

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: 1737 /ENGG/05/MISC/2022-23

Date: 15.12.2022

NOTICE INVITING e-TENDER REFERENCE No. WBKVIB/CEO/NIT/02/2022-23 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.: -

| Sl No. | Name of Work | Estimated Amount (₹) | Earnest Money (₹) | Fees of Tender Documents Non-Refundable (₹) | Period of Completion | Name of Concerned District | Defect Liability Period for the purpose of Clause 51 of the Other terms and conditions | Eligibility of Bidder |
|--------|---|--|--|---|----------------------|----------------------------|--|--|
| 1 | Construction of Toilet Block, Partition Wall, Sanitary & Plumbing Work for Chairman Room on 2nd Floor at Head Office Building under WBKVIB. | ₹ 1,06,569.00 (Including all Taxes, GST, Cess etc.) | ₹ 2,131.00 (2% of Estimated Amount) | Nil | 30 Days. | Kolkata | 03 (Three) months | 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> directly by the help of Digital Signature Certificate & necessary Earnest Money and Cost of Tender documents.

Necessary Earnest money will be deposited by the bidder electronically: online through his net banking enabled bank account, maintained at any bank or offline through any bank by generating NEFT/RTGS Challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective bank as per the

Beneficiary Name and Account No., Amount, Beneficiary Bank Name (ICICI) and IFSC Code and also e-procurement Ref. No.

2) **Payment procedure:**

A. Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

- I) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway;
- II) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- III) Bidder will receive a confirmation message regarding success/failure of the transaction.
- IV) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- V) If the transaction is failure, the bidder will again try for payment by going back to the first step.

B. Payment through RTGS/NEFT:

- I) On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- II) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank Account.
- III) Once payment is made, the bidder will come back to the e-Procurement portal after expire of a reasonable time to enable the RTGS/NEFT process to complete, in order to verify the payment made and continue the bidding processes.
- IV) If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRIs etc. maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- V) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- VI) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

C. Refund/Settlement Process:

- I) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidder, to ICICI Bank by the e-Procurement portal through web services.
- II) On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date of which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- III) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 & L2 bidders will be refunded, through an automated process, to the respective bidder's bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- IV) If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD

of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidders uploaded to the e-Procurement portal by the tender inviting authority.

V) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –

- a) EMD of the L1 bidder will automatically get transferred from the pooling account to the account of WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD along with the bank particulars of the L1 bidder.
- b) EMD of the L1 bidder for tenders of the STATE PSUs /Autonomous Bodies / Local Bodies / PRIs etc. will automatically get transferred from the pooling account to their respected linked bank accounts along with the bank particulars of the L1 bidder. In both the above cases such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

VI) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the account of WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD.

VII) All refunds will be made mandatorily to the Bank A/C from which the payments of EMD & Tender Fees (if any) were initiated.

◆ **DATE & TIME SCHEDULE:**

| Sl No. | Particulars | Date & Time |
|--------|--|---------------------------|
| 1. | Date of Uploading of N.I.T. & other Documents (online) (Publishing Date) | 19-12-2022 up to 03.00 pm |
| 2. | Documents download start date (online) | 19-12-2022 up to 03.00 pm |
| 3. | Documents download end date (online) | 26-12-2022 up to 03.00 pm |
| 4. | Online Bid Submission Start Date & Time | 19-12-2022 up to 03.00 pm |
| 5. | Online Bid Submission Last Date & Time | 26-12-2022 up to 03.00 pm |
| 6. | Time & Date of Opening of Technical Bid (Bid will be opened by Authorized Officer) | 29-12-2022 up to 12.30 pm |
| 7. | Date of Opening of Financial Proposal (Online) | To be notified later on. |

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

A. Intending Tenderers should produce credentials of a similar nature of completed work, 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.

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 25% 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 75% or more and the value of which is not less than the desired value at (i) above.

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. 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. Bank Solvency Certificate for attest 30% of the amount put to tender within one year from the date of publishing of NIT.
- I. Affidavit before Notary mentioning the NIT No. as well as the correctness of the documents and declaration of penalty, debarment etc.
- J. P.F. & ESI Registration Certificate along with employer latest monthly contribution receipt up to October 2022 issued prior to the date of NIT.
- K. Registered Partnership Deed, if applicable.
- L. The Power of Attorney for signing the tender by partner.

5) **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. The prospective bidders shall have in their full-time engagement experienced engineering personnel.
- E. 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.
- F. 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.
- G. 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.

- H. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
- I. Full security deposit shall be refunded to the contractor on expiry of three months 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 @ 3% will be deducted from the running bill till completion of the work.
- O. 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.
- 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 033 2230 6298 / 83350 60750



Chief Executive Officer
WBKVIB

Memo No: 1737/1(12)/ENGG/05/MISC/2022-23

Date: 15.12.2022

Copy forwarded to kind information to:

1. The Chairman, WBKVIB

Copy forwarded for information and necessary action to:

1. Special Secretary, MSME & T Department, Govt. of West Bengal
2. F.A., MSME & T Department, Govt. of West Bengal
3. Superintending Engineer of PWD (posted at WBSIDCL looking after MSME Projects)
4. The Secretary, WBKVIB
5. The FA&CAO, WBKVIB
6. The PEO, WBKVIB
7. The AEO, WBKVIB
8. Concerned District Officer, WBKVIB
9. Law Officer, WBKVIB
10. Office Superintendent, WBKVIB
11. The Office Notice Board (2nd Floor), WBKVIB



Chief Executive Officer
WBKVIB

NIET No. WBKVIB/CEO/NIT/02/2022-23

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/NIT/02/2022-23 (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 appropriate value duly notarized)

Ref: NIET NO: WBKVIB/CEO/NIT/02/2022-23

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:

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)

| SI 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.

NIET No. WBKVIB/CEO/NIT/02/2022-23

| Work in hand i.e., Work order issued | As on 31.03.2022 | As on 31.03.2021 | As on 31.03.2020 |
|--------------------------------------|------------------|------------------|------------------|
| | | | |

| 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

DECLARATION BY THE TENDERER

Notice Inviting e-Tender No. WBKVIB/CEO/NIT/02/2022-23

Dated:15.12.2022

Tender Reference No: WBKVIB/CEO/NIT/02/2022-23

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 upto the entire satisfaction of the Department.

Full Address with phone no & valid Email Id:

Name of the Tenderer

Signature of the Tenderer