

Open Tender for Engagement of Consultant for Indirect Taxes of WBEIDC Ltd. for a period of one year.



BID DOCUMENT

TENDER FOR: ENGAGEMENT OF CONSULTANT FOR INDIRECT TAXES OF WBEIDC LTD FOR A PERIOD OF ONE YEAR.

Tender no.: EOT/COMM/21-22/00018, Date: 30/07/2021

Due Date: 18/08/2021(15.00 Hrs)

TWO PART BID
PART-1: TECHNO-COMMERCIAL BID
PART-2: PRICE BID

**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION
LIMITED
(A Govt. of West Bengal Undertaking)
Webel Bhavan, Block-EP & GP, Sector-V, Salt Lake, Bidhannagar, Kolkata:-
700091**



Tender No:EOT/COMM/21-22/00018, dated 30/07/2021 for. Engagement of Consultant for Indirect Taxes of WBEIDC Ltd. for a period of one year.

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NOTICE INVITING TENDER NO.: EOT/COMM/21-22/00018 Date: 30/07/2021

Sealed Tenders are invited for the following job from a firm of Chartered Accountants having sufficient experience and credentials for successful completion of similar nature of work preferably in a Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. Similar nature means relating to Consultant for Indirect Taxes.

Brief description of work	Tender Document Money (Rs) [Non Refundable]	Earnest Money Deposit (EMD) (Rs) [Refundable]	Start date of Tender download	Last date and time of Tender submission	Date of opening of Tender (Technical Part)
ENGAGEMENT OF CONSULTANT FOR INDIRECT TAXES OF WBEIDC LTD FOR A PERIOD OF ONE YEAR.	Rs. 500.00 (In the form of DD duly pledged in favour of WBEIDC Limited payable at Kolkata)	Rs.3,000.00 (In the form of DD duly pledged in favour of WBEIDC Limited payable at Kolkata)	30/07/2021	18/08/2021 15:00 Hrs.	18/08/2021 16:00Hrs.
Bid submission & Opening Venue	WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LTD., (A Govt. of West Bengal Undertaking) Webel Bhavan, Block-EP & GP, Sector-V, Salt Lake, Kolkata – 700091.				

The bidder can download the tender documents from WBEIDC's website www.webel-india.com and submit the bid with a Demand Draft of **Rs.500.00** (Rupees Five hundred only) duly pledged in favour of **WBEIDC Limited** payable at Kolkata.

For any technical queries regarding this tender please contact Sri Ashis Kumar Sasmal, GM-(Finance), WBEIDC Ltd by Contact No: 033-23392209 & e-mail at mail ID: ashis.sasmal@webel-india.com, Mrs.Sraboni Das, DGM(Accounts), WBEIDC Ltd By Contact No: 033-23392315 & e-mail at mail ID sraboni.das@webel-india.com and for other terms and conditions, Mr. Pratul Show, GM (Commercial), mail ID pratul.show@webel-india.com on or before 12/08/2021, 3.00 P.M. No queries will be entertained after this time frame.

If tender committee feels, suitable corrigendum will be published in www.webel.in web site before 10/08/2021 for the information of all prospective bidders.

Canvassing in any form shall be liable for disqualification.

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SECTION-A

SCOPE OF WORK, LOCATION OF VERIFICATION & DELIVERABLES

1. Broad Scope of Work

Objective of this RFP is to on-board a consultant to assist WBEIDC on Indirect Taxes. Primarily successful bidder will be responsible for complying requirement of WBEIDC and various related statutory authorities. For the purpose of the project, activities (not limited to) for the consultant can be categorized as below:


- i) Consultant is require to analyses the record & document and finalize input / output on G.S.T to confirm the monthly deposit to be made by the company on account of G.S.T where ever require
- ii) To help / support in preparation of details for submission of monthly / quarterly / half yearly / annually returns including online submission of returns. Necessary supports would be provided by WBEIDC officials.
- iii) To prepare reply against notices received from various authorities & appear before the authorities. All the required support to be provided by WBEIDC officials.
- iv) To prepare Appeal / Tribunal application and submission of the same with the authorities as & when required with the support of WBEIDC officials & appear before the authorities.
- v) To attend auditors to clarify the queries & reply to them as & when required with the help of WBEIDC officials whenever required.
- vi) To prepare reply against notices for old VAT / Service Tax /GST matter of erstwhile subsidiaries/ Central Excise / Customs Cases & appear before them, clarifying the queries, replies to their observations etc.
- vii) Calculation of GST –TDS on a month to month basis and confirm the monthly deposit to be made by the company on account of GST TDS and timely submission of GST-TDS returns and attending hearing as & when require.

