



# 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: 1336 /KB/ENGG/60/AMC Computer & Website/2025-26

Date: 03.06.2025

## TENDER REFERENCE No. KVIB/ENG-60/eNIQ/025/2025-26 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>	Online Notice Inviting Quotation, for Annual Maintenance Contract for Office Website, Computer and all type of Computer Accessories of Head Office, District Office and Khadi Gramin Store in different Districts under WBKVIB
<b>Estimated Value:</b>	₹ TBQ (Including All Taxes & LWS)
<b>Earnest Money Deposit:</b>	₹ 10,000 (Fixed) Online e-procurement
<b>Completion:</b>	365 Days
<b>Location:</b>	Bhabanipur (700025)
<b>Defect Liability Period:</b>	1 Year (after Completion)
<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://wbtenenders.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:	05-June-2025	at	06.00 pm
Document Download / Sale Start Date:	05-June-2025	from	06.00 pm
Seek Clarification Start Date:	-	-	-
Seek Clarification End Date:	-	-	-
Bid Submission Start Date:	05-June-2025	from	06.00 pm
Bid Submission Closing Date:	20-June-2025	up to	11.00 am
Bid Opening Date (Technical):	23-June-2025	from	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 from State Govt. / Central Govt. / Semi Govt. (Under taking or PSU of Central Govt. or State Govt.) of last 05 (Five) years.

### General Instructions

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

#### • Certificate:

- ☒ Income Tax Return. (Latest)
- ☒ P-tax. (Latest)
- ☒ GST Registration Certificate with valid 3B Form. (Latest)



- ☒ Permanent Account Number
- ☒ The Micro, Small and Medium Enterprises Certificate (If Any / Not Mandatory)
- ☒ Trade License (Latest)
- ☒ Pre-Qualification Application (Attached)
- **COMPANY DETAILS:**
  - ☒ Partnership Deed, Co-Operative Society Bylaw, Mou, Trade License, Company Registration Certificate (If Any / Not Mandatory)
- **CREDENTIAL:**
  - ☒ Credential (Completion Certificate Only)
- **DECLARATION:**
  - ☒ Declaration (Attached)

❖ **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).
  - 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.
  - Defect Liability Period mentioned in e-NIT front page\*\*
  - 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 completion of Defect Liability Period is over from the date of completion of the work and recommendation of Executive Engineer, WBKVIB.
  - The Chief Executive Officer, WBKVIB reserves the right to cancel the e-NIT due to unavoidable circumstances and no claim in this respect will be entertained.
  - The intending tenderers are required to quote the rate online only. No offline tender will be entertained.
  - The intending tenderer is required to quote the rate in figures as well as in words as percentage above / below than or at par with the relevant price schedule of rates.
  - 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.
  - 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.
- x ❖ 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
  - ❖ Contractor will have to maintain qualified technical employees and / or Apprentices of site as per prevailing Apprentices Act or as stipulated at the contract.
  - ❖ Contractor shall have to make his own arrangements for transport / accommodation or any other extra cost.
  - ❖ 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. If required.
  - ❖ The Work Order will be Issued on basis of available fund of Marketing Department of WBKVIB.

❖ Whenever high-value parts need to be replaced or repaired, the agency must present the necessary documentation to support the cost; only then will the agency receive payment separately.

❖ Defect Liability Period: -

03 (Three) Months	Full security deposit shall be refunded to the contractor on expiry of the time period from the actual date of completion of the work
12 (Twelve) Months	

*An 03/06/25*  
Chief Executive Officer  
W.B. Khadi & V.I. Board

Memo No: *1336/1011*/KB/ENGG/60/AMC Computer & Website/2025-26

Date: *03.06.2025*

Copy Forwarded for necessary information to:

1. The MD, WBSIDCL
2. The Joint Secretary, MSME&T Dept.
3. The FA & CAO WBKVIB.
4. The AEO, WBKVIB
5. The PO(R&T), WBKVIB
6. The PEO, WBKVIB
7. The Executive Engineer (Civil)., WBKVIB.
8. The All District Officer, WBKVIB.
9. All Khadi Gramin Store.
10. Notice Board
11. Office Website

*An 03/06/25*  
Chief Executive Officer  
W.B. Khadi & V.I. Board



**PRE-QUALIFICATION APPLICATION**

To,  
The Chief Executive Officer,  
The WBKVIB,  
12, B.B.D Bag,  
Kolkata -700 001.

Ref: eNIT / eEOI / eNIQ No:.....

For.....

.....  
(Name of work) .....

