

# West Bengal State Minor Irrigation Corporation Limited

(A Govt. of West Bengal Undertaking) CIN: UO1401WB1974SGCO29214

## Office of the Managing Director,

5, Mustaque Ahmed Street, Kolkata-700016.

E-mail: wbsmic2252@gmail.com

### **NOTICE INVITING e-QUOTATION No.-03/2023-24/MD/WBSMICL**

#### **1. INVITATION:**

e-Quotations are invited by the Managing Director, West Bengal State Minor Irrigation Corporation Limited (A Govt. of West Bengal Undertaking), 5, Mustaque Ahmed Street, Kolkata-700016 on behalf of the Governor of West Bengal for the following works through e-tendering from eligible, bona fide, resourceful and experienced working Tax Consultant/Tax Consultant Firm having sufficient credential and financial capability for execution of works of same/similar nature.

A short description of the works whose Tender is invited for, is given below:-

Sl. No	Name of Work	Token Earnest Money Deposit (in Rs.)	Period of Work	Location	Eligibility Criteria
1	2	3	4	5	6
1	Engagement of <b>Tax Consultant</b> on Contractual basis for the period of one year from 01.10.2023 to 30.09.2024.	6000/-	One year from 01.10.2023 to 30.09.2024	West Bengal State Minor Irrigation Corporation Limited (A Govt. of West Bengal Undertaking), 5, Mustaque Ahmed Street, Kolkata-700016	Refer to <b>Clause no. 4:</b> Eligibility criteria for participation in the tender.

b) **Tender fees** – Entire set of e-tender documents are made available free of cost through the state Government e-tender portal having URL <http://wbtenders.gov.in> and also documents are available free of cost in the office of Tender Inviting Authority.

c) In the event of e-Filling, intending bidder may download the Tender document from the website: <http://wbtenders.gov.in> directly by the help of Digital Signature Certificate and Earnest Money may be remitted as mentioned in the earnest money clause.

Technical Bid and Financial Bid both shall be submitted online concurrently duly digitally signed in the Website <https://wbtenders.gov.in> as per time schedule stated herein under.

The financial offer of the prospective bidders will be considered only if the Tenderer qualifies in the Technical Bid. The decision of the Managing Director, West Bengal State Minor Irrigation Corporation Limited, Kolkata, will be final and binding on all concerned and no challenge against such decision will be entertained. The list of the qualified bidders will be displayed in the website on the scheduled date and time.

d) The intending bidder must read the terms and condition of the NIT carefully. He/She should particularly go through the eligibility criteria required and satisfy himself of the requirements for eligibility. He/She should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

e) All information posted on the website consisting of NIT and related documents, Form 2911, BOQ, Specification, Corrigendum etc. and Drawings if any, shall form part of the tender document.

f) The intending Bidders must have Trade License, Valid PAN, Professional Tax Payment Challan/Receipt (up-to-date) for the current year, I.T. Return of Assessment year 2022-23, Valid 15 digit Goods and Service Taxpayer Identification No.(GSTIN) under GST Act, 2017.

#### **2. DATE & TIME SCHEDULE:**

Sl.No.	Particulars of TENDER	Date & Time
1.	Date of uploading of N.I.T. Documents (on line)	14.09.2023 (5.00 P.M)
2.	Documents download start date (on line)	14.09.2023 (5.00 P.M)
3.	Documents download end date (on line)	25.09.2023 (1.00 P.M)
4.	Bid submission start date (On line)	14.09.2023 (5.00 P.M)
5.	Bid Submission closing (On line)	25.09.2023 (1.00 P.M)

6.	Pre-Bid meeting.- Participant should submit their queries in their official letter head prior to beginning of the meeting on the same date	21.09.2023 (1.00 PM)
7.	Bid opening date for Technical bid (On line)	27.09.2023 (1.30 P.M)
8.	Date of uploading list for Technically Qualified Bidder (On line)	TO BE NOTIFIED LATER
9.	Date for opening of Financial Proposal (On line)	TO BE NOTIFIED LATER
10.	Date of uploading of list of bidders along with their rates through on line.	TO BE NOTIFIED LATER
11.	Location of Bid opening	Office of the Managing Director, West Bengal State Minor Irrigation Corporation Limited (A Govt. of West Bengal Undertaking), 5, Mustaque Ahmed Street,
12.	Location of Pre-bid meeting	Office of the Managing Director, West Bengal State Minor Irrigation Corporation Limited (A Govt. of West Bengal Undertaking), 5, Mustaque Ahmed Street, Kolkata-700016

### **3. EARNEST MONEY DEPOSIT (EMD):**

Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Pay- order, Bankers Cheque etc. has been completely dispensed with for all e-tenders/e-procurements of the State Government w.e.f 1st September, 2016. Intending bidders desiring to make payment of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated by the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT.

