



Government of West Bengal
Directorate of Micro Small and Medium Enterprises
Office of the General Manager, District Industries Centre, Howrah
24, Belilious Road, Howrah-711101
e-mail: gmhw.msse-wb@nic.in / dichowrah@gmail.com

Notice inviting e-tender

E-tender for Entrepreneurship Skill Development Programmes (ESDP) on different trades for 6(Six) weeks duration in the district of Howrah.

E-tender No. 1264 /DIC/HOW/TRAINING/2023-24

Dt: 09-01-2024

Online Tenders (e-tender) are invited by the Office of the General Manager, District Industries Centre, Howrah under Directorate of Micro, Small and Medium Enterprises, Govt. of West Bengal from reliable and experienced organizations empaneled under Directorate of MSME, Govt. of West Bengal for Entrepreneurship Skill Development Programmes (ESDP) on different trades for 6(Six) weeks duration in the district of Howrah.

Detailed information about eligibility, terms & conditions, application forms, schedule of last date and time for online submission of Technical Bid, Financial Bid and others are given in the Government of West Bengal e-tender portal <https://wbtenders.gov.in/nicgep/app>.

Tenders will be opened as per schedule given in the tender document, in presence of those tenderers who may remain present at the time of opening or the authorized representative(s) of the tenderer(s) (not more than one person for each tender and with due authorization letter).

In case of any changes in date of tender opening, the same will be notified in the office notice board.

ELIGIBILITY CRITERIA

1. The training imparting organization should submit documentary evidence of having minimum 5 years' experience of providing similar type of training in related trade as mentioned in NIEt.
2. Training providing organization should have registered office in Howrah District having suitable training Centre(s) with adequate infrastructural facilities.
3. Training providing organization should be in the MSME empaneled list as approved by the Directorate of MSME, Govt. of West Bengal.
4. The training providing organization should have a minimum annual turnover of Rs.10 Lakhs in last two financial years.
5. Training providing organization should be registered under either society act/Trust act/SHG/Federation/ Co-operative Act.
6. The training providing organization should have to participate in the e tender in all the eight trade and if selected, the organization should impart ESDP training in all the eight trade.

General Manager,
District Industries Centre

TECHNICAL BID

E-tender No. 1264/DIC/HOW/TRAINING/2023-24

DT: 09-01-2024

(Entrepreneurship Skill Development Programs (ESDP) on different trades for 6(Six) weeks duration in the district of Howrah.)

1. Instruction for tenderers / bidders.

A. Bidders should have Digital Signature Certificate (D.S.C.).

In the event of e-filing, intending bidder may download the tender documents, terms & conditions etc. from the website <https://wbtenders.gov.in/nicgep/app> directly with the help of Digital Signature Certificate.

Both "Technical Bid" and "Financial Bid" are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in/nicgep/app>

The Technical Bid and Financial Bid should be submitted as per the schedule mentioned in the tender document.

The Financial bid of the bidder will be considered only if the bidder qualifies in the Technical Bid.

The list of qualified bidders will be displayed in the Government of West Bengal e-tender portal: <https://wbtenders.gov.in/nicgep/app> on scheduled date and time.

The bidders who have been suspended / debarred by any Government Department shall not be eligible in any way for submission of tender.

The EMD shall be received and refunded (of the unsuccessful bidders) online in accordance with Finance Department Memo No. 3975-F(Y) dated 28/07/2016. Necessary Earnest Money will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank or : offline - through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name & IFS Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD.

This tender will be guided by all the relevant orders / circulars / memos of the Government of West Bengal relating to e-tenders / tenders, whether specifically mentioned in this document or not.

Any corrigendum / addendum to this e-tender notice other than date corrigendum will be uploaded in the e-tender portal within 13-01-24 at 5.30 P.M. Intending bidders are requested to take that into account before submission of bid.

Technical Proposal:

The Technical Bid should contain scanned copies of the following in two covers (folders).

(a) Statutory Cover containing the following documents:

(duly filled up & signed by the bidders)
Cover containing the following documents:

Sl. No.	Category Name	Detail(s)
A.	Certificate(s)	UDYAM registration certificate (if available) / Pan Card, / I. T. Return for the last two Assessment Years / P Tax / Audit report with audited account last two years/ Annual report of last two years Goods & Service Tax Registration certificate if applicable
B.	Organization Detail(s)	Registered Deed of partnership Firm/ Article of Association & Memorandum / Registration certificate under Society Act whichever applicable; Power of Attorney, if applicable/ Copy of credential certificate for providing of similar type of training / Copy of previous work orders if any for similar type of training.
C.	Financial Info	Documents regarding actual turnover for last two years duly signed as evidence.

