



WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD

A Statutory Body under Micro Small Medium Enterprises & Textile Department

12, Binoy-Badal-Dinesh (B.B.D.) Bagh, Kolkata - 700 001

Website: wbkvib.org.in / Web Portal: banglarkhadi.in

GST No: 19AAAAK8320N1ZB



Memo No: 600 /ESTB(27)/2022-23

Date: 20.02.2026

Notice Inviting e_Tender

Reference No: KVIB/EST-27/eNIT/121/2025-26

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 :	Online Notice Inviting Tender for Supply of Manpower (Existing) at various post under WBKVIB, (Head Office and All District Offices) 2 nd Call
Estimated Value :	₹ 52,48,062.00 Monthly (Excluding All Taxes & Charges) *
Earnest Money Deposit :	₹ 1,04,961.00 (2% of Estimated Amount) Online procurement
Period of Completion :	730 Days
Defect Liability Period :	730 Days from AoC
Location & PIN :	All Over West Bengal
Eligibility of Bidders :	Bonafede, Resourceful, Experience & Reliable Government Licensed Contractor / Agencies having adequate credentials in execution of similar nature of work or original Work under Govt. Department /Govt undertaking / P.S.U etc.

* This is the Gross Total of all Employee for a single month with full attendance. After add the Contractual Percentage quoted by an Agency and then add the GST @ 18.00% the Final Bill amount will be appear.

In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. **All payments made towards EMD cost for Online e-procurement portal.** EMDs of the technically disqualified as well as unsuccessful bids will be refunded automatically (for Online) to bidder's bank account & an Application Letter to be submitted to the office for release of E.M.D. Demand Draft (for Offline).

Unsuccessful Tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering, **but the successful bidder 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.**

Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly **Digitally Signed** (for Online) in the website <https://wbtenders.gov.in> & **Stamp Signed (for Offline)** in the website <https://wbkvib.org.in>.

The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the '**Tender Evaluation Committee**'. The decision of the '**Tender Evaluation Committee**' will be **final and absolute in this respect**. The submission of **Technical Bid** and **Financial Bid** will be done as per Time Schedule stated.

Important Date & Time:	Date	Time
Publishing Date:	Tuesday, 24 February 2026	@ 18.00 hrs
Documents Download Start from:	Tuesday, 24 February 2026	@ 18.00 hrs
Bid Submission Start from:	Tuesday, 24 February 2026	@ 18.00 hrs
Bid Submission Close at:	Tuesday, 10 March 2026	@ 11.00 hrs
Bid Opening (Technical) from:	Friday, 13 March 2026	@ 11.00 hrs
Bid Opening (Financial) from:	To be Notified during the Bid Opening Process	

Special Eligibility Criteria for Technical Evaluation: -

1. The Entity / Bidder must be a company as specified in Companies Act, 1956/2013 OR a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 OR a Company incorporated under equivalent law abroad OR a Society registered under The Societies Registration Act, 1860 OR a Proprietorship Firm OR a Partnership Firm registered under relevant laws of India etc. The time period elapsed from commencement of

business should be at least 05 (five) years as on 31st December 2025

2. Bidder must be minimum 3 Years' Experience

Note : Similar types of works cover the following:

- Technical Manpower
- High Skilled /Skilled /Semi skilled /Unskilled
- Security Service Manpower for the particular case only

3. The prospective bidders should not have been Black Listed from any Government Organization/ Statutory Body etc. during the last 3 (Three) years. (A self-declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non- responsive).

4. The Bidder shall furnish the Article of Association and Memorandum

5. Bidder Average annual turnover of the bidder last three financial years (2022-23, 2023-24 and 2024- 25) should be at least Rs. 2.5 Cr. (Bank Certificate / Necessary documents should produce)

6. The Bidder must have a Functional Office in the Kolkata. If office is not already there at the time of bidding, successful bidder shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Office.