#### **A. Login by bidder:**

- A bidder desirous of taking part in an e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.
- He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-tender by selecting from either of the following payments modes:
  - Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;
  - RTGS/NEFT in case of off-line payment through bank accounts in any Bank approved by RBI in India.

#### **B. EMD payment procedure:**

##### **a. Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:**

- On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank PaymentGateway webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.
- Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- Bidder will receive a confirmation message regarding success/failure of the transaction.
- If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the tendering authority.
- If the transaction is failure, the bidder will again try for payment by going back to the first step.

##### **b. Payment through RTGS/NEFT:**

- 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.
- The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
- Once payment is made, the bank would provide an “UTR remittance number” for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- If verification is successful, the fund get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD.

v). Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre assigned last date of submission of e-tender.

vi). But if the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account. Note: EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-tender final bid submission. Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed within last date of on-line submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.

Vii) Approved documents for availing exemption of EMD should be uploaded as per scheduled time.

**C. Refund/Settlement Process for EMD:**

- i). After opening of his/her 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 bid as successful or unsuccessful which will be made available along with the details of the unsuccessful bidders 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 bidders' bank accounts from which they made the on-line EMD transaction. Such refund will take place within T+2 Bank working days where T will mean the date on 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 and L2 bidders will be refunded, through an automated process, to the respective bidders' 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/her bank account from which he/she had 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 bidder is uploaded to the e-Procurement portal by the Tender Inviting Authority.
- v). As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal and the EMD of the L1 Bidder for tenders of the Corporation(WBSMICL) will automatically get transferred from the pooling account to the respective linked bank accounts of the Corporation(WBSMICL) along with the bank particulars of the L1 bidder.
- vi). All refunds will be made mandatorily to the Bank account from which the payment of EMD and Tender Fees (if any) were initiated.
- vii). If the e-tender is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Tender Inviting Authority.

#### **4. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER:-**

- (a) The prospective bidders shall have satisfactorily completed (**Completion Certificate issued by a Competent Authority**) as a prime agency in any year during the **last 5 (Five) years** prior to the date of issue of this notice at least one single work of same/similar nature of Tax Consultancy for any Govt./ Semi-Govt./ Govt. Authorized organization's under the authority of State/Central Govt., State/Central Govt. Undertaking/ Statutory Bodies constituted under the statute of the Central/State Govt..

The bidder should have Registration and Practicing Certificate of the firm.

- (b) Valid PAN Card, Professional Tax receiptsChallan for the current year, 'ITR' for the last 3 years, Trade License, GST registration Certificate to be accompanied with the Technical Bid document.
- (c) A prospective bidder shall be allowed to participate in the particular job either in the capacity of individual or as a partner of a firm. (Non-Statutory Documents).
- (d) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum (Non Statutory Documents).

**5. LOCATION OF WORK:** AtWest Bengal State Minor Irrigation Corporation Limited (A Govt. ofWest Bengal Undertaking), 5, Mustaque Ahmed Street, Kolkata-700016.

- 6. G.S.T, I.T, Constructional Labour Welfare Cess& OTHERS Taxes as applicable as per Govt. Norms will be deducted from every bill of the selected agency. GST, ITRoyalty& all other statutory levy/Cess will have to be borne by the contractor.
- 7. The bidders shall quote their rates for **all items**accordingly considering that no escalation and/ or price adjustment will be allowed by the Department there under any circumstances.
- 8. Bids shall remain valid for a period of **120 days** (One hundred twenty days) from the date of opening of Financial Bid. If the bidder withdraws the bid during the period of bid validity, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- 9. **Issuance of work order as well as Payment will depend on availability Fund and no claim whatsoever will be entertained for delay issuance of work order as well as payment. If any, intending tenderers may consider these criteria while quoting their rates.**
- 10. The TENDERdocument shall be filled up in English. All literatures and correspondence in connection with this Tendershall be in English.

