

West Bengal Police Recruitment Board
Araksha Bhawan (5th floor), Block - DJ, Sector - II
Salt Lake City, Kolkata - 700 091.
TEL. : (033) 2337 1402; FAX : (033) 2321 4200

Memo No. PRB/ADMN/PS(NIT&NIQ)PT-IX-2024- 1360

Date:- 19/06/2024

ELECTRONIC TENDER (e-Tender) NOTICE

E-Tender is hereby invited by the West Bengal Police Recruitment Board from reputed and professional service provider for record management solution (RMS) for West Bengal Police Recruitment Board. Intended bidders are requested to submit their bids through e-Tender Portal (<http://wbtenders.gov.in>) by following the terms & conditions of this NIT and as per the date & time schedule mentioned below:-

1. DATE & TIME SCHEDULE FOR THE e-TENDER

Sl No.	Particulars	Date & Time
1	Date of publishing N.I.T & other documents online	20.06.2024
2	Starting date of downloading online documents	22.06.2024
3	Last date of downloading online documents	05.07.2024
4	Starting date of submission of Online Bid	22.06.2024
5	Closing date of submission of online Bid	05.07.2024
6	Online Bid opening date for Technical Proposals	09.07.2024
7	Date of online uploading list for Technically Qualified Bidders	12.07.2024
8	Date of online opening of Financial Proposal	16.07.2024

Any subsequent notices/circulars/corrigendum related to this e-Tender shall be uploaded at <http://wbtenders.gov.in>, www.prb.wb.gov.in websites only. Bidders are requested to check these websites regularly for this purpose.

2. THE OVERVIEW OF THE E-TENDER:

Sl No.	Name of Work	Earnest Money	Eligibility Criteria	Disqualification Criteria	Rejection Criteria
1	Record Management Solution (RMS)	Rs. 5,000/- (Five Thousand)	Mentioned in para 4	<p>Even though the bidders meet the qualifying criteria, they are subject to be disqualified if they have:</p> <p>(a) Made misleading or false representations in the forms, statements, affidavits and attachments submitted as proof of the qualification requirements, and/or record of submission of any false/fake documents.</p> <p>(b) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.</p>	<p>During scrutiny of technical Bid/Tender documents if it is found that any information is incorrect or inadequate in the Technical Bid/Tender documents, the same will be rejected without assigning any reason thereof. The Board will have the sole discretion to decide on the eligibility of the Bidder on the basis of submitted documents and evaluation thereof and reserves the right to refuse any explanation to bidders to any applicant without assigning any reason thereof. The decision of the scrutinizing officer, in this respect will be final.</p>

3. SCOPE OF WORK:

I. Pickup of document in iron boxes of WBPRB (As per the instruction of the authorities of the WBPRB) dimensions with the following:

Box type (i) 28"X18.5"X13"

Box type (ii) 28"X18"X11.5"

Box type (iii) 23"X14.5"X11"

II. Storage of document at the facility of tenderer.

III. Retrieval of document on demand.

IV. Permanent withdrawal of document.

4. ELIGIBILITY:

The bidder must have the following eligibility criteria and enclose the mentioned documentary proof in Technical Bid, failing which the bid shall not be considered for evaluation and will be summarily rejected.

SI No.	Criteria
1	Current Trade License certificate
2	GST Certificate
3	Income Tax Return Certificate for the last assessment year
4	PAN Card

All above mentioned documents/forms are to be submitted by the bidder as per proforma given in the NIT in their letter head with proper signature and stamp by the authorized signatory of the bidder.

Joint Venture/consortium of companies is not allowed for bidding in this Tender.

5. TECHNICAL BID CONSIDERATION AND EVALUATION:

- i) Technical Bids will be evaluated by the Tender Committee of The Board.
- ii) Financial Bid shall be opened only for bidders who qualify in the technical evaluation as per the decision of the Tender Committee.
- iii) The Tender Committee reserves the right to reject any or all proposals on the basis of any deviations and the decision of Committee in the matter of evaluation of the bids shall be final and binding upon the Bidders.

iv) The decision of the Proposal Evaluation Committee will be uploaded in the e-Tender portal <http://wbenders.gov.in>.

6. FINANCIAL BID EVALUATION:

The bidder should quote only one rate for one item exclusive all taxes.

7. EARNEST MONEY:

The Bidders are required to submit an Earnest Money Deposit (EMD) amounting to Rs. 5,000/- (Five Thousand) online in the e-Tender portal <http://wbenders.gov.in>.

In case a successful bidder backs out/ or fails to take up the job under the contract the amount of EMD shall be forfeited by the authority.

Earnest money of unsuccessful bidders will be released after award of work to the successful bidder.

8. TERMS & CONDITIONS OF CONTRACTS:

I. Period of Contract - 2 years from the date of issuing of the Work Order. However, the Period may be extended by WBPRB due to exigencies.

II. Collection & Delivery Schedule of the Physical Documents - As per the instruction of the WBPRB.

III. Authorized officers of WBPRB shall check the Boxes containing with Physical Documents once in a quarter giving prior intimation to the tenderer. If any of the documents found 'damaged' the tenderer shall have to pay compensation equal to the yearly rent of all such documents kept at that time.

IV. Termination of the Contract - In case of any failure on the part of the Selected Tenderer to perform the job at the required standard or adhere to the stipulated Collection & Delivery Schedule of the Records, the authority of the WBPRB is at liberty to cancel this contract by giving 3month notice.


V. Division of the Job - At any point of time, WBPRB reserves the right, to divide the Job and award any particular segment(s) of it to anyone.

VI. Penalty - WBPRB reserves the right to deduct an amount of **Rs. 50 (Rupees Fifty) per Box** as Penalty from the Bill of the selected Tenderer, in case of failure to deliver any Box to WBPRB within TAT.

Delivery Mode	TAT	Remarks
Standard Retrieval	24 Hr.	If request comes by 3 pm on any working day, the article shall have to be delivered by the next working day.
Express Retrieval	6 Hr.	If request comes by 11am on any working day, the article shall have to be delivered by the same day.

8. TERMS OF PAYMENT :

- No advance Payment will be given.
- Each bill is to be submitted on a monthly basis.
- Payment will be released after receiving proper invoice copy on a monthly basis.
- All payments will be made through Electronic Mode/Cheque only.
- Payment of Bill is subject to applicable Taxes, e.g., IT/GST etc.
- Stock of boxes is to be informed at the end of a Financial Year.
- Physical Delivery charges (per trip) will only be given in case the Board is unable to arrange its own vehicle.
- **Jurisdiction of Court in case of any Dispute** - Any dispute, arising from, relating to or concerning to this Contract, shall be subject to the jurisdiction of the Hon'ble High Court at Kolkata.
- Currency of Quoting Rate - Indian Rupee.
- Language for submission of Tender - English
- Sub-contract of the Job of "Record Management Solution (RMS) for West Bengal Police Recruitment Board" to any organization person, firm or its franchise is strictly prohibited.


Member in the rank of DIGP
West Bengal Police Recruitment Board