



## WESTBENGAL HOUSINGBOARD

(Estd. under W.B.ActXXXII of 972)

„ABASAN”,

105, S.N.Banerjee Road, Kolkata-700014,

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

Fax:(033) 2264-1480/ 0979, Web site: [www.wbhousingboard.in](http://www.wbhousingboard.in)

Email: [wbhousingboard@gmail.com](mailto:wbhousingboard@gmail.com)

Memo.No. :-355 /JD/Elec/HB

Dated: 05.10.2018

### NOTICE INVITING E-QUOTATION

E-QUOTATION No. 03 /2018-2019/JD(EEW)/WBHB ( 2<sup>nd</sup> Call )

The Joint Director(EEW), West Bengal Housing Board, invites quotation for the work as detailed in the table below. (Submission of Bid through on line).

Sl. No.	Name of the Work	Earnest Money. Rs.	Cost of Tender documents	Period of completion.	Engineering in-charge of the work.	Eligibility of Bidder.
1.	Comprehensive Annual Maintenance of 8(Eight ) passanger 2 nos. lifts ( Adams ) at Mathkal Nimta Housing Project, Ph-II and 1 no. 5 passengers lift ( Bharat Elevators & Engineers ) at sarsuna ( Anasua ) Housing Project under West Bengal Housing Board.	Rs 5000.00	Cost of Tender documents is not required during participation in N.I.Q. (Rate quote)	12( Twelve) months .	Deputy Director(EEW) -I	“Bonafide Resourceful contractors having experience in execution of similar nature of work with valid relevant lift maintenance license from competent authority”

1. In the event of e-filling, intending bidder may download the tender documents from the web site: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate
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>

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, West Bengal Housing Board. Will be final and absolute in this respect. The both list of 'Qualified' and 'NON-QUALIFIED' Bidders will be displayed in the web site and also in the Notice Board of the Joint Director(EEW), Under West Bengal Housing Board on the scheduled date and time.

4. **The awarded bidder should attend any emergency call in case of break down of lifts within 2 ( Two) hrs**

5. Replacement of any damaged material( as and when required ) to be done by the agency as per guided schedule and as instructed by EIC. ( Up to Rs. 4000/- )

6. Eligibility criteria for participation in the tender.

i) (a) The prospective bidders shall have satisfactorily completed as a prime agency should produce credential of a similar nature of work of the minimum value of 30% of the Rate quoted amount put to the tender during 3(Three)years prior to the date of issue of this tender notice ;or,

(b) Intending bidders should produce credentials of similar nature of work, each of the minimum value of 20%of the Rate quoted amount put to the tender during 2(Two)years prior to the date of issue of the tender notice ; or,

(c) Intending bidders should produce credentials of one single running work of similar nature which has been completed to the extent of 70% or more and value of which is not less than the desired value at (a) above.

In case of running works, only those bidders who will submit the certificate of satisfactory running work from the concerned Deputy Director (EEW),or equivalent competent authority will be eligible for the tender. The required certificate should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency ,i.e.,the bidders.

Details of such work experience is to be furnished in Section-2, Form-V.[Non statutory Document]

N.B. :- 1) Credential/Completion certificate should contain

- a) Name of work,
- (b) Name and address of Client,
- (c) Rate quoted Amount put to tender,
- (d)Date of commencement of work
- (e)Date of completion of work

ii) The available Bid Capacity(to be calculated on the basis of prescribed format) of the prospective bidders shall not be less than the Rate quoted amount put to tender as Detailed in Section-2,Form-II(Financial).

iii) **Bids shall remain valid for a period of 120 (one hundred twenty) days from the last date of submission of financial Bid.**

iv) The Bidders must have contractors License ( as applicable).

v) Copies of Trade License, (valid up to Date) Acknowledgement Receipt of IncomeTax Return for the last three Assessment year/Professional Tax Deposit Challan for current Financial year/PANCARD /VAT Registration Certificate/GST certificate/Voter ID Card for self identification to be accompanied with the Technical documents[Non statutory Documents]

vi)The Bidder should possess GST Registration number(Last receipt of challan) / GST (effect01.07.2017as applicable) and copies of necessary documents. ( N o n s t a t u t o r y D o c u m e n t s )

vii) The prospective bidder would also have Provident fund enrolment number .issued by appropriate authority[Non statutory Documents].

viii) The Partnership Firms has furnished the registered partnership deed along with power of Attorney and the companys have furnished the Article of Association and Memorandum.[Non statutory Documents].

ix) Incase of Proprietorship,/ Partnership Firm stand the Company Tax Audited Report in 3CD Form are to be furnished along with the Balance Sheet &Profit and Loss A/c. For last 3 (Three) years and all schedules forming the part of Balance Sheet and Profit and Loss Account and all the schedule forming the part of Balance sheet and profit Loss Account in favour of applicant.  
No other name along with applicant name,in such enclosure will be entertained.[Non Statutory Documents]

x)Declaration in **[Form-III]** regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application.

xi)Financial Statement in **Form-II**of“Qualification In formation”(Section-2) digitally signed by the applicant shall be submitted along with the application.

xii). Adjustment price (Increase or decrease) shall not be applicable for the proposed work.

xiii) Retention money will be refund after completion.

xiv) I.T. Deduction from every Bill as per norms.

7) Before submitting the Bid document, the Bidders should carefully read the tender conditions, specification tender schedule and explanatory notes.

1)Both Technical bid & Financial bid are to be submitted in two folders comprising of (Statutory cover& Non statutory cover in Technical part/folder and rate Quotation etc. In Financial part/folder) duly Digitally signed.

