



# **WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION**

(A Statutory Body under Government of West Bengal Act XXI of 1995)

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Memo no. 52-SC(T)E

Dated :28.01.2015

**Tender Reference No : WBSCTE/TE&T/SECY/NIT-8/2015-16**

*Notice Inviting e-Tender for Online Counseling for admission through JEXPO & VOCLET into Diploma in Engineering/Technology courses affiliated to the Council in the State for the academic session 2015-2016*

(Through Pre-qualification

Online submission of Bids)

The Council conducts competitive Joint Entrance Examinations (JEXPO & VOCLET) to merit-list the applicants for admission into polytechnics for pursuing the Diploma in Engineering and Technology courses. The Council has decided to outsource the jobs detailed below for efficient and timely discharge of procedural formalities related to admission into polytechnics in the State of West Bengal for the academic session 2015-2016.

In its endeavor to conduct Online Counseling for different modes of admission through JEXPO & VOCLET into 1st year and 2nd year respectively of Diploma in Engg./Tech. courses affiliated under this Council in the State for the academic session 2015-2016, Secretary on behalf of the West Bengal State Council of Technical Education invites e-tenders for the job of Online Counseling as detailed below in conformity with the job listed in BOQ (Bills of Quantity).

Conduct of online counseling using web-enabled user-friendly software for admission through JEXPO & VOCLET into 1st year and 2nd year respectively of Diploma in Engg./Tech. courses affiliated under this Council in the State for the academic session 2015-2016 in compliance with the norms and standards duly provided by the Council.

<i>Sl. No.</i>	<i>Name of Work</i>	<i>Cost of Tender Form</i>	<i>Earnest Money</i>
1	Developing & designing of a web-enabled user-friendly dynamic software for ONLINE COUNSELLING to be operated through any independent portal and Conduct of the Online counseling through a dedicated portal using the software and prepare the allotment lists by processing data submitted by the applicants on the web portal	Nil	Rs.50,000/-
2	Maintain a 24 hours tele-call-center with 10 supporting lines to help the applicants for two months		

For e-filing, the bidders are required to download the tender documents from the website: <http://wbtenders.gov.in> directly using the Digital Signature Certificate and submit the duly signed copy of the NIT along with EMD, the scanned copy of which is to be uploaded online at the time of submission of the bid. The bidders shall have to submit the hard copy of the same to this office as per the time schedule mentioned. Failure to submit the hard copy within the time period prescribed for the purpose shall invalidate the bid.

1. Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.
2. The time schedule for obtaining the bid documents, pre bid meetings, registration with the tendering authorities, submission of bids and other documents etc. Will be as per the list provided in serial no 15 below.

3. **Eligibility For Quoting :**

**A. General Criteria:**

- Should be a Public/Private company under Companies Act having office at Kolkata.
- At least 3 years' experience in examination processing works of Entrance Examinations conducted by different Universities/Council/Boards and also counseling works related to such works.

**B. Project Execution Requirements:**

- The firms should have experience of executing similar projects of no less than of **Rs.10 lakhs** for at least **one** such project during **one in each** of the last **three** financial years.

4. **Submission of The Tenders:**

All tenders must be submitted online as provided in Table below in compliance with Annexures detailing the scopes of work. Tenders will be opened in presence of such bidders, or their authorized representatives.

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

(i) **"BID A":**

One folder for "Essential Requirements of the Tendering Firm for participation" shall contain all papers related to the essential requirements of the Bidder for participation in the tender viz.

1. **Prequalification doc/ Statutory Documents :**

1	Demand Draft/Pay Order of <b>Rs.50,000/- (Rupees Fifty Thousand only)</b> favouring " <b>West Bengal State Council of Technical Education</b> " payable at <b>KOLKATA</b> as <b>Earnest Money</b>
2.	Application form duly signed in the Letter Head of Company
3.	Copy of Tender document signed on each page signifying acceptance of terms & conditions

