



Government of West Bengal

REQUEST FOR QUALIFICATION

FOR

Selection of Training Providers (TPs) for Conducting Short Term Training Programs in Industrial Training Institutes of Government of West Bengal

**Directorate of Industrial Training
DEPARTMENT OF TECHNICAL EDUCATION, TRAINING**

RFQ No.: RFQ for ITIs/2016-17/4249 dated 28th February 2019

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1. SCHEDULE OF ACTIVITIES

S. No	Milestones	Dates
1.	Issue of RFQ (e-Tender)	01/03/2019
2.	Proposal Submission Date (uploading of documents by 2 pm.)	05/03/2019
3.	Opening of the Bid (2 pm)	07/03/2019

2. OTHER KEY INFORMATION

A	Name of Client/Authority	Director, Directorate of Industrial Training, Department of Technical Education, Training & Skill Development, Government of West Bengal (in short the "DIT, WB")
B	Document Intended for	Existing PTP ITI Operator or CSS-VHSE school operator with Govt. of West Bengal
C	Email Id for any queries	ditwb.helpdesk@gmail.com
D	Earnest Money Deposit	EMD amounting INR 1,00,000 (Indian Rupees One Lakh only) would need to be paid as per the latest norms of the Finance Department of West Bengal as per Annexure 5 .
E	Security Bank Guarantee	INR 1, 00, 000 (INR One Lakh only) per ITI post receipt of letter of intent. The format has been attached in Annexure 4

Important Notes:

- DIT, WB reserves the right to amend/modify any or all conditions of this RFQ document before the last date of submission of proposals, by the issuance of Addenda. In order to afford the Bidders a reasonable time for taking an addendum into account, or for any other reason, DIT, WB may, at its own discretion, extend the Proposal Submission Date.**

2. Contact person for Communication

**Director of Industrial Training
Technical Education & Training Department
Karigori Bhaban, Govt. of West Bengal
2nd Floor, B/7, Action Area - III, Newtown
Rajarhat, Kolkata – 700 160
Phone: 033-2324 5621**

- In case any applicant fails to pay Earnest Money Deposit along with the bid, the Technical Proposal of the applicant shall not be opened.

3. DISCLAIMER

- a. The information contained in this Request for Qualification document (the "RFQ") or subsequently provided to the bidder(s), whether verbally or in documentary or any other form by or on behalf of the DIT, WB, is provided to the bidder(s) on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.
- b. This RFQ is not an agreement and is neither an offer nor invitation by the DIT, WB to the prospective bidders or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in making their bids pursuant to this RFQ. This RFQ includes statements, which reflect various assumptions and assessments arrived at by the DIT, WB. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFQ may not be appropriate for all persons, and it is not possible for the DIT, WB, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses the bidding documents. The assumptions, assessments, statements and information contained in this RFQ may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFQ and obtain independent advice from the appropriate sources.
- c. Information provided in this RFQ to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The DIT, WB accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- d. The DIT, WB, its employees and advisors make no representation or warranty and shall have no liability to any person, including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of this RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ or arising in any way for participation in this bid stage.
- e. The DIT, WB also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any bidder upon the statements contained in this RFQ.
- f. The DIT, WB may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFQ. The issue of this RFQ does not imply in any way that the DIT, WB

is bound to grant right of development or lease/sub-lease of the constructed and developed structures to the Selected Bidder and the DIT, WB reserves the right to reject all or any of the bidders or bids without assigning any reason whatsoever.

- g. The bidder shall bear all costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Department or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and the DIT, WB shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the bid, regardless of the conduct or outcome of the bidding process.

4. BACKGROUND

- a. The Government of West Bengal launched its skilling Flagship Scheme, “Utkarsh Bangla” covering the entire spectrum of non-institutional, project as well as non-project mode, short term Skill Development interventions to provide wage/ self-employment linked skills training to the residents of the State.
- b. There exists government infrastructure in the newly constructed 22 Government ITI buildings that have been identified, which would be handed over to selected Training Providers (TP) for conducting short term training course under ‘Utkarsh Bangla’ in order to optimize the usage of available government infrastructure. Primarily these centers would be used to implement skill trainings under Utkarsh Bangla only.
- c. The detailed list of the ITIs are at Annexure 1.

5. FUNDING

- a. Land and building of the ITIs would be provided by the DIT, WB. All of the ITIs would be constructed buildings. The TPs would need to invest in terms of acquiring equipment and other furnishings in the ITIs as required to smoothly operate short term trainings in the ITI Buildings.
- b. The TPs would need to incur all the recurring costs in terms of salary of staff, consumables, electricity, maintenance etc. as required for the proper functioning of short term trainings in these ITI Buildings. All the taxes and levies related to the immovable assets (Land & Building) shall be paid by DIT,WB.
- c. The funding for each skilling intervention would be as per the funding norms of the specific scheme. However, a Fair Rent as assessed by the Collectors of the Concerned Districts to be applied for all skill development trainings. The funding would be made by the Project Director, Paschim Banga Society for Skill Development (PBSSD) after adjusting the Fair Rent amount. The Fair Rent would be calculated on the basis of the space utilized by the Training Provider for training purposes.
- d. For Skill Development programs under Utkarsh Bangla, the funding would be adhered to the norms of the scheme. Any deviation would be notified by the PBSSD in due course.

6. FUNCTIONING OF ITI BUILDINGS

- a. TPs can use the infrastructure as provided by the DIT, WB for only conducting Short term skill development programs under 'Utkarsh Bangla'. In case a TP is found to be in violation of this rule, then the DIT, WB has the right to terminate the agreement and the TP would be liable for paying penalties as applicable to the DIT, WB for breach of agreement.
- b. The TPs would need to install biometric attendance devices to capture the biometric attendance of trainers and trainees in line with the directives under the PBSSD.
- c. Video coverage/CCTV cameras would need to be installed for additional safety and security measures.

7. ROLE OF DIT, WB

- a. Provide infrastructure in terms of land & building for conducting short term training programs in the ITI buildings.
- b. Disburse the funding to the TPs for skilling interventions under Utkarsh Bangla.
- c. Coordination with PD, PBSSD for providing all the necessary approvals to the selected Training Providers for conducting short term training under 'Utkarsh Bangla' in these ITI Buildings
- d. To process the proposal received from the bidders who are allotted ITI buildings for commencement of short term training and issue a No Objection Certificate within 15 days from receiving the proposal. The proposal must be processed within 15 days and in case there is any discrepancies in the proposal received from the bidders, the same will be intimated to the bidder after 15 days.
- e. To coordinate with the PD, PBSSD for allotting targets to the selected bidders for conducting short term training in the ITI buildings.