**a. Statutory cover containing: (I) Tender Form 2911, (II) NIT with all agenda corrigendum (Download & Upload the same digitally signed, quotations rate will only encrypted in the B.O.Q. under Financial bid.)**

**b. Non statutory cover containing: (I) Valid Trade license, PAN CARD, Acknowledgement Receipt of Income Tax Return along with balance sheet & audit report for the last 3 yrs. Vat/GST Registration Certificate, Current P.F. Challan, Voter ID Card/AAdhaar Card. ( As applicable)**

8. Comprehensive Lift Maintenance Contract

- (i) Regular maintenance wire ropes condition & tension.
- (ii) Planned Maintenance scheduling to reduce break down.
- (iii) Adjustment to Lift machinery.

- (iv) Lubrication check of Guide rails and shoes.
- (v) On site log card detailing all lifts.
- (vi) Risk assessment report.
- (vii) Mandatory safety checks.
- (viii) All replacement parts.
- (ix) Break down callouts.
- (x) Checking of all limit switches operated.
- (xi) Checking of all limit switches operated.
- (xii) Proper cleaning car enclosure, Hoist way, Pit and Machine room.

9. The Bidder at his own responsibility and risk is encouraged of site visit before submitting Bid documents ( Section-5, D4).

Sl. No.	Particulars	Date &Time
1.	Date of uploading of N.I.Q. and Bid Documents(online)(Publishing Date)	11.10.2018 AT 11.00 HRS
2.	Date &time of start of downloading Bid Documents(Online)	11.10.2018 AT 11.00 HRS
3.	Date &time of start of Bid submission(On line)	11.10.2018 AT 11.00 HRS
4.	Date & time of closing of Bid Submission (Online)	05.11.2018 AT 18.00 HRS
5.	Date &time of Bid opening for Technical Proposals(Online)	12.11.2018 AT 11.00 HRS
6.	Date of uploading list of technically qualified bidders(online)	To be notified.
7	Date & time of Bid opening for Financial proposal (Online)	To be notified

Terms of Payment- Payment will be made as per measurement and as per decision of EIC..

Memo.No. :- 355/JD/Elec/HB  
Copy To:-

Dated:05.10.2018

- 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,WBHDICO, "HIDCOBHABAN", Premises No.34-1111, Major Artrial Road, 3<sup>rd</sup> 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, Hastings, 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, Saltlake, Kol-700091.
- 9.Superintending Engineer(P.W.D), Eastern Circle, 45, Ganesh Ch. Avenue, Kol-700013.
10. West Bengal Builder's Association, 119, Bepin Behari Ganguly Street, Calcutta- 700012

Joint Director(EEW)  
West Bengal Housing Board.

Memo.No. :- 355/JD/Elec/HB

Dated:05.10.2018

Copy forwarded for information to the:-

1. Housing Commissioner, WBHB
2. JHC&Secy., WBHB
3. Director(Engg.), WBHB
4. CA-Cum-AP, WBHB
5. FA-Cum-CAO, WBHB
6. JD(EW)-I/II / III / (E.P.)WBHB
7. AHC-II, WBHB with the request to publish the Notice in BOARD's Website (Soft copy is being sent on e-mail).
8. DD(EEW)- II, WBHB
9. Estimator, under JD(EEW), WBHB.
10. Notice Board.

Joint Director(EEW),  
West Bengal Housing Board.

# **WESTBENGAL HOUSINGBOARD**

## **SECTION- 1**

### **INSTRUCTION TOBIDDERS**

#### **General guidance for e-tendering**

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

1. **Registration of bidder**

Any bidder willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government system through log on to <http://wbtenders.gov.in>(or on the web portal of West Bengal Housing Board).The contractor is to click on the link for e-Tendering site as given on the web portal.

2. **Digital Signature Certificate(DSC)**

Each bidder is required to obtain a class-II or class-III Digital Signature Certificate(DSC) for submission of tenders from the approved service provider of the National Informatics Centre(NIC)on payment of requisite amount. Details are available at the website stated in clause-1 above. DSC is given as a USB e-Token.

3. **Collection of Tender Documents**

The Bidder can search & download NIQ and bid documents electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate.This is the only mode of collection of tender documents.

4. **Participation in more than one work**

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

5. **Submission of Bids**

Bids are to be submitted through on line to the web site stated in Cl.1 in two folder set at a time for each work,one in Technical Proposal &the other in Financial Proposal before the prescribed date&time using the Digital Signature Certificate (DSC).The documents are to be uploaded virus scanned copy duly Digitally Signed.The documents will get encrypted (transformed into no readable formats).

**A. Technical proposal( ALL THE DOC SHOULD BE SUBMITTED IN TECH FILE OF THE TECHNICAL COVER)**

TheTechnicalproposalshouldcontainscannedcopiesofthefollowingfurther twocovers (folders). ( Sr. A- 1 )

1. ii. **On line receipt and refund of EMD of E-Tender through State Govt. E-Tender Portal referred Nit clause No.-**
2. Intending bidder shall download the Quotation documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate&necessary earnest money may be remitted through E - Tender Portal and as per current Govt. norms.The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with his acceptance letter of the LOI/LOA .Failure to submit the Hard copy with the acceptance letter within the time period prescribed for the purpose, may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including black listing of the bidder. Rest amount (IF ANY) of 2% EMD to be deposited only by the successful bidder after finalization of total Bid value

**. On-line receipt and refund of EMD of E-Tender through State Govt. E-Tender Portal**

Necessary earnest money will be deposited by the bidder electronically online through his net banking enabled bank account maintained in any bank or generating NEFT/RTGS challan from the e-tendering portal. Intending bidders will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective bank as per beneficiary name and account no., amount, Beneficiary Bank Name[ICICI Bank] & IFSC Code and e-proc Ref. no. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instructions of the challan generated from e-procurement site (i.e., Unique Transaction Receipt) and must be uploaded in EMD folder of Statutory Bid Documents. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing as it requires time for processing of payment of EMD. Bidders eligible for exemption of EMD as per Govt. rules may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder for Statutory Bid Documents.

