



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF COMMERCIAL TAXES
14, BELIAGHATA ROAD, KOLKATA – 700015

TENDER NO: DOCT/ST(HK)/e-NIT52/2026-27

DATE: 18-05-2026

Name of the Work: Engagement of agency for providing Housekeeping/ Scavenging Services at the Office of the Commissioner, Commercial Taxes, situated at Jalsampad Bhawan, Sector-I, Salt Lake, PIN-700091.

Electronic Tenders are invited from eligible, registered, experienced, resourceful and bona fide bidders for providing Housekeeping/ Scavenging Services at the Office of the Commissioner, Commercial Taxes, situated at Jalsampad Bhawan, Sector-I, Salt Lake, PIN-700091, as per details given below.

Interested bidders must go through and review this 'Notice Inviting Tender' carefully before submitting bids and ensure that they can meet all the requirements stipulated in this NIT and can achieve the desired objectives of the required services. The Tender shall be electronically submitted in the website: <https://wbtenders.gov.in>.

1) e-Tender Schedule:

The schedule which will be followed during this tender process is mentioned below. The Tender Inviting Authority, if required, may extend the deadline for submission of the bids only by issuing a Corrigendum.

<u>SUBMISSION & OPENING OF TENDER</u>	
Publish date & time	18 th May, 2026 at 06:00 P.M.
Documents download/ sale start date	18 th May, 2026 at 06:30 P.M.
Bid submission start date	18 th May, 2026 at 06:30 P.M.
Last date of submission of e- tender at the website https://wbtenders.gov.in	19 th June, 2026 at 06:30 P.M.
Date of opening of the Technical Bid of Tender:	22 nd June, 2026 at 11.30 A.M.
Date of opening of the Price Bid of Tender:	To be informed later on

Quality is the essence of the services to be rendered. Services are to be performed to the satisfaction of this Directorate. Tax invoices/ Bills for the said services rendered will have to be raised on monthly basis for a calendar month or part thereof, as the case may be, and are required to be submitted within the 15th of the month next to the concerned month along with proof of payment to the operating work force and proof of satisfactory discharge of all the statutory obligations under applicable Laws. No advance payment will be made.

2) Scope of Work

Providing housekeeping/ scavenging services from 7 a.m. to 7 p.m. in suitable shifts at the following office premises, **by deploying such number of housekeeping/scavenging personnel (category wise)** as detailed below:

<u>Name of the Office and Address</u>	<u>Nature of Service and Manpower Requirement</u>	<u>Remarks</u>
Office of the Commissioner, Commercial Taxes, situated at Jalasampad Bhawan, Sector-I, Salt Lake, PIN-700091.	<u>01 (one) semi-skilled and 21 (twenty-one) unskilled personnel for housekeeping/ scavenging services</u>	The appropriate Minimum Rates of Wages for Zone A , as notified in Labour Commissionerate, Govt. of West Bengal Circular No. 06/Stat/14/RW/24/2023/LCS/JLC, dated 09-01-2026, for sweeping and cleaning services, will be applicable for submission of bids for the required categories of housekeeping/ scavenging personnel at the said office premises.

Housekeeping/scavenging services will include performance of duties in respect of the following:-

- i) Providing housekeeping/scavenging services from 07.00 a.m. to 07.00 p.m. in suitable shifts at the Office of the Commissioner, Commercial Taxes, situated at Jalasampad Bhawan, Sector-I, Salt Lake, PIN-700091, and supervising proper day-to-day maintenance of cleanliness of the entire office premises, as per requirements of the Office Authorities.
- ii) Cleaning, washing, disinfecting all furniture, toilets, office appliances, windows, doors, hardware etc.
- iii) Vacuum cleaning, sweeping, mopping and tidying all floors.
- iv) Clearing dust on the office premises.
- v) Disposing of all garbage found on the office premises.
- vi) Room shifting.
- vii) Furniture shifting.
- viii) Arranging for key making services.
- ix) Gardening and beautification.
- x) Observance of instructions pertaining to proper maintenance of public health and hygiene issued by the competent Authorities from time to time, and
- xi) Any other work related to providing housekeeping/scavenging services at the entire office premises.

