

**Government of West Bengal**  
**Directorate of Vocational Education & Training**  
**Block -B/7, Action Area-III, New Town, Rajarhat, Kolkata- 700160**  
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NIT No: DVET/NIT-01/2020-21

Dated: 02.02.2021

**Notice inviting e-Tender for engagement of Inspecting Staff, Data Entry Operator, Cashier and Gr. D Staff of Regional Offices of Directorate of Vocational Education & Training, WB through Agencies for servicing Regional Offices of Directorate of Vocational Educational & Training, WB for one-year w.e.f. date of issuance of work order extendable for another one year on satisfactory performance.**

(Through Pre-qualification)

Directorate of Vocational Education and Training, West Bengal, invites e-tender from bonafide and reputed agencies for the work detailed in the table below. (Submission of Bid through online)

SI No.	Name of Work	Earnest Money Deposit	Cost of Tender Document	Duration of Work	Eligibility of Bidders
1	Supply of Inspecting Staff, Data Entry Operator, Cashier and Gr. D Staff for Six Regional Offices of Directorate of Vocational Educational & Training, WB across the State	Rs 50,000/- (Rupees Fifty Thousand) only	NIL	For one-year w.e.f. date of issuance of work order, extendable for another one year on satisfactory performance	Bonafide agencies having credentials in similar nature of work
<b>*Registered Labour Co-operative Societies will be exempted from paying the Earnest Money Deposit</b> <b>*Necessary documents for the exemption cases are to be provided for getting the exemption</b>					

**Table - I**

- I. 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. 50,000/- (Rupees Fifty Thousand) only is to be remitted through prescribed procedure of the state govt. vide G.O. No. 3975-F(Y)dated, 28<sup>th</sup> July,2016 and scanned copy of which to be uploaded online at the time submission of bid. The L1 party is to submit his/her acceptance letter of the LOI within seven days from the date of issue of LOI. Failure to submit 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. XI of NIT as mentioned in page-3. The documents submitted by the bidders should be properly indexed & digitally signed.

- II. Both Technical Bid and Financial Bid are to be submitted in Technical (Statutory & Non-Statutory documents) and Financial Folders concurrently duly digitally signed in the website <http://wbtenders.gov.in>.
- III. The Financial Bid of the prospective bidder will be considered only if the Technical Bid (both statutory and non-statutory documents) of the bidders found qualified by the Directorate of Vocational Education & Training, West Bengal (DVET).
- IV. The decision of the DVET will be final and absolute in this respect. Both the lists of Responsive and Non-Responsive Bidders will be displayed in the website on the scheduled date and time.
- V. Eligibility criteria for participation in the tender:
  - a. The prospective bidder should have satisfactorily completed service as a manpower/workforce supply agency during the last 3 (three) years prior to the date of issue of this tender notice in any Central/State Government Department or Central/State Government undertaking or Statutory Bodies Constituted under the Statutes of the Central/State Government. The prospective bidder should submit testimonials of credentials in support of working experience of last 3 (three) financial years.  
[Non statutory Document]  
**N.B.:- Completion certificate should contain a) Name of work, b) Name and address of Clients, c) Work order value in INR, d) Date of commencement of work e) Date of completion of work. BOQ if available for the respective work to be uploaded along with completion certificate.**
  - b. The organization must not have any record of poor performance or abandoned work and must not have been blacklisted/debarred by any Government Department/Organization/Undertaking. An undertaking that the bidder has not been blacklisted/debarred for any reason whatsoever by any Government Department/Organization/Undertaking should be furnished by the bidder in non-judicial stamp paper of appropriate value duly notarized. [**Statutory Document**].
  - c. Valid up to date clearance of Income Tax return, Professional Tax Clearance 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 2019-2020 to be submitted. Valid labour license to engage in the manpower supply business in West Bengal, issued by Labour Deptt., Govt. of WB are to be submitted. [Non statutory Document].
  - d. In case of Proprietorship and Partnership Firms and Company to Tax Audited Report is to be furnished along with Balance Sheet & Profit and Loss A/c. for the last three (03) financial years. [Non statutory Document].
  - 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**. [**Statutory Document**]
  - f. Declaration regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application. [**Statutory Document**]

