



Baba Saheb Ambedkar Education University

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

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

E-Tender No.: **BSAEU/TN/04/2023**

Date: **28.08.2023**

Tender ID **2023_DHE_560548_1**

Notice inviting e-tender for “**Deployment of Manpower**” at the premises of Baba Saheb Ambedkar Education University (Erstwhile WBUTTEPA) for a period of Two years from the date of issuing award of contract (AOC) from Experienced, Reputed, Financially Sound manpower supplying agencies who has a credentials for such services in reputed class one academic Institutions / University. The University reserves the right to call upon the agency to extend the contract for a further period of 1 year upon satisfactory performance.

Bid Sheet and Key Dates:-

Technical and financial bids are invited from the experienced manpower supplying Agency/ Company at the premises of Baba Saheb Ambedkar Education University (Erstwhile WBUTTEPA) from **1st October 2023** as detailed below:

Sl. No.	Information	Remarks / Date
1.	About the Assignment	Deployment of Manpower at the premises of BSAEU from 1st October 2023.
2.	Name of the Tender Inviting Authority	Registrar, BSAEU
3.	Earnest money Deposit (EMD)	Rs. 35,000/-
4.	Date of Release of Request for proposal	28.08.2023
5.	Contact person for queries	Registrar, BSAEU Tel. No.: (033) 4088-3403 Email-id: wbutteparegistrar@gmail.com
6.	Date of Closure of Request for proposal	20.09.2023 up to 16.00 Hrs
7.	Addressee and address of which bid is to be submitted	wbtenders.gov.in
8.	Pre-bid Meeting & Venue	04.09.2023 at 2.00 P.M.(BSAEU)
9.	Opening of Technical Proposal	22.09.2023 at 5.00 p.m.
10.	Opening of Financial Proposal	To be communicated after opening of Technical bid.



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

1. General Instructions:

In the event of e-filing, intending bidder company/agency 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 (BSAEU) website www.wbuttepa.ac.in : Tender URL for perusal free of cost.

2. 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.

3. On-line payment procedure as per G.O. No. 3975-F(Y), Dated 28.07.2016 :

Login by the Bidder:

- 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.
- He will select the particular tender to bid and payment of pre-defined EMD amounting to Rs. 35,000 (Rupees thirty five 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



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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.

4. **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.

5. 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.

6. Eligibility for Quoting:

- I. The bidder must have registered with Registrar of Companies / Partnership
 - 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 75% of the quoted quantity as per Table 1 of the similar nature of services of each category satisfactorily in the Govt./Semi Govt./Reputed Academic Institution / University 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
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25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

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.

VII. The Bidder who is blacklisted by any Govt. /Semi Govt. / Reputed Academic Institutions/University 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.

VIII. The details of the management of the bidder needs to be given. (Name, description of work background etc.)

7. ANNUAL TURNOVER REQUIREMENTS:

The intending bidder should have average minimum turnover of **Rs. 1.00 Crore** (Rupees One Crore only) in preceding 3 years ending 2022-23.

8. The selected manpower agency/ company should deploy trained (Male/Female) Staff, should have proven track record in reputed academic institution / University with proper credential to perform the entrusted job.

9. Deployment terms:

- i **No of personnel deployed per month may vary as per requirement of principal employer (BSAEU), which will be informed in advance to the agency by the University.**
- ii All categories of personnel should perform their duties as per working hours prescribed by the University authority.
- iii **Appointment of personnel is temporary in nature with effect from the actual joining date for a period of six months or till the completion of construal work whichever is earlier. The personnel will neither have any right nor a lien on the job held by them nor they will claim regular employment or otherwise.**
- iv Be it clearly understood that the work/job offered to personnel has arisen due to time limit contract awarded to agency.
- v No other monetary benefit whatsoever shall be payable to the personnel during the period of his/her temporary employment. No wages are payable in case of stoppage of work or refusal of work by the personnel.
- vi The deployed personnel may be transferred for work in any section/department assigned from time to time.
- vii The deployed personnel absence for a continuous period of eight days (including, absence when leave though applied for but not granted) or over-stay for a period of eight days would make them to lose their job and their services shall automatically come to an end without any notice or intimation from the management side.
- viii All personnel will abide by the shift timing and other regulatory procedure in force at establishment where they will be posted including operating and safety procedures applicable to such establishments.
- ix The vendor will not be bound to provide them work day or pay any compensation as it will be subject to the availability of work and will depend upon their satisfactory performance and observing instruction to be given to them time to time.