- viii) To update WBEIDC officials about new GST & other indirect taxes matter, circular, notifications, orders, amendments and impact of the same on the company by e-mail, personal discussion with a copy of such circular, notifications, orders, amendments etc.
- ix) Guiding / assisting WBEIDC officials in all the matters relating to E-way Bill and attending concerned dept. to clarify this queries / attend hearing as & when required.
- x) In case of Service Tax / VAT / GST Audit, Consultant is require to assist / attend the audit team to clarify their queries, doubts to resolve pending issues.
- xi) Monthly/periodic reconciliation of ERP invoices and E-invoices, GSTR-1 & GSTR-3B, 2A & 3B Turnover reconciliation, GST TDS and any other GST related reconciliation.

2. Process of delivery in line with the Scope of Work

- (i) Consultant has to submit a draft report to WBEIDC incorporating inter alia the discrepancies observed during the process of document review / verification and its related reconciliation.
- (ii) A discussion on the draft report will be held by WBEIDC with Consultant for obtaining management observations/ comments on all observations highlighted in the draft report in the matters relating to indirect taxes.
- (iii) After obtaining management comments/ observations, Consultant will prepare Consultant final response for submission before the authority duly signed by the concerned officials as per the requirement of statute for the following departments:-
 - a) GST
 - b) VAT
 - c) Service Tax
 - d) Central Excise
 - e) Customs

Please note in the present context only GST is applicable, however for old pending case sl. No. (b) to (e) are required to be attended / appeared on a case to case basis on receipt of notices from the concerned deptt. as and when required. Necessary documents are required to be prepared / draft reply to be made ready for presentation before the authority during hearing of the cases.

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3. Duration of Engagement:

Initial engagement for the project will be for one (1) year which may be extended on same terms & conditions based on satisfactory performance of the bidder mutually agreed by both parties. During the engagement Consultant will have to attend to all the notices / demand etc received time to time from various indirect tax authorities by preparing draft response on scrutiny of records for discussion with the management before submission to the concerned dept. by appearing before the authorities on the day of hearing.

SECTION – B


MINIMUM ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

1. Bidders must be a firm of Chartered Accountants and must have a minimum of EIGHT partners holding fulltime Certificate of Practice with at least TEN full time paid staff including 5 CA qualified (documentary evidence has to be provided along with the bid) are only eligible to quote.
2. The Bidding firm must be in existence for 5 years or more in India (Documentary evidence has to be provided along with the bid).
3. Bidder must have minimum Annual Turnover Rs 5 Crore or above in last three financial year. (Corresponding annual reports must be submitted along with the bid as documentary evidence)
4. The bidding firm must have had carried out assignments relating to Indirect Taxes at least 1 company having a turnover exceeding Rs.100 (HUNDRED) Crore within last 3 years preferably a central or state PSU (Documentary evidence has to be provided along with the bid).
5. The bidding firm must have a valid registration number as issued by the INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
6. Bidders who have submitted the valid Bid Security, i.e., EMD, Tender Document Fee & NIT Declaration as per requirement shall be considered as pre-qualified for further evaluation. Absence of these pre-qualifying documents may lead to rejection of the bid

THE BIDDERS WHO WILL FULFILL THE ABOVE MINIMUM ELIGIBILITY CRITERIA WILL ONLY BE ELIGIBLE FOR FURTHER EVALUATION.

TECHNICAL EVALUATION CRITERIA


1. Bidders must be a firm of Chartered Accountants and must have a minimum of 8 (EIGHT) partners holding fulltime Certificate of Practice with at least 10 (TEN) full time paid staff including 5 (FIVE) CA qualified (documentary evidence has to be provided along with the bid) are only eligible to quote.
2. Bidder must have minimum Annual Turnover Rs 5 Crore or above in last three financial year. (Corresponding annual reports must be submitted along with the bid as documentary evidence)
3. The bidding firm must have had carried out assignments relating to Indirect Taxes at least 1 company having a turnover exceeding Rs.100 (HUNDRED) Crore within last 3 years preferably a central or state PSU (Documentary evidence has to be provided along with the bid).
4. The bidding firm must have a valid registration number as issued by the INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA.
5. The bidder shall be required to give a declaration in their letterhead that they have successfully & timely completed earlier projects of WBEIDC Ltd (including all of its subsidiaries) offered to them (If any) in last three years. Successful completion certificate of such projects from the concerned project in-charge of WBEIDC Ltd or its subsidiaries are to be attached with the bid document
6. Copy of Registration Certificate for professional Tax must be enclosed with the bid
7. Copies of Registration Certificate for GST along with its return submission documents must be enclosed with the bid
8. Copy of valid PAN Card must be submitted with the bid
9. The bidder should have their at least one registered Office in Kolkata, West Bengal. Supporting documents for existence of office has to be attached with the tender document
10. The bidder shall be required to give a declaration in their letter head that they have not been banned by any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization has banned the bidder and later on lifted the ban, the fact must be clearly stated