3) **Eligibility Criteria & Disqualifications:-**

(A) **The intending bidder must fulfil the following eligibility criteria and should have -**

- i) A permanent office address in West Bengal (Bidder Information Sheet as per **Annexure -A** in bidder's letterhead is to be filled up, signed & stamped and uploaded).
- ii) Valid Trade Licence, at the principal office address in West Bengal, **specifically for providing housekeeping/ scavenging services.**
- iii) Valid PAN card.
- iv) Valid Profession Tax Enrolment Certificate and Profession Tax Registration Certificate with current Profession Tax Payment Challans/ current Profession Tax Payment Certificate, as applicable in the state of West Bengal.
- v) Valid GST Registration Certificate.
- vi) Valid EPF Registration Certificate.
- vii) Valid ESIC Registration Certificate.
- viii) Valid Labour Registration Certificate/Licence.
- ix) At least 03 (three) years' experience in the field of providing housekeeping/scavenging services.
- x) Current Solvency Certificate, not more than 06 (six) months old, from the date of publication of this NIT, issued by any nationalised Bank/reputed private Bank for at least Rs. 30 (thirty) lakhs.
- xi) Experience of rendering similar services to offices under any Government establishment or Government Undertaking or any Private organization of repute for at least complete 01 (one) year in between 01.04.2023 and date of publication of this notice.

(B) **Disqualifications -**

- i) The intending bidder should not be a defaulter under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
- ii) The intending bidder should not be a defaulter under the Employees' State Insurance Act, 1948.
- iii) The intending bidder should not be blacklisted by any Government Department/ Organisation/ undertaking during the period between 01.04.2023 and date of publication of this notice.
- iv) Proprietor/Partner/Director of the bidder should not be convicted in any case by any Court of Law.

A **Declaration** in this regard is to be submitted in bidder's letterhead as per **Annexure -B.**

The Directorate of Commercial Taxes, Govt. of West Bengal, reserves the absolute right to disqualify and summarily reject any bidder(s) at any stage of the tender, if it is found that any service(s) rendered by such bidder(s) to this Directorate was/were previously terminated by this Directorate on grounds of unsatisfactory performance and/or non-compliance with statutory liabilities. The decision of the Tender Committee shall be final and binding in this regard.

4) Restrictions on Procurement from a Bidder of a Country which Shares Land Border with India:

- a) A bidder from a country which shares a land border with India will be eligible to bid only if the bidder is registered with the Competent Authority in terms of G.O. No. 202-F(Y) dated 18.01.2021 of Finance Department, Government of West Bengal read with Office Memorandum bearing F. No. 6/18/2019 – PPD dated 23.07.2020 of the Ministry of Finance, Department of Expenditure, Public Procurement Division, Government of India.
- b) A self-declaration certificate as per **Annexure – C** of this document, is to be filled in and signed by the bidder or its authorised representative in bidder’s letter head and be submitted with proper date and stamp. (Where applicable, evidence of valid registration by the Competent Authority should be attached.)

5) Earnest Money

The bidder shall be required to deposit Earnest Money of Rs. 90,000.00 (rupees ninety thousand only) in Online Mode only (as per Finance Department Memo No: 3975 F(Y) dated 28th July 2016). Regarding EMD, the notifications issued by Government from time to time are applicable. By selecting ICICI Bank Payment Gateway bidder has to pay the EMD amount through net banking and in case of NEFT/RTGS a challan will generate online; in that case bidder has to pay the EMD at their concerned bank branch through NEFT or RTGS mode. No interest would be paid on EMD at the time of refund.

6) Security Deposit

The successful bidder shall be required to furnish Security Deposit in the form of Bank Guarantee from any nationalized Bank / private Bank of repute, issued in favour of the Directorate of Commercial Taxes, West Bengal for an amount equivalent to gross bill value for 01 (one) month estimated at the time of issue of Work Order. The same may be released after successful completion of the agreed contract period. The Security Deposit may be forfeited in the event of any breach of terms and conditions or negligence or un-satisfactory performance by the selected bidder. No interest would be paid on Security Deposit.

