



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/Web Portal: banglarkhadi.in



Memo No: 692

/ESTB/(27)/2022-23

Date: 13/02/2024

NOTICE INVITING e-TENDER REFERENCE No. WBKVIB/CEO/NIQ/94/2023-24 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	Notice Inviting Online Quotation for Supply of Manpower (Existing) at various posts under WBKVIB, (Head Office and All District offices.)
Estimated Amount (₹)	To be Quoted (Including all Taxes, GST, Cess etc.)
Earnest Money (₹) (Positively submit the DD physically before opening of Technical Bid at WBKVIB Head Office)	₹ 1,10,000 DD in favour of "WEST BENGAL KHADI AND VILLAGE INDUSTRIES BOARD" payable at Kolkata
Fees of Tender Documents Non-Refundable (₹)	Nil
Period of Completion	2 Years/ 730 Days from date of Work Order.
Name of Concerned District	Kolkata & All District Offices of WBKVIB
Defect Liability Period for the purpose of Clause 10	01 (One) Year from Completion
Eligibility of Bidder	Bonafide, resourceful, experienced and reliable, Government licensed contractor eligible through pre-qualification

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
2	Documents download start date (online)	13-03-2024 from 06.00 pm onwards
3	Documents download end date (online)	12-04-2024 up to 06.00 pm
4	Online Bid Submission Start Date & Time	13-03-2024 from 06.00 pm onwards
5	Online Bid Submission Last Date & Time	12-04-2024 up to 06.00 pm
6	Time & Date of Opening of Technical Bid (Bid will be opened by Authorized Officer)	15-04-2023 from 11.00 am onwards
7	Date of Opening of Financial Proposal (Online)	To be notified.

Eligibility criteria for participation in tender:

1. The Entity / Bidder must be a company as specified in Companies Act, 1956/2013 OR a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 OR a Company incorporated under equivalent law abroad OR a Society registered under The Societies Registration Act, 1860 OR a Proprietorship Firm OR a Partnership Firm registered under relevant laws of India etc. The time period elapsed from commencement of business should be at least 05 (five) years as on 31st January 2023.
 2. Bidder must be minimum 3 Years Experience
 3. i) Intending tenderers should produce credentials of a similar nature of completed work with Central & State Govt/PSU/ULB of the minimum value of Rs. 25.00 lakh during 5(five) years prior to the date of issue of the tender notice; or
 ii) Intending tenderers should produce credentials of similar nature of completed work with Central & State Govt/PSU/ULB; each of the minimum value of Rs.25.00 lakh during 3(three) years prior to the date of issue of the tender notice; or,
 iii) Intending tenderers should produce credentials of one single running work of similar nature with Central & State Govt/PSU/ULB which has been completed to the extent of 80% or more and value of which is not less than the desired value at(i) above
- Note : **Similar types of works** cover the following:
- a) Technical Manpower
 - b) High Skilled /Skilled /Semi skilled /Unskilled
 - c) Security Service Manpower for the particular case only
4. Bidder must have valid Trade License, PAN, and GST Certificate. EPF and ESI. P tax , Labor License certificate should also be submitted along with the proposal.
 5. The prospective bidders should not have been Black Listed from any Government Organization/Statutory Body etc. during the last 3 (Three) years. (A self-declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non- responsive).
 6. The Bidder shall furnish the Article of Association and Memorandum,
 7. Bidder Average annual turnover of the bidder (Refer Annexure A No. II) Turn over the last three financial years (2021-22, 2022-23 and 2023- 24) should be at least **Rs. 50 lakh**.
 8. must have a Functional Office in the Kolkata. If office is not already there at the time of bidding, successful bidder shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Office.
 9. Earnest Money Deposit as an initial Earnest Money Deposit shall be paid "DEMAND DRAFT" in favour of "WEST BENGAL KHADI AND VILLAGE INDUSTRIES BOARD" , has to be submitted before technical evaluation.

