

# 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](http://wbkvib.org.in) / Web Portal: [banglarkhadi.in](http://banglarkhadi.in)



Memo No: 304 /ENGG/07/MISC(Part-I)/2022-23

Date: 17.02.2025

## NOTICE INVITING e-TENDER REFERENCE No. **WBKVIB/CEO/NIT/198/2024-25** OF CHIEF EXECUTIVE OFFICER WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD

The Chief Executive Officer, Khadi & village Industries Board, invites-tender for the work detailed below which are to be executed through Engineering Section of WBKVIB: -

**Name of Work: -**

Repair work Minister Room (1st Floor) & P.O R T Room (4th Floor) with allied works at 12 B.B.D. Bag, Kolkata - 700 001 during the Year 2024-25.

**Estimated Amount: -**

₹ 4,99,902.48 (Including all Taxes, GST, Cess etc.)

**Earnest Money: -**

₹ 9,998.00 (2% of Estimated Amount) Online eprocurement

**Completion: -**

15 Days from Work Order

**Location District: -**

Kolkata (700001)

**Defect Liability Period: -**

3 Months (Three)

**Eligibility of Bidder: -**

Bonafide, Resourceful, Experienced & 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
- Successful 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 (2911) of 2 (two) A/PW/0/10C-35/10 Dated: - 26/07/2011 of secretary PWD Govt. of West Bengal**

### **Important Date & Time (Online): -**

1. Documents Download Start	:	20-Feb-2025 from 06.00pm Onwards
2. Documents Download End	:	06-Mar-2025 up to 11.00am
3. Bid Submission Start	:	20-Feb-2025 from 06.00pm Onwards
4. Bid Submission End	:	06-Mar-2025 up to 11.00am
5. Opening of Technical Bid (Open by Authorized Officer)	:	10-Mar-2025 up to 11.00am Onwards
6. Opening of Financial Bid	:	To be Notified

### **Eligibility criteria for participation in tender:**

- 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.

**NB: -** 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**

- 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**

- 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.

## General Instructions

### **1. Documents to be Submitted Online: -**

- 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. Pan Card.
- f. Latest professional Tax Paid Challan & P-Tax Enrollment Certificate, Professional Tax Payment Certificate.
- g. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 & Latest
- h. GST Return in Form No. 3B.
- i. Latest Valid Trade License.
- j. Work Order along with Payment Certificate, Completion certificate for the work in technical credential.
- k. Affidavit before Notary mentioning the NIT No. as well as the correctness of the documents and declaration of penalty, debarment etc.
- l. Registered Partnership Deed, if applicable.
- m. The Power of Attorney for signing the tender by partner.
- n. Electrical Contractor License

### **2. Other Terms & 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 Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc., may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly.
- f. The prospective bidders shall have in their full-time engagement experienced engineering personnel.
- g. The Bid should be submitted in two parts 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.
- h. 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.
- i. 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.
- j. Defect Liability Period mentioned in NIT front page\*\*
- k. Adjustment of price (increase or decrease): - No escalation of cost will be allowed even in extension period of time, granted by WBKVIB.
- l. 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.
- m. No Mobilization advance and Secured Advance will be allowed.
- n. Price preference will not be allowed.
- o. Security deposit @ 8% will be deducted from the running bill till completion of the work.
- p. 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.

- q. 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.
- r. 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.
- s. 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.
- t. The intending tenderers are required to quote the rate online only. No offline tender will be entertained.
- u. 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.
- v. No **CONDITIONAL / INCOMPLETE TENDER** will be accepted under any circumstances.
- w. In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
- x. 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.

**NB-** 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.

3. Estimate of the work (BOQ) is attached herewith. The same is to be submitted online as financial bid.
4. 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.
5. 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.
7. For any further query one can e-mail to ceowbkvib@gmail.com or call at 9674312318 According to clause 19 of 2911 (ii) contractor should have valid license under the contract labour (Regulation and Abolition) Act 1970 betaken commencement of work and continue it until completion.
8. Contractor will have to maintain qualified technical employees and / or Apprentices of site as per prevailing Apprentices Act or as stipulated at the contract.
9. Contractor shall have to make his own arrangements for water for both for the work and use by the worker. contractor will be responsible for the payment of all water charges payable to corporation / municipality / panchayet.
10. Contractor shall have to make arrangement make electricity for construction purpose and contractor will be responsible for payment of all electric charges to CESC, WBSEDCL, WBSEB.
11. The Work Order will be Issued after obtaining The A.A.F.S. of the work from MSME&T Dept.

**\*\* Defect Liability Period: -**

<ul style="list-style-type: none"> <li>▪ 03 (Three) Months</li> <li>▪ 12 (Twelve) Months</li> </ul>	<p>: Full security deposit shall be refunded to the contractor on expiry of the time period from the actual date of completion of the work.</p>
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<ul style="list-style-type: none"> <li>▪ 36 (Thirty-Six) Months</li> </ul>	<p>: i) 30% of the security deposit shall be refunded to the contractor on expiry of 2</p>
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(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.

▪ **60 (Sixty) Months**

- : i) No security deposit shall be refunded to the contractor for 1st 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.

• **Interest free security deposit**

: 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.

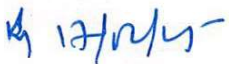
  
Chief Executive Officer  
W.B. Khadi & V.I. Board

Memo No: 304/1(10) /ENGG/07/MISC(Part-I)/2022-23

Date: 17.02.2025

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

1. The Chairman, WBKVIB.
2. The MD, WBSIDCL.
3. The Chief Engineer, P.W.D. (Head Quarter).
4. The Joint Secretary, MSME & T Dept.
5. The FA & CAO., WBKVIB.
6. The PO(R&T), WBKVIB.
7. The PEO, WBKVIB
8. The Executive Engineer (Civil), WBKVIB.
9. Notice Board
10. Office Website (Ansuman Ghosh).

  
Chief Executive Officer  
W.B. Khadi & V.I. Board

**PRE-QUALIFICATION APPLICATION**

To,  
The Chief Executive Officer,  
The WBKVIB,  
12, B.B.D Bag,  
Kolkata -700 001.

Ref: - Tender No:.....

For.....

(Name of work) .....

NIT 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.

**Encls: - 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: NleT NO:** .....

**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:**

**DECLARATION BY THE TENDERER**

**Notice Inviting e-Tender No.** .....

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**

**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: <b>(It should not include investment in any other firm)</b>			
B)	Current liabilities: <b>(It should include bank over draft)</b>			
C)	Working capital: <b>(A) -(B)</b>			
D)	Net worth: <b>(Proprietors Capital Partners Capital or Paid-up Capital + Resource &amp; surplus)</b>			
E)	Bank loan/ Guarantee: <b>(As per clause G.2. with all sub clauses)</b>			

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

The WBKVIB.

To be Submitted in CA Letter Head



NieT No. ....

Work in hand i.e., Work order issued	As on 31.03.2024	As on 31.03.2023	As on 31.03.2022

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