- g. Registered Unemployed Engineer's Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Current N.O.C. from A.R.C.S., Minutes of last A.G.M. and also submit documents of the society consists at least 10 (ten) members out of which at least 60% should hold degree or diploma in any branch in Engineering. (Non-Statutory Document).
  - h. Joint venture will not be allowed to participate in the above NIT. A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.
  - i. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
  - j. The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non statutory Document]
  - k. The bidder must have registrations like Service Tax, PAN, EPF, ESIC, Contract Labour, etc. and submit the copies of the same. **[Statutory Document]**
  - l. The organization must have office in any of locations - Kolkata/Siliguri/Durgapur.**[Statutory Document]**
  - m. The organization must have managed such operations in at least 3 or more sites, managing all operations without subcontracting the same. A declaration is to be submitted. **[Statutory Document]**
  - n. The organization must be carrying out the business directly through staffs on rolls and does not sub contract any activity (as specified in the scope of work for this tender).[Non-Statutory Document]
  - o. The organization should be enlisted with Labour Department, Govt. of WB and has to submit a valid labour license, in a single contract, of a minimum 20 manpower. **[Statutory Document]**
- VI. No mobilization / secured advance will be allowed.
- VII. In connection with the work, Arbitration will not be allowed.
- 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 Directorate, 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 the Directorate, during opening the financial bid. The Director may call Open Bid/Seal Bid after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained raised by any bidder who will be present during opening of Financial bid, or from any bidder who will be absent at the time of opening of Financial Bid. No informal bidder will be entertained in the Bid further.
- X. **Intending bidders may visit this Directorate to assess the nature of work and the duties & the responsibilities to be taken up during execution.**
- XI. IMPORTANT DATES: Given below:

SI	Activity	Scheduled Date
1	Date of uploading of N.I.T. Documents (online)	03.02.2021
2	Documents download start date (online)	04.02.2021 at 12:30PM
3	Pre-Bid Meeting (online)	05.02.2021 at 12:30PM
4	Bid submission start date (online)	05.02.2021 at 05:00PM
5	Bid submission closing date (online)	25.02.2021 at 04:00PM
6	Bid Opening date for Technical proposals: (online)	27.02.2021 at 05:00PM
7	Bid Opening date for Financial proposals: (online)	03.03.2021 at 12:30PM

- XII. Earnest Money: As mentioned in the table at page-1.
- XIII. The Bidder, at his own responsibility and risk, is encouraged to visit DVET office for getting information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting e-Tender, before submitting offer with full satisfaction, the cost of visiting this DVET shall be at his own expense.
- XIV. 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. The Tender Evaluation Committee 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.
- XV. **Performance Guarantee:**
- a. The organization must have to submit performance bank guarantee for Rs 2 lakh as security deposit for the period of agreement + 6 months. Otherwise, the amount will be deducted from the first 2 bills in equal installment.
  - b. **Contract may be terminated due to non-performance of the consecutive 7 (seven) working days. The authority will issue the notice of termination to the agency. Penalty will be imposed @ doubled that of the prevailing rate for the default period due to non-performance from the bill of the agency.**
- XVI. **Prospective applicants are advised to adhere to the minimum qualification criteria as mentioned in 'Special Terms & conditions' before tendering the bids.**
- XVII. **Conditional/Incomplete tender will not be accepted under any circumstances.**
- XVIII. The intending bidders are required to quote the rate online. (Agency charges including GST).
- XIX. 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.
- XX. 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.
- XXI. 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 not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Directorate 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.
- XXII. In case there be any objection regarding prequalifying the Agency that should be lodged to the Directorate 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 Director of Vocational Education & Training, West Bengal.
- XXIII. 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 the Earnest Money deposited by the bidder will be forfeited without assigning any reason thereof. In that case 2<sup>nd</sup> lowest bidder will be accepted.
- XXIV. 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

XXV. Qualification criteria: – The bidders shall have to meet all the minimum criteria regarding:

- a. Financial Capacity
- b. Technical Capacity comprising of personnel supply capability
- c. Experience/Credential

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned above. If any document submitted by a bidder is either manufactured or false, the eligibility of the bidder/ bidders will be out rightly rejected at any stage without any prejudice.

