from Notary Public / Judicial Magistrate / Executive Magistrate as Proforma of Annexure IV

NON STATUTORY /MY DOCUMENT CONTAINING THE FOLLOWING DOCUMENTS:

Category	Sub category	Sn	Sub category description
Certificates	A1. certificates	1.	PAN Card of the Bidder Company/Authorized Signatory (who will upload the BID).
		2.	EPF Registration certificate
		3.	ESI registration certificate
		4.	GST Registration certificate.
Company Details	B1. Company Details	1.	Valid Trade Licence/Enlistment from Local self Govt
		2.	Registration with Registrar of Companies
Credential	C1. Credential	1	List of available equipment's and tools
		2.	Credential certificate of achieving similar nature of service (in reputed academic institution & corporate) at least in two financial years during the last three financial years by deploying minimum 100% of the quoted number of manpower.
		3.	Details of client (past and present)
Credential	C2. Credential	1.	Income Tax Returns submitted for the Assessment year 2018-19
		2.	P/L & Balance sheet for the year 2018-2019

15. BID B ”:FINANCIAL COVER

BOQ :

The folder as “Financial Bid” is to contain:

Professional charges inclusive of all taxes and charges along with all other foreseeable and incidental charges etc and exclusive of Goods & Services Tax (GST) to be quoted. Tax invoice(s) needs to be issued by the bidder for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017. However, the L₁ will be determined on Base price only.

16. Submission of hard copy of Technical and Financial Bid is totally prohibited and the financial bid should only be submitted through on line in the NIC portal.

17. Evaluation of the tenders:

During the tender evaluation process, the “Bid A” will be opened first.

The Company related document and the credential related document will be verified and evaluated.

The Bid B (Financial Bids) of only these Tenderers passing the essential qualification related to company specific document and credential related document will be opened. The Tenderers quoting the lowest rate will be considered as successful considering the order of Finance Department vide G.O. No. 5400-F(Y) dated 25.06.2012.

THE DECISION OF THE TENDER SELECTION COMMITTEE/UNIVERSITY AUTHORITY WILL BE FINAL AND BINDING IN THIS MATTER.

18. No Conviction : An Affidavit form is to be submitted in the prescribed Pro-forma as Annexure IV attached herewith from Notary Public/ Judicial Magistrate/Executive Magistrate/Metropolitan Magistrate on the Non conviction and non blacklisting of the consulting firm.

19. PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRADULENT/ MISLEADING DOCUMENTS: if during the tender process or at any state 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 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 and blacklisting for three years from the works under the University (WBUTTEPA).

20. AGREEMENT: On a tender being accepted, intimation of acceptance will be forwarded through departmental website. After communication of the same, the Tenderer will have to execute agreement in the prescribed form along with submission of requisite amount of performance Bank Guarantee with the Registrar (WBUTTEPA) within 15 days from the date of issue of invitation. Such agreement will be binding upon the Tenderer.

21. VALIDITY PERIOD OF AGREEMENT: The contract period will be valid for a period of two years from the date of declaration of award of contract.

22. Payment terms :

- i. The attendance of the personnel will be governed by the University authority.
- ii. The agency should submit monthly bills with challans of EPF/ESIC/P Tax paid and GST registration number to make payment.
- iii. The payment will be made through RTGS/NEFT directly to the bank account of the agency.

23. PERFORMANCE BANK GUARANTEE :

- i. On being selected, the successful tenderer shall be required to furnish the “Performance Bank Guarantee” @ 2% of the rate quoted by him/her.
- ii. The bank particular on which the performance bank guarantee to be drawn given below :
 - a. Name WB Govt Pooling A/C For Performance Guarantee Account No 000605030134
 - b. IFSC Code ICIC0000006
 - c. MICR Code 70229002
 - d. Branch Address ICICI Bank, 22, R N Mukherjee Road, Kolkata-700001, West Bengal.
 - e. The Performance Bank Guarantee from any nationalized/ scheduled bank in India acceptable to the Government of West Bengal should be submitted to the Registrar, The West Bengal University of Teachers’ Training Education Planning and Administration, Kolkata-700019 within 15 (fifteen) days from the date of acceptance of tender.
 - f. If Agreement has not been executed along with submission of performance bank Guarantee within 15 days from the date of acceptance of tender, the candidature may be cancelled and the next Bidder may be accepted.

