



WEST BENGAL HOUSING BOARD

(Estd. under W.B. Act XXXII of 1972)

'A B A S A N', 105, S. N. Banerjee Road, Kolkata – 700 014.

BIDDING DOCUMENTS FOR

“Design and Construction of Sunray Housing Project as per Sanctioned Plan comprising of (B+G+10)-storied Tower-1 & 2 and (G+10)-storied Tower-3 Buildings along with Club House, Facility bldg, Swimming Pool and other Infrastructure Development works including all works of Civil along with Sanitary & Plumbing, Electrical, Fire Fighting etc. at New Town, Rajarhat, Kolkata, West Bengal.”

(NIT No. 03/2014-15/ JD(EW)-I/WBHB)

Section-1

Notice Inviting Tender (NIT)



WEST BENGAL HOUSING BOARD

(Estd. under W.B. Act XXXII of 1972)

'A B A S A N', 105, S. N. Banerjee Road, Kolkata – 700 014,

Phone : (033) 2265-1965, 2264-1967 / 3966 / 8968 / 4974 / 0950. Fax : (033) 2264-1480 / 0979,

Web site : www.wbhousingboard.in Email : wbhousingboard@gmail.com

Memo No. : 168 / JD(EW)-I / WBHB

Date : 20.08.2014

SECTION-1 : NOTICE INVITING e-TENDER

NIT No.03/2014-15/ JD(EW)-I/WBHB

The Joint Director (EW)-I, West Bengal Housing Board, hereby invites e-tender on Lump Sum basis in Single Stage 2-Envelope System for the work as detailed in the table below. (Submission of Bid through online only).

Sl. No.	Name of the Work	Earnest Money /Bid Security (Rs.)	Cost of Tender documents (Non- refundable)	Time of Completion	Engineer of the work	Eligibility of Bidder
1.	Design and Construction of Sunray Housing Project as per Sanctioned Plan comprising of (B+G+10)-storied Tower-1 & 2 and (G+10)-storied Tower-3 Buildings along with Club House, Facility bldg, Swimming Pool and other Infrastructure Development works including all works of Civil along with Sanitary & Plumbing, Electrical, Fire Fighting etc. at New Town, Rajarhat, Kolkata, West Bengal.	Rs.6,00,00,000/- (Rs. Six Crore only) in the form of Bank Guarantee issued by any nationalized/ Scheduled Bank in favour of 'West Bengal Housing Board' .	Rs. 15,000/- (per set) to be deposited by the successful Bidder during formal agreement after issuance of NOA. Cost of Tender document is not Required during participation in NIT.	42 (Forty two) Calendar months (1278 days).	Joint Director (EW)-I, WBHB.	Reputed construction Company/ agency registered under the relevant laws in India/Public Sector Undertaking fulfilling requisite eligibility criteria as stated in the NIT

1. In the event of e-filling, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate, and the Earnest Money (Bid Security) of the amount specified in the table above shall have to be furnished in the form of **'BANK GUARANTEE'** issued by any nationalized or scheduled bank of India in favour of **'West Bengal Housing Board'** and the same shall have to be documented through e-filling (scan copy is to be submitted). The original part of online submission of EMD (Earnest Money Deposit) should be submitted physically to the office of the Joint Director(EW)-I, W.B.H.B. under sealed cover within the prescribed date and time limit stated in **Sl. No. 18** of this N.I.T. The department (Tender Inviting Authority) will not be held responsible for late delivery or loss of the original 'BANK GUARANTEE', if mailed through post/courier. The Format of Bank Guarantee for Bid Security shall be as given in Section-4(Bidding Forms).

2. Both **Technical bid and Financial Bid** are to be submitted in technical (Statutory & Non- Statutory folder) and financial folder concurrently duly digitally signed in the website <http://wbtenders.gov.in> as per tender time schedule stated in **Sl. No. 18**.
The documents submitted by the bidders should be properly indexed & digitally signed.
3. The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL Document (both statutory and non-statutory) of the Bidder is found qualified by the Tender Committee, W.B.H.B. The decision of the Tender committee, W.B.H.B. will be final and absolute in this respect. The both list of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the office of the Joint Director (EW)-I, W.B.H.B. on the scheduled date and time.

4 Eligibility criteria for participation in the tender.

The prospective bidders shall have to meet the following eligibility criteria :

- (a) The bidders must be a reputed construction Company/agency registered under the relevant laws in India/Public Sector Undertaking-subject to ITB 4.5.
- (b) Bidder(s) must have satisfactorily completed as a prime agency during the last 3 (three) years from the date of issue of this notice atleast1(one)contract with a value of at least **INR 130Crores** or 2(two) contracts each with a value of at least **INR 75 Crore** for work of similar nature i.e. Design & Construction of R.C.C. multi-storied framed structure building (bldg. height not less than 25 metres) with all allied works of sanitary-plumbing & drainage, Electrical, Fire Fighting etc. under authority of State /Central Govt., State/ Central Govt. undertaking / Statutory Bodies Constituted under the Statute of the Central/ State Govt. or Private Sector (priceupdated@10%perannum,compoundablefromthedataofcompletionofwork).

The same must be supported by credentials and performance /completion certificates from the Client/end-user. For project in private sector, completion certificate along with TDS certificates evidencing payment of at least 60% of the completed similar works shall have to be submitted. Details of such work experience is to be furnished in Section- 4 , Form- 2 [Non statutory Documents]

N.B. :- Completion certificate should contain a) Name of work, (b) Name and address of Client, (c) Date of commencement of work (d) Date of completion of work (e) Reason for abnormal delay, if any (g) Contract Value & Final Bill Amount.

- (c) A Bidder must have an average annual **Turn Over** of at **least Rs.300 Crore** during the last 3(three Financial years(i.e. FY 2011-12, 2012-13 & 2013-14) for qualifying for participation in the Tender. The financial turn over is to be certified by a Chartered Accountant.
 - (d) A bidder shall have to be incorporated under the (Indian) Companies Act, 1956 or any amendment, substitution thereof and operates in conformity with the provisions of laws of India.
 - (e) Joint venture will not be allowed to participate in the above NIT.
 - (f) The Other eligibility criteria are described in Clause 2 of Section 3 (Evaluation and Qualification Criteria).
5. A bidder shall have to furnish the following documents:
- i) (a) Copies of Acknowledgement Receipt of Income Tax Return filed for the latest Assessment year / P.T. (Deposit Challan) / Pan Card / VAT Registration Certificate/ Voter ID Card for self identification [Non statutory Documents].

- (b) Tax Audit Report in Form 3CD along with Balance Sheet & Profit and Loss A/c for the last 3(three) Financial years (year just preceding the current financial year will be considered as year-1) viz. 2011-2012, 2012-2013, 2013-2014.
 - (c) Financial Statement in Form 17, FIN- I of Section 4 (Bidding Forms) digitally signed by the bidder.
 - (d) Declaration in Form-9 of Section 4 (Bidding Forms) regarding structure and organization duly digitally signed by the bidder.
6. The Bidder should possess **Service Tax Registration number** and copies of necessary documents to this effect is to be submitted along with technical documents[Non statutory Documents]. The service tax may be reimbursed to the agency on production of necessary documents by him in due course.
 7. The Bidder would also have **Provident fund enrolment No.** issued by appropriate authority.
 8. The Successful bidder would have to obtain **Cess Registration certificate** with the labour department, Govt. of West Bengal located in the area where the construction project/work is to be executed within the date specified in the Notification of Award(NOA)/Letter of Acceptance(LOA).
 9. The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the **Article of Association and Memorandum**.
 10. A prospective bidder shall be allowed to participate in a single 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.
 11. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site. The project land may be utilised, if available without disturbing the construction programme.
 12. The successful tenderer shall establish field testing laboratory equipped with requisite instruments / equipments as specified in Form-8, Section-4(Bidding Form).
 13. All materials required for the proposed work including Cement & Steel etc. shall be of specified grade and approved brand in conformity with relevant I.S. code (latest revision) & manufacturer, and shall be procured and supplied by the agency at their own cost including all charges for carriage, taxes, royalties etc. **Only branded steel of SAIL/TATA/RINL brand duly test certified will be allowed to use.** Authenticated evidence for purchase of Steel and cement are to be submitted along with challan and test certificate. In the event of further testing opted by the Engineer, such testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost. List of approved vendors for construction materials has been furnished in Section-5 (Employers' Requirements).
 14. **Constructional Labour Welfare Cess @ 1(one) %** of cost of construction will be deducted from every Bill of the selected agency. Vat, Royalty & all other statutory levy/Cess will have to be borne by the contractor & hence the offered rate must be inclusive of all such taxes and cess as stated above.
 15. **Adjustment of Price (increase or decrease) shall be applicable for the proposed work** as per Cl. 13.8 of General Conditions of Contract .
 16. **Mobilisation Advance @ 10% of the Contract Price (Quoted Value)** will be allowed as per Cl 14.2 of General Conditions of Contract. But no Secured Advance will be allowed in this Contract.
 17. Bids shall remain valid for a period not less than **120 (One hundred twenty) days** after the dead line date for Financial Bid submission. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

18. **Important Information :**

Date & Time schedule

Sl.No.	Particulars	Date & Time
1.	Date of uploading of NIT and Bid Documents (online) (Publishing Date)	20/08/2014
2.	Date & time of start of downloading Bid Documents(Online)	21/08/2014 at 10-00 hrs
3.	Date of Pre-Bid Meeting with the intending bidders in the Head Office of West Bengal Housing Board at 'ABASAN', 105, S.N. Banerjee Road , Kolkata-700014.	05/09/2014 at 12-30 hrs.
4.	Date & time of start of Bid submission (Online)	12/09/2014 at 10-00 hrs.
5.	Date & time of closing of Bid Submission (Online)	22/09/2014 at 18-00 hrs.
6.	Last date & time of submission of original copies of Earnest Money Deposit (Offline) in the office of the Tender inviting Authority.	24/09/2014 at 16-00 hrs.
7.	Date & time of Bid opening for Technical Proposals (Online)	25/09/2014 at 11-00 hrs.
8.	Date & Time for Technical Presentation	26/09/2014 at 12-30 hrs.
9.	Date & time of Bid opening for Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Bidders
10.	Date of uploading of the list of Bidders along with their offered rates (online).	Within 48(Forty eight) hours after opening of Financial proposal.