7) Technical Bid

- a) Technical bid should contain all the documents like Tender documents along with Annexure, General terms & conditions, Instructions to bidders, self-attested copies of all the documents in support of eligibility etc. All documents must be duly filled in, stamped & signed by the bidder.
- b) Technical bid should contain 02 (two) covers (folders) –1) Statutory Cover & 2) Non-Statutory Cover.
- c) Statutory Cover should **only** contain –1) NIT, 2) EMD payment/exemption document, and 3) Bidder Information sheet in Annexure A, Declaration in Annexure B & Self-declaration Certificate in Annexure C. **No other documents are to be included in this cover.**
- d) Non-Statutory Cover should contain all other mandatory documents as mentioned in **Point No. 8.** Legible photocopies of all documents duly attested by the bidder or his authorized representative are to be submitted.

- e) **Uploading of extra unrelated document is strictly discouraged. Intending bidders are advised to upload the required valid and current documents only, in a proper sequence. A particular document is to be uploaded in the respective cover once only. Bidders are instructed to exercise due care so that they do not upload any document multiple times.**
- f) Only one set of tender document duly signed & stamped on each page by the bidder or his authorized representative shall be electronically submitted. Bidders should specifically note that all pages of tender document are to be electronically submitted by them as a part of their offer. **Price should not be mentioned by them anywhere in the technical bid portion of offer.**
- g) Each bidder should submit a single bid. In case of submission of multiple bids by any individual bidder, all such bids shall not be considered for evaluation and shall be summarily rejected.
- h) On the date of opening of tender, Technical Bid shall be opened first. Non-submission and/or incomplete submission of any of the requisite and valid supporting document(s)/documentary evidence(s)/ Annexure(s) during online submission of bid may result in rejection of the bid during Technical Evaluation.
- i) Financial bid will be opened on the scheduled date and time. In the event of the specified date of bid opening being declared holiday or in case of exigent circumstances or conditions of force majeure, the bid shall be opened at the specified time and location preferably on the next working day, or on a suitable subsequent date as immediately as possible, only in respect of those bidders, whose bids are found technically acceptable.
- j) Each of the bids shall be evaluated as per the criteria and requirements specified in this NIT.
- k) Misleading or false representations of any nature in any document(s)/ certificate(s)/ Annexure(s) submitted as proof of the qualification/requirements will result in rejection of the Bid.
- l) The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to accept or reject any or all offers without assigning any reason thereof and its decision in the matter of evaluation of bids shall be final and binding. In addition, the Directorate of Commercial Taxes, Govt. of West Bengal shall not entertain any correspondence by any means whatsoever from bidders in this matter.
- m) Prior to quoting of rates, the intending bidder may, at his own responsibility and own expense, inspect the premises of the Office of the Commissioner, Commercial Taxes, situated at Jalasampad Bhawan, Sector-I, Salt Lake, PIN-700091, as mentioned in Point No.2, during office hours.
- 8) **An intending bidder shall submit and electronically upload self-attested copies of the following mandatory documents duly valid and up to date (Non-Statutory Cover)**
- a) Trade license, at the principal office address in West Bengal, specifically for providing housekeeping/ scavenging services.
- b) PAN Card.
- c) Both Profession Tax Registration Certificate and Enrolment Certificate with current P. Tax payment challans/current P. Tax Payment Certificate, as applicable in West Bengal.
- d) GST Registration Certificate.
- e) EPF Registration Certificate.
- f) ESIC Registration Certificate.
- g) Labour Registration Certificate/ Licence.