**\*\* A folder will contain only one file. A file may contain multiple pages.**

**Non statutory documents/my documents to be attached with the Technical Bid:**

Sl. No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES	A1. CERTIFICATES	PAN Card, Professional Tax Registration, Service Tax/VAT Registration, as applicable
B	COMPANY DETAILS	B1. COMPANY DETAILS 1	TRADE Licence/Enlistment, Registration with the Registrar of Companies
		B2. COMPANY DETAILS 2	BIS certification/I.S.I. certificate
C	CREDENTIAL	C1. CREDENTIAL 1 C2. CREDENTIAL 2	Current Non-conviction certificate or affidavit of non conviction affirmed before a First Class Judicial Magistrate (affidavit sworn after 1st Jan. 2015); Copies of the related work orders
D	FINANCIAL INFORMATION	D1. P/L & BALANCE SHEET 2011-2012	P/L & Balance sheet 2011-2012
		D2. P/L & BALANCE SHEET 2012-2013	P/L & Balance sheet 2012-2013
		D3. P/L & BALANCE SHEET 2013-2014	P/L & Balance sheet 2013-2014
E	DECLARATION	E1.DECLARATION 1	Last return of Income Tax
		E2.DECLARATION 2	Last return of VAT
		E3.DECLARATION 3	Last return of Service Tax

**\*\* The above Statutory Documents as well as the NSD (Non Statutory Documents) are Compulsory for qualification under Technical BID.**

**(ii) BID B:**

1. Another folder as **"Financial Bid"** shall contain the financial bids(BOQ) with the base rate per accounting unit inclusive of all charges and taxes.
2. During the tender evaluation process, the **"Bid A"** will be opened first. Bidders having qualified for the essential requirements will be identified on the basis of the supplied documents. The Tender Selection Committee / Purchase Committee will assess the capability of the bidders for executing the deliverable service of the Council during the tender period.
3. The **"Bid A"**-qualifiers of those participating bidders are to present live demonstration of the software as an essential requirement of to be entitled for opening of the **"Bid B"**. In the opinion of the TENDER SELECTION/ PURCHASE COMMITTEE the bidder has to qualify the **standard set** for the software by the Council.
4. The **"Bid B"** of those bidders, failing to meet the essential requirements of participating in the tender and subsequently failing to qualify in the opinion of the TENDER SELECTION/ PURCHASE COMMITTEE after the presentation, will not be opened and be rejected.
5. The Bidder quoting the **consolidated lowest rate** in both the items of works of **"Bid B"** will be considered as **successful**, if otherwise eligible.

6. The decision of the tender selection committee / purchase committee will be final in this matter.

**All above documents/papers as applicable should be submitted with Bid -'A'**

5. **Testing:** A test run is to be done at the cost of the bidder before final delivery

6. **Withdrawal/Cancellation & Purchase Policy Of Tendering Authority:**

- i) The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Bidder, shall be treated as cancelled.
- ii) The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason thereof. Withdrawal of tender or any revision after submission of tender by the Bidder will not be allowed.
- iii) The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.

7. **Penalty Clause:**

- (A) In case of execution of services, any such items determined by the appropriate authority will not be accepted and the payment for such items will not be made to the supplier.

- (B) Debarment from participation in next tender processes of the Technical Education & Training Department: The Tender Selection Committee / Purchase Committee reserves the right to declare a firm/ Company blacklisted for five years due to the following reasons:

If the supplier

- i) withdraws from agreement after being the "Lowest Quoted Bidder"
- ii) Failure in execution within stipulated period.
- iii) For supply of substandard items within tender period as determined by the Competent Authority.
- iv) In consequence of submission of false or fabricated documents by any firm/ company for participating in the tender, if proved later on.
- v) Bidder who have quoted absurdly high or low rate in the opinion of Tender selection Committee, with the intention to vitiate the tender process.
- vi) Submission of tender for the product(s) for which the concerned company has been blacklisted either by the State Government other State / Central Government Organization.
- vii) Submission of tender during the period of blacklisting of Concern / Company either by Tender Inviting Authority or by any State Government or by other State/Central Government.

- (C) Financial Penalties for deficiencies in services/supplies during the period of the tender and its subsequent extensions:

1. For, any delay in the supply of deliverable service: (The procuring officer shall provide the evidence of sending the order to the approved service provider or his authorised distributor or dealer, as the case may be). Partial execution will not be considered as delivery in full unless specified in the work order.

- a. First time offence:

If orders are not executed as per the schedule provided by the Council - one day's delay at any stage of online counselling as mentioned in the work order - Caution to be sent along with the copy of the order.