19. In case of sudden closure of office due to reason beyond the control and understanding, the last date and time as indicated may be extended up to next working date and time without issuance of further separate notice.
20. Prospective bidders are advised to note carefully the minimum qualification criteria As mentioned in Instructions to Bidders' (ITB) and various conditions in—General Conditions of Contract and other bidding documentsasperITB6.1 before tendering the bids.
21. No Conditional/ Incomplete tender will be accepted under any circumstances.
22. **Refund of EMD :** The Earnest Money of all the unsuccessful Tenderers deposited along with the Tenders will be returned (without any interest) by W.B.H.B. on receipt of application from

Tenderers for such refund addressed to the Tender Inviting Authority as promptly as possible upon signing of the Contract Agreement and submission of Performance Security by the successful bidder. The Earnest Money of the successful Bidder will be returned (without any interest) when the Bidder has signed the Agreement and furnished the required Performance Security.

23. **Security Deposit** : A **Performance Security** @10% of the Contract Value in the form of Bank Guarantee shall have to be deposited by the successful bidder within the specified time mentioned in the Notification of Award (NOA)/Letter of Acceptance (LOA) in terms of **Cl. 4.2** of the General Conditions of Contract.
The amount of such 10% (ten percent) Performance Security Deposit will be released (without any interest) only after successful completion of **Defect Liability Period of 3(three) years** in terms of **cl. 4.2 & 11** of General Conditions of Contract.
24. All disputes and differences arising out of the Contract shall be settled in terms of Cl. 20 of General Conditions of Contract.
25. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work, before submitting offer with full satisfaction, The cost of visiting the site shall be at his own expense.
26. The Tender Inviting Authority reserves the right to reject any or all applications for participating in bidding process and to accept or reject any or all offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
27. The bidders shall have to comply with the provisions of the (a) Contract Labour (Regulation & Abolition) Act, 1970 (b) Apprentices Act, 1961 and (c) Minimum Wages Act. 1948 or the notifications thereof or any other laws relating to and the rules made and order issued there under from time to time pursuant to Clause 6 of the General Conditions of Contract.
28. In case of ascertaining the authority of the intending bidders at any stage of bidding process or execution of work, necessary registered irrevocable Power of Attorney in original is to be produced as and when asked for by the Tender Inviting & Accepting Authority / Engineer -in-Charge.
29. During scrutiny, if it comes to the notice of Tender Inviting Authority that credentials or any record is found incorrect/ manufactured/ fabricated, the bidder would not allowed to participate in the bid and its application will be rejected outright without any prejudice to the rights of the Housing Board.
30. West Bengal Housing Board reserves the right to cancel the bidding process due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.

31. **Qualification criteria.**

The tender inviting & Accepting Authority through a 'Tender Evaluation Committee' (TEC) will determine the eligibility of each bidder. The bidders shall have to meet the minimum criteria regarding :

- a) Financial Capacity.
- b) Technical Capability comprising of personnel & equipment capability.
- c) Experience/Credential.

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, c above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice to the rights of the Tender Inviting Authority.

32. The bidders complying with the qualifying criteria will have to appear before the Tender Evaluation Committee(TEC) on date and time stated in Sl.18 of the NIT for a Technical Presentation in respect of their work programme, modalities of execution, image display of carrying out the construction with modern mechanical equipments (as specified) at different stages and various information relating to the proposal of the bidder as specified in **cl.30 of ITB**.
33. In case, if there be any objection regarding Prequalifying the Agency, that should be lodged to the Chairman, Tender Evaluation Committee within 48 hours from the date of publication of list of qualified Bidders and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
34. Before issuance of the notification of award, the tender inviting Authority or its authorized representative may verify all credentials and other documents, if found necessary. After verification, if it is found that the documents submitted by the lowest bidder is either manufactured or false, in that case work order will not be issued in favour of the said bidder under any circumstances and the earnest money deposited by the bidder will be forfeited or invoked, as the case maybe, by the Tender Inviting Authority without assigning any reason thereof.
34. "Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour by the rest of the directors of such company or the partners of such firm, while uploading such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1998 (or latest)".

**Joint Director (EW) - I,
West Bengal Housing Board.**

No. 168/1(10) /JD(EW)-I/HB

Dated: 20.08.2014

Copy forwarded for information & wide circulation to the :-

1. Vice-Chairman, HRBC, St. Georges Gate Road, Kolkata-700021
2. Chief Engineer, Housing Directorate, Govt. of W.B. N.S. Building, 1, K.S. Roy Road, Kol-700001.
3. Chief Engineer-I, WB HIDCO, "HIDCO BHABAN", Premises No. 34-1111, Major Arial Road, 3rd Rotary, New Town, Kolkata -700156.
- 4 Chief Municipal Engineer, Dev. & Planning Deptt., K. M. C., S.N. Banerjee Road, Kol-700014.
5. Superintending Engineer (P.W.D), Presidency Circle.-I, N.S. Bldg, 1, K.S.Roy Road, Kol-700001.
6. Superintending Engineer (P.W.D), Presidency Circle.-II, Hestings, Kolkata-700027.
7. Superintending Engineer (P.W.D), Southern Circle. C.I.T. Bldg, P-16, India Exch. Place Extn, Kol-73.
8. Superintending Engineer (P.W.D), Bidhan Nagar Circle, Purta Bhawan, Salt lake, Kol-700091.
9. Superintending Engineer (P.W.D), Eastern Circle, 45, Ganesh Ch. Avenue, Kol-700013.
10. Federation of Contractors' Association, West Bengal.

**Joint Director (EW) - I,
West Bengal Housing Board.**

No. 168/2(16) /JD(EW)-I/HB

Dated: 20.08.2014

Copy forwarded for information & wide circulation to the:-

1. Housing Commissioner, WBHB
2. Director (Engg.),WBHB

3. FA-Cum-CAO,WBHB
4. CA-Cum-AP,WBHB
5. Senior Architect, WBHB.
- 6 . DHC & Secy., WBHB
7. Joint Director (EW)-II / III / IV / V / (E.P.) / (EEW), WBHB
8. L.A.O./ASC-I, WBHB with the request to publish the Notice in BOARD's Web site.
9. DD(EW)-Sunray H.P., WBHB
10. . Estimator, JD(EW)-I/Sunray H.P., WBHB.
11. Notice Board

**Joint Director (EW) - I,
West Bengal Housing Board.**



WEST BENGAL HOUSING BOARD

(Estd. under W.B. Act XXXII of 1972)

‘A B A S A N’, 105, S. N. Banerjee Road, Kolkata – 700 014.

BIDDINGDOCUMENTS FOR

“Design and Construction of Sunray Housing Project as per Sanctioned Plan comprising of (B+G+10)-storied Tower-1 & 2 and (G+10)-storied Tower-3 Buildings along with Club House, Facility bldg, Swimming Pool and other Infrastructure Development works including all works of Civil along with Sanitary & Plumbing, Electrical, Fire Fighting etc. at New Town, Rajarhat, Kolkata, West Bengal.”

(NIT No. 03/2014-15/ JD(EW)-I/WBHB)

Section-2

Instructions to Bidders (ITB)

Section 2 –Instructions to Bidders (ITB)

This Section specifies the procedures to be followed by bidders in the presentation and submission of their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of contract.

A) General :

1. **Scope of Bid**

1.1 In connection with the Notice Inviting e-Tender for “Design and Construction of Sunray Housing Project as per Sanctioned Plan comprising of (B+G+10)-storied Tower-1 & 2 and (G+10)-storied Tower-3 Buildings along with Club House, Facility bldg, Swimming Pool and other Infrastructure Development works including all works of Civil along with Sanitary & Plumbing, Electrical, Fire Fighting etc. at New Town, Rajarhat, Kolkata, West Bengal” on Lump Sum basis, the Joint Director(EW)-I, West Bengal Housing Board, ‘ASASAN’, 105, S. N. Banerjee Road, Kolkata-700014, (hereinafter referred to as the Employer) issues this Bidding Document for the procurement of Works as specified in Section5 (Employer's Requirements).

The tender is invited online and submission of tender will also be online as detailed in the NIT.

1.2 Throughout this Bidding Document:

- (a) the term "in writing" means communicated in written form and delivered against receipt;
- (b) the terms ‘bid’, ‘quotation’ and ‘tender’ and their derivatives (bidder / quotationer / tenderer, bidding / quotationing / tendering etc.) are synonymous.
- (c) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular; and
- (d) “day” means calendar day.

2. **General guidance for e-tendering**

2.1 **Registration of bidder**

Any bidder willing to take part in the process of e-tendering will have to be enrolled & registered with the State Government e-Procurement system, on www.wbetender.gov.in

The Bidder is to click on the link for e-tendering site as given on the website and if required, may contact e- procurement Help Desk at ‘ASASAN’, 105, S. N. Banerjee Road, Kolkata-700014.

2.2 **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). Details are available on the website www.wbetender.gov.in.

The bidder can search; and download NIQ and Bid Documents electronically once it logs on to the website mentioned in Sl. No. 1 of the NIQ. This is the only mode of collection of Bid Documents.

The bidders are also advised to upload relevant documents such as certificate, purchase order details etc. well in advance under the "My Documents" Tab at www.wbetender.gov.in so that those can later be selected and attached during bid submission. This is likely to ensure hassle free upload of bid documents.

The Employer will not be responsible for any delay or the difficulties faced during the submission of bids online by the bidders due to local connectivity or other issue.

3. Corrupt Practices.

- 3.1 The Employer requires that bidders, suppliers, contractors under contracts with the Employer, observe the highest standard of ethics during the procurement and execution of Such contacts. In pursuance of this policy, the Employer:
- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice"/ bribery" means the offering, giving receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party or influencing the process procuring goods or services or executing contractors:
 - (ii) "fraudulent practice"/"fraud" means any act or omission, including a misrepresentation of information or facts, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation or to influence the process procuring good or services or executing contracts, to the detriment of the employer or other participants:
 - (iii) "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party:
 - (iv) "coercive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party or designed to result in bids at artificial prices that are not competitive:
 - b) Will reject a proposal to award a contract if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in completing for the Contract in question and
 - c) will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in any tender/ bidding process of the Employer if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract of the Employer.
 - d) will cancel or terminate a contract if it determines that a bidder/ party has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract with the Employer.
 - e) will normally require a Contractor of the Employer to allow the Employer or any person that

the Employer may designate, to inspect or carry out audits of the Contractor's accounting records and financial statements in connection with the Contract.

4. Eligible Bidders.

4.1 The prospective bidders shall have to meet the following eligibility criteria:

- (a) The bidders must be a reputed construction Company/agency registered under the relevant laws in India/Public Sector Undertaking-subject to ITB 4.5.
- (b) Bidder(s) must have satisfactorily completed as a prime agency during the last 3 (three) years from the date of issue of this notice atleast 1(one) contract with a value of at least **INR 130 Crore** or 2(two) contracts each with a value of at least **INR 75 Crore** for work of similar nature i.e. Design & Construction of R.C.C. multi-storied framed structure building (bldg. height not less than 25 metres) with all allied works of sanitary-plumbing & drainage, Electrical, Fire Fighting etc. under authority of State/Central Govt., State/Central Govt. undertaking/Statutory Bodies Constituted under the Statute of the Central/ State Govt. or Private Sector (price updated @ 10% per annum, compoundable from the date of completion of work).