- h) Income Tax Returns/Acknowledgements for the three assessment years (AY 2023-2024, AY 2024-2025, AY 2025-2026).
- i) Audited Balance Sheet & Profit & Loss A/c for last three financial years (FY 2022-2023, FY 2023-2024, FY 2024-2025).
- j) Firm/Company incorporation documents (Certificate of Incorporation and Memorandum and Articles of Association for companies and Partnership Deed for partnership firms).
- k) Current Solvency Certificate, not more than 06 (six) months old, from the date of publication of this NIT, issued by any nationalised Bank/reputed private Bank for at least Rs. 30 (thirty) lakh.
- l) Credential Certificate of at least 03 (three) years' experience in the field of providing housekeeping/scavenging services.
- m) Credential Certificate of rendering similar services to any Government establishment or Government Undertaking or Private Organisation of repute for at least complete 01(one) year during the period between 01.04.2023 and date of publication of this notice.

Unrelated documents and documents beyond the stipulated period should not be uploaded.

9) Financial Bid

- a) Price should be quoted online only in the "Bill of Quantities (BOQ)" in the space marked for quoting rates in 'price schedule' format. Rates per head per month, category wise, should be quoted for housekeeping/ scavenging personnel (both for semi-skilled and unskilled), both in figures as well as in words, including service charges and applicable taxes. The quoted rates should comply with all statutory requirements like Minimum Wages as notified by the Labour Department, Govt. of W.B. from time to time and other statutory norms as per applicable Laws.
- b) In case of discrepancy between rate quoted in figures and that in words, the lower will be accepted as offered rate.
- c) Prospective bidders may specifically note that if the bidder quotes '**Zero/NIL**' Service Charges for any/all category(s) of housekeeping/ scavenging personnel or leaves the corresponding entries in BOQ as blank, the bid shall be treated as unresponsive and rejected. **Bidders should submit their price bids, including service charges, rounded up to the next whole rupee only, for all the relevant fields/ respective cells of the B.O.Q. format. Incorrect price bids are liable for rejection.**
- d) The financial bid of the prospective bidder will be considered only if the technical bid is found qualified. The decision of the Directorate of Commercial Taxes, Govt. of West Bengal in this regard, shall be final and binding.

10) Mode of submission of Bid

All documents and corresponding information are to be obtained, shared and submitted only through e-tender process. **No manual submission of documents, etc. will be entertained. Canvassing in any form by any bidder will be treated as disqualification and may result in rejection of the Bid.**

11) Terms & conditions

- a) Multiple bids by a single bidder shall not be accepted.
- b) Joint ventures will not be entertained.
- c) There will be no sub-letting of the Contract.
- d) The intending bidders should clearly understand that whatever may be the outcome of the present invitation of bids, no cost of bidding is reimbursable and the Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to reject any or all the bid(s) prior to the issuance of Work Order, without assigning any reason thereto and / or not to place any Work Order even after selection and is not liable for any cost/damages that might have been incurred by any bidder at any stage of bidding.
- e) The quoted rate must be valid for a period of **180** days from the date of opening of the tender. If any bidder quotes rates for validity shorter than the required period, the same will be treated as unresponsive and will be summarily rejected.
- f) In case the bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit (EMD) shall be forfeited without assigning any reason thereof. The bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original offer.
- g) Tenders with incomplete/ incorrect information, subjective and conditional offers as well as partial offers will be liable for rejection.
- h) Tenders with variance / contradiction between Technical Bid and Financial Bid will also be liable for rejection. Further, tenders submitted without any of the mandatory statements/ documents / annexure of the bidders are liable for rejection.
- i) The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to call for any document/ clarification/ explanation from bidder, if felt necessary in the process of tender evaluation.
- j) The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to divide the contract amongst any number of bidders, if required so.
- k) The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to relax the pre-requisites and/or negotiate the rates, terms and conditions with the lowest bidder or any of the other bidders to ascertain the suitability of the acceptable offer.
- l) In case of tie among the lowest bidders the provisions of Memorandum No.2320 – F(Y) dated 07.06.2022 of Finance Department, Government of West Bengal would be followed.
- m) The lowest bidder shall have to submit hard copies of the documents, uploaded at the time of submission of bid, along with acceptance letter to the Tender Inviting Authority. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and will be dealt with accordingly as per provisions of law including blacklisting of the bidder.
- n) If at any stage before or after the issuance of WORK ORDER, upon verification of the credentials and/or other documents of the lowest bidder, it is found that the document(s)/self-declaration submitted by such bidder is incorrect/ false/ fabricated/ manufactured, WORK ORDER will not be issued in favour of such bidder under any circumstances, or may be withdrawn at any stage of the contract subsequently.