The EMD of the bidders disqualified at the technical evaluation will revert to the respective bidders accounts without any manual intervention following the same path in which the EMD was transferred from the bidder's bank account to the pooling account electronically, once the technical evaluation is electronically processed in the State Government e-tender portal of <https://wbtenders.gov.in>.

The EMD of the technically qualified bidders other than L1 bidders will revert to the respective bidders accounts without any manual intervention following the same path in which the EMD was transferred from the bidder's bank account to the pooling account electronically, once the financial bid evaluation is electronically processed in the State Government e-tender portal of <https://wbtenders.gov.in>., as per memorandum no. 148-W(C)/1M-23/15 dt.March 16, 2018 of Additional Chief Secretary, PWD.

The L1 bidder shall submit the hard copy of documents to the tender inviting authority with his acceptance letter of the LOI.

Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempted to disturb the tendering process and dealt with accordingly legally including black listing of the bidder.

Since the provision of the fixed security deposited has been deleted vide notification no. 24-A/2D-13/2010 dt. 31.01.2014 the EMD amounting to 2% the estimated amount or as stated in Tender notice shall have to be deposited by all tenderers.

**At the time of uploading the Tender, the intending Tenderer should upload a scanned copy of such Unique Transaction Receipt (UTR) through NEFT/RTGS fund transfer for aforesaid amount as Earnest Money in favour of the concerned Executive Engineer/ specified officer, (prescribed in the front page of this e-NIQ).**

**A-1. Statutory Cover Containing**

- i. Prequalification Application as per format given in **Sec-2, Form-I** (Qualification Information).
- iii. Financial Statement as per format given in **Sec-2, Form-II** (Qualification Information).

- iv. Affidavits (Ref:-format shown in "X" Section-2 and format for general affidavit shown in "Y" Section-2).
- v. Printed Tender Form of WBHB, NIQ documents along with all agenda & corrigendum, Instruction to Bidders (Section-1) & Qualification Information (Section-2) to be uploaded duly Digitally Signed. (Rate is to be quoted only in the B.O.Q. under Financial Bid. In case of quoting of any rate in Printed Tender Form, the tender will be summarily rejected).
- vi. Declaration & Undertaking as per form at given in Appendix-A, B & C of Qualification Information" (Section-2), "Special Terms & conditions" (Section-3), "Contract Data" (Section-4) and "Technical Specifications" (Section-5) and "Drawings" (Section-6) of the work.

**A-2. Nonstatutory Cover Containing**

- i. Professional Tax (PT) deposit receipt challan for the current financial year, PAN Card, Voter ID Card, Trade License, Income Tax Return Acknowledgement for the latest Assessment year, VAT Registration Certificate, and Service Tax Registration No.
- ii. Provident Fund Enrolment No.
- iii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/Article of Association and Memorandum.
- iv. Power of Attorney (For Partnership Firm/Private Limited Company, if any)
- v. Tax Audit Report in 3CD Form along with Balance Sheet and Profit & Loss A/c for the last Three years (year just preceding the current Financial Year will be considered as year-I).
- vi. Structure & organization and List of technical staff (Section-2, **Form-III & IV**).
- vii. List of machineries possessed by own/arranged through leased deed along with authenticated copy of invoice, challan, way bill etc. as per format given in Section-2, **Form V**.
- viii. Credential for completion of at least one similar nature of work under the authority of state/central Govt., Statutory Bodies under State/Central Govt. constituted under the statute of the state/state Govt. having a magnitude of 30 (**Thirty**) percent of the quoted amount put to tender during the last 5 (five) years prior to the date of issue of this NIQ is to be furnished (**Section-2, Form-VI**). Scanned copy of Original Credential Certificate as stated in 3(i) of NIQ is to be furnished.

**Note:- Failure of submission of any of the above mentioned documents (as stated in A1 and A2) Will render the tender liable to be summarily rejected for both statutory and non statutory cover.**

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

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	1. G S T Registration Certificate. 2. PAN, Voter ID Card 3. Latest P. Tax (Challan) 4. Latest IT Return. 5. Service Tax Registration No. ( if any) 6. Provident Fund Enrolment No. 7. GST ( as applicable)



B	Company Detail(s)	Company Detail- 1	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. Limited Company (Incorporation Certificate, Trade License) 4. Society (Society Registration Copy, Trade License) 5. Power of Attorney.
C	Credential	Credential-1  Credential-2	1. Similar nature of work done & Completion certificate which is applicable for eligibility in this tender.
D	Man Power	Technical Personnel	List of Technical Staffs to be deployed Along with Structures & Organization (as per N.I.Q.)
E	Financial Information	Work in hand	1. Financial Statement (Section- „2“, Form-II) duly filled up with bid capacity. 2. Affidavits-X and Affidavits-Y. ( as applicable ) 3. Certificate of revolving line of credit ( as applicable ) by the Bank, if required.
		P& L A/c. and Balance Sheet for the FY 2016-17, 2017- 18.	P& LA/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit)
		P& L A/c. and Balance Sheet for the FY 2015-16	P& L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit)
		P& LA/c. and Balance Sheet for the FY 2014-15	P& LA/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit)

**B. Tender Evaluation committee (TEC)**

**i. Opening and evaluation of tender:-**

If any tenderer is exempted from payment of EMD, copy of relevant order needs to be furnished.

