

West Bengal Electronics Industry Development Corporation Limited

Webel Bhavan, Block - EP & GP, Sector-V, Bidhannagar, Salt Lake, Kolkata 700091
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NOTICE INVITING OPEN TENDER

Notice Inviting WEBEL/ EOT/W/24-25/000016 Dated 02-09-24

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

The G.M (COM) on behalf of WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED invites Tender for the work detailed in table below:- (Submission of Bid Through Online Only)

Brief Description of Work	Tender Document Money (Rs) [Non Refundable]	Earnest Money Deposit (EMD) (Rs) [Refundable]	Last Date and Time of Bid Submission (Online)	TECHNO-COMMERCIAL Bid Opening Date and Time (Online)
ENGAGEMENT OF CONSULTANT FOR INDIRECT TAXES OF WBEIDC LTD FOR A PERIOD OF ONE YEAR.	500	3000	17 September 2024 3:00 PM	19 September 2024 4:00 PM
BID Opening Venue	West Bengal Electronics Industry Development Corporation Limited Webel Bhavan, Block - EP & GP, Sector-V, Bidhannagar, Salt Lake, Kolkata 700091			

For Commercial Queries , Contact : Suman Banerjee ,**Designation:** VP , **Email:** suman.banerjee@webel-india.com

For Technical Queries, Contact : Sraboni Das ,**Designation:** DGM (FINANCE) , **Email:** sraboni.das@webel-india.com

DATE & TIME SCHEDULE

Activity / Event Description	Date	Time
Last BID Submission Date && Time	17 September 2024	3:00 PM
TECHNICAL	19 September 2024	4:00 PM
PRICE	20 September 2024	3:00 PM
Declaration Date && Time of Shortlisted Bidder List for Part 1	20 September 2024	2:00 PM

NOTICE INVITING TENDER

1 Technical Bid submission with digitally signed

The TECHNICAL BID is to be submitted duly digitally signed in the website <https://wbtenders.gov.in>

2 Financial Bid submission with digitally signed

The FINANCIAL BID is to be submitted duly digitally signed in the website <https://wbtenders.gov.in>

3 Price Bid/Financial Offer only if technical bid is qualified

The price bid / financial offer of the tenderer / bidder will be considered only if the technical bid of the tenderer is found qualified by the Tender Evaluation Committee (TEC) of WBEIDC. The decision of the TEC will be final and absolute in this respect.

SECTION A

ELIGIBILITY CRITERIA

1 Additional Eligibility Criteria

PLEASE REFER OF THE ANNEXURES IN SECTION-B ATTACHED WITH TENDER DOCUMENT

SECTION B

INSTRUCTIONS TO BIDDERS

General for e-Tender

1 Registration of Bidder

Any Bidder 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://etender.wb.nic.in> . The Bidder is to click on the link for e-Tendering site as given on the web portal.

2 Digital Signature Certificate (DSC)

Each Bidder 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 Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

3 Search and Download

The Bidder can search & download N.I.T. & Tender Document(s) electronically from using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4 Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

5 Exemption under NSIC

Bidders who are registered with NSIC, UNDER SINGLE POINT REGISTRATION SCHEME for the TENDERED ITEMS are exempted from payment of bid security and Tender Fees up to the amount equal to their monetary limit. A proof regarding current registration with NSIC for the TENDERED ITEMS will have to be attached and documented through e-filing, otherwise the Bid will be treated as cancelled. In case of bidders having monetary limit as "NO LIMIT", the exemption will be limited to Rs.50,00,000/- only as per existing policy of WBEIDC Ltd.

6 Submission of Tenders

Tenders are to be submitted through online to the website stated in Clause A.(i). in two folders at a time for each work, 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).

eTender Tender Evaluation Committee

1 Opening & Evaluation of Tender

If any Bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

2 Opening of Technical Proposal

Technical proposals will be opened by the WBEIDC Tender Committee electronically from the website using their Digital Signature Certificate (DSC).

3 General Procedure

(1)Cover (folder) for Statutory Documents (Ref. Sl. No. A.(v).(a)) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5.(b).) will be opened. If there is any deficiency in the Statutory Documents the bid will be treated as non-responsive and Tender Committee will have the right to decide accordingly. (2) Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee. (3)Summary list of technically qualified tenderers will be uploaded online. (4)Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals. (5)During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection. (6)Intending tenderers may remain present if they so desire.