10. Bid Evaluation Criteria

Sl. No	Parameter	Maximum Marks allotted
01	Number of Years of Experience i. More than 03 years to 15 years: 02 marks ii. More than 15 years: 2½ marks	4½
02	Experience of HR Firm (supply of high skilled/Skilled/Semi Skilled/Unskilled manpower) in Single Order in Last 5 Years i. 1- 100 Nos. Manpower : 3 Marks ii. 101-300 Nos. Manpower : 3½ Marks iii. 301- 500 Nos. Manpower : 4 Marks iv. 501- 1500 Nos. manpower : 5 Marks v. 1500 + Nos. manpower : 6 Marks (Supporting Document Work Order , EPF & ESIECR Challan)	21½
03	Experience of HR Firm (supply of high skilled/Skilled/Semi Skilled/Unskilled manpower) in Single Order in Last 5 Years i. 1 Cr. To <5 Cr. Work Order Value : 5 Marks ii. 5 Cr. To <10 Cr. Work Order Value : 6 marks iii. 10 Cr. To <15 Cr. Work Order Value : 7 marks iv. 15 Cr. + Work Order Value : 10 marks	28
04	Experience of HR Firm (supply of high skilled/Skilled/Semi Skilled/Unskilled manpower) in Single Order in Last 5 Years ❖ Work Order Duration (Max 5 Order Allow) i. 0 to 1 year Work Order Duration : 1 Marks ii. 1 to <2 Year Work Order Duration : 2 Marks iii. 2 to <3 years Work Order Duration : 3 Marks iv. 3 years + Work Order Duration : 4 Marks	10
05.	Average Annual Turn Over of the Firm for the last 3 Financial Years (2021-22, 2022-23 and 2023- 24) i. More than Rs. 2Cr. to Rs. 5Cr : 2 marks ii. More than Rs. 5Cr.to. Rs. 10Cr : 5 marks iii. More than Rs. 10Cr.to.: 10 marks	17
06.	Statuary Document i. Tread Licensee: 2 Marks ii. EPF Registration Certificate : 2 Marks iii. ESI Registration Certificate : 2 Marks iv. P Tax Payment Certificate: 2 Marks v. Labor license: 2 Marks	10
07.	Local Presence i. Presence of office in Kolkata / West Bengal – 5 marks	05
08	Approach and Methodology a. Understanding of the Scope of Work b. Proposed methodology of bidder for undertaking the assignment. ✓ Work Plan, ✓ Manning Schedule ✓ Comments on TOR c. Power Point Presentation on Approach and Methodology. Date for the presentation will be informed in due course.	10

Minimum 50% Technical Marks Required for Qualify and minimum 1.5% Service charges Acceptable, if below 1.5% Quoted department disqualify the agency.

Price- Bid Evaluation

The Financial Bid evaluation will be done only for those bids which are responsive, and which have a Technical score which is more than or equal to the minimum score for technical proposal mentioned in sub- section (i) above.

The price bid score shall be calculated with following formula: Price Bid Score = (L-1)Lowest price Among the Eligible Bidder / (FP) Particular Bidder's quoted Price X 100

Where, LP: Lowest Price among the Eligible Bidders; FP: Particular Bidder's quoted Price L-1 rate would be lowest quoted rate amount the technically qualified bidders.

Total Score (H-1)

Total Score shall be calculated as below, and the Bidder with highest total score shall be declared the H-1:

Total Score (T) = Technical Score X 70% + Price Bid Score X 30%

The Highest overall scorer, H1 Bidder would have the first right on the Job

3) Name of Post

- A. Senior Data Entry Operator
- B. Data Entry Operator
- C. Clerk Cum Computer Operator
- D. Computer Operator
- E. Senior Peon
- F. Office Attendant
- G. Peon Cum Helper
- H. Security
- I. Housekeeping

N.B. – This Quotation is for Existing manpower currently working under WBKVIB .

4) Documents to be submitted online for Technical Bid:

- A. Income Tax Return (For last 3 years)
- B. Balance Sheet (For last 3 years)
- C. Audit Report (For last 3 years)
- D. Bank Solvency Certificate not less than 30% of Estimated Amount.
- E. Bid Capacity on C.A. Pad.
- F. Pan Card.
- G. Latest professional Tax Paid Challan & P-Tax Enrollment Certificate, Professional Tax Payment Certificate.
- H. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 & Latest GST Return in Form No. 3B.
- I. Latest Valid Trade License.
- J. Labour Licence.
- K. EPF Registration.
- L. ESI Registration
- M. Work Order along with Payment Certificate, Completion certificate for the work in technical credential.
- N. Affidavit before Notary mentioning the NIT No. as well as the correctness of the documents and declaration of penalty, debarment etc.
- O. Registered Partnership Deed, if applicable.
- P. The Power of Attorney for signing the tender by partner.

Other terms and conditions:

- A. 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.
- B. 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.
- C. Bidder must have office in West Bengal.
- D. 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.
- E. The prospective bidders shall have in their full-time engagement experienced engineering personnel.
- F. The Bid should be submitted in two parts in two separate sealed covers 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 NIT.
- G. 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.
- H. 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.
- I. Full security deposit shall be refunded to the contractor on expiry of Three Year from the actual date of completion of the work.
- J. Adjustment of price (increase or decrease): - No escalation of cost will be allowed even in extension period of time, granted by WBKVIB.
- K. The available Bid capacity (to be calculated on the basis of prescribed format) of the prospective applicant shall not be less than the estimated amount put to tender.
- L. No Mobilization advance and Secured Advance will be allowed.
- M. Price preference will not be allowed.
- N. Security deposit @ 8% will be deducted from the running bill till completion of the work.
- O. Security deposit & Earnest Money Deposit will be released after 3(Three) year from the date of completion of the work and recommendation of Project Engineer.
- P. 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.
- Q. The Chief Executive Officer, WBKVIB reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
- R. 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.
- S. The intending tenderers are required to quote the rate online only. No offline tender will be entertained.
- T. The intending tenderer is required to quote the rate in figures as well as in words as percentage above / below than or at per with the relevant price schedule of rates.
- U. No CONDITIONAL / INCOMPLETE TENDER will be accepted under any circumstances.
- V. In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
- W. 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: -