- ii. Technical proposals will be opened jointly by The Joint Director (EEW) and any other Engineer Officer(s) of WBHB (holding DSC) electronically from the website using their Digital Signature Certificate.
- iii. Intending tenderers may remain present, if they so desire.
- iv. Cover (folder) statutory documents (vide Cl.No.5.A-1) should be opened first and if found in order, cover (Folder) for non-statutory documents (vide Cl.No.-5.A-2) will be opened. If there is any deficiency in the statutory documents, the tender will summarily be rejected.

- v. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
- vi. Bid opening summary of the Technical Bid is hence uploaded to send them all to the participating Bidders.
- vii. Pursuant to scrutiny and decision of the Tender Evaluation Committee, the summary list of Qualified & Non-qualified Bidders for the work (mentioning the serial number) will be uploaded in the web portals.
- viii. While evaluation, the committee may summon the tenderers and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### **C. Financial proposal**

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ), the contractor is to quote the rate against each item in BOQ on line through computer in the space marked for quoting rate in the BOQ.
  - ii. Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the contractor.
6. Financial capacity of a tenderer /Quotationer will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.Q. and to be derived from the information furnished in FORM-I and II (Section-2) i.e., Application (for Pre-qualification) and Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a Scheduled Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting/Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Tenderer, the Tenderer will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-In-Charge/Employer.

The audited Balance sheet for the last Three years, net worth, bid capacity etc. are to be submitted which must demonstrate the soundness so Tenderer's financial position, showing long term profitability including an estimated financial projection of the next two years.

### **7. Penalty for suppression/distortion of facts**

Submission of false document by tenderer is strictly prohibited and in case of such act by the tenderer the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

### **8. REJECTION OF BID**

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without there by incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the ground for Employer's (tender accepting authority) action.

### **9) Opening of Financial Bid**

- a) Financial proposals will be opened by the Joint Director (EEW) along with other authorized Engineer Officer(s) of WBHB electronically as per schedule date, time, place.

b) After opening of Financial Bid, if situation demands, the Joint Director(EEW),WBHB may call off-line open Bid among the Bidders to lower down the offer rate further.

10) **Award of Contract**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting &Accepting Authority through acceptance letter.The notification of award will constitute the formation of the Contract. The Agreement in WBHB Tender Form/W.B.F.No.-2911(ii)will incorporate all necessary documents e.g.N.I.T., all addendaam, corrigendum, special terms and conditions, specification of works, different filled-up forms,B.O.Q.etc and the same will be constituted between theTender Accepting Authority and the successfull Bidder. After receipt of Letter of Acceptance, the successful bidder shall have to deposit balance Earnest Money,if required to fulfil 2% of his offered rate(i.e.Contract Price)and also to submit requisite copies of contract documents along with requisite cost within time limit to be set in the Letter of acceptance.

11) Throughout these bidding documents, the terms, bid and, tender and their derivatives (bidder/tender, bid/tender, bidding/tendering,etc.)are synonymous.

**Joint Director(EEW),  
West Bengal Housing Board.**

# **WEST BENGAL HOUSINGBOARD**

## **SECTION-2**

### **QUALIFICATION INFORMATION**

#### **FORM-I**

#### **PRE-QUALIFICATIONAPPLICATION**

To  
The Joint Director(EEW),  
West Bengal Housing Board.

Ref:-Tender for.....(Name of work)  
.....  
.....  
.....[N.I.Q .No ]

Dear Sir,

Having examined the Statutory, Non statutory and NIT documents, I/we here by submit all the necessary information and relevant documents for evaluation.

The application is made by me/us on behalf of.....In the capacity.....duly authorized to submit the same.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the works given in Enclosure to this letter.

We understand that:

- (a) Tender Inviting &Accepting Authority can amend the scope &value of the contract bid under this project.
- (b) Tender Inviting &Accepting Authority reserves the right to reject any application without assigning any reason;

#### **Encl:-e-Filing:**

- 1. Statutory documents.
- 2. Non statutory documents.

**Signature of applicant including title  
And capacity in which application is made**

Date:-

## **SECTION- 2**

### **FORM- III**

#### **STRUCTURE AND ORGANISATION**

**A.1** Name of applicant :

**A.2** Office Address :

Telephone No.and Cell PhoneNo. :

Fax No. :

Email :

**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 names of Key  
Personnel and technical staff with Bio-data/Position :

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

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

Date \_\_\_\_\_

**SECTION- 2**

**FORM – IV**

**LIST OF KEY TECHNICAL PERSONNEL TO BE DEPLOYED IN CONTRACT WORK**

Qualification and experiences of key personnel required for administration and execution of the Contract to be furnished as per format given below complying the minimum requirements as per Cl.4(iii) of NIQ (Attach documents of Qualification&Experience).).

<b>Sl. No.</b>	<b>Designation/ Position</b>	<b>Name of Personnel</b>	<b>Qualification With year of passing</b>	<b>Total Experience in years</b>	<b>Experience in years in present position</b>

Date -----

**Signature of applicant including title**  
And capacity in which application is made.

## SECTION-2

### FORM- VI

#### EXPERIENCE PROFILE

Name of the Firm:

LIST OF WORKS/PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE CONTRACT WORK HAVING MORE THAN 30% OF THE ESTIMATED COST PUT TO TENDER EXECUTED DURING THE LAST FIVE YEARS.

<i>Name of Employer</i>	<i>Name, Location and nature of work</i>	<i>Contract price in Indian Rs.</i>	<i>Percentage of Participation of Company</i>	<i>Stipulated Date of start&amp; Completion of work</i>	<i>Actual Date of start&amp;Completion of the work</i>	<i>Completion Cost</i>	<i>Reasons For delaying/completion (if any)</i>

Note: a)Certificate from the Employers to be attached

b)Non-disclosure of any information in the Schedule will result in disqualification of the firm

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

**SECTION  
N-2**

**APPENDIX  
X-C**

**UNDERTAKING**

(Bid  
Validity)

The undersigned do hereby undertake that our Firm M/s-----  
-----

----- agree to abide by the Bid for a period of -----days after the dead line date  
for Bid

Submission and it shall be binding on us and the same may be extended at any time  
before

The expiration of that period.

