



# WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD

A Statutory Body under Micro Small Medium Enterprises & Textile Department

12, Binoy-Badal-Dinesh (B.B.D.) Bagh, Kolkata - 700 001

Website: wbkvib.org.in / Web Portal: banglarkhadi.in



Memo No: 771 /KB/ENGG/06/A.C. Maintenance/2022-23

Date: 16.04.2025

## TENDER REFERENCE No. KVIB/ENG-06/eNIQ/007/2025-26 OF CHIEF EXECUTIVE OFFICER WEST BENGAL KHADI AND VILLAGE INDUSTRIES BOARD

The Chief Executive Officer, Khadi & village Industries Board, invites-tender for the work detailed below which are to be executed through Engineering Section of WBKVIB: -

<b>Name of Work:</b>	Notice Inviting Quotation for Annual Comprehensive Maintenance of Window, Split and Tower type Room Air conditioners of different capacity installed at different floor or section of WBKVIB, Head Office Building, at 12, BBD Bag, Kolkata 700 001, 2nd Call
<b>Estimated Value:</b>	To be Quoted (Including All Taxes & LWS)
<b>Earnest Money Deposit:</b>	₹ 10,000.00 Online e-procurement
<b>Completion:</b>	365 Days from Work order
<b>Location:</b>	Kolkata (700001)
<b>Defect Liability Period:</b>	90 Days
<b>Eligibility of Bidder:</b>	Bonafede, Resourceful, Experience & Reliable Government Licensed Contractor / Agencies having adequate credentials in execution of similar nature of work or original Work under Govt. Department is Eligible through Pre-Qualification.

- ❖ In the event of e-filing intending bidder may download the tender document from the website, <https://wbtenders.gov.in> directly by the help of Digital Signature Certificate & necessary Earnest Money.
- ❖ Unsuccessful Tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering, but the **successful bidder L1 (Lowest) Bidder will have to pay the cost of Tender Documents (2911) of 2 (two) A/PW/0/10C-35/10 Dated: - 26/07/2011 of secretary PWD Govt. of West Bengal**

### Important Date & Time (Online): -

Publishing Date:	16-Apr-2025	at	06.00 pm
Document Download / Sale Start Date:	16-Apr-2025	from	06.00 pm
Seek Clarification Start Date:	-	-	-
Seek Clarification End Date:	-	-	-
Bid Submission Start Date:	16-Apr-2025	from	06.00 pm
Bid Submission Closing Date:	25-Apr-2025	up to	11.00 am
Bid Opening Date (Technical):	28-Apr-2025	at	11.00 am
Bid Opening Date (Financial):	To be Notified during the Bid Opening Process		

### ❖ Eligibility criteria for participation in tender: -

- Intending Tenderers should produce credentials of a similar nature of completed work, of the minimum value of 40% of the Estimated Amount put to Tender during 5(five) years prior to the date of issue of the Tender Notice.
  - Completion certificate should contain a) Name of work, b) Name & address of Client, c) Amount put to tender, d) Date of Commencement of work, e) Date of Completion of work.
- Or**
- Intending Tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the Estimated Amount put to Tender during 5(five) years prior to the date of issue of the Tender Notice.

**Or**



- Intending Tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of 75% or more and the value of which is not less than the desired value at (i) above.

### General Instructions

#### ❖ Documents to be Submitted Online [ ☒ Only]: -

- **Certificate:**

- ☒ Bank Solvency Certificate
- ☒ Income Tax Return (For Last 3 Years)
- ☐ Audit Report (For Last 3 Years)
- ☒ VAT/Sales Tax Registration Certificate Along with Acknowledgement, PAN, Latest IT Acknowledgement, P-tax, Labour License
- ☐ Employees State Insurance Certificate
- ☒ GST Registration Certificate
- ☒ Permanent Account Number
- ☐ Provident Fund Certificate
- ☒ The Micro, Small and Medium Enterprises Certificate (Not Compulsory)
- ☒ Latest Valid Trade License
- ☐ Electrical Contractor License (Not Compulsory)