- o) If at any stage before or after the issuance of WORK ORDER to the lowest/ most successful bidder, it is found that the agency's services rendered previously within this Directorate were terminated on grounds of unsatisfactory performance and/or non-compliance with statutory liabilities, WORK ORDER may not be issued in favour of such bidder, or may be withdrawn at any stage of the contract subsequently. The decision of the Special Commissioner, Commercial Taxes (Admin.) & Tender Inviting Authority shall be final and binding in this regard.
- p) The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right not to issue any Work Order for the work as mentioned in this NIT even after selection of the successful bidder.
- q) The agency selected for engagement shall have to enter into a formal agreement with the Directorate of Commercial Taxes, West Bengal.
- r) The contract shall be initially for 01(One) year which may be extended for further period if considered necessary. The authority holds the right to terminate the contract for breach/ violation of terms and conditions by the selected bidder at any time without any notice or assigning any reason and in addition can blacklist the agency. The selected bidder may terminate the contract by giving three (03) months' prior notice in writing.
- s) The selected bidder shall be responsible for compliance with all applicable Laws/Acts, including the Minimum Wages Act, 1948, Payment of Bonus Act, 1965, provisions of EPFO and ESIC and other related Labour Laws and also for making payment of monthly wages to the personnel deployed by him in each calendar month within the specified time as per law, in compliance with the Minimum Wages Act, 1948. It will be the sole liability of the selected bidder to take care of all statutory recoveries including EPF, ESI etc. and remittance thereof with statutory reporting requirements.
- t) Any delay or lapse on the part of the selected bidder in making timely payment of monthly wages to the personnel deployed by him and/or any lapse in discharging due statutory obligations under related statutes shall be dealt with seriously which may result in termination of the contract along with penal actions as per provisions of the Law.
- u) The Directorate of Commercial Taxes, Govt. of West Bengal shall not be responsible for any sort of injury/damage/loss including loss of life incurred by the employee(s) deployed by the successful bidder in the course of their duty. **Personnel deployed for the purposes of this tender notice shall not be entitled to any claim of regular employment, remuneration and/or perks and service benefits available to any regular/confirmed employee under the Government of West Bengal.**
- v) The selected bidder shall compensate any loss caused to any property in the office premises due to negligence on the part of the housekeeping/scavenging personnel deployed by the bidder.
- w) Any reported negligence of duties on the part of the housekeeping/scavenging personnel may attract actions including imposition of penalty and/or blacklisting of the service provider agency by the appropriate authorities, after giving the service provider a reasonable opportunity of being heard.
- x) The service may have to be rendered beyond the stipulated hours of work and even on holidays including Sundays.
- y) The strength of deployed manpower may vary according to the necessity and the selected bidder will be duly communicated for resolution of the related issues through mutual agreement.
- z) In addition to the location(s) of office under the instant tender, if exigency so arises, the selected

bidder may be asked to provide, upon mutual agreement, housekeeping/ scavenging services at any other nearby office premises under the Directorate of Commercial Taxes, WB, at the same rates, terms and conditions.

aa) Labour related enactments and laws of the land are to be observed strictly.

12) Qualification of the personnel engaged for performing Housekeeping/ Scavenging Service duty by the successful bidder

- a) He/she shall be a citizen of India with valid proof of citizenship like Elector's Photo Identity Card (EPIC), Aadhaar Card etc
- b) He/she shall have an authorization by the successful agency to work on their behalf.
- c) He/she shall have age not below 18 years and not exceeding 50 years.
- d) He/she shall be courteous, sober, obedient and dutiful and must have such state of physical and mental ability commensurate with providing the above stated service.