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However, WBEIDC Ltd. preserves the right to evaluate the Bidder's performance through the report from any Govt. Department / Quasi Govt. Dept. / PSU / Board / Council or similar organization at their own discretion or ask the bidder to produce service satisfaction certificate from the customer base mentioned as per above criteria.

Marking Criteria for Evaluation:

- a. Experience in carrying out similar work in a medium to large organization – appropriate credentials to be submitted.
- b. Customer's satisfaction – customer contact details to be provided for independent verification.
- c. Robust methodology to be followed – presentation to be made by short-listed bidders on their proposed methodology.

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QCBS marking details		Supporting documents need to be submitted by bidders for evaluation	
Techno-Commercial evaluation: 100			
Bid quality		10	In this section the overall bid document submitted to be evaluated on the preventability of the bid based on criteria indicated
Organization	Section wise identification, page numbering etc.	5	
Presentation	Binding, quality of printing, correctness of sealing etc.	5	
Human Resource		30	
Staff Pattern	>=12 Partners, >=25 full paid stuff & including >=10 CA	10	Documentary evidence
	>=10 Partners, >=15 full paid stuff & including >= 8 CA	7	
	8 Partners, 10 full paid stuff & Including 5 CA	5	
Partner Profile			
	Excellent	20	Documentary evidence
	Very Good	10	
	Good	5	
Turn over		20	Last 2 year's audited balance sheet copy.
	>10 Cr.	20	
	>7 Cr	17.5	
	5 Cr	15	
Past Credential		20	Satisfactory job completion certificate clearly stating the nature of job with broad supply details with Gross value has to be mentioned. A top sheet should be supplied summarizing all credential supplied to be mentioned individually indicating name of Customer
	Similar nature of work for >= 5 companies of size 100 crore	20	
	Similar nature of work for >= 3 companies of size 100 crore	17.5	
	Similar nature of work for 1 company of size 100 crore	15	
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Presentation on Work Plan & Approach methodology	20	
Robust methodology to be followed. Presentation to be made by short listed bidders on their proposed methodology		Approach methodology to be submitted with the hard copy bid

Note:

Out of the 100 marks (as indicated above), a minimum of 60 marks will have to be obtained for a bidder to qualify for opening their financial bids.

$$B = (C_{low} / C) * X + (T / T_{high}) * (1 - X)$$

Where

C = Evaluated Bid Price

C_{low} = the lowest of all Evaluated Bid Prices among responsive bids

T = the total Technical Score awarded to the bid


T_{high} = the highest Technical Score achieved by the bid among all responsive bids

X = Weight for the Price as specified below

The bid with the highest Evaluated Bid Score (B) among responsive bids shall be termed the Lowest Evaluated Bid and is eligible for Contract award, provided the Bidder was pre-qualified and/or it was found to be qualified to perform the Contract.

The Technical to Financial weight-age ratio would be **60:40** Hence $X = 0.40$

- The Tender Committee would perform the Technical Evaluation for qualified bidders. In order to facilitate the evaluation, the marking scheme presented is an indication of the relative importance of the evaluation. Bidders securing a minimum of 60% marks in the Technical Evaluation will only be considered for Price Bid evaluation.
- Price bid will be opened for evaluation only for those bidders who have technically qualified.
- The basis of bid evaluation shall be “Combine –Quality-cum-Cost Based Selection (CQCCBS)” with 70:30 ratio, where the weightage on the Technical part will be 70 percent and 30 percent weightage will be given to the price bid
- The bidder with the highest total score will be declared successful and will be allowed to start the engagement initially for a period of one (1) year.