**Date -----**

**Signature of applicant including title  
And capacity in which application is  
made**



**WEST BENGAL HOUSING BOARD**  
**SECTION – 3**  
**Special Terms & conditions**

**C.1 General :**

Unless otherwise stipulated in the BOQ or Technical Specification of this Tender, all the works are to be done as per general conditions and general specifications as mentioned

**C.2 Definition of Engineer-in-Charge and commencement of work :**

The word “Engineer-in-Charge” means the Deputy Director (EEW-1 ), WBHB of the project concerned. The word “Department” appearing anywhere in the tender documents means West Bengal Housing Board, The word “approved” appearing anywhere in the documents means approved by the Engineer-in-Charge. In case, the work is transferred to any other Deputy Director, the Deputy Director under whom the work will be executed should be treated as the Engineer-in-Charge. The work shall have to be taken up within **seven days** of the receipt of the formal work order or otherwise mentioned therein. Failure to do so will constitute a violation of the contract stipulation as regards of proportionate progress and timely completion of work and the contractor will thereby make himself liable to pay compensation or other penal action as per stipulation of the printed tender form.

**C.3 Possession of the Site :**

The Engineer-in-charge will give possession of all parts of the site to the contractor by the site possession date stated in Contract Data.

**C.4 Co-operation with other agencies and damages and safety of users :**

All works are to be carried out in close co-operation with the Department and other contract or contracts that may be working in the area of work. The contractor must see that all damages to any property which, in the opinion of the Engineer-in- Charge are due to the negligence of the contractor are promptly rectified by the contractor at his own cost and expenses and according to the direction and satisfaction of the Engineer-in- Charge.

**C.5 Personnel**

The Contractor shall employ the key technical personnel named in the Qualification information declaration / NIT or other technical persons approved by the Engineer-in-charge. If the Engineer-in-charge asks the Contractor to remove a person who is a member of the Contractor's staff or his work force stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the Works in the Contract.

**C.6 Amenities for**

**Contractors :**

All materials, tools and plants and all labour (skilled and unskilled) including their housing ,water supply, sanitation, light, procurement of food for contractors staff and crews, medical aids etc. are to be arranged for by the contractor at his own cost. The cost for transportation of labour, materials and all other incidental items as required for work shall also have to be borne by the Contractor without any extra claim from department.

**C.7 Power of Attorney:**

The Provision of the power of attorney, if any, must be subject to the approval of the Department. Otherwise the Department shall not be bound to take cognizance of such

## attorney

### **C.8 Contractor's Site Office**

:

The contractor shall have an office adjacent to the work as may be approved by the Engineer-in-Charge where all directions and notice of any kind whatsoever, which the Engineer-in-Charge or his representative may desire to give to the contractor in connection with the contract, may be left or sent by post to such office or delivered to the contractor's authorised agent or representative. For such intimation to the contractor's site office, it shall be deemed to be sufficient enough to be served upon the contractor.

### **C.9 Setting out of the work :**

The contractor shall be responsible for the true and perfect setting out of the work and for the correctness of the position, levels, dimensions and alignments of all parts of work, if any rectification or adjustment becomes necessary the contractor shall have to do the same at his own cost according to the direction of the Engineer-in-Charge. During progress of works, if any, error appears or arises in respect of position, level, dimensions or alignment of any part of the work, the contractor shall, at his own cost, rectify such defects to the satisfaction of the Engineer-in-Charge. Any setting out that may be done or checked by either of them shall not in any way relieve the contractor from their responsibility for correctness and rectification thereof.

3

### **C.10 Safety, Security and Protection of the Environment :**

The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein:

- (a) have full regard for the safety of all persons and the works (so far as the same are not completed or occupied by the department),
- (b) provide and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the Engineer-in-Charge for the protection of the Works or for the safety and convenience of the public or others,
- (c) take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation,
- (d) ensure that all lights provided by the Contractor shall be screened so as not to interfere with any signal light of the railways or with any traffic or signal lights of any local or other authority.

### **c.11 Procurement of materials :**

All materials as per agreement required to complete execution of the work shall be supplied by the contractor after procurement from authorised and approved source.

### **C.12 Timely completion of work :**

All the supply and the work must have to be completed in all respects within the time specified in Notice Inviting Tender from the date of commencement as mentioned in work order. Time for completion as specified in the tender shall be deemed to be the essence of the contract .

### **C.13 Tender Rate :**

**The contractor should note that the tender is strictly based on the rates quoted by the contractor on the**

priced schedule of probable item of work. The quantities for various other items of works as

shown in the priced schedule of probable items of works are based on the drawing and design prepared by the Department. If variations become necessary due to design consideration and as per actual site conditions, those have to be done by the contractor at the time of execution at the rate prescribed in the tender condition. **No conditional rate will be allowed in any case.**

C 14-Deduction at Source from the contractors bill-

2% IT as applicable will be deducted from the Bill as per norm.

### **C.1 ADDITIONAL TERMS AND CONDITIONS:**

(a) The work shall have to be carried out complying in all respects with the requirements of the Indian

Electricity Rules in force for the time being.

( c ) The work shall be carried out in the best workmanlike manner.

(d) The contractor shall employ adequate labours to complete the work within the Scheduled time and shall make his own arrangements for housing labour and storing materials etc.. A full time experienced electrical Supervisor having electrical supervisor's license issued by the licensing board of respective state shall be employed by the Contractor who will remain at site of work to receive orders or any other instructions from the Engineer-in-charge. The Contractor shall satisfy the Engineer-in-charge that he has trained labour for doing the intended works. The Engineer – in Charge shall have the right to stop the work if the Contractor's Supervisor is not present when the work is being carried out.