13) Instructions to Bidders

- a) **Registration of Contractor:** Any service provider and/or its authorized representative willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-procurement system, through logging onto **<https://wbtenders.gov.in>**.
- b) **Digital Signature Certificate (DSC):** Each service provider and/or its authorized representative 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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the website **<https://wbtenders.gov.in>**. DSC is given as a USB e-Token.
- c) Each service provider and/or its authorized representative can search and download the NIT and Tender Document(s) electronically from computer once he/she logs into the website **<https://wbtenders.gov.in>** using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- d) **Submission of Tenders:** Tenders are to be submitted through online to the web site <https://wbtenders.gov.in> in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).
- e) **Technical Proposal:** The Technical Proposal should contain scanned copies of the following two covers (folders):
 - i) **Statutory Cover** Containing the following documents – (1) Scanned NIT, (2) Proof of online payment of EMD / Copy of exemption certificate, (3) Annexure–A, Annexure–B & Annexure-C.
 - ii) **Non-Statutory Cover**– Containing all mandatory documents as stated in the Point No. 8.

f) **Financial Proposal:**

- i) **BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The service provider and/or its authorized representative is to quote the rates online through computer in the space marked for quoting rates in the BOQ after downloading the prescribed format from the website.
- ii) The rates shall be quoted by the bidder entirely in Indian Rupees, rounded up to the next whole rupee only, in all the relevant fields/respective cells of the BoQ format.

g) **Opening & Evaluation of Tender:**

- i) The online tenders will be received up to the time and date mentioned in the Bid Schedule and will be opened on the date and time mentioned therein. In the event of the specified date of bid opening being declared holiday or in case of exigent circumstances or conditions of force majeure, the bid shall be opened at the specified time and location on the next working day, or on a suitable subsequent date as immediately as possible. The Tender Inviting Authority also reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.
 - ii) Cover (folder) for Statutory Documents will be opened first and if found in order, 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 into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Committee.
 - iv) Summary list of technically qualified bidders will be uploaded online.
 - v) During evaluation, the Tender Committee may summon the bidders and seek clarification/ information or additional documents or original hardcopy of any of the documents already submitted electronically and if these are not produced within the stipulated time frame, their bids will be liable for rejection.
- h) **Rejection of Bid:** The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to reject any / or all the bid(s) prior to the issuance of Work Order, without assigning any reason thereto and / or not to place any Work Order even after selection and is not liable for any cost that might have been incurred by any bidder at any stage of bidding. The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to divide the contract amongst any number of bidders, if required so. Tenders with incomplete / incorrect information, subjective and conditional offers as well as partial offers will be liable for rejection. Tenders with variance / contradiction between Technical Bid and Financial Bid will also be liable for rejection. Further, Tenders submitted without any of the mandatory statements/ documents/ annexure(s) of the bidders are liable for rejection. The Directorate of Commercial Taxes, Govt. of West Bengal does not bind itself to accept the lowest rate.

Sd/-
Special Commissioner (Admin.)
Commercial Taxes, W.B.

Annexure - A
(Bidder Information Sheet)

(To be submitted on bidder's letter head duly signed & stamped by bidder/authorized signatory)

With referencetoTenderNo. _____ Dated _____,
I/we do hereby confirm that I/we have read the NIT/Bid documents carefully and accept all the terms, conditions and instructions as stipulated in the NIT/Bid documents.

I/we do hereby submit all the necessary information as mentioned below.

General Details of Bidder

1. Name of the Organisation: _____

2. Type of Organisation (Proprietorship
/ Partnership/ Company etc.): _____

3. Name of the Proprietor/Partners/Directors (as applicable): _____

4. Registered Office Address in West Bengal: _____

5. Telephone Number (Office): _____

6. Mobile Number: _____

7. E-mail ID: _____

8. PAN No.: _____

9. GST Registration No.: _____

10. P. Tax Enrolment No. _____

Details of Individual(s) who will serve as Point of Contact/ Communication for the Bidder

- 1. Name: _____
- 2. Designation: _____
- 3. Address: _____
- 4. Telephone No./ Mobile No.: _____
- 5. E-mail ID: _____