7. **Bid Evaluation Criteria**

Sl. #	Parameter	Maximum Marks allotted
1	Number of Years of Experience (Only Maximum Single Order Taken) <ul style="list-style-type: none"> • From 02 years to 05 years: 02 Marks • From 05 years to 10 years: 03 Marks • From 10 years to 15 years: 04 Marks • Above 15 years: 05 Marks 	05 Marks
2	Experience of HR Firm (supply of high skilled/Skilled/Semi Skilled/Unskilled manpower) in Single Order in Last 5 Years (In terms of Number of Head in a Single Order) <ul style="list-style-type: none"> • 301- 500 Nos. Manpower: 02 Marks • 501- 1500 Nos. manpower: 03 Marks • 1500 + Nos. manpower: 05 Marks 	05 Marks
3	Experience of HR Firm (supply of high skilled/Skilled/Semi Skilled/Unskilled manpower) in Single Order in Last 5 Years (In terms of Work Order Value in a Single Order) <ul style="list-style-type: none"> • 61L. To <1 Cr. Work Order Value : 02 Marks • 1 Cr. To <2 Cr. Work Order Value: 03 marks • 2 Cr. To <5 Cr. Work Order Value: 04 marks • 5 Cr. + Work Order Value: 05 marks 	05 Marks
4	Experience of HR Firm (supply of high skilled/Skilled/Semi Skilled/Unskilled manpower) in Single Order in Last 5 Years <ul style="list-style-type: none"> ➤ Work Order Duration (Max 5 Order Allow) (In terms of Completion Period in a Single Order) <ul style="list-style-type: none"> • 0 to 1 year Work Order Duration: 02 Marks • 1 to <2 Year Work Order Duration: 03 Marks • 2 to <3 years Work Order Duration: 04 Marks • 3 years + Work Order Duration: 05 Marks 	05 Marks
5	Average Annual Turn Over of the Firm for the last 3 Financial Years (2022-23, 2023-24 and 2024-25) <ul style="list-style-type: none"> • More than Rs. 2.5Cr. to Rs. 5Cr : 02 marks • More than Rs. 5Cr.to. Rs. 10Cr : 03 marks • More than Rs. 10Cr.to Rs. 15Cr.: 04 marks • More than 15Cr. : 05 marks 	05 Marks
6	Statuary Document (Mandatory) <ul style="list-style-type: none"> • Tread Licensee: 02 Marks • EPF Registration Certificate: 02 Marks • ESI Registration Certificate: 02 Marks • P.Tax Payment Certificate: 02 Marks • Labor license: 02 Marks 	10 Marks
7	Local Presence <ul style="list-style-type: none"> • Presence of office in Kolkata – 05 marks • Presence of office in West Bengal (Outside Kolkata) – 05 marks 	10 Marks
8	Approach and Methodology <ul style="list-style-type: none"> • List of all current Employee with their Joining Date, EPFO Number, ESIC Number & Current Posting Origination in company letter head (Existing Agencies or New Agencies for all). -5 Marks • Understanding of the Scope of Work – 2 Marks • Proposed methodology of bidder for undertaking the assignment. <ul style="list-style-type: none"> ✓ Work Plan, - 2Marks ✓ Manning Schedule – 2 Marks ✓ Comments on TOR – 2 Marks • Power Point Presentation on Approach and Methodology. Date for the presentation will be informed in due course. -2 Marks 	15 Marks

****Minimum 30 Marks out of 60 is required to qualified in Technical Evaluation**

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.

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.

