



**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. **533** /ENGG/06/A.C. Maintenance/2022-23

Dated: - **15/05/23**

**NOTICE INVITING ONLINE QUOTATION No. WBKVIB/CEO/NIQ/013/2022-23 OF THE WBKVIB  
Annual Maintenance of A.C. Machines (44 Nos.) Office of the WBKVIB in  
Different Section at W.B.K.V.I.B Head office**

Sealed Tenders as specified below are invited from the bonafide Agencies/ Contractors / tenderers/Bidders/ Company etc. as per particulars given below and will be received by the Executive Engineer, The WBKVIB, on the date and up to the time as specified below and shall be opened on the date and up to the time as specified below in presence of such tenderers who opt. to be present.

❖ **Important Notes:**

1.	<b>Name of the work</b>	Annual Maintenance of A.C. Machines (44 Nos.) Office of the WBKVIB in different section at 12, B.B.D Bag, Kolkata-700001
2.	<b>Time of Completion</b>	365 DAYS (To be Notified in Work Order)
3.	<b>Contractors eligible to submit tender</b>	Contractors holding valid Trade License, Pan Card, P. Tax, I.T Return, GSTIN Registration, Credentials etc.
4.	<b>Estimated value of the work put to tender</b>	<b>To be Quoted (Including GST)</b>
5.	<b>Cost of Tender Document</b>	Rs 750.00 per Set
6.	<b>Earnest Money</b>	Rs 4,000.00
7.	<b>Earnest Money to be deposited by Demand Draft/ Pay Order from any Govt. schedulebank payable at Kolkata in favor of WBKVIB</b>	WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD (Positively submit the DD physically before opening of Technical Bid at WBKVIB Head Office)
8.	<b>Security Deposit</b>	As per Rules
9.	<b>Printed Tender Form in which tender is to be submitted</b>	Tender Form 1. of the WBKVIB

1) **Eligibility criteria for participation in tender:**

A. 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.

**N.B.:-** 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**

B. 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

C. Intending Tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of 80% or more and the value of which is not less than the desired value at (i) above.

2) Documents to be submitted online for Technical Bid:

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

◆ DATE & TIME SCHEDULE:

Sl No.	Particulars	Date & Time
1	Date of Uploading of N.I.Q. & other Documents (online) (Publishing Date)	15-05-2023 from 04.00 pm onwards
2	Documents download start date (online)	16-05-2023 from 12.00 pm onwards
3	Documents download end date (online)	02-05-2023 up to 5.00 pm
4	Online Bid Submission Start Date & Time	16-05-2023 from 12.00 pm onwards
5	Online Bid Submission Last Date & Time	02-05-2023 up to 5.00 pm
6	Time & Date of Opening of Technical Bid (Bid will be opened by Authorized Officer)	05-05-2023 from 12.00 pm onwards
7	Date of Opening of Financial Proposal (Online)	To be notified.

❖ General Terms & Conditions:

- A. 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.
- B. 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 @ Rs. 750/ set**, 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.
- C. Cost of tender documents amount to be paid in the form of D.D. drawn in favour of **“THE WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD”** Payable at Kolkata.



- D.** Intending tenderers are required to produce valid partnership deed (in case of partnership firm), current **Professional Tax Deposit Challan / Professional Tax Clearance Certificate, PAN Card, Valid GST identification no under GST Act 2017, Trade License from the respective Municipality, Panchayet etc., all in original along with one set of attested / self-attested photocopies to the Chief Executive Officer** at the time of application for being entitled to purchase tender papers. Original certificates shall have to be produced for verifications.
- E.** If EMD @ 2% of quoted amount exceeds Rs. 4,000.00 (Rupees Four Thousand Only) in case of work additional amount shall have to be paid in the form of D.D. drawn in favour of **"The West Bengal Khadi & Village Industries Board"** Payable at Kolkata on acceptance and before execution of agreement as per the prescribed pro forma available from this corporation.
- F.** If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working day. The Board reserves the right to refuse permission to any applicant without assigning any reason whatsoever and no challenge against such refusal will be entertained.
- G.** All tenderers are requested to be present personally during opening of tenders positively. If considered necessary, instant bid may be conducted immediately after opening of tenders to lower down rates and in no case his / their absence will stand against holding the same.
- H.** In case of inadvertent typographical mistake found in the specific priced schedule of rates, the same will be treated to be so corrected as to conform with the prevailing relevant schedule of rates and / or technically sanctioned estimate.
- I.** The intending tenderer are required to quote the rate in figures as well as in words in his own handwriting and same ink as percentage above / below than or at par with the relevant priced schedule of rates. The intending tenderer is required to sign in English or Bengali. Signature of tenderer in all locations must be identical.
- J.** Signature, name, address and occupation of witness to contractor's signature should be properly filled up. A participating tenderer in the same work must not be a witness.
- K.** 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 while applying for permission and while quoting their rates.
- L.** Conditional tender will not be entertained.
- M.** The accepting authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tenders.
- N.** If any tenderer withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified for submitting tender to this Board for minimum period of 1 (One) year.
- O.** Tax to be deducted as per current GST rule from the date of issuing of Notice.
- P.** Statutory addition / and or deduction will be made for all other taxes from the progressive bills as per Govt. Rules and Regulation.
- Q.** Successful Tenderers will be required to obtain valid **Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them is proposed to be carried u/s 7 of West Bengal Building & other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act 1970.**