(e) All materials used in the work shall be as per the specifications of relevant item of work and conforming to the relevant specifications of BIS.

(f) The material of approved make shall be acceptable. If the Contractor wishes to use any material of any other make/ type, he must obtain permission of the Engineer- in- Charge in writing.

(g) The Contractor must possess a valid electrical contractor's license with Electrical Supervisor holding Supervisor competency on the requisite parts issued by the Licensing Board of the concerned State Government for the type of work he shall execute, valid trade license

**Joint Director (EEW),  
West Bengal Housing Board.**

**WEST BENGAL HOUSING BOARD  
SECTION - 4  
CONTRACT DATA**

1. The Employer is

Represented by –

WEST BENGAL HOUSING BOARD

Joint Director (EEW),  
West Bengal Housing Board.

Address “ABASAN”  
105, S.N. Banerjee Road. (4  
th floor) Kolkata-700014 ,  
West Bengal

2. The Engineer-in-Charge is - Deputy Director (EEW -I)

Address “ABASAN”  
105, S.N. Banerjee Road. (4  
th floor) Kolkata-  
700014 , West  
Bengal

Authorized Representative: - Assistant Director (EEW),

Address- “ABASAN”  
105, S.N. Banerjee  
Road. (4 th floor)  
Kolkata-700014 ,  
West Bengal

3 Comprehensive maintenance 12 months / 360 days.

4. The Start Date shall be from the date of issue of  
‘Notice to proceed with the  
work’ (i.e. Work Order).

5. The Intended Completion Date for the whole of Works is 12 (Twelve) months  
from date mentioned in the Work Order.

6. The name and identification number of the Contract is -----  
:

7. The following documents shall form part of the Contract:

- i) Letter of Acceptance, Notice to proceed with the work(i.e. work order).
- ii) NIT with all addenda-corrigendum,
- iii) Instruction to Bidders (Section-1)
- iv) Filled up forms of Qualification Information(Section-2)
- v) Special Terms & Conditions(Section-3)
- vi) Contract Data (section-4)
- vii) Technical Specification(Section-5)
- viii) Bill of Quantities (BOQ)
- ix) Any other document forming part of the Contract.
- x) Agreement.

**Joint Director (EEW),  
West Bengal Housing Board.**

**WEST BENGAL HOUSING BOARD**  
**SECTION-5**  
**Technical Specification**

**D. 1. General:**

The information given hereafter is without any prejudice. The intending bidders should satisfy themselves regarding the latest conditions of the site and its surroundings by personal check and investigation.

**D. 2. Name of Work: Comprehensive AMC of lifts at Sarsuna and Math kal Housing Project.**

**D. 3 Location : Math kal and sarsuna**

**D.4 Site visit before submitting Tender:**

<b>Number of person attended:</b>  (Not more than 2 person)	<b>1. Name:</b>  <b>2. Name:</b>
<b>Address:</b>	
<b>Fax;</b>	
<b>Contract person:</b>	
<b>Contract Tel:</b>	
<b>Signature</b>	
<b>Date of site visit:</b>	

**D.5. Working condition:**

During execution of work, contractor will remain responsible for providing unhindered passage to traffic on road adjacent to site, providing lighting and guarding arrangement during night for safety and no extra cost will be paid on this account.

Work may be required to be executed at night also. Accordingly sufficient lighting

arrangement is to be made by the bidder and the cost of such arrangement shall be deemed to have been included in the rates of relevant items.

It is to be noted that there will not be any electrical facility at work site. Bidder should make his own arrangement for water ,necessary power of lighting, welding, running of

pumps etc. and the cost for such arrangement shall be deemed to have been included in the rates quoted by the bidder.

Work shall have to be executed in accordance with the rules and regulations in vogue of Government of West Bengal and local Authorities.

**D. 6. Specifications:**

Details of Specifications to be followed in the Proposed work are given here-in-after in the Price Schedule(BOQ).

Unless otherwise stipulated in the BOQ or Technical Specification of this Tender, all the works are to be done as per general conditions and general specifications as mentioned

Work shall have to be executed in accordance with the rules and regulations in vogue of Government of West Bengal and local Authorities.

**Joint Director (EEW),  
West Bengal Housing Board**

Technical Information, CONDITIONS AND SPECIFICATIONFOR ALL INCLUSIVE  
COMPREHENSIVE LIFT MAINTENANCE CONTRACT

1. **SCOPE:** This part covers technical information, conditions and specification for all inclusive comprehensive maintenance contract for the lifts AT Mathkal and Sarsuna Housing project, under West Bengal Housing Board.

2. **WORKING PROCEDURE:**

- i) The Routine Maintenance are to be carried out as per the schedule of maintenance.
- ii) If any part of the lift is required to be dismantled and remove to facilitate the maintenance work, the same shall be reinstalled at the original and same location.
- iii) Proper creaming and car enclosure, hoist way and pit and when required.
- iv) To examine and systematically adjust, lubricating, repair and renew the motor and controlling parts including worn gear, Thrusts bearing, magnet coil, break, break shoes, Brusher, hoist way, gate and gate lock, car enclosure door frame etc. The agency will be held responsible for any damage of the equipment due improper maintenance or lapses by him or his staff.

3. **ROUTINE MAINTENANCE:**

The agency will regular. \_\_\_\_

- i) Adjust and lubricate all parts of the equipment or required.
- ii) Examine periodically all safety device and governors and conduct an annual safety.
- iii) Provide trained technical to perform all service and maintenance function.