Financial Bid containing the following:

The financial proposal should contain in one cover (folder) along with bill of quantity / rate of each head each trade on line in the space marked in the format for quoting the rate.

B. Date and time schedule:

Sl. No.	Particulars	Date & time
01.	Date of publishing of NleT documents (on line)	11 - 01-2024 at 12.30 PM
02.	Start date and time for downloading and submission of bid online.	11 -01-2024 at 12.30 PM
03.	Last date & time of downloading and submission of bid online.	29-01-2024 at 05.00 PM
04.	Date of opening of Technical Bid online	01-02-2024 at 12.30 PM
05.	Date of opening of Financial Bid online	To be notified later

General Manager,
District Industries Centre, Howrah

Entrepreneurship Skill Development Programmes (ESDP) on different trades for 6(Six) weeks duration in the district of Howrah.

As per administrative approval and Financial Sanction vide No. 13-MSMET-19013(15)/4/2020, dated 02/01/2024 of Joint Secretary to the Government of West Bengal in concurrence of FA vide U.O No. AA/FA/MSMET/285, Dated 28/12/23, e-tender is hereby invited from reliable and experienced organizations empaneled under Directorate of MSME, Govt. of West Bengal for Entrepreneurship Skill Development Programs (ESDP) on different trades for 6(Six) weeks duration in the district of Howrah., as per particulars furnished below.

Sl. No.	Name of trades	Duration	No of Beneficiary	Earnest Money (Rs.)
1	E Rickshaw Repairing & Maintenance	6(Six) weeks	30	3845.00
2	Electronic & Electrical Gadgets Repairing & Servicing	6(Six) weeks	30	3845.00
3	Bamboo & Cane Crafts	6(Six) weeks	30	3845.00
4	Beautification/Beauty therapy Course	6(Six) weeks	30	3845.00
5	Jute diversified Products	6(Six) weeks	30	3845.00
6	Agarbati (incense sticks) Manufacturing	6(Six) weeks	30	3845.00
7	Food Processing (Innovation Food items)	6(Six) weeks	30	3845.00
8	Bee-keeping & Honey Processing	6(Six) weeks	30	3845.00

Terms and Condition

(Entrepreneurship Skill Development Programmes (ESDP) on different trades for 6(Six) weeks duration in the district of Howrah.)

E-tender NO. 1264 /DIC/HOW/TRAINING/2023-24

1. Tender both technical and financial should be uploaded in Govt. of West Bengal e-tender portal <https://wbtenders.gov.in/nicgep/app> as per the schedule mentioned in the tender.
2. Tenderers will have to enclose documentary proof in respect of experience as mentioned in the eligibility section of this NIEt.
3. **Earnest Money: - The amount of Earnest Money (Rs. 30760.00) by the particular bidder should be remitted through bidder's net banking enabled bank account, maintained at any bank or offline -through any bank by generating NEFT /RTGS challan from the e-tendering portal. Intending Bidder will get the beneficiary details from e-tender portal in favour of the "General Manager, District Industries Centre, Howrah", against the work.**
4. The earnest money of unsuccessful bidders will be refunded in due course. No interest will be paid on the earnest money deposited.
5. The EMD deposited by successful bidder will be retained and convert

The Security Deposit will be refunded after expiry or cancellation of enlistment for successful tenderer. No interest will be paid on such security deposit.