- R.** Power of Attorney holders are not allowed to sign Tender Documents unless otherwise approved by the WBKVIB.
- S.** Price preference will not be allowed.
- T.** Successful tenderers will be required to observe the following conditions strictly as stated below. If there is any violation of any or all the relevant criteria, as stated below, during execution of the job, it will render the concerned agencies ineligible for the work then and there or at any subsequent stage as may be found convenient.
- U.** Minimum wages to the workers shall be paid according to the rates notified and / or revised by the State Government from time to time under the Minimum Wages Act, 1948 in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made.
- V.** Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 should be strictly adhered to wherever such Acts become applicable.
- W.** Adequate safety and welfare measures must be provided as per the provisions of the building and other Construction Workers' (Regulation of Employment & Conditions of Service) Act, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service Rules, 2004.
- X.** All liabilities arising out of engagement of workers are duly met before submission of bills for payment.
- Y.** If any agency who has been allowed to participate in the tender as per his submitted documents did not participate in the tender, he will be disallowed from participating in the next 3 (Three) tenders of this Corporation and no correspondences will be made in this regard.
- ❖ Prospective bidders shall have to execute the work in such a manner that the work under this NIQ is kept maintained at appropriate service level during progress of work and for such a period as mentioned in column 7 of the table under Clause 1 A hereof from the date of successful completion of the work to the entire satisfaction of Project Engineer. If any defect / damage is found during the period as mentioned above the contractor shall make the same good at his own expense, or in default, the Project Engineer may cause the same to be made good by other workmen and deduct the expense (of which the certificate the Project Engineer shall be final) from any sums that may be then, or at any time there after become due to contract or from his security deposit, or the proceeds of the sale thereof, or of sufficient portion thereof. Refund of Security Deposit shall only be made on after successful completion of work maintaining appropriate service level of works up to the period mentioned above and in the manner prescribed in Circular No.:SB1/705/8; Dated:15.06.2018 of this Corporation (copy of the said Circular is appended hereto which shall form integral part of the contract formed between the Contractor and this Corporation).Hence Clause 17 of the Conditions of Contract of Tender form no. 1 shall be deemed to have been modified up to the above extend. No interest shall be payable against the security deposit and / or performance security deposit (if any).

❖ **Terms & Conditions:**

Any intending bidders who have failed to execute more than one works contract under any Govt. Organization and was terminated any sub rule under clause 3. of tender form no.1. or terminated under any clause of standard bidding document by the Project Engineer / Employer during last 3(three) years, will not be eligible to participate in any bid under this Board for another 2(two) years from the date of imposition of last termination notice by the Project Engineer / Employer.



❖ **Special Terms & Conditions:**

**Servicing** – 2 times in a year. (One-time wet servicing one-time dry servicing)

**Gash Changing**- 2 time in a year (If necessary).

**Emergency Case**- In case any problem of the A.C. machine is found, it should be attended in 24 hours after receiving intimation and this emergency work is including in your yearly maintenance work.

**Duration**- 365 days, TO BE NOTIFIED IN WORK ORDER.

**Completion**- This office will not ensure payment if fully satisfactory service is not rendered by the party.

**Bill**- The payment will be made half yearly on production of the bill.

*Alind*  
15/5/23  
Chief Executive Officer  
WBKVIB

**Memo No.**                      **/ENGG/06/A.C. Maintenance/2022-23**

**Dated: -**

**Copy forwarded for information and necessary action to:**

1. Special Secretary, MSME&T Dept.
2. Secretary, WBKVIB
3. F.A. & C.A.O. WBKVIB
4. The Office Notice Board (2nd & 3rd Floor), WBKVIB

*Sdt*  
Chief Executive Officer  
WBKVIB

(To be submitted with Bidding)

**FORM 1**  
**APPLICATION FOR TENDER**

To  
Chief Executive Officer  
W.B. Khadi & Village Industries Board  
12, B.B.D. Bag, Kolkata 700 001

Tender No. ....

Serial No. of Work applied for: .....

**Respected Madam,**

Having examined the Statutory, non-statutory & NIQ documents, I/We hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per Tender no and Serial no. stand above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids  
For & on behalf of (Name of Firm): \_\_\_\_\_  
(In block capitals or typed)

Office address:

Telephone no(s) (office): \_\_\_\_\_

Mobile No. \_\_\_\_\_ / \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail ID: \_\_\_\_\_

**DECLARATION BY THE TENDERER**

Notice Inviting Quotation No. **WBKVIB/CEO/NIQ/013/2022-23**

Dated:

**Tender Reference No:**

I/We have carefully gone through the Notice Inviting Quotation 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, WBKVIB Form 1 and all other documents, Corrigendum's Submitted 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 Submitted documents under the NIQ, 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 Tender  
(Seal)