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SECTION - C

INSTRUCTIONS TO BIDDERS

Interested Bidders are required to submit their technical proposals and commercial proposal in two separate sealed envelopes as per instructions given below: -


The firm shall seal & mark various parts of the proposal as follows:

- A) Techno Commercial Bid in one envelop super- scribed with words: -
“Techno Commercial Bid for “Consultant for Indirect Taxes” of West Bengal Electronics Industry Development Corporation Limited at different Districts in West Bengal”. **Tender no.** EOT/COM/21-22/00018, Date: 30/07/2021 & **“Do Not Open Before 18/08/2021, at 16:00 Hrs”**. This envelope will also contain the EMD and Tender Document Fees (if the tender document is downloaded from the website) in separate small envelope inside it.
- B) **Price Bid** in one envelope super- scribed with words “Consultant for Indirect Taxes” of West Bengal Electronics Industry Development Corporation Limited at different Districts in West Bengal” **Tender no.** EOT/COM/21-22/00018, Date: 30/07/2021 & **“Do Not Open Before 18/08/2021, at 16:00 Hrs”**.
- C) All the envelopes shall be sealed in a covering envelope super scribed with words “Techno Commercial Bid & Price Bid for “Consultant for Indirect Taxes” of West Bengal Electronics Industry Development Corporation Limited at different Districts in West Bengal” **Tender no.** EOT/COM/21-22/00018, Date: 30/07/2021 & **“Do Not Open Before 18/08/2021, at 16:00 Hrs”**.

The sealed envelope containing the sealed Techno Commercial Bid and Price Bid should be addressed to the **DGM (Commercial), WBEIDC Limited, Block-EP & GP, Sector-V, Salt Lake, Kolkata -700 091**, through post / speed post / Courier or dropped personally within the stipulated time in the tender box kept with him. No other mode of delivery shall be accepted. WBEIDC Ltd will not be responsible for any postal delay. Late submission of Bid will not be accepted.

(D.1) TECHNO COMMERCIAL BID


The Techno Commercial Bid should consist of the following documents:

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1. Technical proposals submission letter on the letterhead of the firm clearly indexing the enclosures. This proposal submission letter should bear the reference no. and date, without which the bid will be treated as non-responsive & in that case the Tender Committee will have the right to decide accordingly.
2. Bid Form duly filled and signed as per format on the letterhead of the bidder.
3. Original Tender document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the tender document.
4. Detailed profile of the firm.
5. Supporting documents of orders executed including satisfactory completion certificate from Customers.
6. Copy of Audited balance sheet to accompany the bid for F.Y. 01.04.2017 - 31.03.2018, 01.04.2018 - 31.03.2019 & 01.04.2019 - 31.03.2020.
7. Copy of Firm Registration Certificate.
8. The firm should operate in the same name and style at least for the last Three years.
9. EMD & Tender Document Fees (if downloaded from the web site) in separate envelope.

The bidders are required to fill in the page numbers where the following documents are included:

Documents to be submitted	Bidder to mention page number where the following are submitted
1. Technical proposals submission letter on the letterhead of the firm clearly indexing the enclosures. This proposal submission letter should bear the reference no. and date, without which the bid will be treated as non-responsive.	
2. Bid Form duly filled and signed as per format on the letterhead of the bidder.	
3. Original Tender document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the tender document.	
4. Supporting documents of orders executed including satisfactory completion certificate from Customers.	

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5. Details of Operational Office in West Bengal	
6. Copy of Audited balance sheet to accompany the bid for F.Y. 01.04.2017 - 31.03.2018, 01.04.2018 - 31.03.2019 & 01.04.2019 - 31.03.2020.	
7 .Copy of PAN Card	
8. Copy of GST Registration Certificate	
9. Copy of Professional Tax Certificate	
10. Copy of firm's Registration Certificate. [The firm should operate in the same name and style at least for the last Ten years.]	

(D.2) FINANCIAL PROPOSAL

Price Bid as per format provided in the relevant section to be submitted in a separate envelope as mentioned in the tender document. Insertion of Price bid in techno-commercial proposal will summarily cancel the bid.

SECTION – D

GENERAL TERMS AND CONDITIONS

(i) Schedule of the Tender

The tender document shall be submitted on or before 18/08/2021, at 15.00 Hrs. to GM (Commercial), WBEIDC Limited, Block-EP & GP, Sector –V, Salt Lake Electronics Complex, Kolkata -700 091.