8. ROLE OF TPs

- a. To make the necessary investments in terms of procuring equipment as per the short term courses to be conducted in the ITIs and other furnishings that are required to smoothly run ITIs.
- b. To prepare a detailed proposal mentioning a project charter for conducting short term training in the ITI buildings for which the TP will be awarded allotment. The proposal must include sector, course, corresponding proposed targets and timelines for training. The proposal will be prepared after due discussion with the district authorities of PBSSD.
- c. To mobilize candidates for short term courses prior to batch commencement schedule as per the proposal submitted by the bidders
- d. To operate short term trainings in these ITI buildings and take the responsibility of the daily functioning of the institutions by incurring the recurring costs.
- e. Maintain continuity of skill development in the ITI buildings which means no ITI can be idle more than 1 month. In case an ITI would be idle for more than 1 month, the TP would be required to inform the reason to DIT, WB and PD, PBSSD.
- f. To operate these ITI buildings in multiple shifts to ensure optimal usage of the resources.
- g. To ensure that the infrastructure provided by the DIT, WB is only used for conducting short term training courses. Any other activity should be strictly discouraged and it may lead to termination of the agreement.

- h. The TPs would be responsible for maintenance of infrastructure of all ITIs as required for the proper functioning. The TPs would ensure that the buildings of the ITIs must be returned in the same condition as during the handover after clearing all the necessary dues, otherwise the repairing cost and due bills may be charged from the security bank guarantee.

9. SUBMISSION OF PROPOSAL

a. Preparation of the Proposal

- i. The Proposal must be submitted online at the web portal www.wbtenders.gov.in with the help of a digital signature certificate and shall comprise of all scanned pdf documents as per the formats enclosed in Annexures.
- ii. In preparing the Proposal, the Applicant is expected to examine the RFQ in detail. **A copy of the RFQ should be uploaded in pdf format in “Copy of RFQ” sub-folder along with a Digital Signature Certificate which would ensure that the bidder has read and accepted all the norms and conditions mentioned in this RFQ.** Material deficiencies in providing the information requested in the RFQ may result in rejection of the Proposal.
- iii. The Applicants shall bear all costs associated with the preparation and submission of the proposal, and DIT, WB shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. DIT, WB is not bound to accept any proposal, and reserve the right to annul the selection process at any time prior to the bidding, without thereby incurring any liability to the applicant or assigning any reason thereof.
- iv. An applicant would have to upload the documents for Technical Proposal in the wbtenders.gov.in. There would be a folder named “Fee/PreQual/Technical” which would consist of 6 sub-folders as mentioned below:

Sl. No.	Sub-Folder	Documents to be uploaded
a)	Scanned Annexures	<ul style="list-style-type: none"> - scanned copy of the Cover Letter as per annexure 2 - scanned copy of PAN CARD - scanned copy of Certificate of Incorporation or Registration Certificate - scanned copy of Power of Attorney - Scanned copy of filled annexure 3
b)	Copy of RFQ	<ul style="list-style-type: none"> - Copy of this RFQ in pdf format along with a Digital Signature Certificate as a token of acceptance thereof.

c)	Training Turnover	- Audited Financial Statements and CA certificate clearly indicating turnover from training activities for FY 2017-18
d)	HR Capability	- Profile of the Trainers (Bio Data mentioning educational qualification and work experience) along with all the supporting documents (certificates for educational qualifications, work experience proof, proof of employer etc.)
e)	Training Capability	- Self-certifying copy by the authorized person mentioning the total number of trainees trained in various sectors.
f)	Placement Capability	- Self-certifying copy of number of candidates (trained in FY 2017-18) placed with 3 months of pay slip & joining proof for each candidates.

Note:

- i. All the documents in a sub-folder should be merged in one pdf file with the name format as <applicant name>_<sub-folder name> and the documents would be scanned in Grayscale/Color at 100 – 150 dpi. E.g. For applicant “ABCD” the documents mentioned in clause 10.a.v.e) would be uploaded in “Placement Capability” as a merged pdf file and be named as “ABCD_Placement_Capability”.
- ii. Similarly for Scanned Annexures, all the scanned annexures would be merged into one pdf file and would be uploaded as “ABCD_Scanned_Annexures”
- iii. Absence of any document may lead to cancellation of the bid.

b. Eligible Bidders

- i. PTP ITI Operator or CSS-VHSE school operator with Govt. of West Bengal.
- ii. The Bidder should have an average annual turnover of INR 40 Lakhs from conducting training programs during FY 2017-18.
- iii. At least 50 trainers on pay roll of the bidder of which at least 10 are trainers with TOT certificates that are valid and recognized by NSDC.
- iv. Trained at least 500 candidates under various NSQF aligned short term courses since FY 2017 - 18 till date.
- v. Placed at least 250 candidates who are trained by the bidder since FY 2017-18 till date.
- vi. TPs who are blacklisted by any Central/State Govt. or semi-Govt. organization would be barred from this bidding process.

c. Earnest Money Deposit

- i. Every applicant participating in this RFQ must furnish an Earnest Money Deposit of (EMD) INR 1,00,000 (INR One Lakh only)
- ii. EMDs would need to be paid online in accordance to the notification issued by the Finance Department of GoWB as per Annexure 5.
- iii. The EMD taken from the applicant will be liable for forfeiture in the following cases
 - When the applicant refuses to sign the agreement after issuance of Letter of Intent.
 - When the applicant withdraws or modifies his proposal after opening of proposals.
 - Rejection of proposal on account of Corrupt and Fraudulent Practices as outlined in this RFQ

d. Technical Proposal

The following details would need to be furnished as a part of the technical proposal.

