

OFFICE OF THE
DISTRICT MAGISTRATE & COLLECTOR, SOUTH 24 PARGANAS

District Office for Minority Affairs

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Memo No : 940/MA/22

Date : 20 /12/22

NOTICE INVITING EXPRESSION OF INTEREST THROUGH E-TENDER

Expressions of Interest are invited through e-tender from reputed NGOs/Institutions/organization/Missions etc. registered under appropriate act under Govt. of West Bengal or Govt. of India , in connection with the Outsourcing Services of 16 nos. of contractual teaching staff and 09 no Maintenance Workers at South 24 Parganas Model Madrasah (English Medium).

South 24 Parganas Model Madrasah (English Medium), Jibantala, Canning-II is the one and only Govt. English Medium Madrasah in South 24 Parganas district . Classes have already been commenced from the year 2015. From the academic year-2023 ten classes (vlz. Classes KG to IX) are being taken up.

Main Duties and Responsibilities for Teaching & Non Teaching Staff to be engaged are laid down as follows:-

1. Carrying out the professional duties of a teacher in accordance with Academic policies.
2. Promoting the achievement of high standards through effecting teaching and learning within subject area(s), preparation, evaluation and action planning.
3. Supervision and progress of students in allocated classes.
4. Supervision of work of any classroom support staff during times they are allocated to classes.
5. Work to student targets and ensure that progress is tracked through a range of strategies.
6. Apply current guidelines on effective teaching and learning.
7. Strive to deliver outstanding lessons.
8. Deliver interactive lessons with students.
9. Develop use of ICT within the curriculum.
10. Adopt lessons and identify next steps in response to evaluation of student progress.
11. Set effective homework and extension work to encourage and enliven student learning.
12. Take responsibility for upholding standards of behavior and classroom management within the classroom and the school environment.
13. They shall abide by teaching and learning environment of the Madrasah and ethics and manners of an educational institution and various guidelines issued by MA & ME department applicable to the Madrasah from time to time.

Terms and Conditions

1. District Magistrate, South 24 Parganas reserves the right to accept, reject or cancel any or all quotations at any stage without assigning any further reason whatsoever and there is no obligation to accept the lowest rate.
2. (Submission of Bid is allowed through online mode only via website: wbtenders.gov.in)
3. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.
4. The period of engagement will be valid for one year only and will be terminated automatically without any notice.
5. For renewal the existing NGO will have to apply atleast one month in advance before the date of termination.
6. Renewal of the NGO may be done on the basis of performance of the teachers and Maintenance Workers, their regularity, punctuality in service as well as overall satisfactory service provided by the NGO. If the Ngo does not provide satisfactory service , it shall be terminated at any time by the District Magistrate within valid period. Moreover the authority preserves the right of terminating the agency without showing any reason at any time , without any kind of financial compensation or any other facilities.

7. Payment of bill will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
8. At the time of payment of each bill, necessary deduction will be made as per Govt. norms.
9. There may be proportional increase or decrease in offer estimate per annum as and when necessary without assigning any reason.
10. The teaching and non teaching staff are allowed to get leave 3 days in two months or 18 days in a calendar year out of total working days. It is to be noted that leave is not matter of right.
11. An agreement will be done between the selected agency and the undersigned maintaining all terms and condition.
12. Tax will be deducted as per Govt. norms.

Detail of Bid for Expression of Interest			
Sl. No.	Name of the work	Approx. Estimate per Annum(in Rs.)	Mandatory Payment per Annum (in Rs.)
1	Outsourcing Services of 16 nos. of contractual teaching staff.	19,20,000	17,28,000
2	Outsourcing Services of 09 no Maintenance Worker	3,48,000	3,48,000
3	Teaching Learning Materials	60,000	60,000
Total		23,28,000	21,36,000

Eligibility criteria for participation in the tender.

1. Registered under Society Act/Trust Act/Co-operative Act is required to furnish valid Bye Law, Current Audit.
2. The prospective bidders or any of their constituent partner shall neither have abandoned anywork nor any of their contract have been rescinded during the last 01 (One) year. Such abandonment or rescission will be considered as disqualification towards eligibility.
3. Mandatory documents: Income Tax Acknowledgement Receipt for the latest Assessment year, Pan Card, GST Number .

Security Deposit: No Security money is required to be deposited.

Date and Time Schedule:

Sl No	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	21.12.2022 6.00 p.m
2	Starting date for Documents downloading (Online)	24.12.2022 10.00 a.m
3	Last date for Documents downloading (Online)	13.01.2023 6.00 p.m
4	Technical & Financial Bid submission start date (On line)	25.12.2022 10.00 a.m
5	Technical & Financial Bid Submission closing (On line)	16.01.2023 6.00 p.m
6	Date for opening of Technical Bid (Online)	20.01.2023 10.00 a.m

- i. **Conditional / Incomplete tender will not be accepted under any circumstances.**
- ii. **The intending tenderers are required to quote the rate *online*.**
- iii. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- iv. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest Bidder if found necessary. After verification if it is found that the documents submitted by the lowest Bidder is either manufactured or false in that case work order will not be issued infavour of the said Bidder under any circumstances.
- v. No. price preference and other concession will be allowed.

N.B.: In case a bidder does not match the criteria for eligibility as mentioned above, his financial bid will not be opened.

EVALUATION OF THE FINANCIAL BID

- After the evaluation of technical competence, the office of the District Officer, Minority Affairs and District Magistrate, South 24 Parganas will upload in the e-tender website , the names of ONLY those agencies whose proposals meet the requisite criteria indicating that ONLY their financial proposals will be opened. The notice of Financial Bid will be put in the e-tender website accordingly.
- All bidders must keep in mind that selection will be made taking into account the lowest value of THE TOTAL ITEM RATE; the lowest rate against individual item mentioned in BOQ will NOT be considered.
- The names of the agencies and the offered prices will be recorded when the financial proposals are opened, and a copy of this record will be retained.


Additional District Magistrate (Minority Affairs.)
South 24 Parganas