#### XXVI Scope of Services

- a. The Personnel working as Inspecting Staff ought to be polite but firm, disciplined, honest, hardworking, physically fit and alert. The said personnel must have skill, power of observation and writing reports. DVET may assign any other duties from time to time.
- b. The personnel working as Data Entry Operator ought to be skilled in data entry in MS-Office package, e-mail/web surfing. They should be polite, disciplined, hardworking, physically fit & alert and possess report writing skill. DVET may assign any other duties from time to time.
- c. Cashier should be polite, firm, disciplined, honest, hardworking, physically fit & mentally alert. DVET may assign any other duties from time to time.
- d. Gr.-D Staff should be obedient, polite, disciplined, hardworking, physically fit & mentally alert. DVET may assign any other duties from time to time.

#### XXVII Special Terms & Conditions:

1. The bidder should be reputed & resourceful Manpower Supply Agency having working experience in Govt. Offices or Organization. The bidder should be a Govt. registered Agency. [Non-Statutory Document]
2. The organization must have **average annual turnover of Rs.50 Lakh per year for last three financial years [2017-18, 2018-19 & 2019-20]**. The organization has to produce a **recent Bank Solvency Certificate of not less than Rs. 4 Lakh** issued by any schedule Bank under Reserve Bank of India and endorsed issued within last three months. The Organization must be managing all the operations through staff on direct rolls and not engage sub-contractor. **A certified document by the registered Chartered Accountant stating the net worth and annual turnover of the Bidder has to be submitted separately for F.Y. 2017-18, 2018-19 & 2019-20.** [Non-Statutory Document]
3. **The organization must have adequate resources and infrastructure to provide grooming and upgrade the operations as a continuity plan.**

**4. AGENCY CHARGE:**

- a. **Agency Charge should be quoted on per person per month basis including any Other Charges and excluding GST/Taxes separately in figure only in the Item-Rate BOQ downloading from tender documents of this tender. Applicable Taxes on total billing have to be included in the quoted rate.**

**It will be same for all the locations and for all categories of services, irrespective of its location. GST as applicable on bills/invoices raised by the selected agency complying Govt. norms is also accepted.**

**Employer's contribution as per prevailing Govt. rates for statutory deduction of ESI, PF, Bonus in respect of the employees selected through agency if any, will be reimbursed. Therefore these should not be quoted as a part of the agency charge. Employees' contributions will be deducted at source as per norms.**

- b. **On satisfactory performance of the L1 bidder, the service may be continued for another one year, at the same agency charge. The bidder must submit a declaration giving consent for providing the service for another two years beyond the current year at the quoted rate. [Statutory Document].**

- c. **No extra claim will be entertained on any account and the agency charge will remain fixed for a period of agreement from the date of engagement.**

- d. **Selection of L1 bidder will be based on the minimum of basic agency charge quoted by bidder in the item rate BOQ excluding GST. GST applicable on bill/invoice raised by the selected agency complying Govt. norms is also approved.** The bidder has to provide service to all the locations/headquarter and a declaration is to be submitted that he will provide service to all mentioned office(s) in Scope of work, at the same rate of agency charge. Partly bidding is not accepted in any manner whatsoever. [Statutory Document].

Any report of violation will be treated accordingly and shall lead to termination of contract, if such report is found to be true.

5. Conditional quotation will not be accepted.

6. **Quoting zero/unworkable rate will be considered as non-responsive and will be summarily rejected.**

7. 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.