Baba Saheb Ambedkar Education University

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- x The personnel will not be entitled wages or salary on his/her refusal to do the assigned work or refusal to work at the transferred place for the period of such refusal.
- xi While on duty the personnel will not indulge in any act adversely affecting our rendering of services to our client or by any other acts of misconducts.
- xii The appointment will not will not confer any right or entitlement for claiming absorption against any regular vacancy or any nature of employment with vendor or the company / principal employer where they will be sent and/ or deployed by the vendor to execute the contract entered between at Principal Employer and Company/Agency.
- xiii During personnel's deployment at any other place of any other company / principal employer for the purpose of execution of contract or work order, they shall not put any demand or claim in any nature whatsoever or raise any dispute against the said company / principal employer either their independent capacity or to join with others.
- xiv During employment of personnel they will not claim employment from Principal Employer.
- xv After the expiry of the period of agreement and / or work order with the Principal Employer their service shall stand automatically terminated and they shall have no claim for re-employment. If they employed, at any time thereafter, the same shall form part of distinct and separate form of employment unconnected with the present one.
- xvi In case there is any change of personnel's residential address they will intimate the same in writing to vendor within 3 (three) days from the date of such change of address recorded.
- xvii The service of personnel's may be terminated at any time without assigning any reason.
- xviii The personnel on duty will have to be withdrawn and replaced by the agency if reported misbehavior, non-disciplined, negligent on duty.
- xix 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.
- xx 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.
- xxi All personnel shall have to perform shift duties as required.

10. Wages, Statutory and Non-Statutory Provisions:

- a. 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, professional tax (if applicable) and GST as



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Education Planning and Administration*)

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

- applicable, as well as Non-Statutory coverage's like Holiday (as applicable), to be shown under the administrative/ service charges as per Annexure-VI.
- b. The agency shall have to submit the full details of the personnel, their wages and statutory deduction against EPF, ESIC, P. Tax (if applicable) etc. as per enclosed proforma (annexure VI).
 - c. The agency shall submit copies of monthly Challans / returns of EPF, ESIC, P. Tax (if applicable) and GST to the University authority while claiming as per attendance sheet.
 - d. As a principal employer, the agency will indemnify the University authority against any claim on account of any deployed strength.
 - e. The agency shall submit copy of 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.
 - f. **Number of staff and / or their monthly remuneration may vary which will be inform in advance to the agency by the University.**

11. Submission of the tenders:

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 along with Annexure VI (for details break up).

Bid C : (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.

12. 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 Accountants 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
7	Details of BOQ break up in Annexure VI



Baba Saheb Ambedkar Education University

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

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

13. NON STATUTORY /MY DOCUMENT CONTAINING THE FOLLOWING DOCUMENTS:

Category	Sub category	SI No	Sub category description
Certificates	A1. certificates	1.	PAN Card of the Bidder's 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 License /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/University & corporate) at least in three financial years during the last three financial years by deploying minimum 75% of the quoted number of manpower.
		3.	Details of client (past and present)
	C2. Credential	1.	Income Tax Returns submitted for the Assessment year 2021-2022
		2.	P/L & Balance sheet for the year 2021-2022



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

15. BID B:: FINANCIAL COVER BOQ:

The folder as **“Financial Bid”** is to contain:

Basic Rate / Salary details for category wise staff are mentioned in the BoQ. **The L1 bidder will be decided on the basis of commission charged (in percentage) by the bidder for disbursement of Gross salary including employer contribution on EPF, ESIC, Bonus etc. as applicable.** However, bidder should ensure all statutory compliances (EPF, ESIC, Taxes etc.) as applicable for the aforementioned work.