The same must be supported by credentials and performance /completion certificates from the Client/end-user. For project in private sector, completion certificate along with TDS certificates

evidencing payment of at least 60% of the completed similar works shall have to be submitted. Details of such work experience is to be furnished in Section- 4 , Form- 2 [Non statutory Documents]

N.B. :- Completion certificate should contain a) Name of work, (b) Name and address of Client, (c) Date of commencement of work (d) Date of completion of work (e) Reason for abnormal delay, if any (g) Contract Value & Final Bill Amount

- (c) A bidder must have average annual turnover of at least **Rs. 300 Crores** . during the last 3 (three) financial years (i.e 2011-2012, 2012-2013 & 2013-2014) for qualifying for participation in the Bid. The financial turnover is to be certified by a Chartered Accountant.
- (d) A bidder shall have to be incorporated under the (Indian) Companies Act, 1956 or any amendment, substitution thereof and operates in conformity with the provisions of laws of India.
- (e) Joint venture will not be allowed to participate in the above NIT.
- (f) The Other eligibility criteria are described in Clause 2 of Section 3 (Evaluation and Qualification Criteria).

4.2 A bidder shall have to furnish the following documents:

- (a) Copies of Acknowledgement Receipt of Income Tax Return filed for the latest Assessment year / P.T. (Deposit Challan) / Pan Card / VAT Registration Certificate/ Voter ID Card for self identification [Non statutory Documents].

(b) Tax Audit Report in Form 3CD along with Balance Sheet & Profit and Loss A/c for the last 3(three) Financial years (year just preceding the current financial year will be considered as year-1) viz. 2011-2012, 2012-2013, 2013-2014.

(c) Financial Statement in Form 17, FIN- I of Section 4 (Bidding Forms) digitally signed by the bidder.

(d) Declaration in Form-9 of Section 4 (Bidding Forms) regarding structure and organization duly digitally signed by the bidder.

4.3 The Employer considers a conflict of interest to be a situation in which a party has an interest that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitutes a prohibited practice by the Employer which requires that bidders, suppliers, and contractors under contracts with the Employer, observe the highest standard of ethics and will take appropriate actions if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently all bidders found to have a conflict of interest shall be disqualified. A bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:

(a) They have controlling shareholders in common; or

(b) they receive or have received any direct or indirect subsidy from any of them; or

(c) they have the same legal representative for purposes of this bid; or

(d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the Employer regarding this bidding process; or

(e) Participation by a bidder in more than one bid (not meaning thereby more than one package) will result in the disqualification of all bids in which the party is involved.

4.4 A firm that is under a declaration of ineligibility by the Employer in accordance with ITB 3 or by any Department of Government of India or by State Government, at the date of the deadline for bid submission or thereafter during process of evaluation, shall be disqualified.

4.5 Bidders shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.

5. Eligible Personnel, Materials, Equipment and Services.

5.1 The bidder must have the requisite numbers of Technical Personnel, Plants and Equipments as enumerated in **Forms 4, 7 and 9 of Section 4** (Bidding Forms). The materials, equipments and services to be supplied under the Contract may have their origin in any country except prohibited by any statute.

5.2 For purposes of ITB 5.1 above, "Origin" means the place where the materials and

equipments are mined, grown, produced or manufactured, and from which the services are provided. Materials and equipments are produced when, through manufacturing, processing, or substantial or major assembling of components, a commercially recognized product results that differs substantially in its basic characteristic or in purpose or utility from its components.

- 5.3 The bidders are cautioned to read the specifications carefully, as there may be special requirements. The technical specifications presented herein may not be construed as defining a particular manufacturer's product. The bidders are encouraged to advise the Employer, if they disagree.

The specifications are the minimum requirements for the products. The products offered must meet or exceed requirements mentioned in the technical specifications. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry. Modifications of or additions/alterations to basic standard products of less size or capability to meet these requirements will not be acceptable.

B) Contents of Bidding Document.

6. Sections of Bidding Document.

- 6.1 The Bidding Document consists of the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with **ITB 8.**

Section 1 - Notice Inviting e-Tender (NIT).

Section 2 – Instructions to Bidders (ITB).

Section 3 - Evaluation and Qualification Criteria (EQC).

Section 4 - Bidding Forms (BDF).

Section 5 - Employer's Requirements (ERQ)

Section 6 - General Conditions of Contract (GCC)

Section 7 – Particular Conditions of Contract(PCC)

Section 8 - Contract Forms (COF)

Section 9 - Drawings

Section 10 – Bill of Quantity(BOQ).

Section 11 - Bidder's Document(To be furnished by Bidder).

- 6.2 The Employer is not responsible for the completeness of the Bidding Document and their Addenda, if they were not obtained directly from the source stated by the Employer in the Invitation for Bids.

- 6.3 The bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

7. Clarification of Bidding Document, Site Visit, Pre-Bid Meeting.

- 7.1 A prospective bidder requiring any clarification of the Bidding Document shall contact

the Employer in writing by sending an e-mail to the Employer's e-mail address dir.engg.wbhb@gmail.com or raise his queries during the pre-bid meeting if provided for in accordance with ITB 7.4 and 7.5. The Employer shall upload in the website hosting the Bidding Document the responses to bidders' queries. Should the Employer deem it necessary to amend the Bidding Document as a result of a request for clarification, it shall do so following the procedure under ITB 8.

- 7.2 The bidder is advised to visit and examine the Sites of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the bidder's own expense.
- 7.3 The bidder and any of its personnel or agents will be granted permission by the Employer to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the bidder, its personnel, and agents will release and indemnify the Employer and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.
- 7.4 The bidder's designated representative is invited to attend a pre-bid meeting at the Head Office of West Bengal Housing Board at "ABASAN", 105, S. N. Banerjee Road, Kolkata-700014. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 7.5 The bidder is requested, as far as possible, to submit any questions in writing, to reach the Employer not later than **one week before the meeting**.
- 7.6 Minutes of the pre-bid meeting, including the text of the questions raised, without identifying the source, and the responses given, together with any responses prepared after the meeting, will be uploaded in the e-tender portal i.e. www.wbtenders.gov.in within 7 (seven) days from the date of Pre-bid meeting. Any modification to the Bidding Document that may become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an addendum pursuant to ITB 8 and not through the minutes of the pre-bid meeting.
- 7.7 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

8. Amendment of Bidding Document/ Extension of deadlines.

- 8.1 At any time prior to the deadline for submission of bids and in case of the extension of deadline for the submission of bids up to bid opening, the Employer may amend the Bidding Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Bidding Document and shall be uploaded in the e-tender portal i.e. www.wbtenders.gov.in.
- 8.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids or for other causes and consideration, the Employer may, at its discretion, extend the deadline for the submission of bids.

C) Preparation of Bids.

9. Costs of Bidding.

- 9.1 The bidder shall bear all costs associated with the preparation and submission of its bid, and the Employer shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10. Language of Bid

- 10.1 The bid, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Employer, shall be written in English only. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the bid, such translation shall govern.

11. Documents comprising the Bid.

- 11.1 Tenders are to be submitted online following the process mentioned in **Sl. Nos. 1 and 2** of NIT in two folders at a time in respect whereof bid is being submitted, one being the Technical Proposal / Technical Bid and the other being the Financial Proposal / Price Bid before the prescribed date and time duly signed with a valid Digital Signature Certificate (DSC). The documents are to be uploaded viruses free and duly digitally signed so that the documents will get encrypted (transformed into non readable formats). The folder must be identifiable in respect of the bid/package for which the bidder is submitting a bid.
- 11.2 The Technical Bid in respect of the bid/package shall comprise of the scanned copies of the following documents in one folder:

Statutory Cover of Technical Bid Containing:

- (i) Prequalification Application as per format (duly filled up) given in Form- 1, Section – 4 (Bidding Forms).
- (ii) Bank Guarantee towards earnest money (EMD)/ Bid Security as prescribed in the NIT against the work, drawn in favour of “WEST BENGAL HOUSING BOARD” (Form 19).
- (iii) NIT (Section - 1) & Instruction to Bidders (Section - 2) (Properly uploaded with digital signature).
- (iv) Evaluation & Qualification Criteria(Section-3) along with Qualification Information (duly filled in by the Bidder), as per format given in Form – 16 of Section – 4 (Bidding Forms).
- (v) General Conditions of Contract (Sections 6) and Particular Conditions of Contract(PCC),
- (vi) Employer’s Requirements (Section -5),
- (vii) Other Bidding Forms(Section-4) duly filled in by the bidder (i.e. Form-11, 12, 13, 14 etc.).

Non-statutory Cover of Technical Bid containing:

- (i) Professional Tax (PT) deposit receipted challan for the Financial Year 2013-2014, PAN Card, Voter ID, IT Return for the Assessment Year 2013-2014, VAT Registration Certificate, Service Tax Registration No. and Provident Fund Enrolment No.
- (ii) Registration Certificate under Companies Act.
- (iii) Articles of Association and Memorandum of Association for Company and Registered Deed for partnership Firms.
- (iv) Registered Power of Attorney for partnership Firm and Company. Power of Attorney in favour of signatory of the bid(Form-6)
- (v) List of Machineries(Form-7), minimum Plant & Machineries as per Form-4, List of Equipments for Site Laboratory(Form-8) and details of Equipment (in Form 10), structure and organization as per Form-9 and List of key personnel and technical staff along with bio-data (Form PER-1 & 2).
- (vi) Scanned copy of original credential certificate as stated in **Sl. 4(b) of NIT / Cl. 4.1(b) of ITB/Form-2 (Proforma)** has to be submitted.
- (vii) Experience profile is to be submitted as per pro forma given in Form - 2, Section 4 (Bidding Forms) and General Construction Experience in Form-18(EXP-1).
- (viii) Tax Audit Report in Form 3CD along with Balance Sheet & Profit and Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year-1) viz. 2011-2012, 2012-2013 and 2013-2014. Financial Statement shall be given as per pro forma given in **Form – 17, Section 4** (Bidding Forms) along with Form FIN-2, FIN-3 & FIN-4 and Bank Certificate in Form-5 (if required).

In case of failure to submit any of the above mentioned documents (for both statutory and non statutory cover) in respective folders, the Employer shall be entitled to summarily reject the tender.