24. TIME SCHEDULE:

1.	Date of uploading of NIT (on line) in the e tender portal : https://wbtenders.gov.in	25.11.2019
2.	Date of publishing the document in the departmental website: www.wbuttepa.ac.in in the Tender URL.	25.11.2019
3.	Documents download (online)	25.11.2019
4.	Bid submission start date (on line)	25.11.2019
5.	Bid submission closing date	20.12.2019
6.	Date of opening of Technical bid.	23.12.2019
7.	Date of uploading list for technical qualified bidders.	27.12.2019
8.	Date for opening of financial bid (on line)	30.12.2019 , 2pm
9.	Date of uploading name for L ₁ bidder	30.12.2019 , 5pm

25. THE University Authority RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE.

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

27. During the pendency of the contract period, if it comes to the notice of the tender inviting authority that the selected agency has/had submitted incorrect/false/fabricated document, the candidature of the agency will be cancelled straightaway.
28. Legal jurisdiction: The legal jurisdiction of this contract shall be restricted within judicial jurisdiction of High Court, Calcutta.
29. In case of dispute/difference arising out between the agency and the University (WBUTTEPA) authority relating to any matter, such dispute or differences shall be settled in accordance with the Arbitration and Conciliation Act, 1966. The Arbitral Tribunal shall consist of three Arbitrators, one each to be appointed by the University (WBUTTEPA) authority and the Agency. The third Arbitrator shall be chosen by two Arbitrators so appointed by the Parties and shall act as Presiding Arbitrator. The decision of the Board of Arbitration thus formed shall be binding upon the Parties.
30. Prospective bidders may mail their queries in the following e mail addresses : wbutteparegistrar@gmail.com
31. The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances or to withdraw any item or items and no claim in this respect will be entertained.

Registrar
WBUTTEPA

TABLE I**REQUIREMENT OF MAN POWER**

Sl.NO	Category of Personnel	Post	Number of Personnel
1.	Unskilled	Security Guard (Male)	21
2.	Unskilled	Security Guard (Female)	5
3.	Unskilled	Peon(Female)	2
4.	Unskilled	Housekeeping (Male)	1
5.	Unskilled	Conservancy Staff(Male)	2
6.	Unskilled	Conservancy Staff(Female)	1

Table 2

The working hours of Security guard will stand as follows:

Sl No	Category of personnel	Shift	Duration	Place of posting	No of personnel deployed	Remark
1	Security guard (Male)	Morning shift	From 6.00 AM to 2.00 PM	Admin Block 2, V.C's Block 1, EDHTC gate no One-1, gate no Two-1, New Academy Building 2,	7	
2	Security guard (Female)	Morning shift	From 6.00 AM to 2.00 PM	Girl's Hostel -1	1	
3	Housekeeping (Male)	Late Morning shift	From 7.00AM to 3.00 PM	Admin Block and Guest House-1	1	
4	Security Guard (Male)	General Shift	From 10.00AM to 6.00 PM	V.C's Block 1, Girl's Hostel Gate -1,	2	
5	Security Guard (Female)	General Shift	From 10.00 AM to 6.00 PM	IASE Building 1, New Academy Building 1	2	
6	Peon(Female)	General Shift	From 10.00 AM to 6.00 PM	Office Peon (admin Block) - 1, Academy Building 1	2	
7	Security guard (Male)	Evening Shift	From 2.00 PM to 10.00 PM	Admin Block -2, V.C's Block 1, EDHTC gate no One-1, gate no Two-1, New Academy Building 2,	7	
8	Security Guard (Female)	Evening Shift	From 2.00 PM to 10.00 PM	Girl's Hostel -1	1	

