



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, 2264-1967/3966/8968/9974/0950; FAX: 2264/1480/0979

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

Memo. No. :- 724/Elec/HB/DD-II

Dated: 19.07.2019

NOTICE INVITING (E-QUOTATION)

E-QUOTATION REF. No. WBHB/DDEEWII/NIEQ02/201920/2NDCALL

The Deputy Director (EEW)-II, West Bengal Housing Board, invites quotation 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	Period of completion.	Engineering in-charge of the work.	Eligibility of Bidder.
1.	Annual Maintenance Contract (AMC) of CCTV camera system and Bio metric system for the entire office premises of West Bengal Housing Board.	Rs 1000.00	Cost of Tender documents is not required during participation in N.I.Q. (Rate quote)	12(Twelve) months.	Deputy Director(EEW) -II	“Bonafide Resourceful contractors having experience in execution of similar nature of work.”

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
- 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,

TENDERCOMMITTEE, 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)-II, Under West Bengal Housing Board on the scheduled date and time.

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

5. Replacement of any damaged material (as and when required) to be done by the agency without claim any additional charge from customer.

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 2(two) similar nature of work, each of the minimum value of 20% of the Rate quoted amount put to the tender 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 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 contractor's License (as applicable).

v) Copies of Trade License, (valid up to date) Acknowledgement Receipt of Income Tax 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 (effect 01.07.2017as 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 companies have furnished the Article of Association and Memorandum. [Non statutory Documents].

ix) In case of Proprietorship,/ Partnership Firm stand the Company Tax Audited Report in 3CDForm is 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 Information" (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. CCTV & Biometric Maintenance Contract / SCOPE OF WORKS

(i) Regular maintenance of all the cameras, NVR and Switches condition & rectify faults Whenever detected.

(ii) Planned Maintenance scheduling to reduce break down by trained personnel.

(iii)On requirements systematic examination, adjustment will be done by the agency.

(iv) Remove dirt, moisture and other foreign substances from cameras and from the respective NVRs and switches.

(v) Inspect cable & RJ – 45connector.

- (vi) Risk assessment report.
 - (vii) Periodically examination of Earthing for entire CCTV system & Biometric System and carried out to keep the same in working condition including replacement, if required.
 - (viii) Maintenance of 2 no's Biometric system will be carried out. Rectify faults & Replacement of device will be done, if required.
 - (ix) Break down callouts.
 - (x) Checking of footage available in the internal Hard Disk and taking backup of footage as and when required.
 - (xi) Repair / replacement of cable & wiring relating to the CCTV camera & Biometric System.
 - (xii) Generation and taking printout of Daily & Monthly Attendance Report and submission of the same to the Department whenever required.
 - (xiii) Registration of new staff and/ or registration of fingerprints of present staff (if required).
 - (xiv) On requirement repair / replacement of cameras, NVRs, POE switch Gigabyte switches, and monitors, Hard Disk and other electrical parts of the system.
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)	19.07.2019 AT 11.00 HRS
2.	Date & time of start of downloading Bid Documents(Online)	19.07.2019 AT 11.00 HRS
3.	Date & time of start of Bid submission(On line)	23.07.2019 AT 11.00 HRS
4.	Date & time of closing of Bid Submission (Online)	26.07.2019 AT 18.00 HRS
5.	Date & time of Bid opening for Technical Proposals(Online)	29.07.2019 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.

Deputy Director(EEW)-II
West Bengal Housing Board

Memo. No. :- 724/1(10)/ Elec /HB /DD-II
Copy To:-

Dated:19.07.2019

- 1..Vice-Chairman,HRBC,St.GeorgesGateRoad,Kolkata-700021
2. Chief Engineer, Housing Directorate, Govt.ofW.B.N.S.Building, 1, K.S.RoyRoad, Kol-700001.
- 3.ChiefEngineer-I,WBHIDCO,"HIDCOBHABAN",PremisesNo.34-1111,MajorArtialRoad,3rd
Rotary, Newtown, Kolkata-700156.
- 4 Chief Municipal Engineer, Dev, &Planning Deptt, K.M.C., S.N.BanerjeeRoad, Kol-700014.
5. Superintending Engineer (P.W.D), Presidency Circle.-I, N.S.Bldg, 1, K.S.RoyRoad, 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.WestBengalBuilder'sAssociation,119, Bepin Behari Ganguly Street, Kolkata- 700012

Deputy Director(EEW)-II
West Bengal Housing Board.