Category wise number of staff and their monthly salary details are given below:

Tender Inviting Authority: Registrar, Baba Saheb Ambedkar Education University (Erstwhile WBUTTEPA)

Name of Work: Deployment of Manpower through agency at the premises of Baba Saheb Ambedkar Education University (Erstwhile WBUTTEPA)

Contract No: BSAEU/TN04/2023 Date: 28.08.2023

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the

NUMBER	TEXT	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	
Sl. No.	Category wise Staff	Category wise number of Staff	Basic Pay per month	Employer Contribution to EPF (%) as per	Employer Contribution to EPF In Figures Rs. P	Employer Contribution to ESIC (%) as per rule	Employer Contribution to ESIC Rs. P	Gross Salary payable In Figures in Rs. P	Aministrative Charges and Commission In percentage (%) on Gross Salary (Col 9) To be entered by the Bidder	TOTAL AMOUNT Without Taxes in Rs. P	GST in Percentage (%)	GST in Rs. P	TOTAL AMOUNT With Taxes in Rs. P
1	2	3	4	5	6	7	8	9 = (4+6+8)	10	11	12	13	
1	Personal Assistant / Senior Office Suptd	1	30000.00	12.00	3600.00	0.00	0	33600.00	0.00	33600.00	18.00	6048.00	39648.00
2	Office Suptd (Stage 1)	4	25000.00	12.00	12000.00	0.00	0	112000.00		112000.00	18.00	20160.00	132160.00
3	Assistant Office Suptd (Stage 4)	1	23000.00	12.00	2760.00	0.00	0	25760.00		25760.00	18.00	4636.80	30396.80
4	Assistant Office Suptd (Stage 2)	2	21000.00	12.00	5040.00	3.25	1365	48405.00		48405.00	18.00	8712.90	57117.90
5	Senior Assistant (Stage 5)	3	19100.00	12.00	6876.00	3.25	1862.25	66038.25		66038.25	18.00	11886.89	77925.14
6	Senior Assistant (Stage 4)	3	18100.00	12.00	6516.00	3.25	1764.75	62580.75		62580.75	18.00	11264.54	73845.29
7	Senior Assistant (Stage 3)	2	17100.00	12.00	4104.00	3.25	1111.5	39415.50		39415.50	18.00	7094.79	46510.29
8	Senior Assistant (Stage 2)	5	16100.00	12.00	9660.00	3.25	2616.25	92776.25		92776.25	18.00	16699.73	109475.98
9	Assistant (Stage 3)	1	14000.00	12.00	1680.00	3.25	455	16135.00		16135.00	18.00	2904.30	19039.30
10	Assistant (Stage 2)	1	13000.00	12.00	1560.00	3.25	422.5	14982.50		14982.50	18.00	2696.85	17679.35
11	Assistant (Stage-1)	21	12000.00	12.00	30240.00	3.25	8190	290430.00		290430.00	18.00	52277.40	342707.40

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.



Baba Saheb Ambedkar Education University

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Education Planning and Administration)*

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

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 TO THE BIDDERS / TENDERERS 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 (BSAEU).
20. AGREEMENT: On a tender being accepted, intimation of acceptance / Work Order will be issued and published in NIC E-Tender Portal and University 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 (BSAEU) 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 (if applicable) paid and GST paid challan and raised GST Invoice to make payment.
 - iii. The payment will be made through RTGS/NEFT directly to the bank account of the agency.



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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 Performance Bank Guarantee to be drawn by L1 bidder, as under:
 - a. The Performance Bank Guarantee from any nationalized/ scheduled bank in India to the Registrar, Baba Saheb Ambedkar Education University, Kolkata-700019 within 15 (fifteen) days from the date of acceptance of tender.
 - b. 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:

Date of uploading of NIT (on line) in the e tender portal : https://wbtenders.gov.in	28.08.2023
Date of publishing the document in the departmental website: www.wbuttepa.ac.in in the Tender URL.	28.08.2023
Documents download (online)	28.08.2023
Bid submission start date (online)	28.08.2023
Bid submission closing date	20.09.2023 (up to 4 PM)
Date of opening of Technical bid.	22.09.2023 (at 5 PM)
Date of uploading list for technical qualified bidders	To be notified later
Date for opening of financial bid (on line)	To be notified later
Date of uploading name for L1 bidder	To be notified later

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.



Baba Saheb Ambedkar Education University

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

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 (BSAEU) 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 (BSAEU) authority and the Agency. The third Arbitrator shall be chosen by the University Authority with consultation of the concerned Party 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 (if any) in the following e mail addresses :
wbutteparegistrar@gmail.com
31. Initially the work order will be for 2 (two) years which may extend subject to satisfactory performance.
32. The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances or to withdraw / include any item or items and no claim in this respect will be entertained.
33. Prospective bidders should regularly check the Website of this University / e-tender portal regarding corrigendum issued in connection with this tender, if any.