9	Security Guard (Female)	Night Shift	From 10.00 PM to 6.00 AM	Girl's Hostel -1	1	
10	Security guard (Male)	Night shift	From 10.00 PM to 6.00 AM	Admin Block 2, EDHTC gate no One-1, gate no Two-1, New Academy Building 1,	5	

Table 3

The working hours of Conservancy Staff will stand as follows:

Sl No	Category of personnel	Shift	Duration	Place of posting	No of personnel deployed	Remark
1	Conservancy Staff (Male)	Morning shift	From 6.00 AM to 2.00 PM	New Academy Building 1	1	
2	Conservancy Staff (Male)	General Shift	From 10.00 AM to 6.00 PM	New Academy Building 1	1	
3	Conservancy Staff (Female)	Late Morning shift	From 7.00 AM to 3.00 PM	Girl's Hostel and New Academy Building 1	1	

FORMAT FOR CHECK LIST

NIT No - WBUTTEPA/TN/01/2019

Dated, Kolkata

Name of the bidder :**Full address of the Bidder :****E mail** _.....**Contact person to Bidder & Mob. No. :-**

Sn	Items	Pl mark \sqrt		Folder name & Page no
		Yes	No	
1.	Application submitted in Annexure I	Yes	No	
2.	Bidder's Information Sheet in Annexure I(a)	Yes	No	
3.	Authorization letter of signatory from the Company for DSC in Annexure II	Yes	No	
4.	Annexure III (Certification from Chartered Firm Annual Turn over of the bidder)	Yes	No	
5.	Affidavit for No Conviction & non blacklisting from Notary Public/Judicial Magistrate/Executive Magistrate, as per Annexure IV	Yes	No	
6.	Copy of PAN Card of the Bidder Company	Yes	No	
7.	Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017	Yes	No	
8.	GST return for the last quarters			
9.	Trade Licence/ Enlistment Certificate	Yes	No	
10.	Registration with Registrar of Companies	Yes	No	
11.	EPF registration certificate	Yes	No	
12.	EPF monthly return for last four months			
13.	ESIC registration certificate	Yes	No	
14.	Income Tax Return for the Assessment Year 2018-19	Yes	No	
15.	P/L Accounts & Balance sheet for the year 2018-19	Yes	No	
16.	Certification of remittance of Performance Bank Guarantee Annexure V	Yes	No	
17.	Details of credential	Yes	No	
18.	Details of Client past and present	Yes	No	

ANNEXURE 1(a)

PARTICULARS OF BIDDER

1	Name of the Bidder Company	:	
2	Name of the authorized person to submit the Bid (Who holds DSC)	:	
3	Telephone No of authorized person	:	
4	Mobile no of the authorized person	:	
5	Fax No of Bidder	:	
6	E mail ID of Bidder	:	
7	Type of Legal Entity	:	
8	Year of Incorporation/registration	:	
9	Registered Address	:	
10	Correspondence Address of Head Office	:	
11	Telephone No of Head office	:	
12	Fax No of Head office	:	
15	E mail ID of Head office	:	
16	Correspondence Address of local office, if any :	:	

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc.)
(To be submitted on the Letter head of the consultant)

To
The Registrar,
WBUTTEPA
25/2 & 25/3 Ballygunge Circular Road
Kolkata- 700019

Subject: Submission of bid in response NIT no WBUTTEPA/TN/01/2019 dated 25.11.2019

Dear Sir,

1. Having examined the NIT document, we, the undersigned, herewith submit our bidding response to your NIT No. WBUTTEPA/TN/01/2019 dated 25.11.2019 in full conformity with the said EOI document.
2. We have read and understood the provisions of the EOI document and confirm that these are acceptable to us.
3. We agree to abide by this bid, consisting of this letter, the detailed response to the NIT and all attachments, and validity of the bid shall be for a period of 120 days from the date of opening of the Financial Bid.
4. We hereby declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We certify that we have not been blacklisted by any department/ society/ body/organization of central/ state government / Institution.
6. We hereby declare that all the information and statements made in this bid are true and we accept that any misrepresentation/ wrong information contained in it or suppression of material or relevant facts/ figures may lead to our disqualification.