- **COMPANY DETAILS:**

- ☒ Partnership Deed, Co-Operative Society Bylaw, Moa, Trade License, Company Registration Certificate (If any)
- ☐ Company Details 2

- **CREDENTIAL:**

- ☐ Credential 1
- ☒ Completion Certificates

- **DECLARATION:**

- ☐ Declaration File 1
- ☐ Declaration File 2

- **EQUIPMENT:**

- ☐ Labortary
- ☐ Machineries 1
- ☐ Machineries 2
- ☐ Machineries 3

- **FINANCIAL INFO:**

- ☒ Payment Certificate 1
- ☐ Payment Certificate 2
- ☐ P/L & Balance Sheet 2015-16
- ☐ P/L & Balance Sheet 2016-17
- ☐ P/L & Balance Sheet 2017-18
- ☐ P/L & Balance Sheet 2018-19
- ☐ P/L & Balance Sheet 2019-20
- ☐ P/L & Balance Sheet 2020-21
- ☐ P/L & Balance Sheet 2021-22
- ☐ P/L & Balance Sheet 2022-23
- ☐ P/L. & Balance Sheet 2023-24
- ☐ P/L & Balance Sheet 2024-25
- ☒ P/L & Balance Sheet for Last Financial Year
- ☒ Work in Hand



- **MANPOWER:**

- ☐ Technical Personnel on Payroll
- ☒ Technical Personnel on Contract

❖ **Other Terms & Conditions: -**

- Pan Card, Professional Tax receipts Challan for the Year 2024-25 / 2025-26, GSTIN registration Certificate along with current GST payment receipt to be accompanied with the Technical Bid document. Income Tax (SARAL) Acknowledgement Receipt for assessment year (2022-2025) to be submitted.
- The Working Capital shall not be less than 15(Fifteen) percent of the amount put to tender out of which minimum 10% shall be of applicant's own resource (if required).
- Bidder must have office in West Bengal.
- Additional Performance Security when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase vide order no 4608-F(Y) Dt. 18.07.22018. In tenders for Government works, bids are sometimes received at a much lower rate than the Estimated Amount put to tender. In such cases, to ensure the quality and proper execution of the work in public interest, the Governor is pleased to decide that Additional Performance Security @ 10% of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender.
- The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per e-NIT / e-EOI / e-NIQ like blacklisting of the contractor, etc., may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly.
- The prospective bidders shall have in their full-time engagement experienced engineering personnel.
- The Bid should be submitted in two parts digitally super scribing "TECHNICAL BID" and "FINANCIAL BID". FINANCIAL bid of only those bidders shall be opened who are technically qualified on evaluation according to the predefined qualification criteria as mentioned in this N.I.E.T by the 'Tender Committee' formed for the purpose. The decision of the 'Tender Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the Notice Board of this Office on the scheduled date and time as mentioned e-NIT / e-EOI / e-NIQ.
- Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of Issuance of work order as well as payment, if any. Intending tenderers may consider these criteria quoting their rates.
- Constructional labour Welfare Cess @ 1(One)% of cost of construction will be deducted from every bill of the elected agency, Vat, Royalty & all other statutory levy/Cess will have to be Borne by the contractor as per rule.
- Defect Liability Period mentioned in e-NIT / e-EOI / e-NIQ front page\*\*
- Adjustment of price (increase or decrease): - No escalation of cost will be allowed even in extension period of time, granted by WBKVIB.
- No Mobilization advance and Secured Advance will be allowed.
- Price preference will not be allowed.
- Security deposit @ 8% will be deducted from the running bill till completion of the work.
- Security deposit & Earnest Money Deposit will be released after the Defect Liability Period is over and recommendation of Executive Engineer.
- Agencies shall have to arrange land for creation of plant and machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
- The Chief Executive Officer, WBKVIB reserves the right to cancel the e-NIT / e-EOI / e-NIQ due to unavoidable circumstances and no claim in this respect will be entertained.
- Before issuance of the work order, the tender inviting authority, may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufactured or false in that case, work order will not be issued in favor of the tenderer under circumstances.
- The intending tenderers are required to quote the rate online only. No offline tender will be entertained.
- No CONDITIONAL / INCOMPLETE TENDER will be accepted under any circumstances.
- In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
- Qualification Criteria.
- The Tender Inviting & Accepting Authority through a 'Tender Committee' will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding ( if required): -