(ii) Amendment of Invitation

At any time 2 days prior to the deadline for submission of proposals, WBEIDC reserves the right to add / modify / delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents (Techno Commercial as well as Price Bid).

iii) Tender Document Money

The firm shall furnish an Tender fee of **Rs. 500.00** (Five hundred) in the form of a Demand Draft from a Scheduled Bank payable at Kolkata duly pledged in favour of WBEIDC Limited. Any bid not accompanied with the valid EMD shall be summarily rejected

(iii) Earnest Money Deposit (EMD)

The firm shall furnish an EMD of **Rs. 10,000.00** (Ten Thousand) in the form of a Demand Draft from a Scheduled Bank payable at Kolkata duly pledged in favour of WBEIDC Limited. Any bid not accompanied with the valid EMD shall be summarily rejected.

Earnest money will be refunded to the unsuccessful bidders after receiving application from them on completion of tender process. In case of successful bidders earnest money will be retained till security deposit of 3% of the total value of the job is deposited either in the form of Demand Draft or in the form of Bank Guarantee (format given) for a validity period of 60 days more than the Contract Period i.e. 14 months from the date of issuance of PBG from Bank.

Earnest money of the bidder is liable to be forfeited in case of any false submission / statement. In case of any refusal to abide by terms and conditions of our LOI/PO or refusal to enter into a written agreement as per prefixed terms and conditions authority is at liberty to forfeit earnest money and take lawful actions.

(iv) Clarification Regarding Tender Document

A prospective Bidder requiring any clarification about the tender document and scope of work may contact the person through e-mail / letter as mentioned above in NIT.

(v) Awarding of Contract

WBEIDC Ltd will award the contract to the successful bidder whose bid has been valued as per Evaluation Criteria mentioned in **Section – B** of this Tender Document, Price and Other criteria. WBEIDC reserves the right not to accept the Lowest Price bid without assigning any reason what so ever and the bidder will not challenge such decision in any forum what so ever WBEIDC also reserves the right to split the order and / or drop any line item as per direction of the end customer.

The successful bidder will have to give security deposit of 3% of total value of the LOI in the form of Demand Draft / Bank Guarantee for a period of 60 days + the maximum Contract period of 60 days. After receiving the PBG, firm P.O will be issued.

(vi) Amendment of Proposals

In order to afford prospective Bidder reasonable time to make amendment in their proposals, WBEIDC may, at its discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on WBEIDC.

(vii) Language of Proposal & Correspondence

The proposal submitted by the Bidder should be in English language only. All the documents relating to the proposal supplied by the firm should also be in English, and the correspondence between the Bidder & WBEIDC will be in English language only. A duly signed formal copy must subsequently confirm the correspondence by fax /e-mail.

(viii) Proposal Currency

Prices shall be quoted in **Indian Rupees**, inclusive of all prevailing taxes, levies, duties, etc.

(ix) Period of Validity of Proposals

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of **180 Days** from the date of opening of the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will remain unaltered irrespective of any reason including foreign exchange rate variation.

Variation in statutory rate levied by Government will however be reflected for both reduction and escalation.

(x) Formats and Signing of Proposals

The original proposal shall be neatly typed and shall be signed by an authorized signatory / signatories on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. The person or persons signing the proposal shall initial all pages of the proposal, except for un-amended printed literature. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words / figures completely.

(xi) Sealing and Marking of Proposals

Bidder shall seal & mark various parts of the proposal as mentioned in the Instruction to bidders above.

Every envelope and forwarding letter of various parts of the proposal shall be addressed as follows:

**GM (Commercial) ,
WBEIDC Limited
Block – EP & GP,
Sector-V, Salt Lake
Electronics Complex,
Kolkata-700 091**

Signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures with **firm's seal** shall seal the envelope without which the bid will be summarily rejected. **The envelope should bear the name and address of the bidder very neatly written in the left lower corner**, without which the bids cannot be recognized and hence will be summarily rejected. Proposals sent through telex / telegrams / fax / e-mail shall not be accepted. WBEIDC shall not be responsible for delay on account of delivery by the postal authorities as well as of courier companies. Such delivery shall be at the risk and cost of the vendor / bidder.

If the envelopes are not sealed and marked as required above, WBEIDC shall assume no responsibility for the proposal's misplacement or premature opening. **And the bid will be summarily rejected.**

(xii) Deadline for Submission of Proposals

Proposals will be received by WBEIDC at the specified address not later than 18/08/2021, at 3.00 Hrs. WBEIDC may, at its discretion, extend this deadline. WBEIDC may also extend this deadline for any other administrative reason.

