



**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION**  
**VIDYASAGAR BHAVAN**

9/2, Block DJ, Sector II, Salt Lake, Kolkata-700091

**Tender Notice No: - 16/E-Tender (3rd Call)/2025-26**

**Date:-27.02.2026**

**NOTICE INVITING TENDER**

Online tenders are invited from the reputed worker supplier agencies for supplying of various types of worker for Up-keeping and daily maintenance (Civil) service at the Vidyasagar Bhavan by the undersigned on behalf of the Hon'ble President of W.B. Council of H.S. Education.

The tender process will be conducted online on the West Bengal e-Procurement system. Interested agencies are requested to visit Council website at [www.wbchse.wb.gov.in](http://www.wbchse.wb.gov.in) and W.B. Govt. website at <https://wbtenders.gov.in> w.e.f. 02/03/2026 for details.

**Secretary**

**W.B. Council of H.S. Education**



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# **Tender Form**

**2025-2026**

**For supply of various types**  
**of worker for up-keeping**  
**and daily maintenance**  
**(Civil) service at Vidyasagar**  
**Bhavan**



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**Tender Notice No:- 16/E-Tender (3<sup>rd</sup> Call)/2025-26**

**Date:- 27.02.2026**

Online tenders are invited from the reputed worker suppliers agencies for supply of various types of worker for Up-keeping and daily maintenance (Civil) service at the Vidyasagar Bhavan, 9/2, Block-DJ, Sector-II, Salt Lake, Kolkata-700091, for 03 (Three) years.

**:-Terms and Conditions:-**

1. a) The Agencies must quote all item wise rates as mentioned in the tender form otherwise be treated as cancelled.  
b) Rates should be exclusive of any taxes.  
c) Lowest bidder should be determined after getting the lowest summative rates of all items.
2. Rates shall be valid for three years w.e.f. the date of entering into an agreement in this regard.
3. Earnest money of Rs. 5,000/- to be paid by Bank Draft in favour of W. B. Council of H. S. Education, payable at Kolkata and the original demand draft/or exemption certificate as per existing Govt. tender rules should be submitted physically at the Administration section, 3<sup>rd</sup> floor, Vidyasagar Bhavan, Salt Lake, Kolkata- 700091 within the last working weekday prior to the bid closing date. Online Net Banking or NEFT/RTGs is not applicable.
4. Xerox copy of- (i) Pan Card  
(ii) GST Registration Certificate  
(iii) IT Return (Current Year)  
(iv) Credential Certificate in support of Agency's experience in the last three years in similar nature of work should be uploaded [WITH SELF ATTESTED].
5. Earnest money of the Agency shall be liable to be forfeited if the Agency withdraws his tender after acceptance of the tender by the Council.
6. Earnest money in respect of the successful Agency will automatically be converted into security deposit which will not carry any interest.
7. Security deposit of the successful Agency will be released after satisfactory execution of the deal.
8. The successful Agency shall have to abide by the following terms and conditions:
  - a) The Agency shall carryout all civil maintenance works mentioned in description of work in respect of Vidyasagar Bhavan, 9/2, Block-DJ, Sector-II, Salt Lake, Kolkata-700091.
  - b) The Agency will engage at least one plumber and one helper every day for the daily maintenance work except Saturdays, Sundays and other holidays as per holiday list of the Council. If necessary a group of plumber and helper may be engaged as per the necessity and urgency and no extra payment shall be made for such engagement.
  - c) If necessary, the maintenance work will have to be done on Saturdays, Sundays and other holidays as per holiday list of the Council on requisition and payment will be made extra for such additional work at the approved rate.
  - d) The Agency will supply all the necessary equipment, tools and scaffolding for the maintenance work and all the materials, tools and machines required for cleaning and disinfection of underground and overhead reservoirs.
  - e) The agency will be fully responsible for any loss, shortage, damage and pilferage of the Council's property during the time of maintenance and the cost of the same as fixed by the Council will be recovered from the bill or Security money as the case may be.
  - f) The rates quoted by the Agency shall be firm and no escalation will be allowed during the entire period of the contract.

g) The validity of the contract will be for three years. The Council reserves the right to terminate the contract at any time without assigning any reason thereof after serving a notice of 3 (three) months in advance and to extend the contract for 3 (three) months after expiry of the contract on the same terms and conditions.

h) In any case the Agency will not be entitled to withdraw contract without serving a notice of withdrawal addressed to the Secretary, Council at least 3 (three) months in advance.

9. The Council will hold no liability for any injury, accident or accidental death etc. for any person which may occur in course of the maintenance work.

10. The Council also reserves the right to reject any tender or any part thereof at any stage without assigning any reason there for.

11. The names and the addresses of the plumber and helper to be engaged for the work are to be furnished in duplicate to the Deputy Secretary (Administration)/Assistant Secretary (Administration) before undertaking the maintenance work.

**Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	02.03.2026
2	Documents download (online)	02.03.2026
3	Bid submission starting date (online)	02.03.2026
4	Bid Submission closing date (online)	23.03.2026 or available server slot
5	Bid opening date for Technical proposal (Folder 1 : Prequalification documents and Folder 2 : Technical submission by bidder) (Online)	To be notified later
6	Date of uploading list for Qualified Bidder in Technical Proposal	To be notified later
7	Date for opening of Financial Proposal (online)	To be notified later



**Secretary**  
**W.B. Council H.S. Education**