- i. **Training Turnover:**
Marking Methodology: The Bidder should have an average annual turnover of INR 40 Lakhs from conducting training programs during FY 2017-18. For each additional 20 lakhs of training turnover in the FY 2017-18, 1 marks would be awarded subject to cap of 10.
Details to be submitted: Audited Financial Statements and CA certificate clearly indicating turnover from training activities for FY 2017-18
- ii. **HR Capability:**
Marking Methodology: For 10 trainers in the payroll of the bidder with TOT certification that are valid and recognized by NSDC, 14 marks would be awarded. For every additional trainer with TOT certification that are valid and recognized by NSDC, 2 marks would be awarded with a cap of 20 marks.
Details to be submitted: Profile of the Trainers (Bio Data mentioning educational qualification and work experience) along with all the supporting documents (certificates for educational qualifications, work experience proof, proof of employer etc.)
- iii. **Training Capability:**
Marking Methodology: Marks would be awarded on the basis of number of candidates trained in FY 2017-18. For training of 500 candidates in FY 2017-18, 7 marks would be awarded and for every additional 100 candidates trained in FY 2017-18, 1 marks would be awarded with a cap of 10 marks.
Details to be submitted: Self-certifying copy by the authorized person mentioning the total number of trainees trained in various sectors.

iv. Placement Capability:

Marking Methodology: For placing 250 candidates trained in FY 2017-18, 7 marks would be awarded. For every additional 50 candidates (trained in FY 2017-18) placed, 1 mark would be awarded with a cap of 10 marks.

Details to be submitted: Self certifying copy of number of candidates (trained in FY 2017-18) placed with 3 months of pay slip & joining proof for each candidates.

Total Marks: Total marks for technical evaluation is 50 (Training Turnover – 10, HR Capability – 20, Training Capability – 10, Placement Capability – 10)

10. EVALUATION OF PROPOSALS

Opening of Bids

- i. The Technical proposals of all eligible bidders would be opened on as specified in Schedule of Activities. The applicants are not permitted to alter or modify their Proposal in any way once the documents have been uploaded.
- ii. Only those bidders' bid would be evaluated who's EMD (online) has been received.

Evaluation Methodology:

- i. The firm which has scored minimum technical marks (35) would be eligible for receiving ITI buildings to conduct short term trainings.
- ii. All bidders would need to rank order their preference of ITIs and the ITIs would be offered to them on the basis of their scores. All the eligible bidders would be ranked on the basis of the technical scores. The 1st ranker will be allotted the first 5 choices of ITIs. For 2nd rank bidder, first 5 choices will be allotted. In case any of the first 5 choices of 2nd ranker has already been allotted to 1st ranked bidder, then the next preferred ITI as per the list submitted by 2nd ranked would be allotted and so on. No successful bidder will be allowed to refuse an ITI offered to them.

11. SIGNING OF AGREEMENT

- a. On receipt of the Letter of Intent TPs would need to submit the following documents in soft copy within the date as directed by the DIT, WB
 - i. Letter of Acceptance
 - ii. Duly filled up concession agreement
 - iii. Security bank guarantee
- b. TPs would need to be physically present at DIT, WB, Karigori Bhaban, 2nd Floor, B/7, Action Area - III, Newtown, Rajarhat, Kolkata – 700160 to sign the Concession Agreement on the date as intimated by the DIT, WB.

- c. The period of contract is as per the following:
- i. The ITIs would be handed over to the TPs for a maximum duration of 6 months and may be extended on the basis of either performance or terminated in case of successful PTP identified for the specific ITI.

12. SECURITY BANK GUARANTEE

- a. Selected applicants would need to provide a security bank guarantee of INR. 1, 00, 000 (INR One Lakh only) per ITI empaneled for, within a period of 7 days from the date of receipt of Letter of Intent.
- b. The security bank guarantee shall be from a scheduled commercial bank drawn in favor of Project Director, PBSSD payable at Kolkata.
- c. This Guarantee shall be irrevocable and remain in full force for a period of 1 years from the date of signing of the agreement and shall continue to be enforceable till all obligations under the agreement have been full filled.
- d. Security Bank Guarantee shall be forfeited in the following cases unless decided otherwise by DIT, WB
 - i. When any terms and conditions of the Agreement are breached.
 - ii. When the TP fails to provide the services as specified in the Concession Agreement.
 - iii. Notice will be given to the TP with reasonable time before Security Bank Guarantee is forfeited.

13. TERMS & CONDITIONS

a. General Terms & Conditions

- i. The bidding process shall be governed by, and construed in accordance with, the laws of India and the Courts at Kolkata, West Bengal shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the bidding process.
- ii. The DIT, WB, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - suspend and/ or partially accept and/ or cancel a particular bid/bidder or the bidding process and/ or amend and/ or supplement the bidding process or modify the dates or other terms and conditions relating thereto and would reserve the right to partially allot the groups
 - consult with any bidder in order to receive clarification or further information;

- retain any information and/ or evidence submitted to the DIT, WB by, on behalf of, and/ or in relation to any bidder; or
 - Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any bidder.
- iii. No right shall accrue in favor of the Selected Bidder; till announcement of selected training provider is made in favor of such bidder and the bidder is otherwise not in breach of any of the terms and conditions herein contained.
- iv. A bidder shall abide by the following conditions. Failure to do so will lead to disqualification of bidder and forfeiture of the bid security.
- A bidder shall submit only one bid
 - All response forms must be signed by an authorized signatory of the bidder and stamped with the rubber stamp of the bidder.
 - The DIT, WB reserves its right to waive non-substantial deviations without being bound to do so.
 - The bidding documents including this RFQ and all attached documents are and shall remain the property of DIT, WB and are transmitted to the bidders solely for the purpose of preparation and the submission of a bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their bid
- v. A bidder shall not have a “**conflict of interest**” with another bidder that affects the bidding process. All bidders so found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the DIT, WB shall forfeit and appropriate the EMD of all such bidders. Without limiting the generality of the above, a bidder shall be considered to have a **Conflict of Interest** with another bidder that affects the bidding process, if:
- the bidder, its member or associate (or any constituent thereof) and any other bidder, its member or associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this qualification shall not apply in cases where the direct or indirect shareholding of a bidder, its member or an associate thereof (or any shareholder thereof having a shareholding of more than 5% [five per cent] of the paid up and subscribed share capital of such bidder, member or associate, as the case may be), in the other bidder(s), its member or associate is less than 5% (five per cent) of the paid up and subscribed equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act, 1956. For the purposes of this clause, indirect shareholding held through one or more intermediate persons shall be

computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the “Subject Person”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% (twenty six percent) of the subscribed and paid up equity shareholding of such intermediary; or

