



WEST BENGAL HOUSING BOARD

(ESTD. UNDER WB.ACT XXXII OF 1972)

“A B A S A N”

105, S.N.BANERJEE ROAD,KOLKATA – 700 014.

Phone : 2265-1965; Email: wbhousingboard@gmail.com

Website: www.wbhousingboard.in

Memo. No. : - 1174/Elec./HB/DD-II

Dated : 08.02.2023

NOTICE INVITING (E-QUOTATION)

E-QUOTATION No. WBHB /DD (EEW)/NleQ-02/2022-2023

The Deputy Director (EEW) West Bengal Housing Board, invites quotation (Rate Quoted) for the work as detailed in the table below. (Submission of Bid through online).

Sl. No.	Name of the Work	Earnest Money. Rs.	Cost of Tender documents (Non-Refundable)	Period of completion.	Engineering in-charge of the work.	Eligibility of Bidder.
1.	“Day to Day maintenance & repair of existing electrical installation of ABASAN building & also regular operation and maintenance of DG set at ABASAN building under West Bengal Housing Board (i) Semi skilled wire man for electrical helper - 1 no. ii) Skilled wireman for D.G. set operator - 1 No.	Rs. 8000.00 (Rs. Eight Thousand) only	Cost of Tender documents is not required during participation in N.I.Q. (Rate quote)	12 (Twelve) months	Deputy Director(EEW)	“Bonafide Resourceful contractors having experience in execution of similar nature of work”

Scope of work:- Maintenance and repair of existing electrical installation, Regular operation and maintenance of 125 KVA D.G. set, cleaning of electrical fittings and fixture & other petty electrical works of Abasan, office building at 105, S. N. Banerjee Road, Kolkata-700014 under West Bengal Housing board.

1. In the event of e-filling, intending bidder may download the tender documents from the website: <http://wbtennders.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://wbtennders.gov.in>

Earnest Money: The amount of Earnest Money Rs. **8000.00** is to be submitted in the mode of ONLINE (Netbanking / NEFT / RTGS) in favour of ‘**WEST BENGAL HOUSING BOARD**’ against the work. This clause is applicable for all categories of applicants. **Successful bidder should comply 2% of EMD before issuance of work order.** Earnest money so deposited by the successful tenderer shall on issuance of work order be automatically converted into part security money and a balance of 8% of amount of each running account bill shall have to be deducted to make it a total 10 % of security deposit of the work.

Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.

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 website and also in the Notice Board of the Deputy Director (EEW), Under West Bengal Housing Board on the scheduled date and time.

4. **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 Rs. 1,60,000/- during 5(five) years prior to the date of issue of this tender notice; or,
- (b) Intending bidders should produce credentials of 2(two) similar nature of work, each of the minimum value of Rs. 1, 20,000/-during 5(five) 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 80% 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 Govt. authority will be eligible for the tender. In the required certificate it 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.

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

- a) Name of work,
- (b) Name and address of Client,
- (c) Executed Amount of work
- (d) Date of commencement of work
- (e) Date of completion of work

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ds shall remain valid for a period not less than 120 (one hundred twenty) days from the date of opening of Financial bid.

- iii) The Bidders must have Electrical contractors 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. (A copy of this certificate shall be enclosing with the offer.)
- i v) Copies of Trade License, (valid up to Date) Acknowledgement Receipt of Income Tax Return for the latest Assessment year / Professional Tax Deposit Challan for current Financial year / PAN CARD / GST Registration Certificate for to be accompanied with the Technical documents [Non statutory Documents]
- v) The Bidder should possess **GST Registration number** and copies of necessary documents. (Non statutory Documents)
- vi) The prospective bidder would also have **Provident fund enrolment number (if any)** issued by appropriate authority [Non statutory Documents].
- vii) The Partnership Firm shall furnish the registered partnership deed along with power of Attorney and the company shall furnish the **Article of Association and Memorandum**. [Non statutory Documents].
- viii). Adjustment price (Increase or decrease) shall not be applicable for the proposed work.
- ix) Retention money will be refund after one year of completion of the work.

- x) Statutory Deduction will be made as per norms.
xi) Rates of the labour should be paid as per Wages provided by the "Office of the labour Commissioner Statics Section, Govt of West Bengal, for "Construction or maintenance of Road Or in Building Operation" in West Bengal .

5) Before submitted the Bid document, the Bidders should carefully read the tender conditions, Specification tender schedule and explanatory notes.

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.