6. **Successful Bidders have to deposit 3 % (Three percent) of the total value of the items concerned as Performance Security Deposit. 2% of the same will be converted from the EMD (Wherever applicable) and balance 1% will be recovered/deducted at the time of payment of bills.**
7. **Exemption of Earnest Money Deposit and Performance Security Deposit will apply as per existing Government orders / rules.**
8. Income tax or other tax / cess, if any, will be deducted at source as per Government rate and existing rules at the time of payment of bills.
9. The DIC, Howrah reserves the right to inspect the training Centre or office of the tenderers, if required. Tenderers who have no suitable training centre and / or office of their own at Howrah District are not eligible for the job.
10. **Rates should be quoted inclusive of proportionate cost of all other charges like taxes (including GST), insurance, service charges, local taxes, delivery and transportation charges etc. However, the amount of GST should be specifically mentioned in the tender.**
11. **Accepted** rates should be valid for a minimum period of One year from the date of tender opening.
12. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.
13. If any tenderer withdraws his tender after opening without satisfactory reason his earnest money shall stand forfeited to the General Manager, District Industries Centre, Howrah and he shall be banned from participating in any other tender floated by the said authority during next two years.
14. The authority i.e. DIC, Howrah reserves the right to accept the lowest rate / negotiated rate and allot total / part of the work according to the requirement without assigning any reason thereof.
15. DIC, Howrah reserves the right to reject any or all the bids without assigning any reason thereof.
16. Any conditional tender will not be considered.
17. The incomplete tender or tenders, who do not fulfill the terms and conditions, will be liable to be rejected.
18. Bill should be placed to this office in duplicate along with the photocopy of work order according to work done and the rate to be finalized through this e-tender for the work. Payment of bills is to be made strictly on the basis of satisfactory completion of the work.
19. In case of violation / unsatisfactory performance in any of the above clauses / works, the concerned party will be penalized by way of cancellation of order at any time, imposition of fine, and non-payment / deduction of amount from the bills amount etc. as will be decided by the authority.
20. Unless otherwise specifically mentioned in this tender document, decision of the Purchase Committee of this establishment on any matter regarding this tender shall be final.

in the Bidder and no applicant shall be allowed to make any correspondence with the Tender Committee. No Bid / enquiry on telephone will be entertained. The Bidder should be qualified based on the basis of data and documents provided by them and also on the basis of information available.

22. The successful Organization shall execute an agreement with the GM-DIC, Howrah, within 10 (ten) days after issuance of acceptance or intimation letter.
23. On successful completion of the order within the schedule time and also as per specification, payment of bills will be made strictly on the basis of satisfactory completion, report of the Tender Committee and availability of fund.
24. In case of violation / unsatisfactory or delayed performance / in any of the above course / work, the concern will be penalized by way of cancellation of order and enlistment at any time and also by way of liquidated damages and non-payment / deduction on account from the bill(s) amount etc as will be decided by the authority.
25. Successful organization will have to complete training within the stipulated time as may be fixed by the authority and in case of delay etc. the authority has the right to rescind the agreement and to re-allot the work to the next lowest Bidder / re-allot the work as per relevant tender rules and to recover liquidated damages for such failure on the part of the agency.
26. The successful organization shall at his / her own cost arrange for necessary licenses / permissions / clearances etc. required to complete the work within stipulated schedule.
27. Any legal dispute arising out of any breach of contract pertaining to the whole process of this tender shall be settled in the Court of Competent Jurisdiction in the District of Howrah in the State of West Bengal.
28. **Terms & Conditions of the Work Order on the successful Bidder will comprise of those to be mentioned in the Work Order as well as those mentioned in this tender document.**
29. **LOCATION OF CRITICAL EVENT: BID OPENING PLACE:**
Office of the General Manager, District Industries Centre,
Howrah, 24, Belilious Road, Howrah-711101

General Manager,
District Industries Centre, Howrah

Entrepreneurship Skill Development Programmes (ESDP) on different trades for
6(Six) weeks duration in the district of Howrah

To
The General Manager,
District Industries Centre,
Howrah-24, Belilious Road,
Howrah-711101

Sub: Submission of tender for Entrepreneurship Skill Development Programmes (ESDP) on different trades for
6(Six) weeks duration in the district of Howrah

E-tender No. 1264 /DIC/HOW/TRAINING/2023-24, Dt: 09 - 01-2024 & Tender ID NO.

Sir,

With reference to your tender, we are submitting herewith the rate along with the following
information and document:-

- (1) Name and address of the firm with PIN :
- (2) Telephone Number, Fax No. & E-mail :
- (3) Name & address of partners/proprietors :
- (4) Name of Bankers with Account Number :
With Branch code and IFS Code
- (5) Nature of business :
- (6) Godwon, its location,
size & short description
- (7) (i) No. of employees :
(ii) Details of qualified Electrical Supervisor or :
Technical staff
- (8) Number of persons employed :
- (9) Details of working experience for undertaking
similar work (enclose copy of certificate / work
order etc.)

- (10) Annual Turn Over : [Rs. In lakh]
- (11) GST Registration No. :
- (12) PAN for I.T. (enclose Xerox copy) :
- (13) Copy of Valid Trade License, and Professional Tax Certificate.
- (14) Details of Earnest Money :

Yours faithfully,

Signature & seal of the tenderer.