11.3 The Price Bid for the bid/package shall comprise the following documents in one cover (folder):

- (a) Letter of Price Bid in Form-3(section-4)
- (b) Bill of Quantity (BOQ) in the specified format.

11.4 Following documents, which are not required to be submitted along with the Bid, will be deemed to be part of the Bid.

- a) Drawings (Section-9)
- b) Contract Forms (Section-8).

12. Letters of Bid, and Schedules.

12.1 The Letters of Technical Bid and Price Bid shall be prepared using the relevant

Forms(Form-1 & 3) furnished in Section 4 (Bidding Forms). The forms must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

13. Bid Prices and Discounts.

- 13.1 The prices and discounts quoted by the bidder in the Letter of Price Bid shall conform to the requirements specified below.
- 13.2 The price to be quoted in the Letter of Price Bid, in accordance with ITB 12.1, shall be the total price of the bid.
- 13.3 The price quoted by the bidder shall not subject to any discount.
- 13.4 **Unless otherwise specified in the Bidding Document** and the Contract, the rate(s) and price(s) quoted by the Bidder are subject to adjustment during the performance of the Contract in accordance with the provisions of the General Conditions of Contract (Cl. 13.8).
- 13.5 All duties, taxes, and other levies payable by the selected bidder under the Contract, or for any, other cause, shall be considered to be included in the prices and the total Bid Price submitted by the bidder. The Bid Price quoted by the bidder shall be final and shall not be adjusted and/or increased for change in any duty / tax / other levies or outgoings. In other words, the selected bidder will not be paid anything more than the Bid Price, which is all inclusive.

However, the Employer will assist (on a no recourse basis and in good faith, based on the selected bidder's representations and in good faith thereof) the selected bidder / contractor to obtain any lawful exemptions from payments of Duties or Taxes on Plant and Materials which are to be incorporated as a part of the Permanent Works by issue of a appropriate certificate in the requisite format certifying the estimated quantities of Plant / Materials that are to be incorporated into the Works. The responsibility for obtaining any such exemptions from the competent authority will remain with the selected bidder and the Employer shall no way be responsible for admissibility of the claims or eligibility of the selected bidder.

14. Currencies of Bid and Payment

- 14.1 The unit rates and the prices shall be quoted by the bidder entirely in Indian National Rupees (INR) only. The Employer shall be entitled to reject any bid, if the same has been submitted in any other currency.

15. Documents Comprising the Technical Proposal.

- 15.1 The bidder shall furnish, as part of the Technical Bid, **a Technical Proposal** including a Statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section 4 (Bidding Forms), in sufficient detail to demonstrate the adequacy of the bidders' proposal to meet the work requirements and the completion time.
- 15.2 The bidder will have to present before the **Tender Evaluation Committee (TEC, which is an expert technical body)** work program, modalities of execution in terms of modern mechanical construction equipment with image display conforming to technical specification and Employer's Requirements. The TEC will take into consideration various factors, collectively and holistically, especially factors having a direct bearing on time-bound completion' nature of the Works. If the TEC in their subjective assessment finds any

discrepancy in bidder's capability to render the work satisfactorily based on their presentation and other factors which are corroborative of their stated credentials such as financial strength, experience in similar work, personnel & establishment, plant & equipment or other factors which have a bearing on the bidder's capability to perform the contract, if awarded, the overall evaluation weightage will be calibrated for such bidder accordingly.

- 15.3 To establish the conformity of the goods and related services to the Bidding Documents, the bidder shall furnish as part of its bid, the documentary evidence that the Goods / Products conform to the technical specifications and standard specified in Section 5 (Employer's Requirements).

16. Documents Establishing the Qualifications of the Bidder.

- 16.1 To establish its qualifications to perform the Contract in accordance with Section 3 (Evaluation and Qualification Criteria) the bidder shall provide the information requested in the corresponding information sheets included in Section 4 (Bidding Forms).

17. Period of Validity of Bids.

- 17.1 Bids shall remain valid for a period of 120 days after the bid submission deadline date prescribed by the Employer. A bid valid for a shorter period shall be rejected by the Employer as non-responsive.
- 17.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Employer may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a bid security is requested to be extended in accordance with ITB 18, it shall also be extended 28 (twenty-eight) days beyond the deadline of the extended validity period. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request shall not be required or permitted to modify its bid.

18. Bid Security

- 18.1 The bidder shall upload along with scanned copy of its bid in the e-tender website i.e. www.wbetender.gov.in in the appropriate folders, as part of its bid, a scanned copy of payment of Earnest Money/Bid Security of the amount as indicated in SI.1 of the NIT. The bidder shall submit the original Earnest Money / Bid Security for the bid along with a forwarding letter to the office of the Tender inviting authority on or before the last date of submission of such document as per NIT or as notified.
- 18.2 The bid security shall be in the form of Bank Guarantee issued by a scheduled Indian bank in favour of "**West Bengal Housing Board**". The bid security shall be valid for 28 (twenty-eight) days beyond the original validity period of the bid, or beyond any period of extension if requested under ITB 17.2.
- 18.3 Any bid not accompanied by an enforceable and compliant bid security required in accordance with ITB 17.1, shall be rejected by the Employer as non-responsive.
- 18.4 The bid security of unsuccessful bidders shall be refunded as promptly as possible

upon the successful bidder's furnishing of the performance security pursuant to ITB 38.

18.5 The bid security may be forfeited:

- (a) if a bidder withdraws its bid during the period of bid validity specified by the bidder on the Letter of Bid, except as provided in ITB 18.2 or
- (b) if the successful bidder fails to:
 - (i) sign the Contract in accordance with ITB 37.1;
 - (ii) furnish a performance security in accordance with ITB 38.1.

19. Format and Signing of Bid

19.1 The bid shall be digitally signed by a person or persons duly authorized to sign on behalf of the bidder as stated in Sl. 1 of the NIT.

D. Submission and Opening of Bids.

20. Submission of Tenders.

20.1 Tenders are to be submitted online as stated in Sl. Nos. 3, 4 and 5 of the NIQ in two folders at a time for each package, one being Technical Proposal / Technical Bid and the other being Financial Proposal /Price Bid before the prescribed date and time with Digital Signature Certificate (DSC). The documents are to be uploaded duly scanned for viruses and duly signed, digitally so that the documents will get encrypted (transformed into non readable formats).

21. Deadline for Submission of Bids.

21.1 Complete bids (including Technical and Financial) must be uploaded in the e-tender portal i.e. www.wbtenders.gov.in not later than the date as mentioned in the N.I.T.

21.2 The Employer may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Document in accordance with ITB 8, in which case all rights and obligations of the Employer and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

22. Bid Opening

22.1 The Technical Bid will be opened online by the authority receiving tenders or by its authorized representative at time, date and the place specified in the NIT in the manner specified in the NIT. The authority receiving tenders or its authorized representative, shall decrypt all Technical Bids submitted by the bidders and copy them in any storage device such as a compact-disc, pen drive or hard drive. The authority receiving tenders or its authorized representative shall then take print outs of the all technical bids and upload each technical bid on the website www.wbetender.gov.in The date and time for online opening of Financial Bid will be announced at the time of uploading of Technical Evaluation Sheet/Report. The manner of online opening of Financial Bid will be same as Technical Bid opening.

- 22.2 All folders containing the Technical Bids shall be opened one at a time, and the Followings are recorded:
- (a) the name of the bidder;
 - (b) the presence of a Bid Security, if required; and
 - (c) any other details as the Employer may consider appropriate.
- Only Technical Bids recorded at bid opening shall be considered for evaluation.
- 22.3 The Employer shall prepare a record of the opening of Technical Bids. A copy of the record shall be uploaded to the website www.wbetender.gov.in
- 22.4 At the end of the evaluation of the Technical Bids, the Employer will upload in the website www.wbetender.gov.in the name of the bidders who have submitted substantially responsive Technical Bids and who have been determined as being qualified for award in terms of ITB 36. The date and time of opening of Price Bids will also be uploaded in the website www.wbetender.gov.in
- 22.5 The Employer shall conduct the opening of the Price Bid of all the bidders who have submitted substantially responsive Technical Bids and who have been determined as being qualified in terms of ITB 36. All folders containing Price Bids shall be opened one at a time and the followings are recorded:
- (a) the name of the bidder;
 - (b) the Bid Prices; and
 - (c) any other details as the Employer may consider appropriate.
- Only Price Bids recorded during the opening of Price Bids shall be considered for evaluation. No bid shall be rejected at the opening of Price Bids except when the Price Bid is not in accordance with the Bidding Documents.
- 22.6 The Employer shall prepare a record of the opening of Price Bids that shall include, the name of the bidder and the Bid Price for the package. A copy of the record shall be uploaded on the web portal www.wbetender.gov.in.

E. Evaluation and Comparison of Bids

23. Confidentiality.

- 23.1 Information relating to the examination, evaluation, comparison, and post qualification of bids and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information on award of Contract is communicated to all bidders.
- 23.2 Any attempt by a bidder to influence the Employer in the evaluation of the bids or Contract award decisions, may result in the rejection of its bid.

24. Clarification of Bids.

- 24.1 To assist in the examination, evaluation and comparison of the Technical and

Price Bids, the Employer may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Employer shall not be considered. The Employer's request for clarification and the response shall be in writing. No change in the substance of the Technical Bid or, prices in the Price Bid shall be sought, offered, or permitted.

24.2 If a bidder does not provide clarifications of its bid by the date and time set in the Employer's request for clarification, its bid may be rejected.

25. Deviations, Reservations, and Omissions.

25.1 During the evaluation of bids, the following definitions apply:

- (a) "Deviation" is a departure from the requirements specified in the Bidding Document;
- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Document.

26. Preliminary Examination of Technical Bids.

26.1 The Employer shall examine the Technical Bid to confirm that all documents and technical documentation requested in ITB 11.2 have been provided, and to determine the completeness of each document submitted. If any of these documents or information is missing, the bid may be rejected.

27. Responsiveness of Technical Bid.

27.1 The Employer's determination of a bid's responsiveness is to be based on the contents of the bid itself, as defined in ITB 11.

27.2 A substantially responsive Technical Bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that,

- (a) if accepted, would:
 - (i) affect in any substantial way, the scope, quality, or performance of the Works specified in the Contract or
 - ii) limit in any substantial way, inconsistent with the Bidding Document, the Employer's rights or the bidder's obligations under the proposed Contract; or
- (b) if rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

27.3 The Employer shall examine the technical aspects of the Bid submitted in accordance

with ITB 15, Technical Proposal, in particular, to confirm that all requirements of Section 5 (Employer's Requirements) have been met without any material deviation or reservation.