**11. Quoting of Rate / Price in the BOQ:**

- a) Bidder shall have to quote **rate**for all items in the BOQ including all taxes and demand. **Evaluation will be done on the basis of the total quoted amount.**
- b) The **rate** should be quoted for all items inclusive of all necessary expenditures/demands to cover all incidental factors like location, condition, prevailing taxes and approachability. No extra claim on any ground shall be entertained.
- c) The price should be firm, final, and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, component, labour cost etc. and any change of statutory levies till the completion of the supply as per order.

**No off-line Tender will be entertained.**

**12. Execution of agreement:** Successful Bidder shall have to execute **agreement in duplicate** in West Bengal Form No-2911 with the TENDER Inviting Authority within 15(Fifteen) days from the date of issue of contract award. Agreement will be executed after purchasing the TENDER document from the office of the Managing Director, West Bengal State Minor Irrigation Corporation Limited, Kolkata, on producing the receipt generated from **GRIPS** Portal of the amount as will be prescribed in the Work order. Failure to execute the agreement within the stipulated time frame may lead to forfeiture of the earnest money and annulment of TENDER. The Formal Agreement comprises of the following documents and forms a part of the agreement.i) W.B.F.No. 2911, ii) N.I.Q., iii) Copy of Work order, iv) Earnest Money, if any

13. The offer of the prospective bidders will be considered only if the Bidder qualifies in the technical requirements. The decision of the Managing Director, West Bengal State Minor Irrigation Corporation Limited, Kolkata, will be final and binding on all concerned and no challenge against such decision will be entertained. All the documents submitted by the bidders should be properly indexed & self-attested with seal.

14. No escalation and/ or price adjustment will be allowed by the Corporation under any circumstances. The contract signed with the successful bidder/s may be extended up to twelve (12) months on the same terms and conditions and by mutual consent between the vendor and the purchaser.

15. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Managing Director, West Bengal State Minor Irrigation Corporation LimitedKolkata, reserves the right to reject any or all the offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at any stage of Bidding.

**16. NO CONDITIONAL / INCOMPLETE TENDERwill be accepted under any circumstances.**

17. In case if there is any objection regarding qualifying of the Agency in the Bid that should be lodged to the Managing Director, West Bengal State Minor Irrigation Corporation Limited , Kolkata, within 2 days from the date of publication of list of qualified Agency and beyond that time schedule no objection will be entertained.

18. TheTENDERinviting authority may verify the credential & other documents of theBidders with the original if found necessary at any time. After verification, if it is found that such documents submitted by the bidder are either manufactured or false, in that case, acceptance cum work order will not be issued in favour of the bidder under any circumstances and will follow the forfeiture of earnest money.

19. All intending bidders are requested to be present in the office of the 'Managing Director, West Bengal State Minor Irrigation Corporation Limited, Kolkata, during opening of the bid and Managing Director, West Bengal State Minor Irrigation Corporation Limited, may call Open Bid/ Seal Bid after opening of the said bid to obtain the suitable rate further, if it is required. No objection in this respect will be entertained raised by any bidder who will be present during opening of bid, or from any bidder who will be absent at the time of opening of bid. Only valid Bidder will be entertained in the bid further.

20. The TENDERnotice along with the special terms and conditions any addendum and corrigendum shall form part and parcel of the TENDER.

**21. Responsive Tenderer:** TENDERER fulfilling all conditions and criteria set forth and qualifying in Technical Bid as well as making submission of Financial Bid in stipulated manners shall be considered responsive.

22.The tender inviting Authority can call open / seal BID after opening the BID to obtain suitable rate ( if required). All the Bidder/ Authorized representatives may be present at the time of opening of the Open BID/Seal BID.

23. Before issuance of the work order, the tender inviting authority may verify the credential, financial capacity, audit balance sheets & other documents of the lowest tenderer in original if found necessary. After verification, if it is found

that such documents submitted by the lowest tenderer are either manufactured or false, in that case, work order will not be issued in favour of the tenderer under any circumstances and will follow the forfeiture of earnest money.