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

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.Q. and Bid Documents (online) (Publishing Date)	13.02.2023 at 11-hrs
2.	Date & time of start of downloading Bid Documents (Online)	13.02.2023 at 11-hrs.
3.	Date & time of start of Bid submission (On line)	15.02.2023 at 11-hrs.
4.	Date & time of closing of Bid Submission (On line)	20.02.2023 at 11-00 hrs.
5.	Date & time of Bid opening for Technical Proposals (Online)	22.02.2023 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

Non statutory cover containing: (I) Valid Trade license, PAN CARD, Acknowledgement Receipt of latest Income Tax Return, P.F. enrolment no (if any)

. Memo. No. : - 1174/1(8)/Elec./HB/DD-II

Dated : 08.02.2023

Copy To:-

1. Housing Commissioner, WBHB
2. Director (Engg.), WBHB
3. JHC & Secy., WBHB
4. FA-Cum-CAO, WBHB
5. CA-Cum-AP, WBHB
6. JD (EW)-I/II / III / (E.P.) / (EEW), WBHB
7. L.A.O./AHC-I, WBHB with the request to publish the Notice ,in BOARD's Web site (Soft copy will be sent through e-mail)
8. Notice Board.

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

WEST BENGAL HOUSING BOARD

SECTION - 1

INSTRUCTION TO BIDDERS

General guidance for e-tendering

Instruction/Guidelines for tenders for electronic submission of the tenders online 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 In 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 NIT 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 online to the website stated in Cl. 1 in two folders 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 non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (Folders).

A-1. Statutory Cover Containing

- i. Prequalification Application as per format given in **Sec-2, Form – I** (Qualification Information).
- ii. Earnest money (EMD) as prescribed in the NIQ against the work in favour of **West Bengal Housing Board**.
- iii. Affidavits (format for general affidavit shown in “Y” Section-2).
- iv. 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).
- v. Declaration & Undertaking as per format given in Appendix-A, of Qualification Information” (Section-2), “Terms & conditions”(Section-3),.

A-2. Non statutory Cover Containing

- i. Professional Tax (PT) deposit receipt challan for the current financial year, PAN Card, Trade License, Income Tax Return Acknowledgement for the latest Assessment year, GST Registration No.
- ii. Provident Fund Enrolment No(if any).
- iii. Registration Certificate under Company Act. (If any).
- iii. Registered/ Notarized Deed of partnership Firm/ Article of Association and Memorandum.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. 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 Rs.1,60,000/- during the last 5(five) years prior to the date of issue of this NIQ.

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. PAN, 2. Latest P. Tax (Challan) 3. Latest IT Return/ Saral. 4. GST Registration No. 5. Provident Fund Enrolment No.(if any)
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)
C	Credential	Credential – 1 Credential – 2	1. Similar nature of work done & Completion certificate which is applicable for eligibility in this tender.

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 Deputy Director (EEW) and any other Engineer Officer(s) of WBHB (holding DSC) electronically from the web site 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 then uploaded to send email to all 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 (percentage above/ below/ at par) online 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.

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 thereby 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 Deputy Director(EEW) along with other authorised Engineer Officer(s) of WBHB electronically as per schedule date, time place.
- b) After opening of Financial Bid, if situation demands, the Deputy 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 will incorporate all necessary documents e.g. N.I.Q, all addenda and corrigendum, additional terms and conditions, specification of works, different filled-up forms, B.O.Q. etc and the same will be constituted between the Tender Accepting Authority and the successful 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.

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

WEST BENGAL HOUSING BOARD

SECTION – 2

QUALIFICATION INFORMATION

FORM - I

PRE-QUALIFICATION APPLICATION

To
The Deputy 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 NIQ documents, I /we hereby 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) NIQ Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- (b) NIQ 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

AFFIDAVIT – “Y”

**(To be furnished in Non – Judicial
Stamp paper of appropriate value
duly notarized)**

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false or concealed, the application may be rejected for which no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/s ----- or any of our constituent partner had been debarred to participate in tender by the Department (WBHB) or by any State Government Department/ Public Sector Undertaking or Enterprise of State Government during the last 5 (five) years prior to the date of this NIT.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested by Department and agrees to furnish any such information at the request of The Department.
5. Certified that I have applied for the tender in the capacity of individual/as a partner/P.O.A. holder of a firm and I have not applied severally for the same work.

Date -----

Signed by an authorized officer of the Firm -----

Title of the Officer -----

Name of the Firm with Seal -----

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

SECTION-2

APPENDIX – A

DECLARATION - A

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein along with the drawing attached. I/We have also carefully gone through the priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender to complete the proposed construction as per drawings referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We also agree to procure tools and plants, at my/our cost required for the work.

Date -----

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

Name of the Firm with Seal

Special Terms and Condition for the work: Day to day maintenance & repair of existing electrical installation of ABASAN building and also regular operation and maintenance of D.G. set at ABASAN building under West Bengal Housing Board. 105 S.N. Banerjee Road, Kolkata-700014.

Ref: NleQ No: - WBHB/DD (EEW)/NleQ-02/2022-23

1. Rate : Agency should quote the rate as per attached format
2. Taxes and Duties : As applicable
3. Period of engagement : 12 (Twelve) months
4. Termination of contract : Engagement may be terminated for dissatisfactory Performance by issuing one month prior notice.
5. Payment Process : Bill for the above work may be submitted in triplicate addressed to DD(EEW)
6. Duties & Responsibility: As per Direction of EIC and work shall carried out in the best work man like manner

Note:

i)The agency must be submitted the EPF & ESI challan of the engaged unskilled labours at the time of submission of monthly bill of respective month.

ii) Only SUNDAY is considered as a holiday.

iii) Labour rate will be deducted, if the labour will absent and substitution against him will not be fulfilled for any working day.