27.4 If a bid is not substantially responsive to the requirements of the Bidding Document, it shall be rejected by the Employer and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

28. Nonconformities, Errors, and Omissions

28.1 Provided that a bid is substantially responsive, the Employer may waive any nonconformities in the bid that do not constitute a material deviation, reservation or omission.

28.2 Provided that a Technical Bid is substantially responsive, the Employer may request that the bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the Technical Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the Price Bid. Failure of the bidder to comply with the request may result in the rejection of its bid.

29. Qualification of the Bidder.

29.1 The Employer shall determine to its satisfaction during the evaluation of Technical Bids whether bidders meet the qualifying criteria specified in Section 3 (Evaluation and Qualification Criteria).

29.2 The determination shall be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder pursuant to ITB 15.1.

30. Evaluation Criteria.

30.1 The participating bidders will have to appear before the Tender Evaluation Committee(TEC) on date and time stated in Sl.18 of the NIT for a Technical Presentation in respect of their work programme, modalities of execution, image display of carrying out the construction with modern mechanical equipments (as specified) at different stages and various information relating to the proposal of the bidder. This presentation will need clarity and compatibility with the credentials and documents that have been submitted at the time of participating in the bid. The Employer will need reflection of convincing and reassuring commitment from bidder at the time of presentation about their ability to carry out the work at the specified location with the assistance of modern mechanical equipment and in a synchronized way to eliminate entirely, any possibility of delay of activities during the scheduled time of completion of the Project.

30.2 MARKING METHODOLOGY

SL. NO.	C R I T E R I A	MAXIMUM MARKS	WEIGHTAGE
1.	Average Annual Turn Over (Rs. In Crore) of the bidder during the last 3 FY 2011-"12, 2012-"13, 2013-"14, certified by a Chartered Accountant.	100	0.15

2	Value of Construction works of similar nature completed during the last 3-Financial years supported by certificate by the client/TDS.	100	0.20
3	No. of technical personnel under the permanent pay roll of the bidder certified by HR/Personnel branch. 1. No. of Graduate Engineers. 2. No. of Diploma Engineers. 3. Others as per Clause 2.4	100	0.25
4	Number of Plants & Machineries as per Clause 2.5 either owned by the bidder or taken on lease Supported by declaration. I. No of Plants. II. No of machineries. III. No of equipments.	100	0.25
5.	Technical presentation.	100	0.15

Each of the aforesaid indicators would be evaluated on a scale of 0-100 considering the score of the bidder with the highest absolute value as 100 and deducing the relative value of the remaining bidders between 0-100 following the unitary method. All scores should be rounded off to the nearest integral value in the scale of 0-100. The weighted average of all the indicators would constitute the technical score of a bidder. Financial bids of the bidders securing a technical score of 70 and above would only be opened.

The Price Bid of bidders, who do not meet the qualifying criteria prescribed in ITB 4.1 will not be opened and considered. The Price Bids of bidders whose technical score is less than 70 will also not be opened and considered.

An affirmative determination as aforesaid shall be a prerequisite for the opening and evaluation of a bidder's Price Bid. A negative determination shall result in the disqualification of the bid, in which event the Employer shall not open the Price Bid of the bidder.

31. Preliminary Examination of Price Bids.

31.1 The Employer shall examine the Price Bid to confirm that all documents and

schedules requested in ITB 11.3 have been provided, and to determine the completeness of each document submitted. If any of these documents or information are missing, the bid may be rejected.

32. Evaluation of Price Bids

32.1 The Employer shall consider the Price Bid of the bidders who will be qualified in the Technical Bid of the same Bid. No other evaluation criteria or methodologies shall be permitted.

33. Comparison of Bids.

33.1 All technically qualified bidders shall be at par notwithstanding individual scores.

33.2 The Employer shall compare all the Price Bids of technically qualified bidders to determine the lowest price bid.

34. Employer's Right to Accept Any Bid, and to Reject Any or All Bids.

34.1 The Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the Bidders.

F. Award of Contract

35. Award Criteria

35.1 The Employer shall award one Contract in respect of the bid or in its sole discretion (based on the recommendation of the TEC).
When adequate participants (i.e. at least three) are not available for the bid, Employer in its sole discretion may go for a re-tender.

36. Notification of Award / Letter of Acceptance

36.1 The bidder whose bid has been accepted will be notified of the award by the Employer prior to expiration of the bid validity period by uploading in the e-tender portal i.e. www.wbetender.gov.in. or by e-mail or facsimile confirmed by registered letter. This letter (hereinafter and in the Conditions of Contract called the —**Letter of Acceptance/Notification of Award**—) will state the sum that the Employer will pay the Contractor in consideration of the designing, drawing, execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the —**Tendered Amount/Contract Price**—) in respect of the bid.

36.2 Until a formal contract is prepared and executed in respect of the bid, the Notification of Award shall constitute a notification of commencement of Works, subject only to the furnishing of a performance security in accordance with the provisions of ITB 38.1, whereupon the Contract shall come into force.

36.3 The Employer shall hand over the sites to the selected bidder within 7 days from the date of issue of Letter of Acceptance of the work.

37. Signing of Contract

37.1 Promptly after notification, the Employer shall send the selected bidder the Form of Contract Agreement. Each page of the Contract Agreement should be signed by the Contractor or his authorized signatory and the Tender Accepting Authority. If there are any corrections, cuttings, omissions, over writings, insertions, etc. (after issue of Bid Document) their number should be clearly mentioned on the page of the Contract Document before signing.

37.2 Within 21 days of receipt of the Form of Contract Agreement, the selected bidder shall sign the contract with date and return it to the Employer. The Contract shall only come into existence, when the Performance Security is furnished in terms of ITB 38.1.

37.3 No payment for the work done will be made to the selected bidder till the Contract Agreement is signed by the selected bidder and Performance Security has been submitted by the selected bidder.

38. Performance Security.

38.1 Within 10 days of the receipt of Notification of Award / Letter of Acceptance from the Employer, the selected bidder shall furnish the Performance Security in accordance with the conditions of contract, using the Performance Security Form included in **Section 8 (Contract Forms)**, or another form acceptable to the Employer.

38.2 Failure of the successful bidder to submit the above mentioned Performance Security or to sign the Contract Agreements in respect of the bid, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event the Employer may award the Contract to the next lowest evaluated bidder whose offer is substantially responsive and is determined by the Employer to be qualified to perform the Contract satisfactorily at the price at which the successful bidder was awarded the Contract or the Employer, may, at its discretion go in for fresh tenders.

**Joint Director(EW) – I,
West Bengal Housing Board.**



WEST BENGAL HOUSING BOARD

(Estd. under W.B. Act XXXII of 1972)

'A B A S A N', 105, S. N. Banerjee Road, Kolkata – 700 014.

BIDDING DOCUMENTS FOR

“Design and Construction of Sunray Housing Project as per Sanctioned Plan comprising of (B+G+10)-storied Tower-1 & 2 and (G+10)-storied Tower-3 Buildings along with Club House, Facility bldg, Swimming Pool and other Infrastructure Development works including all works of Civil along with Sanitary & Plumbing, Electrical, Fire Fighting etc. at New Town, Rajarhat, Kolkata, West Bengal.”

(NIT No. 03/2014-15/ JD(EW)-I/WBHB)

Section-3

Evaluation & Qualification Criteria (EQC)

Section 3 – Evaluation and Qualification Criteria

This section contains all the criteria that the Employer shall use to evaluate bids and qualify Bidders. In accordance with ITB 30 and ITB32, no other method, criteria and factors shall be used. The bidder shall provide all the information requested in the forms included in Section 4 (Bidding Forms).

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1. Evaluation

In addition to the criteria listed in ITB 30 the following criteria shall apply:

1.1. Adequacy of Technical Proposal

Evaluation of the bidder's Technical Proposal will include an assessment of the bidder's technical capacity to mobilize key equipment and personnel for the Contract consistent with its proposal regarding work methods, scheduling, and material sourcing in sufficient detail and fully in accordance with the requirements stipulated in Section 5 (Employer's Requirements) and Section 3 (Evaluation and Qualification Criteria).

2. Qualification Eligibility

2.1 Eligibility

Criteria Requirement	Compliance Requirements	Documents Submission Requirements
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2.1.1 Nationality

Nationality in accordance with ITB 4.1	Must meet requirement	Form ELI-1 with attachments
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2.1.2 Conflict of Interest

No conflict of interest in accordance with ITB 4.3	Must meet requirement	Letter of Technical Bid
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2.1.3 Housing Board Eligibility

Not having been declared ineligible by Housing Board or Housing Department or any Department of Government of India or any State Government, as described in ITB 4.4	Must meet requirement	Letter of Technical Bid
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2.1.4 Government owned entity

Bidder required to meet	Must meet requirement	Form ELI-1 with attachments
-------------------------	-----------------------	-----------------------------

Conditions of ITB Sub- Clause 4.5		
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2.2 Financial Situation

Criteria Requirement	Compliance Requirements	Documents Submission Requirements
----------------------	-------------------------	-----------------------------------

2.2.1 Historical Financial Performance

Submission of audited balance sheets, other financial statements for the last three years to demonstrate the current soundness of the bidders financial position and its prospective long term profitability. Using Forms FIN - 1 in Section 4 (Bidding Forms) the bidder must demonstrate that the bidder's net worth is positive.	Must meet requirement	Forms ELI-1, with attachments of Section 4
--	-----------------------	--

2.2.2 Average Annual Turnover

Minimum average annual turnover of INR 300 Crores calculated as total certified payments received for contracts in progress or completed, within the last 3(three) years.	Must meet requirement	Form FIN-2 of Section 4
--	-----------------------	-------------------------

2.2.3 Financial Resources

The bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other	Must meet requirement	Form FIN-3 & FIN-4 of Section 4
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than any contractual advance payments to meet the over all cash flow requirement.		
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2.3 Experience

Criteria Requirement	Compliance Requirements	Documents Submission Requirements
----------------------	-------------------------	-----------------------------------

2.3.1 General Construction Experience

Experience under construction contracts in the role of contractor for at least the last 10 (ten) years prior to the application submission deadline in the field of construction of multi-storied building preferably housing project)	Must meet requirement	Form EXP-1 of Section 4
--	-----------------------	-------------------------

2.3.2 Specific Construction Experience : Contracts of Similar Size and Nature

Successful completion as prime contractor during the last 3(three) years from the date of issue of this Notice, of atleast 1(one) contract with a value of at least INR 130 Crores or 2(two) contracts each with a value of at least INR 75 Crore for work of similar nature i.e.. Design & Construction of R.C.C. multi-storied framed structure building (bldg. height not less than 25 metres) with all allied works of sanitary-plumbing & drainage, Electrical, Fire Fighting etc. under authority of State/ Central Govt., State/ Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central/ State Govt. or Private Sector. The same must be supported by credentials and performance /completion certificates from the Client/end-user as specified in NIT / ITB.	Must meet requirement	Form 2 of Section 4
--	-----------------------	---------------------