- a constituent of such a bidder is also a constituent of another bidder; or
- such bidder, its member or any associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other bidder, its member or associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other bidder, its member or associate; or
- such bidder has the same legal representative as any other bidder; or
- such bidder or any associate thereof has a relationship with another bidder or any associate thereof, directly or through common third parties, that puts them in a position to have access to each other’s’ information about, or to influence the bid of either or each of the other bidder; or
- such bidder has participated as a consultant to the DIT, WB in the preparation of any documents, design or technical specifications of the Project.

b. Special Terms & Conditions

- i. The Bidder’s Proposal must remain valid for at least 180 days after the Proposal submission deadline. A bid valid for a shorter period shall be rejected by the tendering authority as nonresponsive bid.
- ii. During this period, the Applicant shall maintain its original Proposal without any change.
- iii. In exceptional circumstances, prior to the expiration of the proposal validity period, DIT, WB may request Applicants to extend the period of validity of their Proposals. The EMD shall also be extended for a corresponding period. An Applicant may refuse the request without forfeiting its EMD. An Applicant granting the request shall not be required or permitted to modify its Proposal. The request and the responses shall be made in writing.
- iv. In case of an event where the bidder with the highest score opts out, then the bidder with the second highest score would be offered the ITIs.

- v. The ownership of infrastructure/assets post the period of agreement would be as follows:
 - The ownership of immovable assets (land and building) shall continue to be with DIT, WB
 - The ownership of workshop equipment, furniture and fixtures and other infrastructure put up by the TP shall continue to remain with TPs
- vi. Renewal of the agreement with the TP post the completion of the existing 6 months period, would be for a term of another 6 months from the date of completion of the agreement. The agreement would only be considered for renewal based on a favorable performance report.
- vii. The notification of the intent for renewal would be sent to TPs by DIT, WB 1 months prior to the completion of 6 month's tenure to which TPs would be required to respond in 2 weeks' timeline.
- viii. In case a TP opts out of the renewal, the existing TP must complete the ongoing batches.
- ix. ITI would be handed over free of any incumbrance and would also be taken back without any incumbrance or liabilities.
- x. TPs are not allowed to subcontract the agreement of training and not allowed to operate the training centers via a franchisee agreement.

14. LOCK IN PERIOD

- a. All TPs would need to carry out services for the entire period of agreement as per clause no 11.c.i. This period is known as the Lock-In period where the TP would not be able to evoke the exit clause.
- b. In case a TP expresses its desire to discontinue its services before the lock-in period, then it would be considered as a breach of agreement and necessary legal actions would be taken.

15. BREACH OF AGREEMENT

- a. DIT, WB will consider the agreement to be breached in case of any of the following. This list is an indicative list and not exhaustive in nature. The final judgment for a breach of agreement shall lie with the DIT, WB.
 - i. It is reported that the infrastructure provided is being used for activities which are not related skill development courses.
 - ii. TP has been furnishing false claims or providing misleading information with respect to enrolment of trainees, conduct of training or any other aspect related to programme.

- iii. If the TP, in the judgment of the DIT, WB, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Agreement.
 - iv. If the TP commits breach of any condition of the Agreement.
 - v. If the TP becomes bankrupt or otherwise insolvent.
- b. In case a breach of agreement is established then DIT, WB may, without prejudice to any other remedy for Breach of Agreement, by a written notice send to the TP intimating to terminate the Agreement in whole or in part. A cure period of not more than 30 days would be given to the TP to rectify the breach. Even in case the TP would have been notified about termination in mid-session, termination would only take place at the end of a session. All the payment terms would be followed till the end of the session.
- c. In case of breach of agreement the Security Bank Guarantee would forfeiture in whole or part as decided by the DIT, WB.

16. TERMINATION OF AGREEMENT

- a. DIT, WB by a written notice of at least 30 days sent to the TP, may terminate the Agreement, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for DIT, WB's convenience the extent to which performance of the selected TP under the Agreement is terminated, and the date upon which such termination becomes effective. Depending on merits of the case the selected Applicant may be appropriately compensated on mutually agreed terms for the loss incurred by the Agreement if any due to such termination.

17. FORCE MAJEURE

a. Definition

- i. For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- ii. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.

- iii. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
 - iv. DIT, WB will decide the eventuality of Force Majeure which will be binding on both the parties.
- b. **No Breach of Agreement:** The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.
- c. **Measures to be Taken**
- i. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
 - ii. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
 - iii. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- d. **Extension of Time:** Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- e. **Payments:** No payment shall be made during the period of TP's inability to perform the Services as a result of an event of Force Majeure until and unless such payment pertains to the period before the Force Majeure.
- f. **Consultation:** Not later than thirty (30) days after the TP has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

18. CHANGE ORDERS AND AGREEMENT AMENDMENTS

- a. DIT, WB may at any time order the TPs through Notice, to make changes within the general scope of the Agreement in case of services to be provided by the TP.
- b. If any such change causes an increase or decrease in the cost of, or the time required for, the TPs' performance of any provisions under the Agreement, an equitable adjustment shall be made in the Agreement Price or in the Delivery and Completion Schedule, or both, and

the Agreement shall accordingly be amended. Any claims by the TPs for adjustment under this clause must be asserted within thirty (30) days from the date of the TPs' receipt of the DIT, WB's order.

19. DISPUTE RESOLUTION

- a. **Amicable Settlement:** The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Agreement or the interpretation thereof. In the event of a dispute, differences or claim arises in connection with the interpretation or implementation of the agreement, the aggrieved party shall issue a written notice.
- b. In case of an Arbitration the following will apply:
 - i. In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996. The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the parties to the identity or appointment of such sole arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by Client and other appointed by the TP and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of Arbitration and Conciliation Act, 1996. Arbitration proceedings shall be conducted in and the award shall be made in English language. Arbitration proceedings shall be conducted at Kolkata and following are agreed.
 - ii. The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel). When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under the Agreement.

20. PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4 OF RTI ACT, 2005

- a. DIT, WB may proactively disclose any information provided by the TPs as part of this bid, to the public at regular intervals through various means of communication including internet, in line with the guidelines on suo moto disclosure under Section 4 of the RTI Act.

