



## WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD

(A Government of West Bengal Enterprise under Micro, Small and Medium Enterprises and Textile Department)

12, B.B.D.Bag, Kolkata – 700 001

Website: [wbkvib.org.in](http://wbkvib.org.in)/Web Portal: [banglarkhadi.in](http://banglarkhadi.in)



Memo No:- 666

/ENGG/05/P-1/MISC/2022-23

Date:- 07/03/2024

### NOTICE INVITING QUOTATION NO. WBKVIB/CEO/NIQ/90/2023-24 OF CHIEF EXECUTIVE OFFICER WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD

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

|  |   |
|--|---|
| Name of Work   | Online Notice Inviting Quotation for Assignment Regarding GST Audit and TDS on GST along with all Official Formalities against monthly Transaction for the F.Y. 2024-25 & 2025-26 in Respect of WBKVIB  |
| Estimated Amount (₹)   | To be Quoted (Including all Taxes, GST, Cess etc.)  |
| Earnest Money (₹)<br>(Positively submit the DD physically before opening of Technical Bid at WBKVIB Head Office) | ₹ 6500/- in favour of "WEST BENGAL KHADIAND VILLAGE INDUSTRIES BOARD" payable at Kolkata  |
| Fees of Tender Documents Non-Refundable (₹)  | Nil   |
| Period of Completion   | 2 years   |
| Name of Concerned District   | Kolkata(700001) & Different District of West Bengal   |
| Defect Liability Period for the purpose of Clause 10   | 01 (One) Years from Completion  |
| Eligibility of Bidder  | Bonafide, resourceful, experienced and reliable, having substantial experience at least 10 (Ten) years in work like Miscellaneous Income Tax related work in different Government Organization and P.S.U. to handel the Income Tax related work in WBKVIB Head office & District Offices. |

#### Note:

- In the event of e-filing intending bidder may download the tender document from the website, <https://wbtenders.gov.in> indirectly by the help of Digital Signature Certificate & necessary Earnest Money.
- Intending Tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering, but the successful L1 (Lowest) Bidder will have to pay the cost of tender documents of 2 (two) sets as per notification no. 199-CRC/2M-10/2012 Dated: - 21/12/2012 and notification no.- 452-A/PW/0/10C-35/10 Dated: - 26/07/2011 of secretary PWD Govt. of West Bengal.

#### ◆ DATE & TIME SCHEDULE:

| Sl No. | Particulars  | Date & Time              |
|--------|--|--------------------------|
| 4      | Bid Submission Start Date & Time   | 07.03.2024 at 18.00 Hrs. |
| 5      | Bid Submission Last Date & Time  | 19.03.2024 at 18.00 Hrs. |
| 6      | Time & Date of Opening of Technical Bid (Bid will be opened by Authorized Officer) | 22.03.2024 at 11.00 Hrs. |
| 7      | Date of Opening of Financial Proposal (Online)                                     | To be notified.          |



**Documents to be submitted online for Technical Bid:**

- A. Income Tax Return (For last 3 years)
- B. Pan Card.
- C. Latest professional Tax Paid Challan & P-Tax Enrollment Certificate, Professional Tax Payment Certificate.
- D. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 & Latest GST Return in Form No. 3B.
- E. Latest Valid Trade License.
- F. Work Order along with Payment Certificate, Completion certificate for the work in technical credential.
- G. Registered Partnership Deed, if applicable.
- H. The Power of Attorney for signing the tender by partner.
- I. Company / Agency Structure.

**3) Other terms and conditions:**

- A. Intended participate firm should have at least 4 (four) chartered accountant with sufficient experience in firm.
- B. Pan Card, Professional Tax receipts Challan for the Year 2021-22, Current 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 (2021-2022) to be submitted.
- C. 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.
- D. 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.
- E. Full security deposit shall be refunded to the firm on expiry of One Year from the actual date of completion of the work.
- F. Adjustment of price (increase or decrease): - No escalation of cost will be allowed even in extension period of time, granted by WBKVIB.
- G. Security deposit @ 8% will be deducted from the running bill till completion of the work.
- H. Security deposit & Earnest Money Deposit will be released after 1(one) year from the date of completion of the work and recommendation of Project Engineer.
- I. The Chief Executive Officer, WBKVIB reserves the right to cancel the EOI due to unavoidable circumstances and no claim in this respect will be entertained.
- J. 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 or false in that case, work order will not be issued in favor of the tenderer under circumstances.
- K. The intending tenderers are required to quote the rate online only. No offline tender will be entertained.
- L. No CONDITIONAL / INCOMPLETE TENDER will be accepted under any circumstances.
- M. In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
- N. 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: -

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.

**N.B.-** 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.

- 6) 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.
- 7) For any further query one can e-mail to ceowbkvib@gmail.com or call at 033 2230 6298 / 83350 60740
- 8)

| Defect Liability Period                     |  |
|---|--|
| Time / Duration                             | Condition of Refund  |
| A. 3 (Three) Months                         | i) Full security deposit shall be refunded to the contractor on expiry of the time period from the actual date of completion of the work.  |
| B. 1 (One) Year / 12 (Twelve) Months        | i) Full security deposit shall be refunded to the contractor on expiry of the time period from the actual date of completion of the work.  |
| C. 3 (Three) Years / 36 (Thirty-Six) Months | 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.<br>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.   |
| D. 5 (Five) Years / 60 (Sixty) Months       | i) No security deposit shall be refunded to the contractor for 1 <sup>st</sup> 3 (Three) years from the actual date of completion of work.<br>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.<br>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. |
| E. Interest free security deposit           | i) 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.  |

## 9) Scope of Work:-

- A. GST Audit for the Financial Year 2024-25 & 2025-26
- B. GST submission of return for the Financial Year 2024-25 & 2025-26
- C. TDS on GST related work for the Financial year 2024-25 & 2025-26

  
Chief Executive Officer  
WBKVIB

Memo No:- /ENGG/05/P-1/MISC/2022-23

Date:-

Copy Forwarded for wide publicity through the office Notice Board to: -

1. Secretary, WBKVIB.
2. F.A. & C.A.O. WBKVIB.
3. A.O., WBKVIB
4. Notice Board / Office Website

Chief Executive Officer  
WBKVIB

[ TO BE SUBMITTED IN LETTER HEAD]

**PRE-QUALIFACATION APPLICATION**

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

Ref: - Tender

For.....

.....

(Name of work) .....

.....

.....

**Expression of Interest No.: WBKVIB/CEO/NIQ/90/2023-24 (Sl. No.....) of Chief Executive Officer of WBKVIB.**

Dear Sir,

Having examined the Statutory, non-statutory & EOI 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.

**Enclo: - e-Filling: -**

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

Date: -.....

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



**The WBKVIB.**To be Submitted in Firm Letter Head**DECLARATION BY THE TENDERER****Expression of Interest No. WBKVIB/CEO/NIQ/90/2023-24**

I/We have carefully gone through the Notice Inviting Tenders 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 EOI, 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**