8. The agency engaged for this work will have to engage all required Staff as shown in Table – II:

Sl No.	Category	Qualification	Maximum Age Limit (as on 01.01.2021)	No of Post	Remuneration /Month	Location
1	Inspecting Staff	Graduate with 5 years' experience	39	5	12,000/-	All Regional Offices/H.Q.
2	Data Entry Operator	H.S. with one-year certificate in Computer Application & key depression 6000 per hour	40	6	10,000/-	
3	Cashier	Same as rank of LDC post as per State Govt. norm	40	6	10,000/-	
4	Group - D	As per State Govt. norm	40	1	8,000/-	

**Table - II**

Hired Staff may be initially deployed of H.Q. and shift to the R.O. for office work/inspection/data entry etc.

9. In case of negligence in performing duty from any personnel, he/she should be removed immediately from duties by the Agency with prior notification to DVET.

10. No claim will be entertained for the permanent service of the Staff engaged and the concerned authority shall not remain responsible in any liability or complication arises from the deployed persons.

11. Immediately after receiving the work order the bidder/quotationer must submit a detail list showing the name, signature (LTI) and passport size photographs in duplicate of persons 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 also be intimated as and when such change is made & the identity of each person shall have to be initiated by the undersigned.

12. The Agency should have valid ESI and PF registration numbers. Copy of allocation letter and copy of latest valid remitted challans shall be enclosed. **[Statutory Document]**
13. The personnel shall perform the duties on normal office time on all days of the month and year. The contractor will ensure that **after every 6 days of work, a weekly off (for full day) must be given to persons and this aspect has to be strictly adhered to.**
14. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the Tender Inviting Authority in advance for at least three months.
15. 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 above after serving a notice of 1 (one) month advance.
16. During the period of the notice as explained in clause 14 & 15 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 and condition" in right earnest up to the satisfaction of the Tender Inviting Authority, failing which the essential and inescapable, works will be gone through the other agency at the cost of the defaulting contractor/agency as said above without any further intimation/notice to him.
17. The agency will have to take immediate redress in all measure on receipt of any intimation from the authorized representative of the undersigned as to the irregular/improper performance of duties by the person deployed failing which action will be taken by the undersigned.
18. The agency will itself ready to take up the work immediately after the issue of work order.
19. The organization must have required knowhow of and skill to be engaged for the stated operation.

## XXVIII SECTION – A: Instruction of Bidders

### **General guidance for e-Tendering:**

Instructions / Guidelines for electronic submission of the tender 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 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 Folder & in Financial Folder before the prescribed date & time using the Digital Signature Certificate (DSC). The uploaded documents are to be 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): Folders: <Names>

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

- i. Earnest Money (EMD) as prescribed in the NIT in favour of the Director, Directorate of Vocational Education & Training, West Bengal
- ii. Tender Application Form & NIT (*download properly and upload the same digitally Signed*).
- iii. The rate will be quoted in the BOQ (Financial Bid). Quoted rate will be encrypted in the BOQ under Financial Bid. In case quoting any rate in Technical Bid, the tender is liable to be summarily rejected.
- iv. Tech Document 1 {Should include Power of attorney, Organogram, Deed, Proof of Office in Kolkata/Siliguri/Durgapur & Undertaking on Performance}
- v. Tech Document 2 {should include Registration with Regn. Nos, where applicable, of EPF, ESIC, Service Tax, Contract Labour Certificate, Labour license for minimum 50 manpower in a single order, Valid ISO: 9001-2008 Certificate, Declaration that service to DVET will be provided}.
- vi. Tech Document 3 {All the certificates & documents regarding legal entity, annual turnover, technical capabilities, statutory liabilities and taxation, certification, manpower, & performance guarantee as mentioned in prequalification criteria, Certificates from registered Chartered Accountant stating the Turnovers of the organization clearly for the F.Y. 2017-18, 2018-19 & 2019-20.