21. Annexure 1:

List of ITIs

Sl. No	Name of the ITI
1	Barjora Government ITI
2	Chapra Government ITI
3	Dashpur II Government ITI
4	Egra Government ITI
5	Farakka Government ITI
6	Galsi Government ITI
7	Gorubathan Government ITI
8	Haringhata Government ITI
9	Harishchandrapur - I Government ITI
10	Hingalgunj Government ITI
11	Kalchini Government ITI
12	Karimpur Government ITI
13	Kharibari Government ITI
14	Krishanagar I Government ITI
15	Krishnagunj Government ITI
16	Labpur Government ITI
17	Manteswar Government ITI
18	Matelli Government ITI
19	Phansidewa Government ITI
20	Pingla Government ITI
21	Rangli Rangliot Government ITI
22	Santuri Government ITI

22. Annexure 2

(On the letterhead of the bidder)

Dated: _____

To,
The Director of Industrial Training,
Department of Technical Education & Training, Government of West Bengal,
Karigori Bhaban, Rajarhat
2nd Floor, B/7, Action Area - III, Newtown, Rajarhat,
Kolkata - 700 160

Sub: Bid Response for Selection of Training Provider Conducting Short Term Training Programs in Industrial Training Institutes of Government of West Bengal

Dear Sir,

1. With reference to your RFQ document dated _____, **2019** we, having examined the bidding documents and understood their contents, hereby submit our bid for the aforesaid Project. The bid is unconditional.
2. We acknowledge that DIT, WB will be relying on the information provided in the bid and the documents accompanying the bid for selection, and we certify that all information provided herein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the bid are true copies of their respective originals.
3. We shall make available to DIT, WB any additional information it may find necessary or require to supplement or authenticate the bid.
4. We acknowledge the right of the DIT, WB to reject our bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law our right to challenge the same on any account whatsoever.
5. We declare that:
 - a) We have examined and have no reservations to the bidding documents, and accept the same including any addendum issued by the Department.
 - b) We do not have any conflict of interest in accordance with this document;

- c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the Department or any other public sector enterprise or any Government, Central or State; and
6. We understand that you may cancel the bidding process at any time and that you are neither bound to accept any bid that you may receive nor to invite the bidders to bid for the Project, without incurring any liability to the bidders.
 7. We undertake that in case due to any change in facts or circumstances during the bidding process, we are attracted by the provisions of disqualification in terms of the provisions of this RFQ, we shall intimate the Department of the same immediately.
 8. We acknowledge that our {company / firm}, being a (company/ partnership firm /firm} is qualified on the basis of eligibility criteria required as per the RFQ.
 9. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the DIT, WB in connection with the selection of the bidder, or in connection with the selection/ bidding process itself, in respect of the above mentioned Project and the terms and implementation thereof.
 10. We have studied all the bidding documents carefully. We agree that we shall have no claim arising out of any documents or information provided to us by the DIT, WB or in respect of any matter arising out of or relating to the bidding process.
 11. We offer an EMD Indian Rupees 1,00,000 (Rupees one lakh only) against our response for the RFQ in accordance with the RFQ. EMDs would need to be paid online in accordance to the notification issued by the Finance Department of GoWB.
 12. We agree and understand that the bid is subject to the provisions of the bidding documents. In no case, we shall have any claim or right of whatsoever nature if the Project is not awarded to us or our bid is rejected or not opened.
 13. We shall keep this proposal valid for 180 (one hundred eighty) days from the bid due date specified in the RFQ.
 14. We agree and undertake to abide by all the terms and conditions of the RFQ.

Yours faithfully,

Date: (Signature, name and designation of the authorized signatory)

Place: (Name and seal of the bidder/ lead member)

23. Annexure 3

1. Basic Information of the Company/Partnership

(Scanned copy of below supporting documents to be uploaded in “Scanned Annexure” sub-folder along with the scanned copy of Technical Proposal Response Format as mentioned in clause 10.1.v.b): **PAN CARD, CERTIFICATE OF INCORPORATION.** For Sole Proprietorship **PAN CARD** along with Updated recent **TRADE LICENSE** should be submitted as scanned copy.

Name of Organization	
Address of the corporate headquarters	
Date of Incorporation and/or commencement of business	

2. Details of individual(s) who will serve as the point of contact/ communication for the bidder

Name	
Designation	
Address	
Telephone No.	
Email Address	
Fax No.	

3. Particulars of the authorized signatory of the bidder

Name	
Designation	
Address	
Telephone No.	
Email Address	
Fax No.	

4. Training Turnover Capability

<i>As on last date of financial year</i>	Total Turnover (in Rs. crores)
2017-18	

*All supporting documents related to the details given above should be scanned and uploaded to sub-folder “**Financial Capability**”.

5. ITI preference order (to be mandatorily filled by all the bidders):

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....
- 11.....
- 12.....
- 13.....
- 14.....
- 15.....
- 16.....
- 17.....
- 18.....
- 19.....
- 20.....
- 21.....
- 22.....

6. HR Capability:

Short Term Courses			
SI No	Name of the Trainers	Sectors	TOT certified (Yes/ No)

Please add rows as per requirement

*All supporting documents related to the details given above should be scanned and uploaded to sub-folder “**HR Capability**”

7. Training Capability

Short Term Courses		
Sectors	Modules	Total no. of Trainees (Academic year 2017-18)

*All supporting documents related to the details given above should be scanned and uploaded to sub-folder “**Technical Capability**”

8. Placement Capability

Short Term Courses:

Candidate Trained in the Year	Total Students	Placed Students	Placement %
2017-18			

*All supporting documents related to the details given above should be scanned and uploaded to sub-folder “**Placement Capability**”

24. Annexure 4

(To be executed on stamp paper of INR 100 value)

B.G. No.

Dated:

To,
The Director of Industrial Training,
Technical Education, Training and Skill Development Department,
Government of West Bengal

In consideration of the DIT, WB, Government of West Bengal, having its office at **Karigori Bhaban, 2nd Floor B/7 Action Area III New Town, Rajarhat, Kolkata - 700160** (hereinafter referred to as the “DIT, WB”, which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to issue on your behalf, letter of intimation of award of contract (“LOI”) in favor of _____ a Company registered under the Companies Act, 1956 and having its registered office at _____ (hereinafter referred to as the “Bidder”, which expression shall unless it be repugnant to the subject or context thereof include its/their executors administrators, successors and assigns), for **Selection of Training Providers (TPs) for Conducting Short Term Training Programs in Industrial Training Institutes of Government of West Bengal** (hereinafter referred to as the “Project”) pursuant to the RFQ document dated _____ issued in respect of the Project and other related documents (hereinafter collectively referred to as “Bidding Documents”), we [Name of the Bank] having our registered office at _____ and one of its branches at _____ (hereinafter referred to as the “Bank”), at the request of the Bidder, do hereby irrevocably, unconditionally and without reservation guarantee the due and faithful fulfillment and performance of the obligations of the said Bidder as contained in the RFQ document and unconditionally and irrevocably undertake to pay forthwith to DIT, WB an amount of INR 1,00,000/ (Indian Rupees One lakh only) per ITI totaling to INR _____ (Indian Rupees _____ Lakhs Only) (hereinafter referred to as the “Guarantee”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfill or comply with all or any of the terms and conditions contained in the said Bidding Documents and on its part to be paid, observed and performed including the completion of construction and obtaining full occupancy certificate in respect thereof on the said premises in terms of the RFQ document.

