



West Bengal State Book Board

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Memo No. 361/Contractual recruitment/OSD Accounts & Gr. D/WBSBB/2020

Date: 27.11.2020

Fresh notice inviting tender for Contractual Recruitment of 1 OSD Accounts & 3 Group D engagements for Main Office and sales counter(college street & RBU) of West Bengal State Book Board

The West Bengal State Book Board (WBSBB) invites sealed tender from approved and eligible bidders for deployment of 1 (one) Group B (OSD, Accounts) and 3 (three) Group D (multi-tasking staff) contractual staff in WBSBB. The last date and time for submission of bid is **05.12.2020 till 3.00 p.m.** Details can be viewed on our website <https://wbbookboard.org/>

The terms and conditions of the contract will be as follows :

- All pages of the tender document should be signed with stamp by the authorized signatory of the Firm/ Agency as a token of acceptance of all terms and conditions mentioned in the tender documents.
- The tenders are to be submitted in a single sealed envelope superscribed "**TENDER FOR DEPLOYMENT OF OUTSOURCED STAFFS**". WBSBB does not bind itself to accept the highest offer and reserves the right to reject or partially accept any or all the offers without assigning any reason. The tenders in sealed cover are to be submitted by 3:00 p.m. on **05.12.2020**. If the date of submitting sealed bids / quotations falls on a holiday, then the date of submission may be shifted to the next working day. The bids will be opened at 3:00 pm the same day.
- The current requirement of WBSBB is for **1 (one) OSD Accounts and 3 (three) Group D (multitasking) staffs**. However, before quoting their rate the Tenderer must assess the requirement / nature of jobs in different sections of WBSBB.
- **The Commission and Administrative charges of the bidding agencies will under no circumstances exceed 5% of the 'cost to company' (i.e., the sum total of (1) Consolidated Wages fixed by the Finance Department of the Govt. of West Bengal, (2) Employer's contribution to PF, and (3) Employer's contribution to ESI). This is in compliance with Govt. of West Bengal, Finance Department, Memo No.2826-F(Y), dated 30.09.2020. Agencies will be selected on the basis of their quoted Commission and Administrative charges, subject to a combined ceiling of 5%.**
- Evaluation of tender for deciding will be done on the basis of lowest rate quoted for the items.

- The successful bidder shall complete the entire work in order to process documentation less than 5 days from the date of contract.
- The bidding Agencies must furnish a copy of the PAN, IT Registration, along with experience certificate of at least 2 years in the relevant field, while submitting the bid.
- All pages of the tender document should be signed and accompanied by the official seal / stamp of the authorised signatory of the Agency as a token of acceptance of all terms and conditions mentioned in the tender documents.
- Tenderers should also submit copy of the last three year's EPF deposit of the employers engaged by the firm in reputable organization.
- Tenders, which do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summarily rejection without assigning any reason.
- Tender bids incorporating additional conditions are liable to be rejected.
- WBSBB reserves the right to reject any or all quotation(s) without assigning any reason thereof.
- Canvassing in connection with the tender is strictly prohibited and the tenders submitted by the agencies who resort to canvassing will be liable to rejection on this ground alone.
- The bidding Agencies must furnish a copy of the PAN, IT Registration, along with experience certificate of at least 2 years in the relevant field, while submitting the bid.
- The Tenderer participates in the Tender process contemplated by the Tender Documents at its own risk and expense. If the Tenderer entitled for any expense or loss incurred in connection with preparing or submitting the Tender or otherwise in connection with the Tender Documents will have no connection with Book Board in order to compensate or reimbursed.
- All the quotation/ tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations.

Thanking you,
Yours Sincerely,

Aparajita Sengupta

Dr. Aparajita Sengupta
Chief Executive Officer

Chief Executive Officer
West Bengal State Book Board