*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.**

• **Documents to be Submitted: -**

- Income Tax Return (last 03 Years)
- Balance Sheet (last 03 Years)
- Audit Report (last 03 Years)
- Bank Solvency (50% of Estimated Value)
- Working Capital, (in CA Letter Head)
- Latest Valid Trade License
- GST Registration Certificate
- GSTR 3B Last
- ESI Registration Certificate
- EPFO Registration Certificate
- Labour Licence
- Latest Valid P.Tax
- PAN
- AADHAAR
- The Micro, Small and Medium Enterprises Certificate (If any / Not Compulsory)
- Partnership Deed (If Any)
- Credential (Completion Certificate / Payment Certificate)
- Declaration (to be submitted as per given format on agency letter head)
- Pre-Qualification (to be submitted as per given format on agency letter head)

Other Terms & Conditions: -

- **The contractual or quoted percentage shouldn't be lower or negative.**
- Pan Card, Professional Tax receipts Challan current year, 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 (2022-2025) to be submitted.
- 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.
- Bidder must have office in Kolkata.
- 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.
- 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.
- Defect Liability Period mentioned in e-NIT / e-EOI / e-NIQ front page*
- Adjustment of price (increase or decrease): - No escalation of cost will be allowed even in extension period of time, granted by WBKVIB.
- No Mobilization advance and Secured Advance will be allowed.
- Price preference will not be allowed.

- Earnest Money Deposit will be released after 02(Two) year from the date of completion of the work and recommendation of Executive Engineer.
- The Chief Executive Officer, WBKVIB reserves the right to cancel the e-NIT / e-EOI / e-NIQ due to unavoidable circumstances and no claim in this respect will be entertained.
- 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.
- The intending tenderers are required to quote the rate online only. No offline tender will be entertained.
- 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.
- No CONDITIONAL / INCOMPLETE TENDER will be accepted under any circumstances.
- In case of Quoting rates, no multiple rates will be entertained by the Department.
- 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: -
 - o 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.

General Instruction: -

- Estimate of the work (BOQ) is attached herewith. The same is to be submitted online as financial bid.
- 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.
- 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.
- 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.
- Contractor will have to maintain qualified technical employees
- The Work Order will be Issued after obtaining The A.A.F.S. of the work from MSME&T Dept.

Job Description: -

- ✓ Salary must be credited to the employee's account within three **(03) working days** of the beginning of each month.
- ✓ Individual **Pay-Slip should be furnished** to the office before or during the submission of bill in every month.
- ✓ EPF & ESI contribution should be deposited within the **due date in each month**.
- ✓ Any issue with EPF, ESI & Others should be resolved within **30 (Thirty) working days**.
- ✓ **Dedicated personnel** should be associate with office for smoother services.
- ✓ **Appointment Letter to the Employee.**

Name of Post / Head / Gross: -

1. Senior Data Entry Operator	-	03 Heads	@ GROSS	-	33032
2. Data Entry Operator	-	19 Heads	@ GROSS	-	26000/26826
3. Clerk Cum Computer Operator	-	79 Heads	@ GROSS	-	21000/21723
4. Computer Operator	-	32 Heads	@ GROSS	-	17620
5. Senior Peon	-	01 Head	@ GROSS	-	24723
6. Office Attendant	-	84 Heads	@ GROSS	-	19000/19620
7. Peon Cum Helper	-	29 Heads	@ GROSS	-	15517
8. Security	-	11 Heads	@ GROSS	-	15517
9. Housekeeping	-	04 Heads	@ GROSS	-	15517
10. Sweeper	-	02 Heads	@ GROSS	-	15517

N.B. : Vide reference "GOVERNMENT OF WEST BENGAL FINANCE (AUDIT) DEPARTMENT NABANNA. MANDIRTALA. HOWRAH-71102" Order No: 1091-F(P2) Dt: 1st March 2024.

