

WORK SPECIFICATION FOR COMPUTERISED PROCESSING OF DATA ON ANNUAL VALUATION AND PROPERTY TAX OF THE HOLDINGS OF ULBs, PREPARATION OF DRAFT / FINAL / INTERIM VALUATION LISTS, PRINTING OF COMPUTERISED VALUATION NOTICES USING THE DATABASE AND COMPILATION OF DIFFERENT STATISTICAL REPORTS ON VALUATION AND PROPERTY TAX FOR DIFFERENT URBAN LOCAL BODIES IN WEST BENGAL

INTRODUCTION

West Bengal Valuation Board is a statutory body under Urban Development and Municipal Affairs Department, Government of West Bengal. The West Bengal Valuation Board (Board) is entrusted with the job of determining the annual valuation of land and buildings under the jurisdiction of any Urban Local Bodies (ULBs) in West Bengal as per the provisions of the West Bengal Valuation Board Act, 1978(as amended) , the West Bengal Municipal Act,1993(as amended) and the West Bengal Municipal Corporation Act,2006 (as amended).

SCOPE OF THE WORK

PREPARATION OF DRAFT/ FINAL/ INTERIM VALUATION LIST

A. Preparation of Draft Valuation List (DVL) requires the following kinds of works during its processing stage:

1. Manual scoring or codification work to be done on the Inspection Books (I.B) or other specified Documents as per norms prescribed in Score Sheet which will be supplied by the Board under due authentication. Board's officer(s) will make the personnel(Data Entry Operators), who will be engaged for this job, understand about the nature of the works. The personnel who will be assigned for the work shall not be changed during the entire period of data entry work. Written permission of the Board will have to be taken for their removal/retrenchment/termination, if any during the entire period of data entry work.
2. Data entry work shall have to be started immediately after completion of manual scoring work. Data entry will have to be made from the Inspection Book (I.B) or other specified Documents for general holdings & big holdings. The Board will specify the fields to be kept in the format of DVL/FVL/Interim Valuation List.
3. 100% manual checking is required after data entry as per Inspection Books to eliminate any type of human or typographical errors.

4. Processing of DVL requires preparing a programme or software, which in turn shall compile the data, calculate the annual valuation and property tax of each general and big holding on the mathematical formula to be supplied by the Board.
5. After processing the data, a trial list shall have to be printed. The Board's officials will check the Trial Valuation list and the same shall have to be processed again considering the changes or correction if any, for printing the final copy of DVL in two sets of hard copies. Based on the data of DVL some statistical reports are also to be prepared as per Board's direction.
6. Finally the two sets of DVL in hard copy (in 60 GSM paper) and also in soft copy (in .xls format), soft copy of text file of DVL and database of DVL(in CD/DVD) along with all statistical reports will have to be submitted to the officer in charge of the Board within the stipulated time.
7. Paper and printing quality shall have to be maintained strictly by getting such jobs done through Dot- Matrix Printer.
8. A certificate in the annexed proforma on the job done is to be given to the Board at the time of submission of the hard copy and soft copy of DVL.(Annexure-I)

B. Preparation of Final Valuation List (FVL) requires the following works for processing the FVL:

1. After publication of DVL, Objection Hearing process is taken up by the designated officers to hear and dispose of objection petitions received from the ratepayers. The designated officer called Objection Hearing Officer (OHO) takes the hearing and passes the order in Order Sheet determining the annual valuation of the holding which is treated as conclusive. Such order sheets will be provided to the Data Entry Agency for processing the Final Valuation List (FVL) involving data entry as per corrections entered in the order sheet. A check list shall be prepared for necessary checking with reference to order sheets
2. The Board's officer may also go for checking such exercises of data entry with reference to order sheet. 100% manual checking of FVL with respect to order sheets is to be ensured by the Agency.
3. After necessary data entry and checking as well, the FVL shall be prepared upon calculation of property tax of all holdings and which shall be printed in given format in two copies.
4. (a) The FVL shall be submitted in two sets in hard copy (in 60 GSM paper) and also in soft copy (in .xls format) (in CD/DVD), text file of FVL and database file in CD/DVD within stipulated time.
(b) Paper and printing quality shall be maintained strictly by getting such jobs done through Dot- Matrix Printer.

5. All statistical report should be prepared and submitted to the Board's office in stipulated time.
6. A certificate of job done is to be given to Board as per the proforma annexed at the time of submission of hard copy and soft copy of FVL in the Board's office.