Detailsof the Authorised Signatory on behalf of theBidder

- 1. Name: _____
- 2. Designation: _____
- 3. Address: _____
- 4. Telephone No./Mobile No.: _____
- 5. E-mail ID: _____

Name: _____

Full Signature: _____

In the capacity of (Designation): _____

Duly authorised to sign for and on behalf of : _____

(Name of Organisation)

Date: _____

Official Stamp:

Annexure - B

(Declaration)

(To be submitted on bidder's letter head duly signed & stamped by bidder/ authorized signatory)

A] With reference to Tender No. _____, dated _____, I, _____ on behalf of M/s _____ (name of the bidder) do hereby declare that I have gone through all the provisions of NIT (including subsequent Addenda/ Corrigenda and other documents) and clearly understood the implications so far those provisions and I am submitting my/ our bid accepting all the provisions of said NIT (including subsequent Addenda/ Corrigenda and other documents).

B] I, _____ on behalf of M/s _____ (name of the bidder) do hereby declare that no additions/ deletions/ correction have been made in the downloaded tender document and the tender document submitted by M/s. _____ (name of the bidder) is identical to the one appearing in the procuring entity's portal.

C] I, _____ on behalf of M/s _____ (name of the bidder) do hereby declare that M/s. _____ (name of the bidder) is not blacklisted/ debarred by any Government department/ Public Sector Undertakings/ Other Government Agencies for which we have executed/ undertaken the works/ services during the last 03 (three) years. Neither the Firm nor the proprietor / any of its Directors / any of its constituent partners as the case may be, has ever been convicted in any case by any Court of Law.

D] I, _____ on behalf of M/s. _____ (name of the bidder) do hereby declare that M/s _____ (Name of the agency) has satisfactory past record of compliance of all statutory applicable Labour/ Financial Laws in its favour and has no adverse record nor is a defaulter of statutory liabilities including provisions of EPF and ESIC.

I, hereby, further declare that all the above information declared hereinabove, is true to the best of my knowledge and belief and in the event of any of the above information is found to be false at a later stage, by the Procuring Entity (The Directorate of Commercial Taxes, West Bengal), the Procuring Entity shall be at liberty to take any action as deemed fit at my/ our sole risk and cost.

Signature of Bidder/ Authorized representative

Designation

Name of the Organisation with Seal

Date:

Annexure-C
(Self-declaration Certificate)

(To be submitted on bidder's letter head duly signed & stamped by bidder/authorized signatory)

Ref: TenderNo.- _____ dated _____

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder M/s....."

(a) is not from such a country,

Or,

(b) if from such a country, has been registered with the Competent Authority.

(Where applicable, evidence of valid registration by the Competent Authority shall be attached.)

(Strike out whichever of the above two clauses is not applicable)

I hereby also certify that this bidder M/s..... fulfils all

Requirements in this regard and is eligible to be considered.

(Signature of the Bidder/Authorised Representative)

Name:

Date:

Seal:

Government of West Bengal
Finance Department
Audit Branch

No. 3975-F(Y)

Dated, 28th July, 2016

MEMORANDUM

Sub: Online receipt and refund of EMD of e-procurement through State Government e- procurement portal

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMD / Bid Security related to e- procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc

1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

- a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:
 - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
 - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i. 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.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRI, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/Settlement Process:

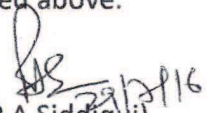
- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, 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 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 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 bank account from which he 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) and the same is processed electronically in the e-Procurement portal –
- EMD of the L₁ bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head “8443-00-103-001-07” through GRIPS along with the bank particulars of the L₁ bidder.
 - EMD of the L₁ bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L₁ bidder.
- In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.
- vii. Once the EMD of the L₁ bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head “0070-60-800-013-27” through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

4. Accounting and Monitoring Process:

- The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.
- The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.
- The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.


(P A Siddiqui)

Secretary to the
Government of West Bengal

Finance Department

Signature Not Verified

Digitally signed by SUBIMAL DAS
Date: 2026.05.18 15:04:04 IST
Location: West Bengal-WB