24. The Bidder must upload the only required particular documents preferably in PDF format virus free copy and He/She should not unnecessary upload the documents like different work orders and execution certificates & others etc. except the required one only. Otherwise, it will be difficult & time consuming for down loading and verification of the documents. Hence, his/her bid may not be considered or accepted by the Managing Director, West Bengal State Minor Irrigation Corporation Limited.

25. All bidder(s) must have Office in Kolkata, West Bengal.

26. **INVITING AUTHORITY:** Managing Director, West Bengal State Minor Irrigation Corporation Limited (A Govt. of West Bengal Undertaking), 5, Mustaque Ahmed Street, Kolkata-700016.

**Sd/-**  
Managing Director  
West Bengal State Minor Irrigation Corporation Limited  
(A Govt. of West Bengal Undertaking)

***Memo No. 577(8)***

***Dated, Kolkata, the 14.09.2023***

Copy forwarded for information and wide circulation to:-

1. The Director of Information & Cultural Affairs, Govt. of West Bengal, NABANNA, Mandirtala, Howrah-711102.
2. The Chairman, WBSMIC Ltd., 5, Mustaque Ahmed Street, Kolkata-700016.
3. The Principal Secretary, WRIDD, KhadyaBhavan, Block-A, 6<sup>th</sup> Floor, MirzaGhalib Street, Kolkata.-700087.
4. The Engineer-in-Chief & Ex-Officio Secretary, WRIDD, KhadyaBhavan, Block-A, 6<sup>th</sup> Floor, MirzaGhalib Street, Kolkata.-700087.
5. The Project Engineer, WBSMIC Ltd., 5, Mustaque Ahmed Street, Kolkata-700016
6. The F.A. & C.A.O., WBSMIC Ltd., 5, Mustaque Ahmed Street, Kolkata-700016
7. Accounts Section of this office.
8. Office Notice Board.

**Sd/-**  
Managing Director  
West Bengal State Minor Irrigation Corporation Limited  
(A Govt. of West Bengal Undertaking)

## **SPECIAL TERMS AND CONDITIONS**

Notwithstanding anything contrary to the conditions laid down in W B Form No. 2911(i)/(ii), the following terms and condition shall apply for execution of the work under this contract:-

1. No claim out of typing, printing, arithmetical and/or clerical mistakes anywhere in the tender shall be entertained.
2. In case of confusion over any clause/terms/conditions of the tender the decision of the Managing Director, West Bengal State Minor Irrigation Corporation Limited shall be final and binding.
3. The rates are inclusive of all necessary expenditures/demands to cover all incidental factors like location, condition and approachability.
4. No escalation of rates within the validity period of the tender shall be entertained under any circumstances.
5. **Time is the essence of the contract** and the contractor shall have to put in full endeavour to maintain the target schedule by arranging adequate manpower force for completion of the work within the stipulated completion period. Under normal circumstances no extension of time shall be allowed.
6. The work shall be carried out strictly according to the tendered schedule of work and specification laid down therein. No extra or supplementary item of work shall be taken up nor shall any deviation from scheduled specification or drawing be made without prior written approval of the Engineer-in-charge.
7. The workmanship and finishing of the work should be of first class and up to the entire satisfaction of the Engineer-in-charge.
8. All provisions of labour laws including all amendments thereof shall be strictly followed by the contractor for execution of the work under this contract.
9. All bidder(s) must have Office in Kolkata, West Bengal with all registration for payment of taxes & duties of the state.
10. Cess will be deducted from the bill amount as per prevailing Govt. norms.
11. If, any item not included in the schedule, the payment of the same will follow observing supplementary tender formalities.
12. The engagement of Contract labour by the Agency should comply with the provisions of various Labour Laws including Contract Labour (Regulation & Abolition) Act,1970 and minimum wages etc. should comply with the Notification (Memo No. 795-I.R,dated 1.09.2009) of Deptt. OfLabour, Govt. of West Bengal & ESI Act 1948 and EPF & Misc. Fund Act 1952, if applicable. Provisions of the accidental benefits of the labours /employees of the Tenderer are to be born solely by the tenderer. Any type of claim regarding any accident will not be entertained.
13. Insurance charges, if any, are to be borne by the tenderer.
14. If the tenderer fails to make execute the works within the time specified or any granted extended period, tender inviting authority may by written notice to the tenderer, terminate the right of the tenderer to proceed with any or all the remaining part of the contract. Such breach by the tenderer will result in the forfeiture of Tenderer's security deposit.
15. The successful tenderer shall **execute agreement with the Managing Director, West Bengal State Minor Irrigation Corporation Limited** within stipulated days from the date of issue of acceptance letter from the Managing Director, West Bengal State Minor Irrigation Corporation Limited. The agreement shall be made in duplicate in W B Form no. 2911 (i)/(ii) after purchasing set of tender documents in duplicate from the office of Managing Director, West Bengal State Minor Irrigation Corporation Limited on payment of stipulated charges through GRIPS.
16. **Payment:** Payment will be made after satisfactory performance of work on submission of bill in triplicate and on the availability of fund & on the basis of measurement of executed works completed in all respect as per price schedule by the Managing Director, West Bengal State Minor Irrigation Corporation Limited, after **deduction of income tax, GST, Cess etc.**
17. All Govt. Taxes will be applicable as per existing rate from time to time as per govt. rules.