- b. Second time offence - one day's delay occurring at any subsequent stage of online counselling; as mentioned in the caution notice as provided in a above - 5% of the total value of the order or Rs 2 lakhs (two lakhs) whichever is less will be deducted from the billed amount.
  - c. Third time or each subsequent offence - one day's delay occurring at any subsequent stage of online counselling - 15% of the total value of the order or Rs.5,00,000 (five Lakhs) whichever is less will be deducted from the billed amount.:
  - d. For firms who fail to execute the full order on five occasions within the tender period and its extensions- the whole Performance Bank Guarantee will be forfeited and the firm and its principals will be debarred from participation in tenders of this Council for the next five years.
3. The names of the defaulting parties will be put up in the Departmental website.
  4. Enhancement of rates or the fact that the tender period has been extended will not be acceptable as a plea for non-delivery within the stipulated period as provided in the work order.

(D) Non-supply/Risk Purchase

- i) If Bidder fails to execute within the stipulated period, the Tender inviting authority is at liberty to make alternative purchase of item/ items/services for which orders have been placed from any other source, following provisions of the existing Acts/ Rules/ Orders.
- ii) For the situation as enumerated in points i), ii), under Clause 7(B), the supplier will be imposed penalty apart from forfeiture of Performance Guarantee. The excess expenditure over and above contracted prices incurred by the Tender inviting authority in making such purchases from any other sources or in the open market or from any other money due and will become due to the default supplier/service provider and in the event of such amount being insufficient, the balance will be recovered personally from the supplier or his pending bills, if any.

8. **Penalty for formation of cartel or furnishing of fraudulent/misleading documents:**

If during the tender process or at any stage during the validity of the tender period, it is found that a Bidder(s) has formed a cartel in whatsoever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those bidders who have submitted false/ misleading/ fraudulent documents or made incorrect declarations. The penal measure will be –

- i) Forfeiture of Earnest Money
- ii) Forfeiture of Performance Bank Guarantee.
- iii) Cancellation from the approved list of suppliers and debarment from further work orders
- iv) Black listing from all Departmental tenders (called by the TET or others) of the Bidder, the Principals of the firm(s) and the concerned distributor(s) for a period of five years

9. **Appeal:**

Appeal against the decision to impose such a penalty will lie with the Tender Selection Committee/PURCHASE COMMITTEE. Review against the decision of the Tender Selection Committee/Purchase Committee will lie with appropriate authority of West Bengal State Council of Technical Education. The Vice Chairman will be the appellate authority. Before imposing any penalty as per clauses mentioned above, the concerned supplier/service provider may appeal to the authority citing the proper reasons justifying for non-imposing the penalty as stated.

10. **Agreement:**

On a tender being accepted Letter of intimation (LOI) will be forwarded to the Bidder by the tendering authority. After communication of the same, the Bidder will have to execute agreement in the prescribed form with the tendering authority or his nominee. This present document and the tender forms filled in by the Bidder or copies thereof in so far as they are not inconsistent with these terms & Conditions will be incorporated as part of the agreement. Such agreement will be binding on the Bidder.

11. **Validity period of agreement:**

The contract period will be for a period of **six months**, which may be extended with prior approval of the appropriate authority of the Council, if necessary.

12. **Order & Supply:**

- i) **All Orders** for the supply of estimated quantities of items/service in this tender will be placed **with one of the successful bidders** after the execution of the agreements, and such supply shall have to be made in such instalments as may be fixed or spread over the period to be specified in the work orders to be made in pursuance of the agreements,
- ii) An idea as to quantities of different items that may be required should be obtained by getting in touch with the WBSCTE, if the bidders so desire. The assessed quantities may be increased or decreased at the discretion of the tendering authority at any time throughout the period of validity of the tender/ contract.

13. **Performance Bank Guarantee:**

- i) The performance bank guarantee will be mandatory for all suppliers and will not be waived in any case.
- ii) The successful bidders shall be required to furnish the 'Performance Bank Guarantee' equal to **10%** of the value of the order shall be kept with the procuring office as Performance Bank guarantee.
- iii) 'Performance Bank Guarantee' should be submitted within three working days from the date of issue of work order.
- iv) The Performance Bank Guarantee will be liable to forfeiture as enumerated in penalty clauses above.