Memo. No. :- 724/2(10)/Elec/HB/DD-II

Dated:19.07.2019

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. PRO, WBHB with the request to publish the Notice in Board's Website (Soft copy is being sent one-mail).
8. DD(EEW)- II,WBHB
9. Estimator, under (EEW), WBHB.
10. Notice Board.

Deputy Director(EEW)-II,
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 web site stated in clause-1 above .DSC is given as a USB e-Token.

3. **Collection of Tender Documents**

The Bidder can search & down load NIQ and bid documents electronically from computer once he logs on to the web site 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 this 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 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 in to no readable formats).

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

The Technical proposal should contain scanned copies of the following further two covers (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 down load 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 - T e n d e r 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 bidder's 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).
- iv. Registered Deed of partnership Firm/Article of Association and Memorandum.
- v. Power of Attorney (For Partnership Firm/Private Limited Company, if any)
- vi. 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).
- vii. Structure & organization and List of technical staff (Section-2, **Form-III&IV**).
- viii. List of machineries possessed by own/arranged through leased deed along with authenticated copy of invoice, challan, way bill etc. as per form at 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. GST 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	Manpower	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& LA/c. and Balance Sheet for the FY2016-17, 2017- 18.	P& LA/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit)
		P& LA/c. and Balance Sheet for the FY2015-16	P& LA/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit)
		P& LA/c. and Balance Sheet for the FY2014-15	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 Deputy Director (EEW)-II 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 in to 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 the mail 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 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.
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 sound ness 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 forth with.

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 orTenderers 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)-II 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 Deputy Director (EEW)-II, 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 addendum, corrigendum, special 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 success full 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)-II,
West Bengal Housing Board.**

WEST BENGAL HOUSINGBOARD

SECTION-2

QUALIFICATION INFORMATION

FORM-I

PRE-QUALIFICATIONAPPLICATION

To
The Deputy Director (EEW)-II,
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 here with.

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 Phone No. :

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:

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).).

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

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 & Completion of work</i>	<i>Actual Date of start & 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-2
APPENDIX-C
UNDERTAKING
(Bid Validity)

The undersigned do here by 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-II), 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 authorized 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.

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 authorized 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 contractor's bill-

IT, cess, Taxes etc 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 Rules in force for the time being.
- (c) The work shall be carried out in the best work man like 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 Supervisor 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 as directed by EIC. The cost of which will also have to be borne by the contractor without any extra claim from department.
- (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.

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

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

1. The Employer is WEST BENGAL HOUSING BOARD
- Represented by – Deputy Director (EEW)-II,
West Bengal Housing Board.
- Address “ABASAN”
105, S.N. Banerjee Road. (4th floor)
Kolkata-700014, West Bengal
2. The Engineer-in-Charge is - Deputy Director (EEW)-II
Address “ABASAN”, 105, S.N. Banerjee Road. (4th floor)
Kolkata-700014, West Bengal
- 3 Annual maintenance contract is 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.

**Deputy Director (EEW)-II,
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: Annual maintenance contract (AMC) of CCTV camera system and Biometric system for the entire office premises of West Bengal Housing Board(2ND CALL).

D. 3 Location: ABASAN building, 105, S.N.Banerjee Road. Kolkata- 700 014.

D.4 Site visit before submitting Tender:

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

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. 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.

**Deputy Director (EEW)-II,
West Bengal Housing Board**

**Technical Information, CONDITIONS AND SPECIFICATION FOR ALL INCLUSIVE ANNUAL
MAINTENANCE CONTRACTS OF CCTV CAMERA SYSTEM AND BIOMETRIC SYSTEM.**

1. **SCOPE:** This part covers technical information, conditions and specification for all inclusive annual maintenance contract for the CCTV camera system & Biometric system at ABASAN building under West Bengal Housing Board.

2. **WORKING PROCEDURE:**

- i) The Routine Maintenance is to be carried out as per the schedule of maintenance.
- ii) If any part of the system 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 cleaning and remove dirt, moisture or other foreign substances from the cameras & respective NVRs and switches when required.
- iv) To examine all the parts of the entire system and rectify the faults whenever detected. 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 agencies will regular.____

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

4. **ROUTINE MAINTENANCE VISIT:**

The Agency will provide daily 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.

**Deputy Director (EEW)-II,
West Bengal Housing Board**

