



सत्यमेव जयते

**OFFICE OF THE
DISTRICT INSPECTOR OF SCHOOLS
(SECONDARY EDUCATION),
KOLKATA**

**BIDDING DOCUMENTS FOR FILING OF E-TDS CORRECTION
RETURN**



NOTICE INVITING e-TENDER NO. -I/2018

**FOR
FILING OF E-TDS CORRECTION RETURN**

Issued by:

Office of the District Inspector of Schools (Secondary Education), Kolkata

27A, Bosepukur Road, Shiksha Bhaban, Kolkata 700 042

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No. 555/D

Date: 23.05.2018

E-Tenders are invited from technically qualified and competent Chartered Accountant Firm or Cost Accounting Firm having NSDL TIN-FC. This unique type of work cropped up due to return submitted by the School Authority against school-specific TANs whereas, Income Tax was deducted against TAN of DI of Schools (SE), Kolkata. Hence, demand was generated by Income Tax Department against the respective school authority. The brief scope is to Vacate the Demand of approx 450 schools for the Financial Years upto 2016-17 covered under the jurisdiction of the District Inspector of Schools (SE), Kolkata (subject to last minute change). For any detailing, bidder may visit the Office of the DI of Schools (SE), Kolkata.

1. Intending bidders may download the Bidding Documents from the website <https://wbtenders.gov.in> and also the website of the Department, <https://wbsed.gov.in>. **Earnest Money Deposit (EMD) of an amount of Rs. 20,000/- (Rupees Twenty Thousand only) is to be paid as per Finance Deptt. Notification No. 3975-F(Y) dated 28.07.2016.** A copy of the EMD is to be uploaded electronically along with the bid.
2. Documents required to be submitted:
 - a) NSDL TIN FC Certificate
 - b) Professional Tax Certificate
 - c) GST Certificate
 - d) Previous Experience in Filing of Correction Return of any Government Agencies
 - e) Turnover executed for around 5 lacs in a year (last 02 years ITR to be submitted).
3. The pay of the bill will be raised only after obtaining the certificate from Income Tax Department as the Demand was vacated after deduction of TDS as applicable.
4. The Bid duly digitally signed will have to be submitted by uploading the same in the website <https://wbtenders.gov.in> in the prescribed manner for the same. Bid must be submitted within the date and time stated in Sl. 7 of the e-NIT.
5. All documents submitted by bidders should be properly indexed and digitally signed.
6. Bid to be quoted by the bidder in the Bill of Quantity will be the rate per Corrected Return. The rates quoted by the bidder shall be deemed to include cost of N.S.D.L. upload fees and GST as applicable, if required.

7. Important Information Date & Time Schedule :

| Sl. | Particulars | Date & Time |
|-----|---|--------------------------------|
| 1. | Date of uploading of N.I.T. & other Documents (online) (Publishing Date) | 30th May, 2018 |
| 2. | Documents download/sell start date (Online) | 30th May, 2018 From 18:00 hrs. |
| 3. | Bid submission start date (On line) | 30th May, 2018 From 18:00 hrs. |
| 4. | Bid Submission closing (On line) | 14th June, 2018 at 18:00 hrs. |
| 5. | Bid opening date for Technical Proposals (Online) & Documents download/sell start date (Online) | 18th June, 2018 at 12:00 hrs. |
| 6. | Date of uploading list for Technically Qualified Bidder(online) | To be Notified Later |
| 7. | Date for opening of Financial Proposal (Online) | To be Notified Later |