Salary Structure: -

***May Vary During Implementation**

Name of Post	Gross	Basic + DA	Employee Side Contribution			Employer Side Contribution		NWD - @ 30 Days	CTC
			EPF	ESI	P.Tax	EPF	ESI		
Senior Data Entry Operator	₹ 33,032.00	₹ 16,516.00	₹ 1,981.92	₹ 0.00	150	₹ 2,147.08	₹ 0.00	₹ 28,753.00	Gross + Contractual %
Data Entry Operator	₹ 26,000.00	₹ 13,000.00	₹ 1,560.00	₹ 0.00	150	₹ 1,690.00	₹ 0.00	₹ 22,600.00	Gross + Contractual %
Data Entry Operator-1	₹ 26,826.00	₹ 13,413.00	₹ 1,609.56	₹ 0.00	150	₹ 1,743.69	₹ 0.00	₹ 23,322.75	Gross + Contractual %
Clerk Cum Computer Operator	₹ 21,000.00	₹ 10,500.00	₹ 1,260.00	₹ 157.50	130	₹ 1,365.00	₹ 682.50	₹ 17,405.00	Gross + Contractual %
Clerk Cum Computer Operator-1	₹ 21,723.00	₹ 10,861.50	₹ 1,303.38	₹ 0.00	130	₹ 1,412.00	₹ 0.00	₹ 18,877.63	Gross + Contractual %
Computer Operator	₹ 17,620.00	₹ 8,810.00	₹ 1,057.20	₹ 132.15	130	₹ 1,145.30	₹ 572.65	₹ 14,582.70	Gross + Contractual %
Senior Peon	₹ 24,723.00	₹ 12,361.50	₹ 1,483.38	₹ 0.00	130	₹ 1,607.00	₹ 0.00	₹ 21,502.63	Gross + Contractual %
Office Attendant	₹ 19,000.00	₹ 9,500.00	₹ 1,140.00	₹ 142.50	130	₹ 1,235.00	₹ 617.50	₹ 15,735.00	Gross + Contractual %
Office Attendant-1	₹ 19,620.00	₹ 9,810.00	₹ 1,177.20	₹ 147.15	130	₹ 1,275.30	₹ 637.65	₹ 16,252.70	Gross + Contractual %
Peon Cum Helper	₹ 15,517.00	₹ 7,758.50	₹ 931.02	₹ 116.38	130	₹ 1,008.61	₹ 504.30	₹ 12,826.70	Gross + Contractual %
Security	₹ 15,517.00	₹ 7,758.50	₹ 931.02	₹ 116.38	130	₹ 1,008.61	₹ 504.30	₹ 12,826.70	Gross + Contractual %
Housekeeping	₹ 15,517.00	₹ 7,758.50	₹ 931.02	₹ 116.38	130	₹ 1,008.61	₹ 504.30	₹ 12,826.70	Gross + Contractual %
Sweeper	₹ 15,517.00	₹ 7,758.50	₹ 931.02	₹ 116.38	130	₹ 1,008.61	₹ 504.30	₹ 12,826.70	Gross + Contractual %

Billing Format: -

- **(Total Gross + Contractual %) + G.S.T = Final Bill Amount (Including all Taxes)**

Defect Liability Period: -

24 (Twenty-Four) Months:

30% of the security deposit shall be refunded to the contractor on expiry of 01 (One) years from the actual date of completion of the work.

The rest 70% of the security deposit shall be refunded to the contractor on expiry of 02 (Two) years from the actual date of completion of the work.

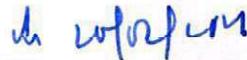

Chief Executive Officer
W.B. Khadi & V.I. Board

Memo No: 600/197 /ESTB(27)/2022-23

Date: 20.02.2026

Copy Forwarded for Necessary Information:

1. The Hon'ble Chairman of the Board, WBKVIB
2. The Joint Secretary, MSME&T Dept.
3. The Special Secretary, MSME&T Dept.
4. The FA & CAO, WBKVIB
5. The AEO, WBKVIB
6. The PO(R&T), WBKVIB
7. The PEO, WBKVIB
8. The Executive Engineer, WBKVIB
9. Notice Board / Website


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

PRE-QUALIFICATION APPLICATION

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

Ref: - Tender No:.....

For.....

(Name of work)

ENIT 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: -
and capacity which applicant is made.

Signature of applicant including title

The WBKVIB.

Annexure: - 'X'

Affidavit

(To be furnished in Non – Judicial Stamp paper of Rs. 100/- of appropriate value duly notarized)

Ref: ENIT 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:

To be Submitted in Firm Letter Head

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