18. The service shall be reviewed at any time during the period of contract and if found unsatisfactory, the contract may be terminated. No claim on any ground for such termination shall be entertained.
19. The work contract is for 1(one) year initially and may be extended for another 1(One) year based on satisfactory work performance of the firm succeeded in getting award of contract at the same cost and same terms & conditions.
20. The bidder shall provide an adequate proper manpower to complete the work in specified time period and best possible manner.
21. The bidder shall also have facility to provide Technical support through telephone and eMail.
22. The commencement date may vary depending on the final approval from authority.
23. The concern has full rights to cancel this contract prior to one month notice.

**Scope of Work:**

1. Income Tax Annual Return /Revised return filling on behalf of WBSMICL Ltd. for current year as well as for arrears.
2. Filing CIT appeal against Scrutiny Orders, filing Rectification Petitions for current year as well as for arrears.
3. Appearance and submission before the Income Tax Officer alongwith reply against Penalty Proceedings for current as well as for arrears.
4. To Coordinate in filling Annual Income Tax Returns with proper documents.
5. The agency shall file Quarterly and Annual TDS returns also.
6. GST Return/Revised return filing on behalf of WBSMICL for current year as well as for arrears, if any.
7. To Coordinate in filling Annual Income Tax Returns with proper documents.
8. The agency shall provide the services of assisting in preparation and compilation of various statements and returns applicable for GST from time to time in a time bound manner and also its reconciliation with the tax liability.
9. The agency shall apprise WBSMICL about compliance of various statutory provisions under the GST Act and its amendment from time to time as applicable.
10. To coordinate in filling periodically return of Income Tax and GST.
11. Any other works relating to Income Tax and GST that may arise time to time.

**Sd/-**  
Managing Director  
West Bengal State Minor Irrigation Corporation Limited  
(A Govt. of West Bengal Undertaking)

## INSTRUCTION TO BIDDERS

Instruction / Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

### **1. Registration of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.

### **2. Digital Signature certificate (DSC):**

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Information'sCentre (NIC) on payment of requisite amount details are availableat the Web Site stated in Clause-1 of Guideline to Bidder. DSC is given as a USB e-Token.

### **3. Collection of Tender Documents:**

The contractor can search & download NIT & Tender Documents electronically from computer once he/she logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### **4. Participation:**

Normally, any contractor can submit tenders online depending on his credential and financial capability.

### **5. Submission of Tenders:**

#### **5.1 General process of submission:**

Tenders are to be submitted through online to the website stated above in two folders, one in **Technical Proposal**& the other is **Financial Proposal** before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**5.2 Technical proposal:**The Technical proposal should contain scanned copies of the following in two covers (folders):-

#### **A-1. Statutory Cover Containing:**

- i) Prequalification Application (attached).
- ii) Tender form no. 2911(ii) & NIT with all agenda & corrigendum (download & upload the same Digitally Signed). *Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(ii), the tender liable to be summarily rejected.*
- iii) Special Terms Conditions.