Financial Proposal

1 General part of 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.

e-Tender Financial Proposal

1 Quoting rate in Price Bid

The financial proposal should contain all items mentioned in the Price Bid. The Bidder is to quote the rate online through computer in the space marked for quoting rate in the Price Bid.

SECTION B

INSTRUCTIONS TO BIDDERS

2 Digital Signature

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Bidder. Financial capacity of a bidder will be judged on the basis of information furnished.

3 Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

4 Rejection of Bid

WBEIDCL 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 action.

Additional Instructions

1 Additional Instruction

PLEASE REFER ANNEXURES FOR DETAILED ALL OTHERS TERMS AND CONDITIONS.

SECTION C

GENERAL TERMS & CONDITIONS

GENERAL TERMS AND CONDITIONS

1 Amendment of Invitation

At any time 1 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).

2 Amengstdment 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.

3 Assignments

Assignment of the job to third party is not allowed without the consent of WBEIDC Ltd.

4 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.

5 Date & Time validity of the quotation

Any quotation submitted later than the date and time mentioned above will not be accepted

6 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.

7 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.

8 GTC-EMD-ONLINE PAYMENT

The bidder shall pay an EMD of Rs. 3,000 through Net banking or through RTGS/NEFT through the <https://wbenders.gov.in> portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal. For detail payment procedure & guideline on the same bidders are advised to follow the same order. You may find the GO by clicking the link <https://bit.ly/2zZ4i6e>

9 Force Majeure Condition

If the execution of the contract/supply order is delayed beyond the period stipulated in the supply order 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 supply order shall be read and understood as if it had contained from its inception the execution date as extended.

10 Inclusion of freight & insurance

Price quoted should be inclusive of freight & insurance upto the delivery locations.

11 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.

SECTION C

GENERAL TERMS & CONDITIONS

12 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.

13 Insertion of Webel's GST in Vendor invoice

All bills/ invoices must be raised / submitted with proper GSTIN No. of WBEIDC Ltd (GSTIN No.- 19AAACW2411Q1Z1) for releasing payment.

14 Late Proposals

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

15 Language of Proposal & Correspondence

The proposal submitted by the Bidder should be in English language only. All the documents relating to the proposal (including brochures) 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.

16 Non escalation of Price

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

17 Non-eligibility of bid by Webel Group Company

No Webel group company allowed to bid in WBEIDC tenders, and bids will be summarily disqualified if received from any WEBEL group company.

18 Availability of PAN

Any quotation submitted without PAN of the vendor will be summarily rejected.

19 Proposal Currency

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

20 Cancellation of PO

WBEIDC Ltd. reserves the right to cancel Purchase Order if the agreed delivery schedule is not adhered to by the supplier. Any loss arising out of such delay in the supply of the equipment / service, shall be on the supplier account.

21 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.

22 Whom to report

Reporting: You have to report to SRABONI DAS, SVP(FINANCE). for ALL purposes.

23 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 Company will issue necessary tax deduction certificate in due course of time.

24 Additional Terms & Conditions

AT THE TIME OF ACCEPTING THE LOI, VENDOR IS ADVISED TO CHECK THE GST PERCENTAGE MENTIONED IN THE LOI. IN CASE OF ANY CHANGE BIDDER MUST INFORM VP (COMMERCIAL) IN WRITING PRIOR TO ISSUE OF THE PURCHASE ORDER. ONCE PURCHASE ORDER IS ISSUED NO SUBSEQUENT REQUEST FOR CHANGE IN GST PERCENTAGE WILL BE ENTERTAINED.

SECTION D

SPECIAL TERMS & CONDITIONS

SPECIAL TERMS AND CONDITIONS

1 Consignee Details

Consignee Details: WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED.WEBEL BHAVAN BLOCK:EP & GP, SECTOR: V,SALT LAKE, KOLKATA:91

2 Contract Period

The contract will be valid for 12 MONTHS.

3 Taxes all inclusive

Price will be all inclusive including tax, installation, freight, insurance & any other charges. Tax portion should be mentioned separately.