8. In the event, any of the specified dates as above being declared a holiday by the Government of West Bengal (GoWB), the event of the specified date will be taken up on the next working day at the same time. The Department however reserves its right to change any of the aforesaid date for any reason by uploading revised dates in the website and displaying on the Notice Board of the Office of the District Inspector of Schools (SE), Kolkata.
9. The Office of the District Inspector of Schools (SE), Kolkata reserves the right to appoint one or more than one agencies and reject any or all bids and to accept or reject any or all offers without assigning any reason whatsoever and would not be liable for any cost that might have incurred by any bidder for bidding.
10. At the time of issuing work order the selected firm has to submit 10% of the Bid Value as Security Deposit **by way of online submission through GRIPS portal.**
11. The return of EMD for unsuccessful bidders will be as per e-Tender Rules of the GoWB.
12. Conditional/incomplete bids will not be accepted under any circumstances.
13. The bidders shall have to comply with all relevant laws, regulations, practices and procedures of the Government of West Bengal in connection with tenders.
14. During tender evaluation or even during performance of contract, if any record submitted by any bidder is found to be incorrect, manufactured or fabricated, the bid of such bidder will be rejected and if Contract has already been awarded, the Contract will be cancelled, without any prejudice to any rights of the Office of the District Inspector of Schools (SE), Kolkata and/ or the Government of West Bengal.
15. The Office of the District Inspector of Schools (SE), Kolkata reserves the right to cancel the tender process at any time without assigning any reason, whatsoever, and without entertaining any claim in this respect. At any time prior to the deadline for submission of bids and in case of extension of deadline for the submission of bids up to bid opening, the Office of the DI/S (SE), Kolkata may amend the Bidding Documents by issuing addenda/ corrigenda. In order to give prospective bidders reasonable time in which to take an addendum/ corrigendum into account in preparing their bids or for other causes and considerations, the Office of the DI/S (SE), Kolkata may also, at its discretion, extend the time for the submission of bids.

16. The EMD will be forfeited in the following events : -
- (a) If a bidder withdraws its bid during the period of bid validity specified by the bidder
 - (b) If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, collusive practice
 - (c) If the Selected Bidder fails to sign the receipt of work order
 - (d) If the bidder is otherwise in breach of the terms of the Bidding Documents.
17. Bidders must submit only all records, data and documents on which they wish to in support of their Bid. Bidders will not be allowed to supplement data and documents submitted online, with additional data and documents during tender evaluation, except for reasons to the satisfaction of the Office of the District Inspector of Schools (SE), Kolkata.
18. The entire work is to be executed successfully within 90 days from the date of issuing Work Order. On getting Work Order, the concerned Bidder will have to produce the same to the Income Tax Department for availing necessary CONSO Files. In case of failure of the time limit, deposits may be forfeited.

Encl: 1. Tender Form as specified in Annexure-I
2. BOQ

Sd/-

District Inspector of Schools (SE),
Kolkata

SECTION - A INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

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

i. **Registration of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in>.

ii. **Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National 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.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. **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.

v. **Submission of Tenders:**

Tenders are to be submitted through online to the website stated in Clause A.1. 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).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

5(a). Statutory Cover containing the following documents:

- i) **NIT(Notice Inviting Tender)** : The Bidders are requested to download the NIT and the same must be uploaded.
- ii) **Annexure- I** : The bidders are hereby Instructed to fill the Forms manually. Then the same documents must be scanned and uploaded.
- iii) **(NIT must be downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid.
- iv)

Financial**Proposal:-**

a) **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

Downloaded properly and upload digitally signed.

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

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory

Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

| Sl. No. | Category Name | Sub-Category Description | Detail(s) |
|---------|-------------------|---|--|
| A. | Certificate(s) | Certificate(s) | GST Registration. PAN. P Tax (Challan) (2017-18). Latest IT Receipt. IT-Saral for Assessment year 2017-18. |
| B. | Company Detail(s) | Company Detail | Partnership Firm (<i>Partnership Deed, Trade License</i>) Ltd. Company (<i>Incorporation Certificate, Trade License</i>) Society (<i>Society Registration Copy, Trade License</i>) Power of Attorney, Memorandum of Association and Articles of Association of the Company. |
| C. | Credential | Credential | NSDL TIN FC Certificate |
| D. | FINANCIAL | PL & BALANCE SHEET FOR THE YEAR 2016-17 AND 2017-18 | PL & BALANCE SHEET FOR THE YEAR 2015-16 AND 2016-17 |

4. Tender Fee and Earnest Money Deposit (EMD)

i. Tender Fees:

Entire set of e-Tender documents are made available free of cost through the State Government e-Procurement portal having URL <https://wbtenders.gov.in> and also in the e-Procurement link of Departmental website www.wbiwd.gov.in. Cost for tender document will not be charged even during execution of a formal tender contract-agreement. However, the contractors/bidders may wherever necessary shall be suitably charged for additional/multiple copies of drawings, specifications; Schedule of Rates booklet etc. and such fee may be suitably determined by the Tender Inviting Authority as per existing Rules.

ii. Earnest Money Deposit (EMD):

Intending bidders desiring to make payment of Earnest Money (EMD) has to do the same through e-Payment banking system, on-line and should beforehand read the instructions carefully, particularly those contained in the challan generated in the e-transaction of the portal, if opted for EMD payment through RTGS/NEFT.