2.4 Personnel

The bidder, while bidding for the tender, must engage the following key technical personnel (having minimum qualification & experience as mentioned) in their pay-roll of full time engagement for execution of the contract work :

Sl. No.	Designation / Position with minimum requirement	Qualification and experience profile.
1	Project Manager -1 No.	Graduate in Civil Engineering with minimum experience of 15 years in construction of multistoried building & Housing project work.
2	Planning & Quality Control Engineer – 1 No.	Graduate in Civil Engineering with minimum experience of 10 years having conversant with planning of multistory building & Housing complex project and MS project software package .
3	Senior Engineer (Civil)- 2 Nos.	Graduate in Civil Engineering with 7 years of experience or Diploma in Civil Engg. with 10 years of experience
4	Senior Engineer (Elec.) – 1 No.	Graduate in Electrical Engineering with 7 years of experience or Diploma in Elec. Engg. with 10 years of experience in Electrical works of multistoried building project.
5	Senior Engineer (S & P) -1 No.	Graduate in Civil Engineering with 7 years of experience or Diploma in Civil Engg. with 10 years of experience in sanitary & plumbing works.
6	Engineer(Civil) -1 No.	Graduate in Civil Engineering with 5 years of experience or Diploma in Civil Engg. with 8 years of experience.
7	Engineer (Elec.) – 1 No.	Graduate in Electrical Engineering with 5 years of experience or Diploma in Elec. Engg. with 8 years of experience.
8	Junior Engineer (Civil) – 4 Nos.	Diploma in Civil Engg. with minimum 5 years experience in building project
9	Junior Engineer (Elec.) – 2 Nos.	Diploma in Elec. Engg. with minimum 5 years experience in building project
10	Quantity Surveyor – 1 No.	Graduate in Civil Engineering with 5 years of experience or Diploma in Civil Engg. with 8 years of experience as Quantity Surveyor
11	Quality Control Engineer – 1 No.	Graduate in Civil Engineering with 5 years of experience or Diploma in Civil Engg. with 8 years of experience as Quality Control Engineer
12	Mechanical Engineer – 1 No.	Graduate in Mechanical Engineering with 5 years of experience or Diploma in Mechanical Engg. with 8 years of experience in maintenance of construction plant & equipment
13	Safety Engineer/ Officer -1 No.	Qualified & sufficiently experienced in safety works of multistoried building project.
14	Surveyor – 2 Nos.	Qualified & sufficiently experienced in survey works of multistoried building project.

Apart from engineers /technical personnel cited above to be deputed at site for overseeing different phases of construction, a team of Key Personnel of following criteria is pre-requisite. **Three lead project engineers** on behalf of the bidder should be named in the contract with whom day to day interactions shall be made by the representative(s) of the employer for execution and supervision of the works.

KEY PERSONNEL OF THE PROJECT TEAM

The bidder shall be required to form a multi-disciplinary team for this assignment with qualified and experienced key personnel and other required supporting staff or delivering the final output. The design as well as architectural team should have the requisite experience and empanelment with NKDA and expertise for design of similar works as required for the bid and accepted by the Employer.

The resumes of the following Key Personnel would have to be got approved by the Employer or his representative(s) at the time of negotiation of contract but prior to signing of contract.

A. Team Leader & Building Design Engineer:

A Post Graduate in Structural Engineering (Civil) with 10-year or a Graduate Engineer (Civil) with 15-year of minimum experience in design of multi-storied buildings and detailing of major RCC/ PSC/steel-concrete composite superstructure with different types of foundation including pile foundation for multi-storied buildings.

B. Geotechnical Engineer and Building Foundation Expert

A Post Graduate degree in Geo-technical or Foundation Engineering having 10-year experience or Graduate Civil engineer having a minimum 15-year experience out of which at least 5-year of experience in supervising soil & geo-technical investigations for major building works, design of foundations of all types including large diameter piles for building structures and construction of multi-storied buildings.

C. Architect

A Graduate Architect, registered with Council of Architecture, India, having a minimum 15-year experience out of which 10-year experience should be in planning, design & detailing of modern high rise housing projects.

The bidder shall provide details of the proposed personnel and their experience records in the relevant Information Forms included in Section 4 (Bidding Forms).

The bidder shall be required to name a principal candidate and an alternate candidate for each key position.

2.5 Equipment

The bidder must demonstrate that it has the key equipment for the contract work as listed hereinafter. The equipments must be owned or arranged through lease deed by the bidder and its availability in the contract work to be confirmed.

SI No.	List of Plants & Machineries	Requirement
--------	------------------------------	-------------

1	Cement concrete batch mix plant arrangement (capacity 40-60 Tph)	1 No.
2	Concrete pump with elephant Chute	2nos.
3	Hydraulic rotary rig	4 Nos.
4	Tower crane(For works up to (G+10) height)	2 Nos.
5	Construction Elevator	3 Nos.
6	Passenger Hoist	3 Nos.
7	Mechanical excavator	1 Nos.
8	JCB	2 Nos.
9	Tipper Truck / Dumper	4 nos.
10	D G Sets of 125 KVA capacity	2 Nos.
11	Total Station	1 No.
12	Latest model of theodolite + leveling machine	2 nos.
13	Steel staging & shuttering material	As per requirement.
14	Field testing equipment	As specified in Form-8(Section-4).

The bidder shall provide further details of proposed items of equipment using the relevant form in Section 4 (Bidding Forms).

The bidder is to provide their own estimate of the number of equipment, commensurate with their work plan and methodology.

The bidder to fill up the table based on its assessment of requirement of the project to be completed within the stipulated time period.

The bidder shall give an undertaking to mobilize additional plant and equipment as will be found necessary during execution of the work to meet the target completion date, without any additional cost to the Employer.

**Joint Director(EW) – I,
West Bengal Housing Board.**



WEST BENGAL HOUSING BOARD

(Estd. under W.B. Act XXXII of 1972)

'A B A S A N', 105, S. N. Banerjee Road, Kolkata – 700 014.

BIDDING DOCUMENTS FOR

“Design and Construction of Sunray Housing Project as per Sanctioned Plan comprising of (B+G+10)-storied Tower-1 & 2 and (G+10)-storied Tower-3 Buildings along with Club House, Facility bldg, Swimming Pool and other Infrastructure Development works including all works of Civil along with Sanitary & Plumbing, Electrical, Fire Fighting etc. at New Town, Rajarhat, Kolkata, West Bengal.”

(NIT No. 03/2014-15/ JD(EW)-I/WBHB)

Section-4

Bidding Forms

Section 4 – Bidding Forms

-Without Prequalification-

This Section contains the forms which are to be completed by the bidder and submitted as part of his Bid.

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FORM: 1

Letter of Technical Bid in form of Affidavit

(To be furnished on non-judicial stamp-paper of appropriate value, duly notarised)

Date:

NIT No.: _____

Name of Contract:

“Design and Construction of Sunray Housing Project as per Sanctioned Plan comprising of (B+G+10)-storied Tower-1 & 2 and (G+10)-storied Tower-3 Buildings along with Club House, Facility bldg, Swimming Pool and other Infrastructure Development works including all works of Civil along with Sanitary & Plumbing, Electrical, Fire Fighting etc. at New Town, Rajarhat, Kolkata, West Bengal.”

**To
The Director (Engineering),
West Bengal Housing Board,
105, S. N. Banerjee Road,
Kolkata-700014.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) 8.
- b) We offer to execute in conformity with the Bidding Documents the following works:

- (c) Our Bid consisting of the Technical Bid and the Price Bid shall be **valid for a period of 120 days** from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (d) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents.
- (e) Our company has been incorporated in accordance with the laws of India and governed by them.
- (f) Our company, including its suppliers, do not have any conflict of interest in accordance with ITB 4.3;
- (g) Our company is participating, as a bidder having satisfied the eligibility criteria in accordance with ITB 4.1;

- (h) Our company, its affiliates or subsidiaries, including any suppliers for any part of the contract, has not been declared ineligible by Housing Board, any department of Government of India or any State Government;
- (i) We agree to permit Housing Board or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Housing Board.
- (j) We understand that:
 - (i) The tender inviting and accepting authority can amend the scope and value of the contract bid under this project.
 - (ii) The tender inviting and accepting authority reserves the right to reject any application without assigning any reason.
- (k) All the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection /claim will be raised by the bidder company.

Enclo:

1. Statutory Documents
2. Non Statutory Documents
3. Forms & Annexure duly filled up, signed & notarized (where applicable)

Name.....

In the capacity of.....

Signed

Duly authorized to sign the bid for and on behalf of (if applicable).....

Date.....

FORM: 2

DECLARATION BY THE BIDDER

(Affidavit on Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary / Magistrate)

This is to certify that We, M/s. _____, in submission of this offer confirm that:-

We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. We have carefully gone through the Instructions to Bidders (ITB) and all the documents, Forms & Annexure, etc. mentioned therein along with the drawings attached. We have also carefully gone through the ITB, Employer's Requirements, General Conditions of Contract, Forms & annexures etc. to be submitted duly filled up & notarized in the form of Affidavit, where applicable, and time of completion (which is sacrosanct) of work:

“Design and Construction of Sunray Housing Project as per Sanctioned Plan comprising of (B+G+10)-storied Tower-1 & 2 and (G+10)-storied Tower-3 Buildings along with Club House, Facility bldg, Swimming Pool and other Infrastructure Development works including all works of Civil along with Sanitary & Plumbing, Electrical, Fire Fighting etc. at New Town, Rajarhat, Kolkata, West Bengal.”

- i) Our tender is offered taking due consideration of all factors including site information and conditions of proposed location of the upcoming Housing Project stated in the detailed Instructions to Bidders to execute the work up to the standards as laid out in Employer's Requirements and other sections of ITB.
- ii) We understand that the work being done on Lump Sum Basis (Design & Execution) though we require approval at different stages of the work starting from design to implementation of the work from the Employer / Engineer, such approval do not absolve owning up of responsibility incumbent to us for adequacy of design, standard of work & its safety, maintaining prescribed specification of the work.
- iii) We promise to abide by all the stipulations of the Contract documents and carry out and complete the work to the satisfaction of the Employer.