1. Any such written demand made by DIT, WB stating that the Bidder is in default of the due and faithful fulfillment and performance of the obligations of the Bidder contained in the RFQ Document shall be final, conclusive and binding on the Bank.
2. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of DIT, WB is disputed by the Bidder or not merely on the first demand from DIT, WB stating that the amount

claimed is due to DIT, WB by reason of failure of the Bidder to fulfill and perform its obligations contained in the RFQ Document for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding INR 1,00,000 (Indian One Lakh only) per ITI.

3. This Guarantee shall be irrevocable and remain in full force for a period of 1 years and after stipulated date of obtaining full occupancy certificate in respect of the construction and thereafter for such extended period as may be mutually agreed between the Department and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all obligations under the agreement have been full filled.
4. We, the Bank, further agree that DIT, WB shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfillment and performance of its obligations contained in the RFQ Document and the decision of DIT, WB that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between DIT, WB and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.
5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, DIT, WB shall be entitled to treat the Bank as the principal debtor. DIT, WB shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said RFQ Document or the period for fulfillment and compliance with all or any of the terms and conditions contained in the said RFQ Document by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said RFQ Document or the securities available to DIT, WB, and the Bank shall not be released from its liability under these presents by any exercise by DIT, WB of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of DIT, WB or any indulgence by DIT, WB to the said Bidder or by any change in the constitution of DIT, WB or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.

8. We undertake to make the payment on receipt of your notice of claim on us addressed to [*name of Bank along with branch address*] and delivered at our above branch who shall be deemed to have been duly authorised to receive the said notice of claim.
9. It shall not be necessary for DIT, WB to proceed against the said Bidder before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which DIT, WB may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealised.
10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Department in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.

Signed and Delivered by _____ Bank

By the hand of Mr./Ms _____, its _____ and authorised official.

(Signature of the Authorised Signatory)

(Official Seal)

25. Annexure 5

EMD online Gateway Finance Department Notification

Government of West Bengal
Finance Department
Audit Branch

No. 3975-F(Y)

Dated, 28th July, 2016

MEMORANDUM

Sub: Online receipt and refund of EMD of e-procurement through State Government e-procurement portal

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMD / Bid Security related to e-procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc

1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

- a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:
 - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
 - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/Settlement Process:

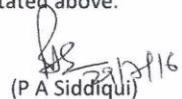
- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L₂ bidder should not be rejected till the LOI process is successful.
- iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L₁ bidder is uploaded to the e-Procurement portal by the tender inviting authority.

- v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
- a) EMD of the L₁ bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head “8443-00-103-001-07” through GRIPS along with the bank particulars of the L₁ bidder.
 - b) EMD of the L₁ bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L₁ bidder.
- In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.
- vii. Once the EMD of the L₁ bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head “0070-60-800-013-27” through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

4. Accounting and Monitoring Process:

- i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.
- ii. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders’ accounts, as applicable by using user access as provided by NIC.
- iv. The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.


(P A Siddiqui)

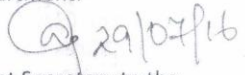
Secretary to the
Government of West Bengal
Finance Department

No. 3975/1(500)-F(Y)

Dated, 28th July, 2016

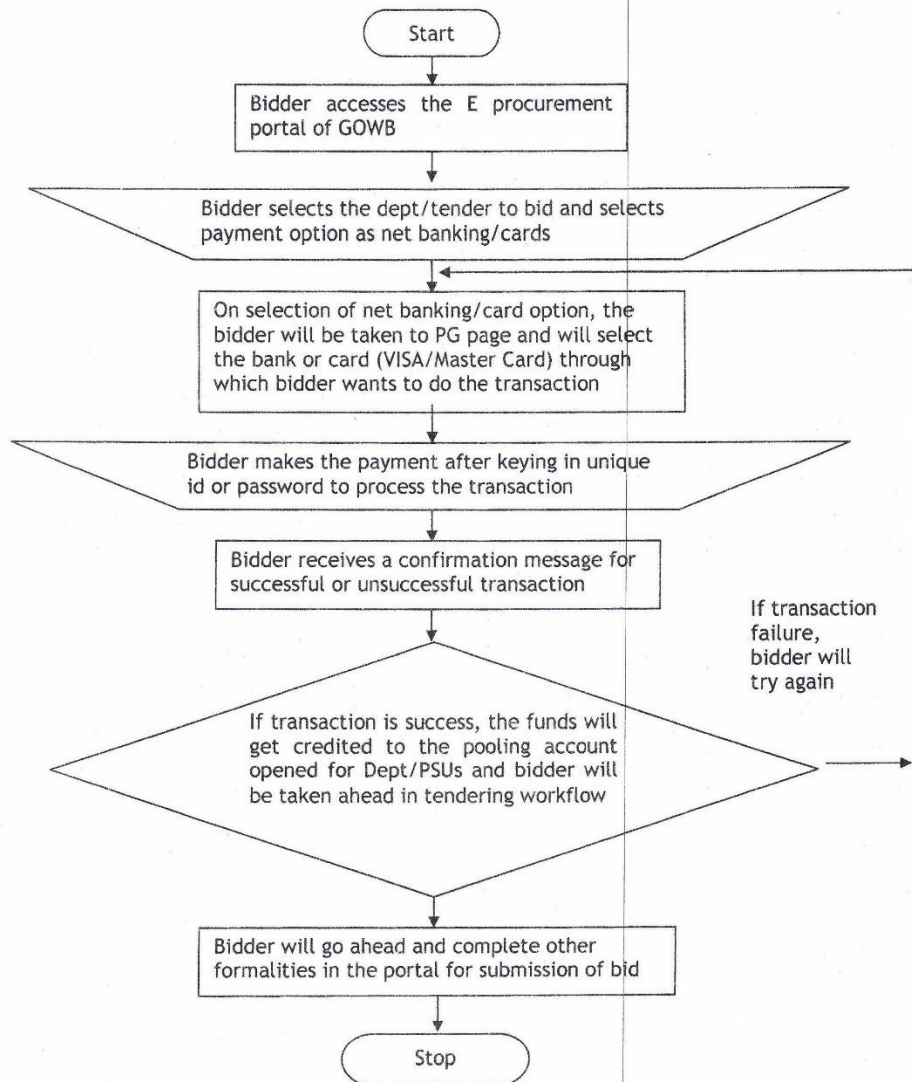
Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. Principal Accountant General (RW & LBA), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department, with the request to circulate this Order to all subordinate offices, PSUs, Local Bodies, Autonomous Bodies, PRIs under their control.
5. Commissioner, _____ Division.
6. District Magistrate / District Judge / Superintendent of Police, _____
7. Financial Advisor, _____ Department, Government of West Bengal.
- ✓ 8. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department, for uploading this Order in the Finance Department website.
9. SIO & Director General, National Informatics Centre (NIC), West Bengal, Bidyut Bhavan, Salt Lake, Kolkata-700091.
10. Assistant General Manager, PAD, RBI, Kolkata-700001.
11. Sri Saptarshi Chandra, Chief Manager, Government Banking Group, WB, ICICI Bank Limited, 3A, Gurusaday Road, Kolkata – 700019.
12. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata - 700 001.
13. Sub-Divisional Officer, _____
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office -I, 81/2/2, Phears Lane, Kolkata - 700012 .
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata -700 012.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, IB Market, 1st Floor, Salt Lake, Sector -III, Kolkata - 700106.
17. Treasury Officer, _____
18. _____ Branch / Group _____, Finance Department.