4. **ROUTINE MAINTENANCE VISIT:**

The Agency will provide one routine maintenance site visit over a specified period commencing from the commencement date of agreement.

Each visit will be co coordinated between the agency and owner to ensure timing is suitable.

**Joint Director (EEW),  
West Bengal Housing Board**





Government of West Bengal  
Finance Department  
Audit Branch

No. 3975-F(Y)

Dated, 28<sup>th</sup> July, 2016

**MEMORANDUM**

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

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

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

**1. Login by bidder:**

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

**2. Payment procedure:**

**a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:**

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

**b) Payment through RTGS/NEFT:**

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

**3. Refund/Settlement Process:**

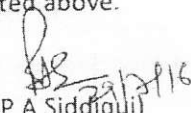
- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L<sub>1</sub> and L<sub>2</sub> bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L<sub>2</sub> bidder should not be rejected till the LOI process is successful.
- iv. If the L<sub>1</sub> bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L<sub>2</sub> bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L<sub>1</sub> bidder is uploaded to the e-Procurement portal by the tender inviting authority.

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

**4. Accounting and Monitoring Process:**

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

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

  
(P A Siddiqui)

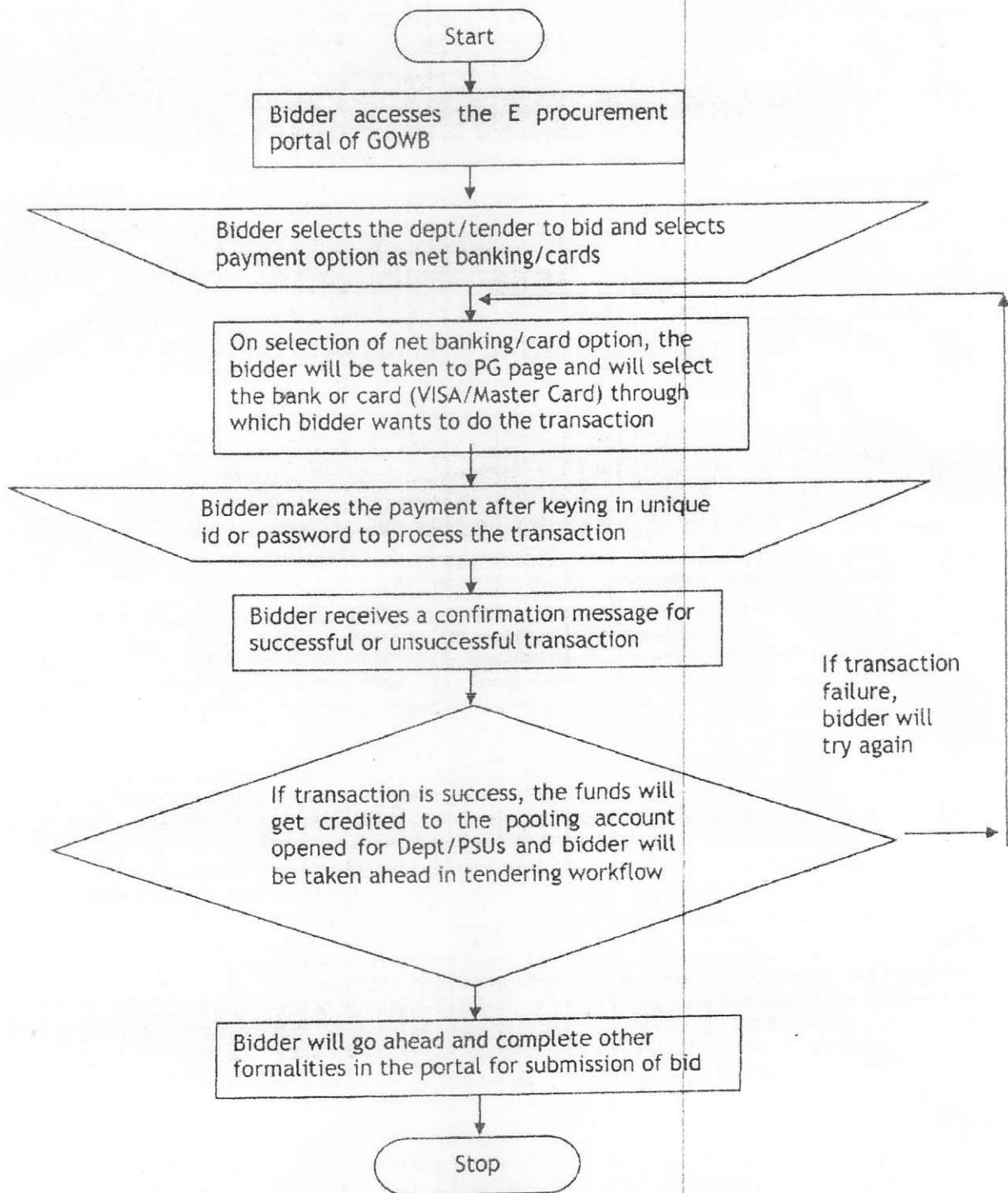
Secretary to the  
Government of West Bengal  
Finance Department