(xiii) Late Proposals

Any proposal received by WBEIDC after the deadline for submission of proposals, as referred above **shall not be accepted.**

SECTION - E

SPECIAL TERMS AND CONDITIONS

1. Interpretation of documents

If any bidder should find discrepancies or omission in the specifications or other tender documents, or if he should be in doubt as to the true meaning of any part thereof, he shall make a written request to the tender inviting authority for correction / clarification or interpretation before 7 days of opening of the bid.

2. Splitting of the Contract and Curtailment and increment of Work

The WBEIDC Limited reserves the right to split up and distribute the work among the successful bidders and to curtail and / or increase any item of work by +/- 25% in the schedule partly or fully.

3. Payment Terms

Payment will be made on monthly basis upon submission of bills duly certified by appropriate authority of WBEIDC. The payment will be made within 30 from the date of submission of bills.

4. Preparation of Tender

Tender shall be submitted in accordance with the following instructions:

- i) Tenders shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict between the words and the figures, the figure shall govern.
- ii) All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initialed in ink by the person or persons signing the tender.
- iii) Tenders shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic proposals for modifications will be acceptable.
- iv) Tenders shall be delivered to the office as notified on or before the date and

time set for the opening of tenders in the Notice Inviting Tender. The packet of documents including the tender shall be enclosed in sealed envelope having the title of the work and the name of the bidder.

- v) Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- 5. Each and every page of the tender document must be signed with date and firm's seal by the bidder. This is required to show that the bidder had accepted all the terms and conditions mentioned in this tender document.

6. Withdrawal from Tender

Any bidder may withdraw his tender by written request at any time prior to the scheduled closing time for receipt of tenders and not thereafter.

7. Opening of Tender

The tenders shall be opened at the time set forth in the document. Bidders or their authorized representatives are invited to be present and to put their signatures on the records of tender opening as each tender is opened.

8. Assignments

No Consortium will be allowed.

9. Deduction of Tax at Source

Deduction of all statutory and necessary Tax from each bill will be made as per Government Rules prevailing at the time of payment. The Firm will issue necessary tax deduction certificate in due course of time.

10. Tax Registration Certificate

Bidders submitting a tender shall produce up to date GST, Income Tax and Professional Tax registration as well as copy of latest returns submitted in the standard form from the Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of permission, the bidder will have to produce original document for verification, without which the bid will be treated as non-responsive and in that case Tender Committee will have the right to decide accordingly.

11. Canvassing

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Contractors.

The bidder shall not, without the express prior written consent of WBEIDC, assign to any third party of the contract or part thereof.

12. Liquidated Damage

The job includes the “Consultant for Indirect Taxes” of West Bengal Electronics Industry Development Corporation Limited. In the event of failure to meet the job completion in stipulated date/time as per requirement of notice issued by the concerned deptt liquidated damage will be imposed on the contractor for sum equivalent to 1% of the contract value for each week or part thereof, subject to a ceiling of 5% of the total contract value (including all taxes & duties and other charges). In the event of LD exceeds 5% of the order value, WBEIDC reserves the right to terminate the contract and WBEIDC will get the job completed by any other competent party. The difference of cost incurred by WBEIDC will be recovered from the earnest money deposited by the vendor.

13. Delivery

Delivery of the consultants would be based on periodical requirement of various statute. Notice / demand received from various departments as per time line of the statute and as per the requirement of notices received. Necessary support to be provided by WBEIDC officials whenever require.

14. Performance Bank Gurrantee/Security Deposit

Successful bidder will have to submit a performance bank guarantee within **14 days of issuance of LOI, amounting 3 % of total ordered value (inclusive of all taxes) in the format given in the tender document for a validity period of 60 days more than the Contract period** . Failure to deliver the job as per above schedule and / or submit the said PBG within 14 days will result in termination of any claim of the bidders and forfeiture of earnest money and security deposit/ PBG. The LOI placed on the bidder will then automatically be cancelled and the bidder will be debarred from taking part in any tender of WBEIDC for two years from the date of issuance of LOI.

15. Acceptance of Tender

The acceptance of the tender will rest with the accepting authority who is not bound to accept the lowest or any tender and reserves the right to reject in part or in full any or all tender(s)

Received and to split up the work among participants without assigning any reason thereof.

16. Withdrawal from Tender

If any bidder withdraws his tender before acceptance or refusal within a reasonable time without giving any satisfactory explanation for his withdrawal, he/she shall be disqualified for participation in any tender of this organization for a minimum period of 2 (two) years.

17. Non escalation of Price

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

18. Price Validity

The quoted offer and/ or rate must be valid for a minimum period of **180 Days** from the date of opening the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder.