- iv) We also agree to procure Plants and Machineries at our cost required for the work. We also submit that we have Organizational Structure comprising adequate Technical Personnel in the line of requirement of ITB. We also agree to accomplish the job entrusted to us in the stipulated time laid out in ITB except situations not under our control.
- v) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- vi) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- vii) Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- viii) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- ix) List of Similar Works satisfying Qualification Criterion as indicated hereinafter, does not include any work which has been carried out by us through a subcontractor on a back to back basis.
- x) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- xi) We understand that in case any statement/information/document furnished by us or to be furnished by us in connection with this offer, is found to be incorrect or false, our EMD in full will be forfeited and business dealing will be banned.

SEAL, SIGNATURE & NAME OF THE BIDDER

Signing this document

PROFORMA

Similar nature of work done				Work in progress			
Sl. No.	Name of the work with Tender No.	Employer & Contact No.	Estimated Amount / Contract Price	Sl. No.	Name of the work with Tender No.	Employer & Contact No.	Estimated Amount / Contract Price

Note:

1. In support of having completed above works attach self-attested copies of the completion certificate from the owner/client indicating the name of work, the description of work done by the bidder, date of start, date of completion (contractual & actual), value of contract as awarded and as executed by the bidder and value of material supplied free by the client.
2. Such credential certificates issued by Govt. Organizations/ Semi Govt. Organizations / Public Sector Undertakings / Autonomous Bodies / Municipal Bodies / Public Ltd. Cos. shall only be accepted for assessing the eligibility of a bidder. For projects in private sector, appropriate TDS Certificates evidencing the value of work, must be submitted.
3. Information must be furnished for works carried out by the bidder in his own name as a prime contractor or proportionate share as member of a joint venture. In the latter case details of contract value including extent of financial participation by partners in that work should be furnished.
4. If a bidder has got a work executed through a subcontractor on a back to back basis, the bidder cannot include such a work for his satisfying the Qualification Criterion even if the client has issued a Completion Certificate in favour of that bidder.
5. Only similar works completed during the previous years which meet the Qualification Criteria need be included in this list.

Signed by an authorized officer of the company

Title of the officer

Name of the Company with Seal

Date _____

FORM: 3

Letter of Price Bid

Date:

NIT No.: _____

Name of Contract:

“Design and Construction of Sunray Housing Project as per Sanctioned Plan comprising of (B+G+10)-storied Tower-1 & 2 and (G+10)-storied Tower-3 Buildings along with Club House, Facility bldg, Swimming Pool and other Infrastructure Development works including all works of Civil along with Sanitary & Plumbing, Electrical, Fire Fighting etc. at New Town, Rajarhat, Kolkata, West Bengal.”

To

**The Director (Engineering),
West Bengal Housing Board,
105, S. N. Banerjee Road,
Kolkata-700014.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with instructions to Bidders (ITB) 8;
- (b) We offer to execute in conformity with the Bidding Documents the following Works: -

- (c) The total price of our bid is _____
- (d) Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents.

(f) We understand that this bid, together with your written acceptance thereof included in your Notification of Award, shall constitute a binding contact between us, until a formal contract is prepared and executed; and

(g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name.....

In the capacity of.....

Signed

Duly authorized to sign the bid for and on behalf of.....

Date.....

FORM 4

(To be furnished as AFFIDAVIT in Non-Judicial Stamp paper of appropriate value duly notarized)

DEPLOYMENT OF MINIMUM NO. OF PLANT AND MACHINERY BY THE BIDDER

Whereas it is entirely the responsibility of the bidder to deploy sufficient plant and modern mechanical equipment to ensure compliance with the Contract, the following list is an indicative list of the minimum number of plant and machinery which the bidder must provide at site. Necessary undertaking in the form of AFFIDAVIT to this effect is to be submitted by the Bidder.

SI no	List of Plants &Machineries	Requirement
1	Cement concrete batch mix plant arrangement (capacity 40-60 Tph)	1 No.
2	Concrete pump with elephant Chute	2 nos.
3	Hydraulic rotary rig	4 Nos.
4	Tower crane (For works up to (G+10) height)	2 Nos.
5	Construction Elevator	3 Nos.
6	Passenger Hoist	3 Nos.
7	Mechanical excavator	1 Nos.
8	JCB	2 Nos.
9	Tipper Truck / Dumper	4 nos.
10	D G Sets of 125 KVA capacity	2 Nos.
11	Total Station	1 No.
12	Latest model of theodolite + leveling machine	2 nos.
13	Steel staging & shuttering material	As per requirement.
14	Field testing equipment	As specified in Form-8(Section-4).

FORM 5
BANK CERTIFICATE

This is to certify that M/s. _____ is a reputed company with a good financial standing.

If the contract for the work, namely "Design and Construction of Sunray Housing Project as per Sanctioned Plan comprising of (B+G+10)-storied Tower-1 & 2 and (G+10)-storied Tower-3 Buildings along with Club House, Facility bldg, Swimming Pool and other Infrastructure Development works including all works of Civil along with Sanitary & Plumbing, Electrical, Fire Fighting etc. at New Town, Rajarhat, Kolkata, West Bengal" is awarded to the above Company; we shall be able to provide overdraft/credit facilities to the extent of Rs. _____ to meet their working capital requirements for executing the above contract during the contract period.

(Signature)

Name of the Bank:

Senior Bank Manager:

Address of the Bank:

FORM 6

Power of Attorney in favour of signatory of the bid

(To be executed on non-judicial stamp paper of appropriate value)

KNOW ALL MEN BY THESE PRESENTS THAT WE,[insert the name of the bidder]..... a Company incorporated under the Companies Act, 1956 and having its registered office at[insert address](hereinafter referred to as the bidder) having been authorized by the Board of Directors of the Company, inter alia, to execute contracts in the name of and for and on behalf of the Company.

I/We[insert name of the person giving the Power of Attorney].....presently holding the position of (insert designation of the person giving the Power of Attorney)..... in the company do hereby constitute, appoint and authorize Shri..... (insert name, designation and residential address of the person to whom the Power of Attorney is being given)..... as our true and lawful attorney to do in our name and on our behalf all such acts, deeds, things necessary and incidental for submission of our bid against NIQ/NIT no.floated by West Bengal Housing Board. I/We hereby further authorize the above attorney for signing and submission of the bid and all other documents, information related to the bid including undertakings, letters, certificates, declarations, clarifications, acceptances, guarantees, any amendments to the bid and such documents related to the bid, and providing responses and representing us in all the matters before Housing Board in connection with the bid for the said tender till the completion of the bidding process. I/We accordingly hereby nominate, constitute and appoint above named severally, as the lawful attorney to do all or any of the acts specifically mentioned immediately herein above.

WE do hereby agree and undertake to ratify and confirm whatever either of the said Attorney shall lawfully do or cause to be done under and by virtue of this Power of Attorney and the Acts of Attorney to all intents and purposes are done as if the same had been done on behalf of the Company if these presents had not been made.

IN WITNESS whereof I/We,have executed these presents
this

the..... day ofat

Specimen Signature of Attorney

Name.....

EXECUTANT

Designation.....

Name of Company.....

Designation.....

Signature of the Attorney Attested

.....

EXECUTANT

Name.....

Designation.....

Office Seal.....

FORM 7

MACHINERIES (In favour of owner / lessee)

(Original document of own possession and / or arranged through lease deed to be annexed) (If already engaged anticipated date of release of such machineries to be annexed with an undertaking)

Name of Machine / Instrument	Make	Type	Capacity	Motor / Engine No.	Machine No.	Possession Status		Date of release if Engaged
						Idle	Engaged	
1	2	3	4	5	6	7	8	9

For each item of equipment the application should attach copies of

- i) Document showing proof of full payment
- (i) Receipt of Delivery
- (ii) Road Challan from Factory to delivery spot is to be furnished.

Signature of Bidder
(including *title and capacity* in which application is made)

FORM 8

Equipment for testing of materials & concrete at site laboratory (indicative only)

All necessary equipment for conducting necessary tests shall be provided at the site laboratory by the bidder at his own cost. The following minimum laboratory equipments shall be set up at site office laboratory:

Sl. No.	Equipments	Quantity
1	Cube testing machine	2 Nos.
2	Slump Cone	6 Nos.
3	Tensile Briquette testing machine	2 Nos.
4	Vicats apparatus with Desk Pot	2 Nos.
5	Megger& earth resistance tester	4 Nos.
6	Pumps and pressure gauges for hydraulic testing of pipes	4 Nos.
7	Weighing scale platform type 100 kg capacity	4 Nos.
8	Graduated glass cylinder	As per requirement
9	Sets of sieves for coarse aggregate [40,20,10,4.75 mm]	4 Nos.
10	Sets of sieves for fine aggregate [4.75; 2.36, 18; 600; 300 & 150 micron	4 Nos.
11	Core cutter for soil compaction with accessories	2 Nos.
12	Cube moulds size 150mm x 150mm x 150mm	90 Nos.
13	Moisture content rapid moisture meter standard	4 Nos.
14	Hot Air Oven Tem. Range 500C to 3000C	2 Nos.
15	Electronic balance 600g x 0.01g. 10lg and 50kg	3 Nos.
16	Physical balance weight up to 5kg	1 Nos.
17	Digital thermometer up to 1500 C	2 Nos.

18	Poker Thermometer (Concrete Road) 00C to 500 & 1500C	2 Nos.
19	Measuring Jars 100ml, 200ml, 500ml	2 Nos. set of each size.
20	Gauging trowels 100mm & 200mm with wooden handle	4 Nos.
21	Spatula 100mm & 200mm with long blade wooden handle	2 Nos. set of each size.
22	Vernire callipers 12" and 6" sizes	2 Nos. each
23	Digital PH motor least count 01mm	1 No.
24	Digital Micrometer least count .01mm	1 No.
25	Digital paint thickness meter for steel 500 micron range	2 Nos.
26	GI tray 600 x 450 x 50mm, 450x300x40mm, 300xc250x40mm	2 Nos.
27	Electric Morter mixer 0.25 Cum capacity	1 No.
28	Rebound hammer test Digital rebound hammer	1 No.
29	Screw gauge 0.1mm – 10mm, least count 0.05	2 Nos.
30	Water testing Kit	2 Nos.
31	Aggregate impact value testing machine with blow counter	As per requirement
32	Crushing value apparatus	As per requirement
33	Thickness gauge for measuring flakiness index	As per requirement
34	Elongation gauge	As per requirement
35	Measuring Cylinder 3,5,10 & 15 litre Cylinder	As per requirement
36	Pycnometer	2 Nos.
37	Motorized Sieve shaker	2 Nos.

Any other equipment for laboratory tests at site will be the way it is outlined in relevant BIS and / or as directed by the Employer's Representative. Quality control engineer shall monitor collection of Sample and conducting regular testing at site maintaining propriety and the very best standard followed in industry of construction.