**REGISTRAR
BSAEU**



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E-Tender No.: BSAEU/TN/04/2023

Date: 28.08.2023

Name of the bidder :

Full address of the bidder :

E mail _.....

Contact person to Bidder & Mob. No. :-

Sl no	Items	PI mark		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 Turnover 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	Yes	No	
9	Trade License / 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	Yes	No	
13	ESIC registration certificate	Yes	No	
14	Income Tax Return for the Assessment Year 2022-23	Yes	No	
15	P/L Accounts & Balance sheet for the year 2022-23	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	
19	Details Rate Break Up (Annexure VI)	Yes	No	



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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	Details list of Board of Directors, Members, and / or Governing Body Members of Bidder Company duly signed by the authorized Person.	
11	Correspondence Address of Head Office	
12	Telephone No of Head office	
13	Fax No of Head office	
14	E mail ID of Head office	
15	Correspondence Address of local office, if any	



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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,
BSAEU
25/2 & 25/3 Ballygunge Circular Road
Kolkata- 700019

Subject: Submission of bid in response to **Deployment of Manpower** at the premises of Baba Saheb Ambedkar Education University (Erstwhile WBUTTEPA).

Ref. **E-Tender No.:** BSAEU/TN/04/2023

Date: 28.08.2023

Dear Sir,

1. Having examined the NIT document, we, the undersigned, herewith submit our bidding response to your NIT No. BSAEU/TN/04/2023 dated 28.08.2023 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 730 days (i.e. Two Years) 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]



Baba Saheb Ambedkar Education University

*(Erstwhile The West Bengal University of Teachers' Training,
Education Planning and Administration)*

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

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)

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



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ANNEXURE III

(Certificate from Chartered Accountants 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 2020-21, 2021-22 & 2022-23 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)



Baba Saheb Ambedkar Education University

(*Erstwhile The West Bengal University of Teachers' Training,
Education Planning and Administration*)

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

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:



Baba Saheb Ambedkar Education University

(*Erstwhile The West Bengal University of Teachers' Training,
Education Planning and Administration*)

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

ANNEXURE V

(On Non Judicial Paper worth Rs 100/-)

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

To
The Registrar
Baba Saheb Ambedkar Education University
KOLKATA-700019

This is to confirm that the performance Bank Guarantee relating to M/S
amounting to Rs (Rs only) has been credited to the following accounts
of Baba Saheb Ambedkar Education University Kolkata - 700019.

- i. The said guarantee is valid up to 2 years.
- 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



Baba Saheb Ambedkar Education University

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

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

ANNEXURE IX

(On Non Judicial Paper worth Rs 100.00)

Prescribed format for Agreement

AGREEMENT FORM

ARTICLES of Agreement made on thisday of(Month), 2023 between the Registrar, Baba Saheb Ambedkar Education University (Erstwhile WBUTTEPA) of the (hereinafter referred to as the 'Registrar' which expression shall unless excluded by or repugnant to context be deemed to include the successor in office and assigns) represented by the University (BSAEU), Kolkata-700019, hereinafter called the Registrar having its office(s) at BSAEU, 25/2 & 25/3, Ballygunge Circular Road ON ONE PART,

AND

M/S, having its office atCarrying 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 (BSAEU) having expressed intention of selecting agency for engaging outsourced personnel at Baba Saheb Ambedkar Education University (Erstwhile WBUTTEPA) for two years from the date of declaration of Award of Contract (AOC) in respect of e tender vide NIT No. BSAEU/TN/04/2023 dated 28.08.2023 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 University Authority, such rights, privileges, discretions and powers will be actually exercisable by The Registrar, Baba Saheb Ambedkar Education University (Erstwhile WBUTTEPA), Kolkata-700019.
3. The agency agrees to, according to and in compliance with the orders as may be placed by the BSAEU authority to undertake desired services on Conservancy (cleaning) & security services etc. on the Terms of Reference prepared by the BSAEU authority within the time limit fixed prescribed and they shall not be entitled to charge any cost for the such work.



Baba Saheb Ambedkar Education University

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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 BSAEU, 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 (BSAEU) 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, BSAEU
by presence of.

1.

2.