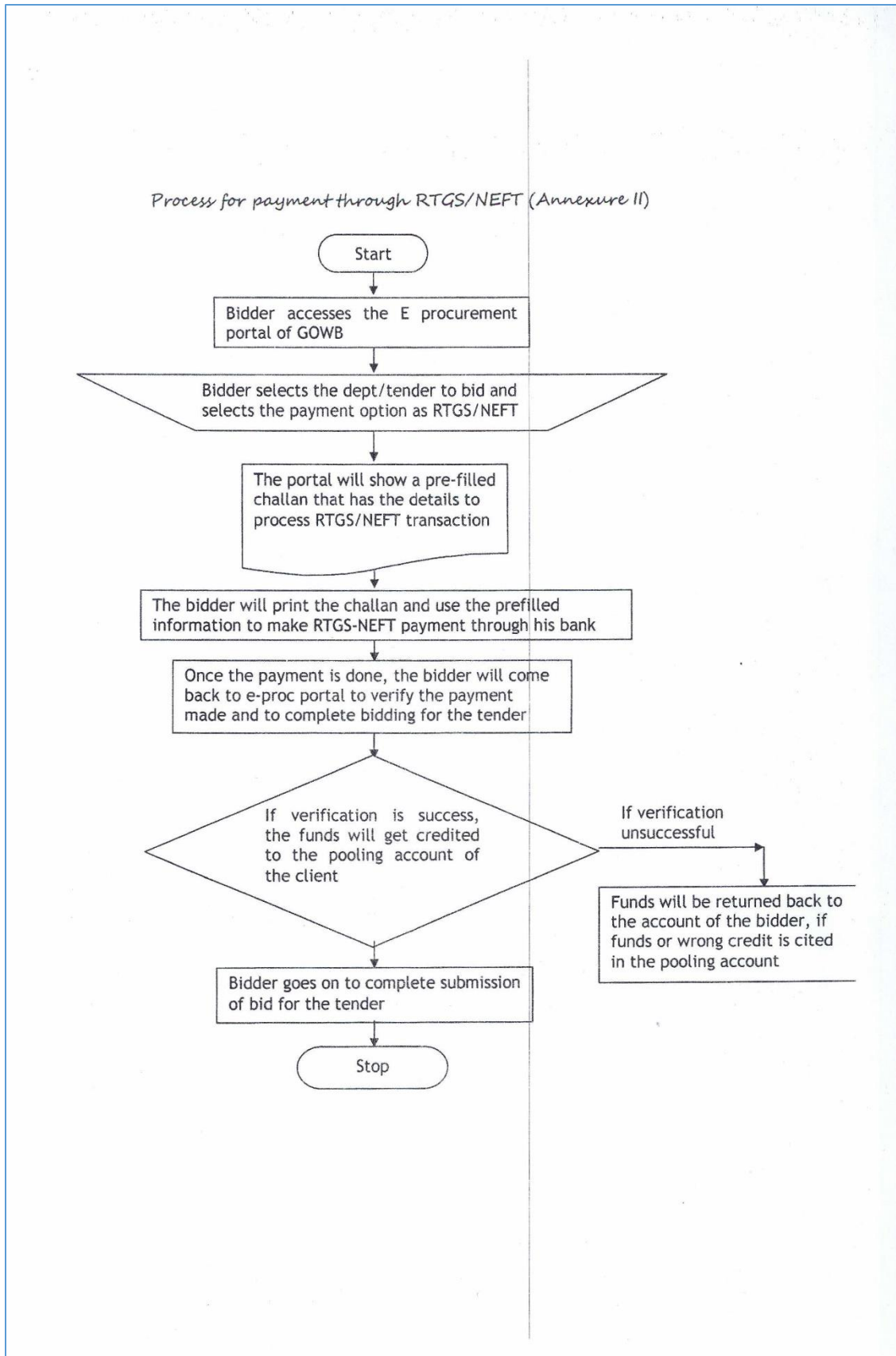

Assistant Secretary to the
Government of West Bengal

NIC & ICICI BANK E-PROCUREMENT			HELP DESK
<u>NAME</u>	<u>LOCATION</u> NIC HELP DESK	<u>CONTACT</u> NO.	<u>MAIL-ID</u>
Mr. ATANU BHUNIYA TANMOY LAHIRI NAZMUS SAHADAT MOLLA JAYANTA SAMANTA NILADRI HEMBRAM	WBPWD guest house,pranjali 3/2 st. Georgers gate road hasting more	033-22236236	wbehelpdesk@gmail.com
Mr. Habibulla Rahaman Mr. Bhaskar Rao Mr. CHANDAN DEY Mr. ROBIN DAS	Irrigation & Waterways dept Jalsampad bhavan, Jalsampad bhavan, Salt lake GROUND floor, Salt lake	9874961136	habibnic@gmail.com b.bhaskarrao30@gmail.com
CHINMAOY MANDAL (Murshidabad Helpdesk)	Office of Superintending Engineer, C.R. Das Road, P.O-Berhampore, Dist.-Murshidabad, Pin-742101	8158999869 9641902796	hripwdmsd@gmail.com
Mr. ARINDAM BERA (Midnapore Helpdesk)	MIDNAPUR HIGHWAY DIVISION NO.II PUBLIC WORKS(ROADS) DTE SAHEED MANGAL PANDEY SARANI PASCHIM MEDINIPUR:721101	9641951710	hripwdmed@gmail.com
DINESH MAHATO (Burdwan Helpdesk)	P.W.D. Burdwan Division, Aftab Club Court Compound, Burdwan	9932302439	hripwd.burdwan.helpdesk@gmail.com