# NIC & ICICI BANK E-PROCUREMENT

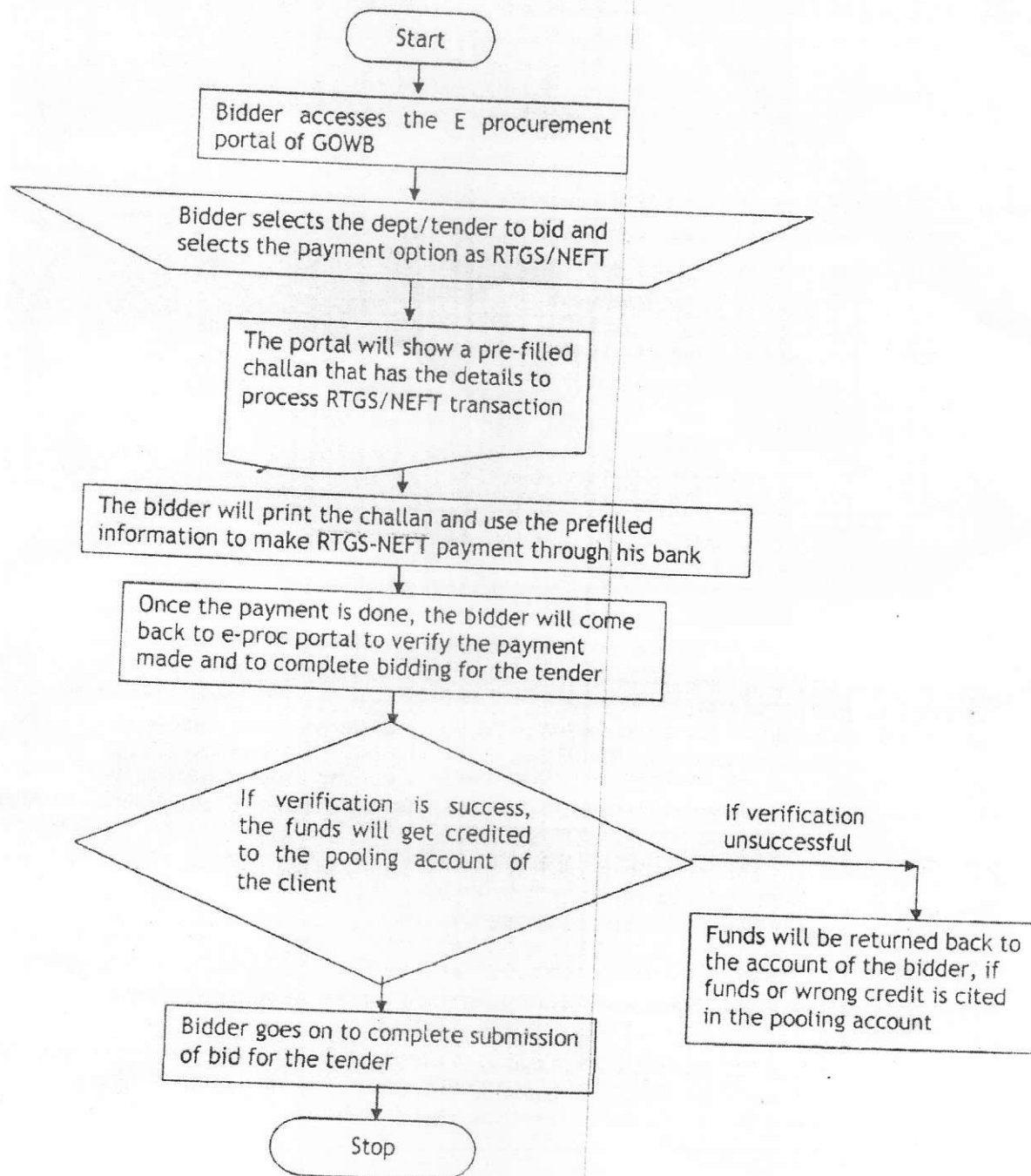
# HELP DESK

<u>NAME</u>	<u>LOCATION</u> <u>NIC HELP DESK</u>	<u>CONTACT</u> <u>NO.</u>	<u>MAIL-ID</u>
Mr. ATANU BHUNIYA TANMOY LAHIRI NAZMUS SAHADAT MOLLA JAYANTA SAMANTA NILADRI HEMBRAM	WBPWD guest house,pranjali 3/2 st. Georgers gate road hasting more	033-22236236	wbehelpdesk@gmail.com
Mr. Habibulla Rahaman Mr. Bhaskar Rao Mr. CHANDAN DEY Mr. ROBIN DAS	Irrigation & Waterways dept Jalsampad bhavan, Jalsampad bhavan, Salt lake GROUND floor, Salt lake	9874961136	habibnic@gmail.com b.bhaskarrao30@gmail.com
CHINMAOY MANDAL (Murshidabad Helpdesk)	Office of Superintending Engineer, C.R. Das Road, P.O-Berhampore, Dist.- Murshidabad, Pin-742101	8158999869 9641902796	hripwdmsd@gmail.com
Mr. ARINDAM BERA (Midnapore Helpdesk)	MIDNAPUR HIGHWAY DIVISION NO.II PUBLIC WORKS(ROADS) DTE SAHEED MANGAL PANDEY SARANI PASCHIM MEDINIPUR:721101	9641951710	hripwdmed@gmail.com
DINESH MAHATO (Burdwan Helpdesk)	P.W.D. Burdwan Division, Aftab Club Court Compound, Burdwan	9932302439	hripwd.burdwan.helpdesk@gmail.com
Mr. RAJU DAS (Malda Helpdesk)	MALDA PWD HIGH DIVISION,SINGTALA BUS STOP-HANTA KALIBARI	9800262930	hripwdmld@gmail.com
Mr. NIRUPAM NAG (Siliguri Helpdesk)	PWD NORTH BENGAL CONSTRUCTION DIVISION AIR VIEW MORE (NEAR 2 <sup>ND</sup> MAHANANDA BRIDGE) HILL CART ROAD SILIGURI - 734001	7501483711	hripwdjg@gmail.com
ICICI Bank Help desk	NA	033-40267512 033-40267513	saptarshi.chandra@icicibank.com

Process for payment through Payment gateway (PG) (Annexure I)



Process for payment through RTGS/NEFT (Annexure II)





Process of refund/settlement (Annexure III)