Yours Sincerely,

For [Name]

ANNEXURE II

Authorization letter in favour of the applicant from the competent authority - (if the applicant is not the Sole Proprietor / Authority)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr.(Name), employee of this Organisation as (Official Designation) is hereby authorised to submit tender online , Vide NITI No....., Dated..... on behalf of the Organisation. Sri holds the DSC from NIC to submit the bid on-line

Signature of the competent authority

Name in Block Letters.....

Designation.....

Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....(Designation), is hereby attested.

Signature of the
competent authority

Name in Block Letters.....

Designation.....

Seal

ANNEXURE III
(Certificate from Chartered Firm in the official pad)

This is to certify that having been examined the audited Balance Sheet & P/L accounts and other records of M/S having its official address at

It is also certified that Annual Turnover of the firm for the Financial years 2016-17, 2017-18 & 2018-19 are Rs.....lakh., Rs.....lakh. & Rs.....lakh. respectively (as per P/L accounts & Balance Sheet of the firm submitted)

Signature of the Chartered Firm with Registration No

Countersigned

Signature of the authorised signatory (bidder)

ANNEXURE IV

Affidavit Proforma

(On Non Judicial Paper worth Rs 50.00)

(Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice)

I, Sri/Smt.

the Managing Director /Proprietor (etc.) of the Firm. ,..... (Name of the firm)

At (address).....

P.O... ..

P.S.....Dist.....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified for any work of Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law in the State of West Bengal or other State or States.
3. That my firm is not debarred/blacklisted as a whole or part thereof at present by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India.
4. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Signature of the Deponent(s).

Name in Block letters :

Designation :

ANNEXURE IX

Prescribed format for Agreement

AGREEMENT FORM

ARTICLES of Agreement made on this ____ day of(Month), 2018 between the Vice Chancellor, WBUTTEPA of the (hereinafter referred to as the 'Vice Chancellor' which expression shall unless excluded by or repugnant to context be deemed to include the successor in office and assigns) represented by the University(WBUTTEPA), Kolkata-700019, hereinafter called the Registrar having its office(s) at WBUTTEPA, 25/2 & 25/3, Ballygunge Circular Road ON ONE PART,

AND

M/S, having its office at, Carrying on business at....., as Agency (Hereinafter referred to as the 'Agency' which terms shall unless excluded or repugnant to the context be deemed to include the Partners and Principals of the said firm and their respective heirs, executors, administrators representative and assigns/ and assigns) on the OTHER PART.

1. WHEREAS, the University(WBUTTEPA) having expressed intention of selecting agency for engaging outsourced personnel for conservancy (cleaning) & security services etc. at The West Bengal University of Teachers' Training Education Planning and Administration for two years from the date of declaration of Award of Contract (AOC) in respect of e tender vide NIT No. WBUTTEPA/TN/01/2019 dated 25.11.2019 on specified terms and conditions and the consulting firm has been selected as approved vendor and agreed to undertake the job on specified terms and conditions, the present agreement is drawn up and executed, incorporating inter-alia the said terms and conditions in the Schedule to the Agreement.
2. In this Agreement whenever rights, privileges, discretions and powers have been said to be exercisable by the "Government of West Bengal", such rights, privileges, discretions and powers will be actually exercisable by The Registrar, The West Bengal University of Teachers' Training Education Planning and Administration, Kolkata-700019.
3. The agency agrees to, according to and in compliance with the orders as may be placed by the WBUTTEPA authority to undertake professional services on Conservancy (cleaning) & security services etc. on the Terms of Reference prepared by the WBUTTEPA authority within the time limit fixed prescribed and they shall not be entitled to charge any cost for the such work.