4 Liquidated Damage

As per the job mentioned in the tender document; In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the Vendor(s) for sum equivalent to 1.00% of the contract value for each week or part thereof, subject to a ceiling of 5.00% of the contract value (including all taxes & duties and other charges). In the event of LD exceeds 5.00% 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 / PBG / Invoice submitted by the vendor (as applicable).

5 Payment Authority

Payment sanctioning authority: SRABONI DAS, SVP(FINANCE).

6 Payment Terms

PAYMENT WILL BE MADE ON SUBMISSION OF BILLS AND SATISFACTORY PERFORMANCE CERTIFICATE FROM COMPETENT AUTHORITY OF WBEIDC LTD. PAYMENT WILL BE MADE WITHIN 30 DAYS AFTER SUBMISSION OF BILLS.

7 Security Deposit

Successful bidder will have to submit a performance bank guarantee within 14 DAYS of issuance of LOI, amounting 10% total ordered value in the format given in the tender document for a validity period of 60 DAYS more than the contract period (1 YEAR from the date of final acceptance of the end customer) of the quoted items.

8 Additional Terms & Conditions

PLEASE REFERRED THE BELOW ATTACHED DOCUMENTS: A) ANNEXURE : SECTION-A: SCOPE OF WORK, LOCATION OF VERIFICATION & DELIVERABLES ANNEXURE : SECTION-B: MINIMUM ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER ANNEXURE : SECTION-C: TECHNICAL EVALUATION CRITERIA AND SECTION – D: MARKING CRITERIA FOR EVALUATION.

BOQ, TECHNICAL SPECIFICATIONS & DELIVERY LOCATIONS

SL. No.	Description / Specification	Qty	UOM	Delivery Location
1	CONSULTING FOR Consulting for Indirect taxes for 1 Year	1	NOS	

COMPLIANCE SHEET

SL. No.	Description / Specification	Qty	UOM	Offered Specification	Deviation Details (if any)
1	CONSULTING FOR Consulting for Indirect taxes for 1 Year	1	NOS		

ANNEX - 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,
Dy. General Manager (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 "<Tender Title>" 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 your written acceptance thereof and your 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/BG of Rs. _____ (DD/BG 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, this _____ day of _____ 20__

Signature:

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

(Affix Official Seal)

ANNEX - PBG

PERFORMANCE SECURITY GUARANTEE BOND

1. 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 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 undertake 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 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 20_____
for _____
(Indicate the name of bank)

PRICE BID

This price has to be submitted online only.

ANNEX-EXP PROF
EXPERIENCE PROFILE

Name of the Firm:

List of projects completed that are similar in nature to the works executed during the last 3 (three) years, as stated above.

Sl. No.	Customer's Name	PO No. and Date	Value in Rs	Date of Successful Completion of the job	Completion Certificate Date issued by Customer

Note:

- i. Certificate from the Customers to be attached
- ii. Non-disclosure of any information in the Schedule will result in disqualification of the firm

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

ANNEX - SAO

STRUCTURE AND ORGANISATION

1) Name of Applicant 2) Office Address		
Telephone No.		
Fax No		
3) Name and Address of Bankers		
4) Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio- data		

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

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

SECTION-A

SCOPE OF WORK, LOCATION OF VERIFICATION & DELIVERABLES

A. 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:

1. 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.
2. 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.
3. To prepare reply against notices received from various authorities & appear before the authorities. All the required support to be provided by WBEIDC officials.
4. 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.
5. To attend auditors to clarify the queries & reply to them as & when required with the help of WBEIDC officials whenever required.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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

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

1. 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.
2. 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.
3. 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.

C. 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 and must have a minimum of EIGHT partners (Qualified CA) 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 bidder should have their at least one registered office in Kolkata, West Bengal.
- 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.

SECTION - C

TECHNICAL EVALUATION CRITERIA

- 1) Bidders must be a firm and must have a minimum of EIGHT partners (Qualified CA) 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) 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 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.
- 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.
- 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

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.

SECTION - D

Marking Criteria for Evaluation

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

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
	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	mentioned. A top sheet should be supplied summarizing all credential supplied to be mentioned individually indicating name of Customer
	Similar nature of work for 1 company of size 100 crore	15	

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 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

- 1) 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.
- 2) Price bid will be opened for evaluation only for those bidders who have technically qualified.
- 3) 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
- 4) 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.

