

Government of West Bengal  
Labour Department  
**Directorate of Employment**  
67, Bentinck Street, Kolkata-69

No.- 25-11/2007/2016-17/Re-Tender/2502B

Dated:- 28.09.2016

NOTICE INVITING e-TENDER NO: WBLD/DE/NIT-2 /16-17/Re-Tender

The Director of Employment, west Bengal, Director of Employment, 67, Bentinck Street, 4th Floor, Kolkata- 700069 invites e- Tender for the work as stated below.

1. INFORMATION ABOUT THE WORKS:

Sl. No.	Name of work	Estimated amount put to tender (in Rs)	Earnest money to be deposited (in Rs)	Period of Contract	Name of the concerned Division	Eligibility Criteria for Bidder
1	Conducting Mock Test for the year 2016-17.		4,00,000/-	2016-17	Director of Employment, West Bengal	<p>1)A registered firm/company/Institutes under the Statute/ Act {e.g. R.O.C Certificate, Act} in existence for at least last 5 years.</p> <p>2) At least 15 people on the bidder's payrolls; out of which at least 5 should have experience of imparting training/ coaching as trainers/ teachers since a minimum period of 2 yrs.</p> <p>3) Having an annual turnover of at least Rs. 80 Lakhs averaged over the last three financial years (2013-14; 2014-15 &amp; 2015-16) vide a certificate from a registered Chartered Accountant .</p> <p>4) Having successfully completed at least one similar project with Government (will include Govt undertakings only) in the last three years with a</p>

						<p>value of at least Rs 40 lakhs. *</p> <p>5) Having completed successfully at least One Test for at least 1000 participants/ examinees.*</p> <p>6)To submit EMD as mentioned above.</p> <p>7)The bidder must have presence in West Bengal.</p> <p>8) To Submit Affidavit as per Annexure-III of RFP.</p> <p>9) Along with the Technical Bid and Financial Bid filled in Form-A and Form-B are to be submitted.</p>
--	--	--	--	--	--	---

**N.B.**

\*Certificates/credentials of such experience have to be submitted with the technical proposal.

Completion certificate should contain.

(a) Name of the work - Conducting Mock Tests

(b) Name of client - Directorate of Employment

(c) Amount put to tender –Not to be specified.

(d) Schedule month and year of commencement and completion as per work order and - 2016-17

(e) Actual month and year of completion. -2016-17.

The prospective bidders must have valid up to date clearance of Income Tax returns/professional Tax clearance certificate /PT (deposit challan)/ PAN Card/VAT Registration Certificate/Voter card for self-identification and Income Tax Acknowledgement Receipt for latest Assessment Year.

**2. TENDER SCHEDULE:**

ACTIVITY	SCHEDULE	TIME	REMARKS
Issue of this RFP	04 <sup>th</sup> October 2016		
Last Date for submission of bid proposal	18 <sup>th</sup> October 2016	15:00 hrs	
Date of Opening of Technical Bids ONLY	19 <sup>th</sup> October 2016	12:00 hrs	Opening before all parties using respective Digital Signatures. The Financial Bids would be kept in sealed condition in safe custody
Pre-Evaluations	19 <sup>th</sup> October 2016	13:00hrs	Internal process of the Directorate

Technical Bid Evaluation	20 <sup>th</sup> October 2016	12:00 hrs	Internal process of the Directorate
Making Presentations	20 <sup>th</sup> October 2016	15:00 hrs onwards	All bidders would have to make a 15 minute presentation as mentioned
Technical Score comparative sheet & approval	21 <sup>st</sup> October 2016		Internal process of the Directorate
Opening of Financial Bids	24 <sup>th</sup> October 2016	11:30 hrs	Of only those who have qualified in the Tech Evaluation
Final declaration and issuance of Lol	25 <sup>th</sup> October 2016	12:00 hrs	A copy of the SLA will also be given so that the same can be executed subsequently.
Any cancellations and selection of 2nd Highest Bidder	28 <sup>th</sup> October 2016	11:00hrs	IF THE SUCCESSFUL BIDDER FAILS TO COMPLY OR IS FOUND TO HAVE MISREPRESENTED FACTS
Signing of the SLA	2 <sup>nd</sup> November 2016		

The abovesaid dates are provisional and could stand to be amended in part or as a whole by the undersigned.

3. For e-Filing, the intending bidder may download the tender document from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
4. For e-Filing, the EMD (Earnest Money Deposit) of Rs.4,00,000 (Rupees Four Lakhs) only should be delivered physically at the office of the Director of Employment, West Bengal, 67, Bentinck Street, 3rd floor, Kolkata-700069 under sealed cover within the specified time before technical bid opening. The Directorate of Employment, West Bengal (Tender inviting Authority) will not be held responsible for late delivery or loss of the Demand Draft / Bank Guarantee if mailed through post/courier.
5. The documents submitted by the bidders should be properly indexed and digitally signed.
6. The Earnest money of all the unsuccessful tenderers deposited in favour of the Director of Employment, West Bengal along with the tenders will be refunded by the said authority on receipt of application from tenderers.
7. The intending tenderers are required to quote the rate online only. No offline tender will be entertained.
8. During the scrutiny, if it comes to the notice to the tender inviting authority that the credential(s) and/or any other paper (so has/have been of any bidder found incorrect/manufactured/fabricated, that bidder will not be allowed to participate in the tender and that application will be rejected outright.
9. The Director of Employment, West Bengal reserves the right to cancel the N.I.T due to unavoidable circumstances and no claim in this respect will be entertained.
10. All tenderers are requested to be present online during opening of tenders positively through their DSCs. In no case his/their absence will stand holding the same.
11. The accepting authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tenders.

## 12. INSTRUCTION TO BIDDERS

The bidder can search & download NIT & Tender Documents electronically from computer once he/she logs on to website wbtenders.gov.in using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

Tenders are to be submitted online to the website wbtenders.gov.in in two folders (one in Technical Proposal & the other is the Financial Proposal) before the prescribed date & time using the Digital Signature Certificate (DSC)

### A. Technical Proposal

The Technical proposal should contain scanned copies (preferably by document scanner) of the following further two covers (folders).

#### A-1 Statutory Cover Containing

- a. Demand Draft/bankers Cheque towards Earnest Money Deposit (EMD) against the work as prescribed in the NIT in favour of the Director of Employment, West Bengal.
- b. Form-A FOR TECH BID OF RFP.
- c. AFFIDAVIT in Annexure-3 format of RFP .

#### A-2 Non statutory Cover containing

- a. Professional Tax Clearance Certificate/Professional Tax(PT) deposit receipt challan for the financial year 2015-16, Pan card, VAT registration Certificate.
- b. Registration Certificate under Company Act.
- c. Registered Deed of partnership Firm/Article of Association & Memorandum.
- d. Power of Attorney (For Partnership Firm/Private Limited Company, if any)
- e. Valid enlistment certificate
- f. Trade License

Note: Failure of submission of any of the above mentioned documents (as stated in A1 a7 A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

### B. 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 online through computer in the space marked for quoting rate in the BOQ.
- b. Only download copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Contractor.

## 13. REJECTION OF BID

THE Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding process 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 (tender accepting authority) action.

## 14. AWARD OF CONTRACT

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement will incorporate all terms & conditions , addenda –corrigendum, schedule of works (B.O.Q) and the same will be constituted between Tender Accepting Authority and the successful Bidder.

Sd/-  
for Director of Employment,

West Bengal