4. The agency agrees not to assign, transfer or sublet the rights and benefits under this contract either in part or in whole to any other party.
5. The agency agrees not to make any representation for deviation from their quoted rates and /or terms and conditions which may cause any delay in the professional services for conservancy (cleaning) & security services etc. at the WBUTTEPA, KOLKATA-700019 and will invoke the Penal provisions of this agreement liable to cancellation of contract forthwith.
6. The vendor hereby declares that no case is pending against him and against the company. The vendor also agrees to inform the University (WBUTTEPA) authority about the change in scenario relating to no conviction and non debarment or non blacklisting during the tender period.
7. The vendor agrees that all legal jurisdiction of any unsettled dispute will be subject to the High Court of Calcutta jurisdiction.
8. This contract is valid for two year from the date of declaration of Award (AOC).
9. The vendor agrees to comply with other terms and conditions laid down in the NIT document during the tender period and is aware of the provision of deliverables in the time bound manner as per following schedule :

IN WITNESS WHEREOF the parties to these presents have hereunto set and subscribed their respective hands and seals the _____ day/month and year first above written.

SIGNED AND DELIVERED BY THE :

Signed for and on behalf of the Vendor

by presence of.

1.

2.

*Signed for and on behalf of the
Vice-Chancellor / Registrar, WBUTTEPA
by presence of.*

ANNEXURE V

Certification of remittance of Performance Bank Guarantee
by the Bank in the official Pad

<Name>

<Designation>

<Address>

<Phone Nos.>

<E-Mail)

- i. This is to confirm that the performance Bank Guarantee relating to M/S amounts to Rs (Rs) only has been credited to the following accounts of the Govt. of West Bengal. The said guarantee is valid upto
 - a. Name WB Govt. Pooling A/C For Performance Guarantee Account No 000605030134
 - b. IFSC Code ICIC0000006
 - c. MICR Code 70229002
 - d. Branch Address ICICI Bank, 22, R N Mukherjee Road,Kolkata-700001, West Bengal.
- ii. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

Signature of the Branch Manager with Bank's seal

IMPORTANT INFORMATION ABOUT ONLINE TENDERING

1st Step. : SEARCHING THE TENDER

- ➔ After Login on wbtenders.gov.in with DSC ,click on Search Active Tenders
- ➔ In keyword write Tender memo. no. as reference no. on NIC website.

2nd Step.: DOWNLOADING THE TENDER DOCUMENTS

- ➔ After searching the particular tender you will find NIT & BOQ, click on those to download and save the documents.
- ➔ While downloading the BOQ please do not change the name of the BOQ

3rd Step: REGARDING 'MY DOCUMENTS'

- ➔ First upload all the My Documents before starting the Bid Submission process.
- ➔ While starting the Bid submission process an option will arise "Whether EMD Exempted or Not" ; after that you will find an option "Do you want to submit other Important documents".
- ➔ Here click on YES to submit the 'MY DOCUMENTS' and then tick mark the check boxes to tag those documents in that particular tender.
- ➔ Then you have to tick the items you want to submit Bid.
- ➔ This process will be carried out in each and every GROUP that you are participating.

4th Step: REGARDING 'BOQ'

- ➔ While first opening the BOQ there is an option at top of the rows as "Security warning Macros have been disabled" Click on options
- ➔ Select "Enable the content" then OK.
- ➔ This will provide you the Total in Words

5th Step: Submission of EMD through Govt Pooling account

- ➔ After uploading of Technical Bid And also the Financial Bid, an option will arise "Click 'Next' button to proceed online payment of necessary EMD"