Acceptance of such request during actual offer is however optional to the bidder.

19. Quantity or Place variation

The Vendor may be asked the same job at the same rate at different places and / or at the same places within this price validity period, which they are bound to accept. The quantity variation will be 25% +/- the last ordered quantity.

20. Price

- A) Price should be quoted strictly in the Price Bid format only.
- B) No deviation in any form in the Price Bid sheet is acceptable.
- C) Price quoted should be firm, inclusive of packing, forwarding, insurance and freight Charges.
- D) Percentage / specified amount of taxes & duties should be clearly mentioned otherwise WBEIDC reserves the right to reject such offer.
- E) The total cost of the entire job should be inclusive of all prices as mentioned in the enclosed Price Bid format

F) No extra cost, other than that mentioned in Price Bid would be taken into account.

21. Discrepancies and Adjustment thereof

Discrepancy between description in words and figures, the rate, which corresponds to the words quoted by the bidder, shall be taken as correct.

Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate, the unit rate shall be regarded as firm.

Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

22. Disputes and Arbitrations

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Managing Director, WBEIDC Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties.

In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Managing Director shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The Contractor will have no objection in any such appointment that arbitrator so appointed is employee of WBEIDC Ltd. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

The arbitration shall be held in Kolkata only.

23. Governing Laws

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

24. Force Majeure Condition

If the execution of the contract is delayed beyond the period stipulated in the execution of the job as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood or any such act of nature, then WBEIDC LTD may allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the WBEIDC LTD, the job shall be read and understood as if it had contained from its inception the execution date as extended.

SPECIAL TERMS & CONDITIONS (PART-II)

1. The bid and all correspondence and document relating to the bid shall be written in English language.
2. All the pages of the bid document including documents submitted therein must be duly signed and stamped failing which the offer shall be treated as nonresponsive and in that case The Tender Committee will have the right to decide accordingly.
3. All the documents to be submitted by the bidder along with their offer should be duly authenticated by the person signing the offer and if at any point of time during execution of job or subsequently it is detected that documents submitted are forged / tampered / manipulated in any way, the total responsibility lies with the bidder and WBEIDC LTD reserves the full right to take action as may be deemed fit including rejection of the offer and such case is to be kept recorded for any future dealing with them.
4. Overwriting and erasures may make the tender liable for rejection if the authorized signatory of the bidder does not sign on each of such overwriting/erasing/ manuscription. All overwriting should be separately written and signed by the authorized signatory of the bidder.
5. Details of the enclosures should be clearly mentioned in the forwarding letter in bidder's letterhead along with the bid.
6. The bidder shall be required to give a declaration that they have not been banned by any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization has banned the bidder but lifted the ban afterwards, the fact must be clearly stated.
7. **If this declaration is not given the bid will be rejected as non-responsive and in that case The Tender Committee will have the right to decide accordingly.**
8. No Technical / Commercial clarifications generated from the vendors will be entertained after opening of the tender. However, if tender committee feels, they may ask supporting documents in respect of the claim of the bidder and the bidder has to submit supporting document as well as written clarifications required by the tender committee within three days.
9. Item, if any other than specified in BOM, felt necessary to complete the job are to be supplied by the bidder free of cost.

10. WBEIDC reserve the right to reject or accept or withdraw the tender in full or part as the case may be without assigning the reasons thereof. No dispute of any kind can be raised the right of buyer in any court of law or elsewhere.

SECTION - F

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

Ref No : (Mandatory)

Date : (Mandatory)

To,
The GM (Commercial)
WBEIDC Ltd
Webel Bhavan
Block EP & GP, Sector-V
Salt Lake Electronics
Complex Kolkata-700091

Dear Sir,

Having examined the Bid documents we, the undersigned, offer to undertake the job of “Consultant for Indirect Taxes of West Bengal Electronics Industry Development Corporation Limited” as per the Tender No. -----
----- dated-----

We agree to abide by this bid for the period of 6 (six) months from the date for fixed for price bid opening and it shall remain binding upon us for acceptance at any time before the expiry of the period.

This bid, together with Consultant written acceptance thereof and Consultant order / notification of award, shall constitute a binding contract between us.

We understand that WBEIDC reserves the right to accept in full / part or reject any or all the bids received or split order within successful bidding without any explanation to bidders and its decision on the subject will be final and binding on Bidder. We also understand that WBEIDC is not bound to accept the L-1 bid for placement of order.