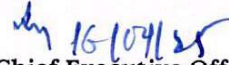
a) Financial Capacity      b) Technical capability      c) Experience

- The eligibility of a bidder will be ascertained on the basis of the self-attested documents in support of the minimum criteria as mentioned in a, b, c above, and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized in Annexure -X. If any document submitted by a bidder is noticed either manufacture or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice. The bidder would also be liable for the criminal proceeding as per law.
- NB- All the above documents are to be submitted in separate .pdf file properly named with a forwarding letter in company letter head pad addressed to the CEO, WBKVIB listing all the documents submitted online. The letter head must contain full address telephone no / Mobile No. and e-mail ID. No other papers are required.

- ❖ Estimate of the work (BOQ) is attached herewith. The same is to be submitted online as financial bid.
- ❖ Location of critical events: All meetings related to selection of L1 will be done at the office of the CEO, WBKVIB, Hemanta Basu Bhavan, 12 BBD Bag, Kolkata- 700 001.
- ❖ The technical & financial proposal should be developed by the agency after reading the project summary, details of hardware intervention required, site map and quantity of works to be taken up. The agency may also visit the executing site before preparation of proposal.
- ❖ For any further query one can e-mail to ceowbkvib@gmail.com or call at 9674312318 According to clause 19 of 2911 (ii) contractor should have valid license under the contract labour (Regulation and Abolition) Act 1970 betaken commencement of work and continue it until completion.
- ❖ Contractor will have to maintain qualified technical employees and / or Apprentices of site as per prevailing Apprentices Act or as stipulated at the contact.
- ❖ Contractor shall have to make his own arrangements for water for both for the work and use by the worker. contractor will be responsible for the payment of all water charges payable to corporation / municipality / panchayet.
- ❖ WBKVIB has no control over the refund procedure for unsuccessful EMD amounts.
- ❖ Contractor shall have to make arrangement make electricity for construction purpose and contractor will be responsible for payment of all electric charges to CESC, WBSEDCL, WBSEB.
- ❖ The Work Order will be Issued after obtaining The A.A.F.S. of the work from MSME&T Dept.

❖ **Defect Liability Period: -**


<b>03 (Three) Months</b>	Full security deposit shall be refunded to the contractor on expiry of the time
<b>12 (Twelve) Months</b>	period from the actual date of completion of the work
<b>36 (Thirty-Six) Months</b>	i) 30% of the security deposit shall be refunded to the contractor on expiry of 2 (Two) years from the actual date of completion of the work.
	ii) The rest 70% of the security deposit shall be refunded to the contractor on expiry of 3 (Three) years from the actual date of completion of the work
<b>60 (Sixty) Months</b>	i) No security deposit shall be refunded to the contractor for 1st 3 (Three) years from the actual date of completion of work.
	ii) 30% of the security deposit shall be refunded to the contractor on expiry of 4 (Four) years from the actual date of completion of work.
	iii) The rest 70% of the security deposit shall be refunded to the contractor on expiry of 5 (Five) years from the actual date of completion of work
<b>Interest free security</b>	Full security deposit shall be refunded to the contractor after receiving the requesting letter from the contractor and 6 (Six) months after expiry of agreement with the Board

  
**Chief Executive Officer**  
**W.B. Khadi & V.I. Board**



**Cop Forwarded for necessary information to:**

1. The FA & CAO WBKVIB.
2. The AEO, WBKVIB
3. The PO(R&T), WBKVIB
4. The PEO, WBKVIB
5. The Executive Engineer (Civil)., WBKVIB.
6. The AO, WBKVIB
7. Notice Board
8. Office Website (Ansuman Ghosh).



Chief Executive Officer  
W.B. Khadi & V.I. Board