.....  
eNIT / eEOI / eNIQ No.: ..... of Chief Executive Officer of WBKVIB.

Dear Sir,

Having examined the Statutory, non-statutory& eNIT / eEOI / eNIQ documents, I / we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf Of

.....in the capacity

.....duly authorized submit the order.  
The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.  
We are interested in bidding for the work(s) given in Enclosure to this letter.  
We understand that:

- a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- b) Tender Inviting &Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Encl: - e-Filling: -

- 1. Statutory Documents.
- 2. Non-Statutory Documents.

Date: -.....

**Signature of applicant including title  
and capacity which applicant is made.**

**The WBKVIB.**

**DECLARATION BY THE TENDERER**

**Ref: eNIT / eEOI / eNIQ No. ....**

I/We have carefully gone through the eNIT / eEOI / eNIQ and other tender documents mentioned therein. I/We have also carefully gone through the bill of Quantities (BOQ), General terms and conditions, Special terms and conditions, technical specifications, WBKVIB Form and all other documents, Corrigendum's uploaded before the last date of submission which will be part& parcel of the Contract Document. I/We shall be bound to sign all hard copies of uploaded documents under the eNIT / eEOI / eNIQ, during execution of formal agreement. My/Our tender is offered taking due to consideration of all factors, and if the same be accepted I/We promise to abide by the stipulation of the contract documents and carry out and complete the work up to the entire satisfaction of the Department.

**Full Address with phone no & valid Email Id:**

**Name of the Tenderer**

**Signature of the Tenderer**


## Scope of Work & Inventory List

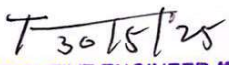
### ➤ Scope of Work

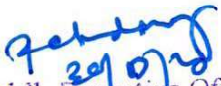
- **West Bengal Khadi & Village Industries Board Head Office:**
- **West Bengal Khadi & Village Industries Board's District Office's:**
- **West Bengal Khadi & Village Industries Board's Sales Outlet's (Gramin):**
  - **Computer / CPU** : All repairable / replaceable parts, Formatting, Software & Hardware related issue
  - **Colour Printer** : All repairable / replaceable parts, Maintenance, Supply of Colour / Tonner
  - **B/W Printer** : All repairable / replaceable parts, Maintenance, Supply of Colour / Tonner
  - **Roller Scanner** : All repairable / replaceable parts, Maintenance.
  - **Scanner** : All repairable / replaceable parts, Maintenance.
  - **Internet Connection** : All repairable / replaceable parts, Maintenance & Recharge (If Required).
- **West Bengal Khadi & Village Industries Board's Website:**
  - Keeping Visible / Live the domain for public including Recharge [ <https://www.wbkvib.org.in>]
  - Regular Maintenance
  - Regular Up to Date of Data
  - Publication of Notice as per requirements

### ➤ Inventory List

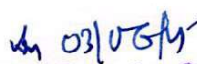
- **West Bengal Khadi & Village Industries Board Head Office:**
  - Computer – 46 Nos
  - Laser Printer – 41 Nos
  - Printer cum Scanner – 5
  - UPS – 26 Nos
  - Scanner – 22 Nos
  - Internet Connection Maintenance / Recharge (If Required)
- **West Bengal Khadi & Village Industries Board's District Office's (18 Nos.)**
  - Computer – 54 Nos (Avg. / Approx.)
  - Laser Printer – 36 Nos (Avg. / Approx.)
  - Printer cum Scanner – 18 Nos (Avg. / Approx.)
  - UPS – 54 Nos (Avg. / Approx.)
  - Scanner – 18 Nos (Avg. / Approx.)
  - Internet Connection Maintenance / Recharge (If Required)
- **West Bengal Khadi & Village Industries Board's Sales Outlet's /Gramin (10 Nos)**
  - Computer – 10 Nos
  - Laser Printer – 10 Nos
  - Printer cum Scanner – 10 Nos (Avg. / Approx.)
  - UPS – 10 Nos (Avg. / Approx.)
  - Scanner – 10 Nos (Avg. / Approx.)
  - Internet Connection Maintenance / Recharge (If Required)

  
ASSISTANT ENGINEER (CIVIL)  
WBKVIB  
12, B.B.D. BAG, KOLKATA-700001

  
EXECUTIVE ENGINEER (CIVIL)  
W. B. KHADI & V. I. BOARD  
12, B.B.D. Bag., Kol-700001

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

  
Financial Advisor &  
Chief Accounts Officer  
W. B. KHADI & V. I. BOARD

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