**B. Non-statutory Cover containing the following documents:**

- i. Professional Tax (PT) deposit receipt challan for the financial year 2019-20, Pan Card, IT SARAL for the Assessment years 2017-18, 2018-19 & 2019-20, GST Registration Certificate, if any.

- ii. **Registration Certificate under Company Act. (If any).**
- iii. **Trade License of the Company**
- iv. **Registered Deed of partnership Firm / Article of Association & Memorandum.**
- v. **Power of Attorney (For Partnership Firm / Private Limited Company, if any).**
- vi. **Tax Audited Report along with Balance Sheet & Profit & Loss A/c. for the last three (03) years (year just preceding the current Financial Year will be considered as year -1).**
- vii. **Clearance Certificate for the Current Year issued by the Assistant Register of Co-Operative Society (ARCS), bye laws are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.**
- viii. **List of staffs along with structure & organization.**
- ix. **For Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies having Credential for completion of at least one similar nature of work under the authority of State/Central Government, statutory bodies under State/Central Government constituted under the statute of the State/Central Government having a magnitude of 40% (*forty percent*) of the Estimated amount put to tender during the last three (03) years prior to the date of issue of this NIT is to be furnished.**
- x. **The prospective bidder should have to submit testimonials of credentials in support of working experience within 3 (three) 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 6A and Sl. No 6B will render the bidder liable to be rejected for both statutory & non statutory cover.**

**The above stated Non-Statutory/ 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.

## **7. Financial Proposal**

- i. 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.
- ii. Only downloaded copies of the above documents are to be uploaded, after quoting rates, virus scanned & Digitally Signed by the contractor.
- iii. 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.

- iv. Rejection of Bid: The Director of Vocational Education & Training, West Bengal 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 his action.
- v. Award of Contract: The bidder whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through Letter of Acceptance (LOA). 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 & BOQ will be the part of the contract documents. After receipt of Letter of Acceptance (LOA), 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 Vocational Education & Training, West Bengal within time limit to be set in the Letter of Acceptance (LOA).
8. **Tender Evaluation Committee (TEC):** Tender Evaluation Committee constituted as per order of the Department of Technical Education & Training, Government of West Bengal will function as Tender Evaluation Committee for selection of technically qualified contractors.
9. **Opening & evaluation of tender:** If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
10. **Opening of Technical Proposal:** Technical proposals will be opened by the Chairman, TEC of Directorate of Vocational Education & Training, WB and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
11. Intending bidders may remain present if they so desire.
12. Cover (folder) for Statutory Documents [Ref. Sl. No. 6.(A)] will be opened first and if found in order, cover (folder) for Non-Statutory Documents [Ref. Sl. No. 6.(B)] will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
13. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
14. Summary list of technically qualified bidders will be uploaded online.
15. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders will be uploaded in the web portals.
16. 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.

Sd/-  
Director  
Directorate of Vocational  
Educational & Training, WB

**ANNEXURE - I**  
**APPLICATION**

**Notice Inviting e-Tender for engagement of Inspecting Staff, Data Entry Operator, Cashier and Gr. D Staff for Regional Offices of Directorate of Vocational Education & Training, WB through Agencies for servicing Regional Offices of Directorate of Vocational Educational & Training, WB for one-year w.e.f. date of issuance of work order extendable for another one year on satisfactory performance.**

**NIT No \_\_\_\_\_**

1. Name and address of Firm/Agency/ Company: -
  
2. Telephone & Fax Nos :  
3. Cell phone Numbers :  
4. E-mail ID :
5. Name, Designation & Mobile No of Authorised Signatory:
6. Please specify as to whether tenderer is sole proprietor/ Partnership firm/Private or Limited company :
  
7. Name, Address and Telephone No of Directors/partners:
  
8. Name & Address of the Banker:
9. Details of Earnest Money Deposit:
  - a. Amount:
  - b. Copy of proof of successful e-payment from e-procurement portal of GoWB
  - c. Date of Issue:
  - d. Name of issuing Bank & Branch:
  
10. 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)