



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