All relevant IS Codes, special publications as per latest amendment/edition, latest edition of WB PWD SOR, WB PW(Road)D SOR and CPWD SOR shall be made available at site by the contractor at his own cost.

FORM 9

STRUCTURE AND ORGANISATION

- A.1** Name of Contractor :
- A.2** Office Address :
- Telephone No. and Cell Phone No. :
- Fax No :
- E mail :
- A.3** Details of Bank Accounts :
- i) Name of Bank :
- ii) Name of Branch and Address with Phone No. :
- iii) Account No. :
- iv) MICR No :
- v) IFSC Code :
- A.4** Attach an Organization -chart showing the structure of the company and names of Key personnel and technical staff along with their Bio-data. :

Note: Application covers Limited Company or Corporation

Signature of Contractor

(including title and capacity in which application is made)

Personnel

Bidders should provide the names of suitably qualified personnel to meet the requirements specified in Section 3 (Evaluation and Qualification Criteria). The data on their experience should be supplied using the Form below for each candidate.

Form PER-1: Proposed Personnel

1.	Title of position*	
	Name	
2.	Title of position*	
	Name	
3.	Title of position*	
	Name	
4.	Title of position*	
	Name	

*As listed in Section 3 (Evaluation and Qualification Criteria).

Form PER-2: Resume of Proposed Personnel

Position		
Personnel information	Name	Date of birth
	Professional qualifications	
Present employment	Name of employer	
	Address of employer	
	Telephone	Contact (manager/ personnel officer)
	Fax	E-mail
	Job title	Years with present employer

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/Position/ management experience	Relevant Technical and

Equipment:

The bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section 3 (Evaluation and Qualification Criteria) A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the bidder.

FORM 10

Item of Equipment		
Equipment Information	Name of manufacturer	Model and Power rating
	Capacity	Year of manufacture
Current Status	Current Location	
	Details of Current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially Manufactured	

Omit the following information for equipment owned by the bidder

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rented/lease/manufactures specific to the project	

FORM 11
Site Organisation
(TO BE PROVIDED BY THE BIDDER)

FORM 12
Method Statement
(TO BE PROVIDED BY THE BIDDER

FORM 13
Mobilization Schedule
(TO BE PROVIDED BY THE BIDDER)

FORM 14
Construction Schedule
(TO BE PROVIDED BY THE BIDDER)

FORM 16

Bidders Qualification

To establish its qualifications to perform the contract in accordance with Section 3 (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder.

Form ELI – 1 :Bidder's Information Sheet

	Bidder's Information
Bidder's legal name	
Bidder's year of Constitution	
Bidders's Registered address	
Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
Attached are copies of the following original documents.	
<input type="checkbox"/> 1. Articles of incorporation or constitution of the legal entity named above, in accordance with ITB 4.1 and 4.2	
<input type="checkbox"/> 2. Authorization to represent the company named in above, in accordance with ITB 20.2.	
<input type="checkbox"/> 3. In case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITB 4.5.	

FORM 17

FINANCIAL INFORMATION

Form FIN-1 : Financial Situation

Each bidder must fill in this form

Financial Data for Previous 3 years		
Year 1	Year 2	Year 3

Information from Balance Sheet

1.	Total Assets			
2.	Total liabilities (secured loans, unsecured loans and current liabilities)			
3.	Misc. expenditure to the extent not written off			
4.	Net worth (1-2—3)			
A.	Investments¹			
B.	Current Assets			
i.	Inventories			
ii.	Sundry debtors			
iii.	Cash & Bank and other current assets ²			
iv.	Loans & Advances ³			
	Total Current Assets			
C.	Current liabilities and provisions			
i.	Current liabilities and provisions			
ii.	Provisions			
iii.	Unsecured loans ⁴			
	Total Current liabilities and provisions			
D.	Working Capital Limits and Utilisation			
1.	Fund based Limit ⁵			

2.	Non Fund based Limit ⁶			
	Utilised as on last day of Financial year ⁷			
3.	Fund based Limit			
4.	Non Fund based Limit			
5.	Fund based limit available (1 – 3)			
6.	Non Fund based limit available(2 - 4)			
7.	Total Working Capital Limit Available (5 + 6)			
E.	Total Cash Flow available (A+B – C+D)			
Information from Income Statement				
	Total Revenue			
	Profit before taxes			
	Profits after taxes			
1.	Investments shall include only those investments which are unencumbered as certified by the Statutory Auditor.			
2.	Cash & Bank and other current assets will not include margin money deposit, earnest money deposit, retention money, money lying in any escrow account, unbilled revenue.			
3.	Loans and advances shall not include tax deducted at source and advance tax, deposits lying with statutory authorities or deposits lying under any judicial order.			
4.	Amounts repayable within one year shall be included.			
5.	Secured loans, lease rentals payable within one year and debentures, preference shares payable within one year shall be included.			
6.	Credit Limits should be supported by Certificate from the Lead Bank			
7.	Utilisation of working capital limits should be supported by certificate of the Statutory Auditor.			
	Attached are copies of financial statements (balance sheets including all related notes and income statements) for the last 3 years as indicated above, complying with the following conditions.			
	All such documents reflect the financial situation of the bidder or partner to a JV and not sister or parent company			
i)	Historical statements must be audited by a certified accountant			
ii)	Historical statements must be complete, including all notes to the Financial Statements.			
iii)	Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).			

Form FIN-2 : Average Annual Turnover

Each bidder must fill in this form

Annual Turnover Data for the last 3 years			
Year	Average Annual Turnover		Amount in INR

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for work in progress or completed, converted to INR at the rate of exchange at the end of the period reported.

Form FIN-3: Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines, of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of Financing	Amount (INR equivalent)
1.		
2.		
3.		

Form FIN-4, Current Contract Commitments/Works in Progress

Bidders should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contract Address, Tel, Fax	Value of Outstanding Work [Current INR Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [INR/month]
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

FORM 18

Form EXP-1: General Construction Experience

Each bidder must fill in this form

General Construction Experience				
Starting Month Year	Ending Month Year	years	Contract Identification and Name, Name and Address of Employer, Brief Description of the Works Executed by the Bidder and the Value of the Contract	Role of Bidder

FORM 19

Bid Security

Bank Guarantee

.....Bank's Name, and Address of Issuing Branch or Office.....

Beneficiary : Director(Engineering), West Bengal Housing Board, 105, S. N. Banerjee Road, Kolkata
- 700014 (hereinafter referred to as "the Employer")

Name and Address of Employer : Director(Engineering), West Bengal Housing Board, 105, S. N.
Banerjee Road, Kolkata – 700014.

Date:

Bid Security No:

We have been informed that(name of the bidder)..... (hereinafter called "the Bidder") has submitted to you its bid dated..... (hereinafter called "the Bid") for the execution of (name of contract)..... under NIQ/NIT No.(the NIT")

Furthermore, we understand that, according to your conditions, bids must be supported by a bid security.

At the request of the Bidder, We.....(name of Bank)..... hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount ofamount in figures.....(amount in words.....) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder :

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Letter of Technical/Price Bid. Or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the NIT; or
- (c) has submitted any document and has made any statement in the Bid, which is either manufactured or false; or

- (d) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Agreement or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract Agreement signed by the Bidder and the performance security issued to you upon the instruction of the Bidder, and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a notice from you that contract has been signed with the successful Bidder, or (ii) twenty-eight days after the expiration of the Bidder's bid.

This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor .

This Guarantee will neither be cancelled nor revoked by the Bank without the written authorization of West Bengal Housing Board..

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

.....Bank's seal and authorized signature(s).

FORM 20

(FORM OF NOTIFICATION OF AWARD) (BY SPEED POST / ACK. DUE)

(On the letter head of Director(Engineering), West Bengal Housing Board, 105, S. N. Banerjee Road, Kolkata – 700014).

No. : _____/

Dated :

To
Name & Address of the Bidder

Sub: TENDER No. _____ FOR _____

Ref: Your tender dated _____ and letter dated _____.

Dear Sirs,

This is to notify you that your tender for the work under reference has been accepted by the Competent Authority of _____ for a total Contract Price of Rs. _____/- (Rupees _____ only).

Pursuant to clause _____ of the Contract, you are required to furnish irrevocable Contract Performance Security for an amount equivalent to 10% (ten percent) of the Contract Price. The Guarantee of an amount of Rs. _____/- (Rupees _____ only) is thus required to be submitted within 10 days from the date of receipt of this Notification of Award.

The time of _____ days allowed for completion of the Project will be reckoned from the date of handing over possession of the site in terms of Cl.36.3 of ITB.

You are requested to contact _____ (complete designation and address of the project-in-charge) for carrying out the contract.

You are also requested to attend this office within 7 days from the date of issue of this letter for execution of the formal agreement. It may be noted that no payment shall be made for any work carried out by you till the Agreement is executed and till such time the Contract Performance Security has been submitted by you.

This Notification of Award is being sent to you in duplicate and you are requested to return without delay one copy of the letter duly signed and stamped, in token of your acknowledgement.

Kindly note that this Notification of Award shall constitute a binding contract between us pending execution of formal Agreement.

Your letter referred to above shall form part of the Contract.

Yours faithfully,

**Director(Engineering),
West Bengal Housing Board.**

FORM: 21

MANUFACTURER'S AUTHORISATION FORM

(TO BE SUBMITTED ON SUPPLIER LETTERHEAD, SIGNED BY A PERSON COMPETENT AND HAVING THE POWER OF ATTORNEY [Notarized copy to be attached] TO BIND THE PRODUCER)

Tender No. ----- Date:-----

WHEREAS ----- who are official producers of
----- and having production facilities at
----- do hereby authorize
----- located at
----- (hereinafter, the "bidder") to submit a bid of the
following Products produced by us, for the Supply Requirements associated with the above Invitation for
Bids.

[Note : Please Specify the Product Name & Model No here.]

When resold by ----- these products are subject to
applicable warranty terms of your Bid Documents.

We assure you that in the event of----- not being able to fulfill its obligation
as our Sales & Service Provider in respect of your Bid Documents, we would continue to meet our the
terms stated in the abovementioned Bid Documents through alternate arrangements.

We also confirm that ----- is our authorized service provider /
system integrator and can hence provide maintenance and upgrade support for our products.

We also undertake to supply the materials in the event of the non-supply of the
materials by -----as per your Bid Documents.

Name ----- In the capacity of

Signed -----

Note: This letter of authority must be on the letterhead of the manufacturer, must be signed by a
person competent and having the Power of Attorney (Notarized copy to be attached) to bind the
producer, and must be included by the bidder in its bid as specified in the Instructions to Bidders.