14. **Payment Terms:**

Payment will be made after execution of deliverable service as ordered subject to:

- i) Submission of Performance Bank Guarantee in and subject to penalty as mentioned in relevant clauses.
- ii) Supply of the materials/services as per specification as provided in the tender documents and the work order
- iii) Installation and Commissioning, if needed, up to the satisfaction of the competent authority
- iv) Successful passing of the test conducted on the supplied material/service by the Expert Committee of this Council.
- v) Supply of the materials/services within the period as specified in the work orders
- vi) All deliveries under the contract are to be made based as per direction of Council.
- vii) Proofs for all printing documents/works have to be approved from the appropriate authority of the Council before final delivery.
- viii) All materials/services which will be supplied from the Council for the purpose of furnishing information and all materials/services which will have to be supplied by the firm to the Council under the contract, are property of Council and vendor has no right to use it in any manner whatsoever beyond the period of the contract.

15. **Key Dates:**

Sl. No.	Items	Publishing date(s)
1.	Date of uploading of N.I.T. Documents (online)	28.01.2015
2.	Documents download start date (Online)	29.01.2015 at 10.00 A.M.
3.	Date of Pre-Bid Meeting with the intending bidders on the 2 <sup>nd</sup> floor of Kolkata Karigari Bhavan, 110 S.N. Banerjee Road, Kolkata - 700013.	03.02.2015 at 2.30 P.M.
4.	Bid Submission start date (On line)	02.02.2015 at 2.30 P.M.
5.	Date of Bid-clarificatory Meeting with the intending bidders on the 2 <sup>nd</sup> floor of Kolkata Karigari Bhavan, 110 S.N. Banerjee Road, Kolkata - 700013.	09.02.2015 at 2.30 P.M.
7.	Bid Submission closing (On line)	16.02.2015 up to 2.00 P.M.
8.	Last Date of submission of Earnest Money Deposit (Off line)	16.02.2015 up to 1.00 P.M.
9.	Bid opening date for Technical Proposals (Online)(Bid A)	17.02.2015 at 4.00 P.M.
10.	Date of uploading list for Technically Qualified Bidder (online)(Bid B)	18.02.2015 at 2.00 P.M.
11.	Date of presentation by Technically Qualified Bidder(Live Demonstration)	23.02.2015 at 2.30 P.M.
12.	Bid opening date for Financial Proposals (Online)(Bid B)	25.02.2015 at 2.30 P.M.
13.	Date of uploading of list of bidders along with the approved rates	27.02.2015 at 2.30 P.M.

1. WBSCTE reserves the right to change the above schedule in case of any exigencies after putting up a notice in the website [www.webscte.org](http://www.webscte.org) and office notice board.
2. All the Technical qualified willing bidders are requested to be present during opening the financial bid, venue to be notified later in the website [www.webscte.org](http://www.webscte.org).
3. No objections in this respect will be entertained raised by any Bidder who will be present during opening of bid, or from any Bidder who will be absent at the time of opening of Financial Bid.
4. During the scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be summarily rejected without any prejudice.
5. Prospective bidders may mail their queries in the following e mail addresses :wbscte@yahoo.co.in
6. Any litigation in this connection is to be settled in Kolkata.
7. The **Tender Selection Committee/Purchase Committee** reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
8. For assistance on procedure of e-tendering, contact NIC helpdesk (033-2337-6098) OR Ms. Sangeeta Mall 9831899991.

(S. Mukhopadhyay)  
Secretary, WBSCTE

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

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

1. **Registration of Bidders:**

Any Bidder 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://etender.wb.nic.in>. The prospective Bidder is to click on the link for e-Tendering site as given on the web portal.

2. **Digital Signature certificate (DSC)**

Each Bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) from NIC for submission of tenders, from the approved service provider of the National Information's Centre(NIC) on payment of requisite amount details are available at the Web Site Stated in Clause-2 of Guideline to Bidder DSC is given as a USB e-Token.

3. The Bidder can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. **Participation:**

A prospective bidder shall have to offer rate for all items subject to fulfillment of conditions laid down hereinabove and conforming to production capacity to be laid down in the tender paper.

5. **Submission of Tenders.**

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

6. **Technical proposal**

The Technical proposal should contain scanned copies of the following in two covers (folders) containing Statutory Documents (SD) & Non statutory Documents (NSD).