C. Printing of computerized valuation notice of the Board in pre-printed notice form.

1. The Data Entry Agency will have to print the holding wise valuation and property tax data as recorded in the DVL in the pre-printed Valuation notice forms, in duplicate, for each and every holding. The pre-printed notice forms will be supplied by the Board to the firm as per requirements.
2. The Agency will prepare a programme for printing the data exactly as published in the Draft Valuation List in the pre-printed forms.
3. The Agency will be responsible to keep the accounts of the forms (blank/used/mutilated/damaged) and submit the same to the Board after printing the notices.
4. The Agency will also return all the torn/ mutilated / damaged valuation notice to the Board's office.

D. Preparation of the Draft Interim Valuation list , pre-printed Valuation notices on the basis of Draft list and preparation of Final Interim Valuation List : The processes will be the same as described in column no. A, B and C above.

GENERAL

1. The Board will issue work order separately for DVL, FVL, and Interim Valuation List in respect of each ULB mentioning the number of holdings and date of completion of works.
2. **Manual scoring, data entry, data verification, data correction as per instruction of the Board and data modification in the FVL as per the Order Sheets will be the sole responsibility of the Agency . In case if there are found any gross mistake, the firm will be liable to correct the same and penalty may be imposed for such mistake and negligence by deducting 10% of the billed amount at a time. The computer firm shall submit a certificate that all the holdings have been checked as per norms of the Board, at the time of submission of hard & soft copy of DVL/FVL.**
3. It is the responsibility of the Agency to lift relevant papers/documents containing data from this office as and when required and to store it in their custody with due care and attention.
4. It will also be the responsibility of the Agency to return all the papers / documents i.e. I.B., Order sheets etc. to the Board's office positively within one week after submission of hard & soft copy of DVL/FVL.

5. All the papers supplied by the Board are to be treated as confidential records and property of the Board as well as State Government. Such papers cannot be shown / published / photographed / transferred / transmitted to any other else without written consent from this Board.

TECHNICAL CRITERIA FOR PARTICIPATION

All the bidders must upload online the following documents / statements, in authenticated / attested photocopies (except Sl. No.1) :-

1. E.M.D. for **Rs. 20,000.00 (Rupees Twenty Thousand only)** which must be deposited online as per G.O. No – 3975-F(Y) dated: 28/07/2016 of Finance Department of Govt. of WB
2. Valid Trade License issued by the concerned Municipal Corporation/ Municipality.
3. Copies of the Income Tax returns submitted for the last three financial years.
4. Income Tax PAN Card
5. GSTN Registration Certificate if available.
6. Copies of the Professional Tax returns submitted for last three financial years.
7. Any of the office including processing unit of the concerned bidder must be located within KMDA area.
8. The Bidder must have at least 5 computers having Dual Core Processor powered by Windows7 with 4 GB RAM connected by LAN at his office premises.
9. The Bidder must have at least 5 computer personnel with sufficient reserve computer personnel having minimum of “O” level or equivalent.
10. The Bidder must have at least one Supervisor having computer knowledge of minimum “A” level or equivalent.
11. The Bidder must have experience in data entry and data processing work in any organization , the work value of which must be minimum Rs.2 (two) lakhs in any of the last 2(two) preceding financial years and the credentials like Payment certificate, work done certificate etc. will have to be submitted in proof of that.
12. The Bidder must develop a customized Graphical User Interface (GUI) and Data Base Management system based computerized programming package with all types of validation facilities, subject to the satisfaction of this Board, for compilation of entered data and calculation of annual valuation and property tax.
13. The source code of the said programme package will have to be shared to this Board, whenever it will be required.
14. The Bidder must have at least one high speed 136 column Dot Matrix printer at his office premises for carrying out the printing jobs.

FINANCIAL

- 1 The Agency shall quote the rate for processing the DVL for **each holding (RECORD)** for general holding and big holding separately; for (a) Manual Scoring of each holding (b) Data Entry of each holding and (c) Preparation of programme / software for processing and compilation of holding data (d) printing of one copy of Trial List, two copies of final Draft Valuation List , softcopy of text and database of Draft Valuation List in CD/DVD and other statistical reports (consisting of both general and big holdings).
- 2 Separate rate shall have to be quoted for processing the FVL for **each holding (RECORD)** in the DVL for (a) Data entry from order sheet and (b) Processing the DVL with the programme / software and (c) printing of two sets of final copy of Final Valuation List with softcopy of text file and database file in CD/DVD and statistical reports(consisting of both general holdings and big holdings).
- 3 Separate rate shall have to be quoted for printing of the pre-printed valuation notices for each holding.
- 4 The rate should be quoted in digits and figure (in Rs) for all the above mentioned 3(three) items separately, in the letter pad of the participating Bidder/Agency.
 - For any kind of query regarding the nature of work , design of the software , terms and conditions etc. the intending bidder / agency may attend a pre-Bid meeting to be held at the conference hall of this office on **05th October , 2018 at 12.00 noon.**
 - The rate after finalization of the tender will be valid for one year from the date of issuing work order to the successful bidder. However the Board may extend the period for a further period not exceeding one year, at the same terms and conditions.