#### **A-2. Non Statutory/ Technical Documents Cover Containing:**

- i) Professional Tax (PT) deposit receipt challan for the current financial year,valid PAN Card, (ITR) for the latestfinancial year, valid GST Registration Certificate.
- ii) Registration Certificate under Company Act. (If any)
- iii) Registered Deed for partnership Firm/ Article of Association & Memorandum (if any).
- iv) Power of Attorney (For partnership Firm/ Private Limited Company, if any)
- v) Clearance Certificate for the Current year issued by the Assistant Register of Co-Op(s) (ARCS) by laws are to be submitted by the Registered labour Co-Op(s) Engineers' Co-Opt(s).
- vi) List of machineries and labour force possessed by own (if any)
- vii) Credential certificates for completion of at least one same/similar nature of work under the authority of state/central Govt. statutory bodies under State/Central Govt. constituted under the statute of the state/State Govt. (**as per Eligibility criteria for participation in tender**).
- viii) All other documents as per clause 4 in page-2.

*Note: Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to be summarily rejected for both statutory & non statutory cover.*

**THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents” to send the selected documents to Non statutory folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

SI No.	Category Name	Sub -Category Description	Documents to be uploaded
A.	Certificate(s)	Certificate(s)	1) Valid 15 digit Goods and Service Taxpayer Identification No.(GSTIN) 2) PAN , 3) Last 3 years Financial Year I.T return 4) Professional Tax deposit Challan for the current year
B.	Company Detail(s)	Company Details	1) Trade License 2) Registered Partnership Deed. 3) Incorporation Certificate, Trade License for Limited Company. 4) Power of Attorney of the authorized signatory of the Bid to commit the Bidder for partnership Firm / Limited Company.
C.	Credential	Credential-1	Single same/Similar nature of work done & completion Certificate which is applicable for eligibility etc.
D	Certificate	Certificate	Registration and Practicing certificate of Firm.

**5.3. Financial proposal:**

- i). The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ) the contractor is to quote the rates online through computer in the space marked for quoting rate in the BOQ.
- ii). Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

**6. Opening& evaluation of tender:**

Opening of Technical proposal:-

Technical proposals will be open by the ExecutiveEngineer (A.M), Kolkata (AM) Resources Division.

- i).Intending tenderers may remain present if they so desire.
- ii).Cover (folder) statutory documents would be open first & if found in order and correct, cover (Folder) for non statutory documents will be opened. If there is any deficiency in the statutory& non statutory documents the tender will summarily be rejected.
- iii). Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded& handed over to the tender evaluation committee.
- iv) Before Uploading of summary list of technically qualified tenderers, original documents may be checked if required.

*NB: While evaluation, the TIA may summon of the tenderers & seek clarification /information or additional documents or original hard copy of any of the documents already submitted& if there are not produced within the stipulated time frame, their proposals will be liable for rejection.*

Opening and evaluation of Financial Proposal:-

- i) Financial proposals of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.
- ii) The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

**7. Acceptance of Tender:**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in W.B.F. No. 2911(ii) will incorporate all necessary documents e.g. N.I.T. all corrigendum, special terms & condition ,specification of work, different filled up forms ,B.O.Q. and the same will be constituted between the Accepting Authority and the successful Bidder.

**8. Special terms & Conditions:**

Special Terms & Conditions of the Tender are attached with this notice.

**9. Penalty for suppression / distortion of facts:**

Submission of false document by tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

**10. REJECTION OF BID:**

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority)action.

**Sd/-**

Managing Director  
West Bengal State Minor Irrigation Corporation Limited  
(A Govt. of West Bengal Undertaking)

## **PRE-QUALIFICATION APPLICATION**

To  
The Managing Director,  
West Bengal State Minor Irrigation Corporation Limited  
(A Govt. of West Bengal Undertaking),  
5, Mustaque Ahmed Street, Kolkata-700016.

Ref: e-NIQ No -**03/2023-24/MD/WBSMICL**

Dear Sir,

Having examined the Statutory, Non statutory & NIQ documents, I/we hereby submit all the necessary information and relevant documents for evaluation.

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 application without assigning any reason.

**Address:**

Name of Bidder(s):-----

Mobile No (s): -----

E-mail address: -----

Office address: -----

GST No. : -----

PAN No. : -----

Enclo: e-Filing:-

Statutory Documents.

Non Statutory Documents.

Financial Document.

Date :

Signature of applicant