Mr. RAJU DAS (Malda Helpdesk)	MALDA PWD HIGH DIVISION,SINGTALA BUS STOP-HANTA KALIBARI	9800262930	hripwdmld@gmail.com
Mr. NIRUPAM NAG (Siliguri Helpdesk)	PWD NORTH BENGAL CONSTRUCTION DIVISION AIR VIEW MORE (NEAR 2 ND MAHANANDA BRIDGE) HILL CART ROAD SILIGURI - 734001	7501483711	hripwddjg@gmail.com
ICICI Bank Help desk	NA	033-40267512 033-40267513	saptarshi.chandra@icicibank.com

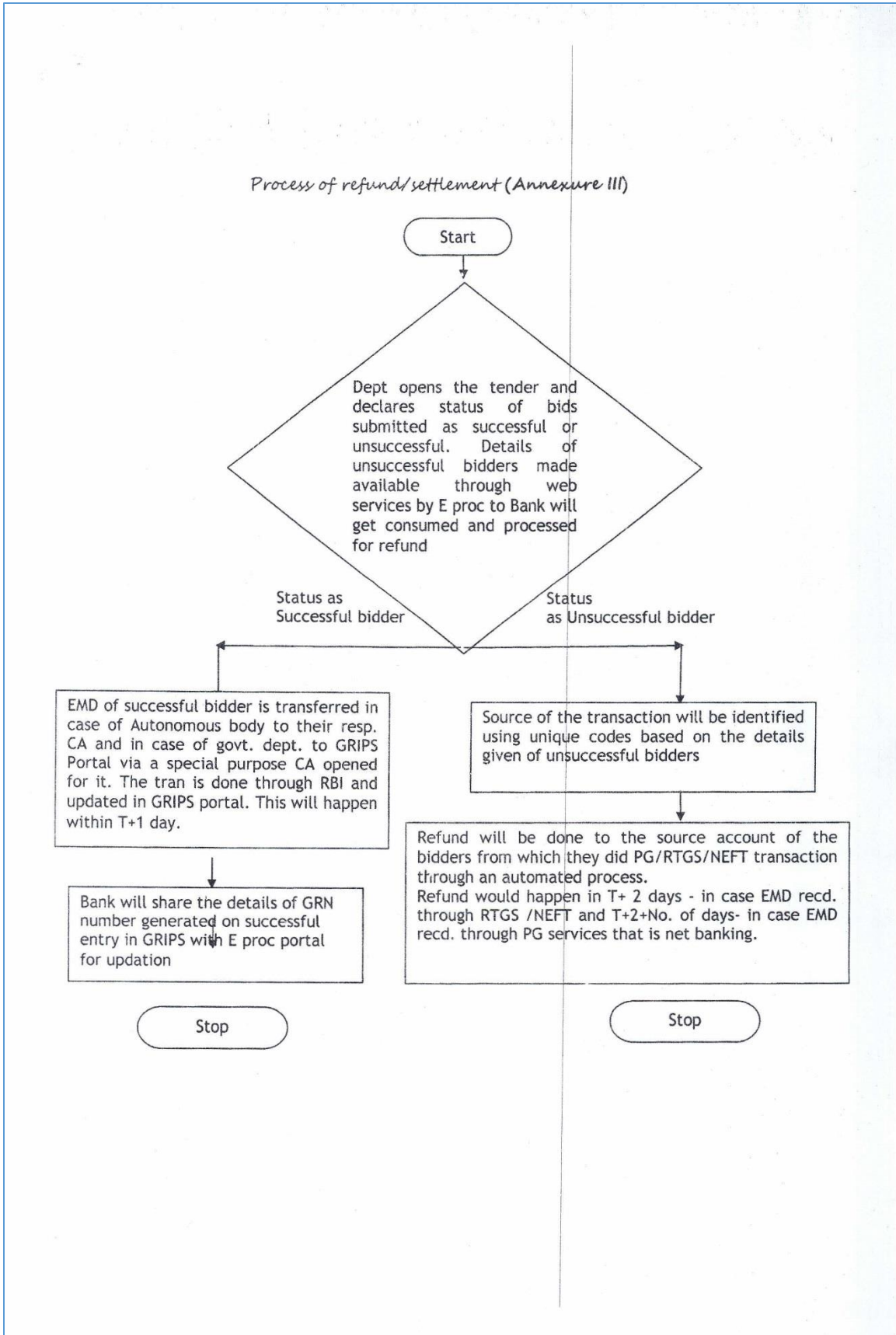
Process for payment through Payment gateway (PG) (Annexure I)



Process for payment through RTGS/NEFT (Annexure II)



Process of refund/settlement (Annexure III)



26. Annexure 6

LIST OF ABBREVIATION

Terms	Description
DIT, WB	Director of Industrial Training, TET&SD Department
EMD	Earnest Money Deposit
TP	Training Providers
ITI	Industrial Training Institute
NCVT	National Council for Vocational Training
NOS	National Occupational Standards
NSQF	National Skills Qualification Framework
PD, PBSSD	Project Director, Paschim Banga Society for Skill Development
QP	Qualifications Pack
RFQ	Request for Qualification
SSC	Sector Skill Council