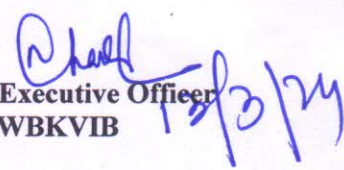
- a) Financial Capacity
- b) Technical capability
- c) Experience

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.

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.

- 6) Estimate of the work (BOQ) is attached herewith. The same is to be submitted online as financial bid.
- 7) 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.
- 8) 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.
- 9) For any further query one can e-mail to ceowbkvib@gmail.com or call at 9674312318
- 10)

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. 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 st 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.
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.


Chief Executive Officer
WBKVIB

Memo No: /ESTB/(27)/2022-23

Date:

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

1. The Joint Secretary, MSME & T Dept.
2. The Chairman, WBKVIB
3. F.A. & C.A.O. WBKVIB.
4. Notice Board / Office Website.

Chief Executive Officer
WBKVIB

To be Submitted in Firm 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)

.....

.....

N.I.E.T. No.: WBKVIB/CEO/NIQ/94/2023-24 (Sl. No.....) of Chief Executive Officer of WBKVIB.

Dear Sir,

Having examined the Statutory, non-statutory & NIT 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.

Annexure: - 'X'**Affidavit****(To be furnished in Non – Judicial Stamp paper of Rs. 100/- of appropriate value duly notarized)****Ref: NIET NO: WBKVIB/CEO/NIQ/94/2023-24****Name of Work:.....**

1. I, the under – signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the under signed.
2. The under signed also hereby certifies that neither our firm nor any of constituent partner had been debarred to participate in tender.
3. The under signed would authorize and request any bank, person, firm or Corporation to Furnish pertinent information as deemed necessary and / or as request by the department to verify this statement.
4. The under-singed understood that further qualifying information may be requested and agree to furnish any such information at the request of the department.
5. Certified that I have applied in the tender in the capacity of individual / as a partner of a firm & I have not applied severally for the same job.

Signed by an authorized Officer of the firm**Title of the Officer****Name of the firm with Seal****Date:**

To be Submitted in Firm Letter Head

DECLARATION BY THE TENDERER

Notice Inviting e-Tender No. WBKVIB/CEO/NIQ/94/2023-24

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 NIT, 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

To be Submitted in CA Letter Head

NIET No. WBKVIB/CEO/NIQ/94/2023-24

FINANCIAL STATEMENT

B.1 Name of Applicant:

B.2 Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years.
(Attach copies of the audited financial statement of the last five financial years)

Sl No.	Details	Year (₹ In Lakh)	Year (₹ In Lakh)	Year (₹ In Lakh)
A)	Current Assets: (It should not include investment in any other firm)			
B)	Current liabilities: (It should include bank over draft)			
C)	Working capital: (A) –(B)			
D)	Net worth: (Proprietors Capital Partners Capital or Paid-up Capital + Resource & surplus)			
E)	Bank loan/ Guarantee: (As per clause G.2. with all sub clauses)			

Signature of applicant including title
and capacity in which application is made

The WBKVIB.

To be Submitted in CA Letter Head

NIET No. WBKVIB/CEO/NIQ/94/2023-24

Work in hand i.e., Work order issued		As on 31.03.2023	As on 31.03.2022	As on 31.03.2021

Work in progress				Work order issued but work not started		
Sl. No.	Name of the work with Tender No.	Estimate Amount	% of the executed	Sl. No.	Name of the work with Tender No.	Tender Amount

**B.4 Bid Capacity:
(A.N.2-B)**

A= Maximum value of work done in a single during last years

B= Value at current price level of existing commitments and ongoing work to be Complete in the next N years.

N= Time of completion of the work in years for which tender has been invited

N.B. The Audited Balance Sheet and Profit & Loss Account with all the schedules and annexure forming part of the Balance

Sheet and Profit & Loss Accountant for the last five years should be given. All these financial statements should be signed by a competent authority for the last five years (Ref: - 5-I.) of "Other terms and conditions".

_____ Signed by an authorized Officer of the firm

_____ Title of the Officer

_____ Name of the Firm with Seal