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**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- /ENGG/07/MISC(Part-1)/2022-23**

**Date-**

To  
The Joint Secretary to the Govt. of West Bengal,  
Department of Micro, Small & Medium Enterprises and Textiles  
“Shilpa Sadan”, 7<sup>th</sup> & 8<sup>th</sup> floor,  
4, Abanindranath Tagor Sarani (Camac Street),  
Kolkata- 700 016.

**Sub: Publishing of Tender Notice on the Department Website.**

Ref: 1) WBKVIB/CEO/NIQ/012/2022-23

Sir/Madam,

In reference to the referred letter above, you are requested to publish the NIQ of WBKVIB on Departmental Website which has already been sent to the Department. The NIQ copy is hereby enclosed for ready reference.

Encl: As stated.

*Selk*  
**Chief Executive Officer  
WBKVIB**

**Memo No- 403/1/2 ENGG/07/MISC(Part-1)/2022-23**

**Date- 06/04/2023**

**Copy forwarded to kind information to:**

- ✓ The Secretary, WBKVIB (With a request to Publish this NIQ in the WBKVIB Official Website)
- The PEO, WBKVIB.

*Selk*  
**Chief Executive Officer  
WBKVIB**





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Memo No. 394 /ENGG/07/MISC(Part-1)/2022-23

Dated: - 06.04.2023

NOTICE INVITING QUOTATION No. WBKVIB/CEO/NIQ/012/2022-23 OF THE WBKVIB,  
Supply & Installation of ACP, LED Glow signboard 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	Supply & Installation of ACP, LED Glow signboard in Head Quarter Building, W.B.K.V.I.B Hemanta Bhavan, 12, B.B.D Bag, Kolkata-700001
2.	Time of Completion	45 Days from the issuing date of work order.
3.	Contractors eligible to submit tender	Contractors holding valid Trade License, Pan Card, P. Tax, I.T Return (last 3 years), GSTIN Registration, credentials etc.
4.	Estimated value of the work put to tender	To be quoted
5.	Cost of Tender Document	Nil
6.	Earnest Money	Rs 4000.00
7.	Earnest Money to be deposited by Demand Draft/ Pay Order from any Govt. schedule bank payable at Kolkata in favor of:	WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD
8.	Security Deposit	As per Rules

❖ **Important Dates:**

Sl No.	Particulars	Date & Time
1	Date of Uploading of N.I.Q. & other Documents (online) (Publishing Date)	06-04-2023 up to 4.00 pm
2	Documents download start date (online)	06-04-2023 up to 4.00 pm
3	Documents download end date (online)	14-04-2023 up to 5.00 pm
4	Online Bid Submission Start Date & Time	06-04-2023 up to 4.00 pm
5	Online Bid Submission Last Date & Time	14-04-2023 up to 5.00 pm
6	Time & Date of Opening of Technical Bid (Bid will be opened by Authorized Officer)	17-04-2023 up to 12.00 pm
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. 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.

**I.** Tender documents, specific priced schedule of items for the works and other relevant particulars may be seen by the intending tenderers in the office of **The WBKVIB on all working days between 12.00 pm to 4.00 pm.**

**II.** 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.

**III.** Security deposit @ 3% will be deducted from the bill till completion of the work.

**IV.** Security deposit & Earnest Money deposit will be release after 1 (One) Year from the date of completion of the work & on recommendation of project engineer.

**V.** Agencies shall have to arrange land for creation of plant and machineries, storing of materials, labor shed, laboratory etc. at their own cost of responsibility.

**VI.** 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.

**VII.** Bid shall remain valid for a period not less than 120 days after the dead line date for financial bid submission.

**VIII.** 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.

**IX.** 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.

**X.** 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.

**XI.** 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.

**XII.** 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.