We had given an EMD of Rs. ----- (DD No _____ dated _____ on _____) along with the technical document.

We also abide to go through bank Guarantee of 10% of the job value as Performance Bank Guarantee.

Dated, thisday of20---

.....

..... Signature

.....

..... (In capacity of)

Duly authorized to sign bid for and on
behalf of (Name and Address of the Bidder)

(Affix Official Seal)

SECTION – G
PRICE BID

(Bidders have to submit the price bid strictly in this format, otherwise the bid will be rejected)

Ref . No. (Mandatory)

Date: (Mandatory)

**TENDER FOR: “Consultant for Indirect Taxes” of West Bengal Electronics Industry
Development Corporation Limited.**

Tender No. ----- Dated --.
To, The GM(Com), WBEIDC Ltd.

Dear Sir,

In response to the above tender, we offer our price as below:-

Sl. No.	Item Description	Unit	Amount (Rs)	GST Rate (%)	GST Amount (Rs.)	Total Amount including GST (Rs.)
1	“Consultant for Indirect Taxes” OF WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED.	Lump sum cost per year				

(In words:

(Signature and Seal of authorized signatory. A copy of power of attorney is to be enclosed

SECTION – H

PERFORMANCE SECURITY GUARANTEE BOND

In consideration of the MD , WBEIDC (hereinafter called ‘WBEIDC’) having agreed to exempt (hereinafter called ‘the said contractor(s)’) from the demand under the terms and Conditions of an agreement/Advance Purchase Order No _____ dated _____ made Between and, for _____ the Supply, Installation of (hereinafter called “the said agreement ”), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank) _____ (hereinafter refer to as “the bank”) at the request of _____ (contractor(s)) do hereby undertake to pay to the WBEIDC an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by WBEIDC by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the WBEIDC by reason of breach by the said contractor(s)’ of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)’ failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of WBEIDC in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding _____.

3. We under take to pay to the WBEIDC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We(name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the WBEIDC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till (office/Department) WBEIDC certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of TWO/TWO AND HALF/THREE MONTHS/YEARS (as specified in the tender no.) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank)_____further agree with the WBEIDC that the WBEIDC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WBEIDC against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the WBEIDC or any indulgence by the WBEIDC to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

7. We (name of the bank)_____lastly undertake not to revoke this guarantee during its currency except with the previous consent of the WBEIDC in writing.

Dated the_____day of _

for

(indicate the name of bank)

SECTION – I

FORMS

A) Firm's Experience (Use separate sheet for each project)

Name & address of the client	
Title of service provided	
Type of services provided	i) ii) iii)
Name, title, telephone no., address of the client's person who can be contacted	

Note:

- a. All the pages (documentary proofs and other documents that may be attached) should contain page numbers and would have to be serially numbered.
- b. Inadequate information will lead to disqualification of the bid.

B) Particulars of the Bidder

Please ensure that Consultant response clearly answers all the questions. If Consultant use additional schedules or documentation to support Consultant response, make sure that they are clearly cross-referenced to the relevant question.

i. General Profile of the Firm

Name and Address of the Firm With Telephone Nos., Fax, E-mail and Website	
Date of Incorporation	
Offices situated at different locations	
Address of Office in West Bengal	

Authorized Signatory

<Name>

Seal

ii. Name and Details of the person to whom all references shall be made regarding the tender

Name:

Telephone:

Fax No.:

E-mail: Mobile:

Place:

Signature:

Date:

Company Seal

iii. **Relevant Certificates**

Sl. No.	Name of the certificate	Certified by	Date of certification	Certificate Valid upto date

iv. **Financial strength of the bidder**

Financial Year	Turnover (Rs. in Crores)	Audited Accounts Attached (Yes/No)

Note: Please fill this form and submit the audited Annual Accounts for the last three financial years.

c) **Office in West Bengal**

Sl. No.	Address	Contact Person	Contact nos.	Type of supporting document attached

Note: Consultant may mention more than one office (if applicable) by adding multiple rows.

D) **Operational Office Detail**

Sl. no.	Address	Contact Person	Contact nos	Type of supporting document attached

E) Experience Details (Customer References)

Sl. No.	Name of the Organization	Contact Person	Contact telephone no. & Address	Date/Period of engagement	No. / Size (in terms of any appropriate unit of measure) of similar assignments/orders	Type of Supporting Document attached

Note: Please fill this form and submit the supporting documents for each customer reference. Failing the same may lead to the rejection of the bid. Consultant may add the customer references by adding multiple rows.