Date and Time Schedule:

Sl. No.	Particulars	Date & time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	03/10/2018
2	Documents download / sale start date (online)	03/10/2018 after 10.00 a.m.
3	Pre-Bid Meeting Venue – Conference Hall, WB Valuation Board, Address - Poura Prashasan Bhavan 2 nd Floor, DD-I Sector-I, SaltLake, Kolkata - 700064	05/10/2018 at 12.00 noon
4	Bid submission start date (online)	06/10/2018 after 10.00 a.m.
5	Bid submission closing date (online)	30.10.2018 upto 12.00 noon
6	Bid opening date for Technical proposal (online)	01/11/2018 after 12: 00 Noon
7	Date of uploading list for Qualified Bidder in Technical Proposal	To be notified Later on
8	Date for opening of Financial Proposal (online)	To be notified Later on

Date:

**Member Secretary
West Bengal Valuation Board**

DECLARATION

I , on behalf of.....(Name of the Agency) do hereby declare that we have performed the assigned job of the Municipality/ Municipal Corporation vide WBVB work order no. dated as per work specification and methodology for determination of Annual Valuation with due sincerity and diligence. The determination of valuation has been made with due consideration of policy adopted by the West Bengal Valuation Board and subsequent instructions by Valuation Officer/Surveying Valuer in this regard. We have entered and checked all data from the Inspection Books /Documents in all respect for calculation of Annual Valuation of each and every holding. Any error in data entry/Calculation of Annual Valuation is the sole responsibility of our Agency and we are liable to rectify the same at any time after detection of the same. We also affirm that our Agency has not been influenced directly or indirectly by any one during the process of the work and we have maintained the adequate secrecy. The database and all documents of the work are the property of the West Bengal Valuation Board and we will be liable for any leakage of data from our end, if it happens.

Details of work performed:

Preparation of Draft Valuation:

- 1. Manual Scoring: No of holdings
- 2. Data entry, processing and printing of Valuation list: No of holdings

Preparation of Final Valuation List:

- 1. Data entry from order sheet and checking: No of holdings
- 2. Processing and printing of Valuation list:.. No of holdings

We also affirm that this claim was not drawn before by us.

SIGNATURE WITH DATE:

Seal

Government of West Bengal
Finance Department
Audit Branch

No. 3975-F(Y)

Dated, 28th July, 2016

MEMORANDUM

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

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

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

1. Login by bidder:

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

2. Payment procedure:

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

b) Payment through RTGS/NEFT:

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

3. Refund/Settlement Process:

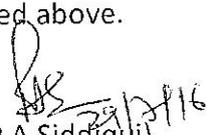
- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L₂ bidder should not be rejected till the LOI process is successful.
- iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L₁ bidder is uploaded to the e-Procurement portal by the tender inviting authority.

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

4. Accounting and Monitoring Process:

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

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


(P A Siddiqui)

Secretary to the
Government of West Bengal
Finance Department

No. 3975/1(500)-F(Y)

Dated, 28th July, 2016

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. Principal Accountant General (RW & LBA), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department, with the request to circulate this Order to all subordinate offices, PSUs, Local Bodies, Autonomous Bodies, PRIs under their control.
5. Commissioner, _____ Division.
6. District Magistrate / District Judge / Superintendent of Police, _____
7. Financial Advisor, _____ Department, Government of West Bengal.
8. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department, for uploading this Order in the Finance Department website.
9. SIO & Director General, National Informatics Centre (NIC), West Bengal, Bidyut Bhavan, Salt Lake, Kolkata-700091.
10. Assistant General Manager, PAD, RBI, Kolkata-700001.
11. Sri Saptarshi Chandra, Chief Manager, Government Banking Group, WB, ICICI Bank Limited, 3A, Gurusaday Road, Kolkata – 700019.
12. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata - 700 001.
13. Sub-Divisional Officer, _____
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office -I, 81/2/2, Phears Lane, Kolkata - 700012 .
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata -700 012.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, IB Market, 1st Floor, Salt Lake, Sector -III, Kolkata - 700106.
17. Treasury Officer, _____
18. _____ Branch / Group _____, Finance Department.


Assistant Secretary to the
Government of West Bengal