**Deputy Director (EEW)
WBHB**

ADDITIONAL TERMS AND CONDITIONS TO
THE N.I.Q. CONTRACT DOCUMENTS:-

1) Contract documents shall consist of the following and Tenderers shall have submit one copy of each of the same along with their tenders duly signed by then, without which Tenderer are liable to rejection.

- a) The details Notice Inviting Quotation hereinafter referred to as the Tender Notice.
- b) Special Terms and conditions and specification.
- c) Specific priced schedule of probable items with approximate quantities.

2) The Agency will quote the rate (including GST & other taxes) in both words and figures in the specific priced schedule of probable items with approximate quantities.

3) Earnest Money as per clause of N.I.Q. above deposited in Bank Draft on a Kolkata Bank Drawn in favour of West Bengal housing Board. Must accompany each tender without which tender will not be considered at all.

4) DEDUCTION OF INCOME TAX

DEDUCTION OF INCOME Tax from contractor's Bills should be made as laid down in Memo No. F No. 275/91972, I.T.O dt. 29.05.72 of Ministry of Finance (Department of Revenue & Insurance), Govt. of India with its amendments, if any.

5) GST

Tenderer should collect the GSTN No. of WBHB before submitting the bill & for deposition of GST to the respective department & TDS will be recovered from bills as per norms as applicable.

6) Canvassing in connection with tender is strictly prohibited and the tenders submitted by the Tenderer who resort to canvassing, will be liable to rejection.

7) REJECTION OF TENDER

Quotation which does not fulfill any of the above conditions are incomplete and are liable to rejection.

8) OPENING OF TENDER.

The tender which should always be placed in sealed cover with the same of work written on the envelope, will be received by the concerned Dy. Director (EEW), W.B.H.B. his office and will be publicly, opened by the authority receiving tenders or by his authorities representatives, thirty minutes after the closing time of receipt of tender or as soon as possible thereafter in the presence of such Tenderer or their authorized representative who may be present.

9) ACCEPTANCE OF TENDER.

The acceptance of the tender will rest with West Bengal Housing Board which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received, without assigning any reason thereof.

11) VALIDITY OF TENDER

The rates quoted by quotationer must remain valid for 120 days from the date of dropping of tender if the quotationer with draws his offer before that period, the shall be disqualified for submission of any tender to West Bengal Housing Board for minimum period of one year and his earnest Money will be forfeited to the West Bengal housing Board.

12) COPIES OF AGREEMENT:

The successful Tenderer will have to submit the following copies of the contract documents within 7 (Seven) days from the date of the receipt of letter of Acceptance of tender. Failure to be so within the specified time will constitute a breach of the contract rendering the contract liable to termination with for feature of security to the content of the amount of the initial earnest money specified in clause of N.I.Q. above, without any reference to the tender.

In addition the Tenderer will have to execute an agreement with the Board in non-judicial stamp paper of appropriate value in the Form as specified by the Board.

The amount already deposited as Earnest Money will be converted into security deposit.

Four sets of documents, containing all items of (a), (b), and (c) as mentioned in clause-I (One) above shall have to be submitted to the concerned D.D. (EEW) by the successful Tenderer. These will have to be purchased from the office of the concerned D.D. (EEW) and price for these sets will be as mentioned in N.I.Q.

13) STARTING OF WORKS:

The successful Tenderer shall have to start the work within a week from the date of issue of order to commence to work.

14) PROGRAME OF WORK & CERTIFICATE OF VISIT TO SITE:

a certificate of visit to site and a programme of works showing completion within the specified period of completion of work is to be furnished under signature of the Tenderer as per proforma attached. The purpose of visit to site will mean that the Tenderer has appointed himself with the site conditions under which the work is to be executed.

If the successful Tenderer whose tender is accepted has not got fixed security in respective Class with West Bengal Housing Board as per rules shall within 7 (seven) days of receipt of intimation to that effect through registered post by special Messenger, deposit an additional amount in similar manner which together with the earnest money deposited with the tender would be equivalent to required security deposit of 2% (Two) percent of the tendered amount.

The successful Tenderer shall ultimately furnish a total security deposit of 10% (Ten percent) of the value of work to be executed, of this 2%(Two percent) shall be obtained as indicated above and the remaining 8% (Eight percent) shall be obtained by recovered from progressive bills, so that the total recovery in the final bill is adjusted to made the total amount of security deposit retained equivalent to 10% (Ten percent) of the total value of work actually executed.

The percent (10%) recovery shall be made from each progressive bill in case of quotationer who has not fixed security with the West Bengal Housing Board in respective class.

15) Refund of Security Deposit / Retention Money:-

The security deposit / Retention Money shall be refunded to the contractor in the manner as furnished herein under:-

The security deposit shall be refunded to the contractor after one year of completion of the job.

**Deputy Director(EEW)
West Bengal housing Board**