7. **Financial proposal**

Another folder as "Financial Bid" shall contain the financial bids (BOQ) with the base rate in rupees for per hour use of vehicle inclusive of all applicable Taxes and any other charges to be quoted.

8. Bidders may mail their queries to any of the e-mail-ids: [registrar\\_i@websscte.org](mailto:registrar_i@websscte.org); [registrar\\_ii@websscte.org](mailto:registrar_ii@websscte.org), [report.wbscte@gmail.com](mailto:report.wbscte@gmail.com),

**(S. Mukhopadhyay)**  
Secretary, WBSCTE



**Application Form**

(Duly signed scanned copy to be uploaded under  
prequalification Folder in the letter Head of Company )

**To**

The Secretary  
West Bengal State Council of Technical Education.  
Kolkata Karigori Bhavan, 2<sup>nd</sup> Floor,  
110 S.N.Banerjee Road, Kolkata - 700013

Sub: NIT for On Line Counseling.

Ref:- N.I.T. No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

Having examined the pre-qualification documents (N.I.T. & Volume-I), I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of

\_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of Firms for Application and for completion of the contract documents is attached herewith.

We are interested in executing the services mentioned in the Bill of Quantities.

We understand that:

- (a) Tendering Authority can amend the scope & value of the contract bid under this project.
- (b) Tendering Authority reserves the right to reject any application without assigning any reason thereof

**Date :** \_\_\_\_\_

*Signature of applicant including title  
& capacity in which application is made.*

## Scope of Work

### ***Basic features of the Online Counselling:***

1. A user-friendly, dynamic, web-enabled software has to be in place for Online Counseling for **different modes of admission into Diploma** in engg./tech. courses affiliated to this Council in the State for the **academic session 2015 - 2016**.
2. Critical Variables to be considered for enabling the dynamic reporting by the software are ~
  - a. Modes of admission [JEXPO, VOCLET]
  - b. Institute as well as Discipline- wise intake with confirmation of AICTE approval of intakes (year/academic-session-wise)
  - c. Category-wise distribution of intakes
3. The Provision Of The Following Modules Are Obligatory In The Web-Enabled Software.
  - A) Logging For Registration
  - B) Payment Provision & Confirmation Of Registration;
  - C) Logging In & Choice Filling
  - D) Logging In & Choice Modification
  - E) Logging In & Re-Registration
  - F) Up Load
  - G) Processing For Allotment Of Seats In Conformity With The Seat-Matrix;
  - H) Payment Provision For Allotment & Confirmation Of Payment;
  - I) Online Generation Of Allotment Letter
  - J) Auto-Up gradation, As Per Requirement, For Next Round Of Counseling;
  - K) Online Confirmation Of The Admission By The Institutes.
4. Controls Are To Be Incorporated In The Web-Enabled Software Through Different Categories Of Users E.G. Administrator, Operator, Institute, Applicant Having Different User-Rights Towards Cross Verifying Data
5. Sample Data Shall Be Provided By The Council During Pre-Bid Meetings As Scheduled;
6. Details Of The Process Shall Be Made Available To The Bidders Attending The Pre-Bid Meetings As Scheduled.

### ***Basic features for conduct of the Online Counselling:***

- A. Execute the above process for each round of counseling;
- B. Hiring of an accessible web-site/portal for independent functioning through dedicated web-server;
- C. Approximate 60000 registration for online counseling to be considered for different round of counseling
- D. Approximate 30000 allotment to be processed
- E. Different reports to be presented with soft-copy as well as hard copy
- F. Processing to be conducted in presence of Council's Expert Committee by the Vendor/Service Providers /Programmer;

- G. In the first stage of conduct, during the 1<sup>st</sup> round of counseling, the programmer is to remain present in the control room at the Council's Office premise.

***Basic features for maintenance of a Tele-call centre:***

- i) Maintain a 24 hours tele-call-center to help & guide the applicants to undergo the process online counseling. only BSNL service should be availed.
- ii) The tele-call center should be based in Kolkata
- iii) The tele-call center should have 10 supporting lines are to be manned by duly trained personnel.
- iv) No. Telephone bill above the quoted rate will be paid from the Council. If any telephone bill is received from the service provider after completion of work, the same should be paid by the vendor.

For further clarification & other minute details shall be available in the scheduled Pre-bid meeting.