



# WESTBENGAL HOUSINGBOARD

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

„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. :- 1056/JD(EEW)/HB

Dated: 09.09.2021.

NOTICE INVITING ( E-QUOTATION) No WBHB/JD(EEW)/NleQ-01/2021-22

The Joint Director (EEW), 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 (Non-Refundable)	Period of completion.	Engineering in-charge of the work.	Eligibility of Bidder.
1.	Supply, Installation , Testing and commissioning of 8 passenger fully automatic lift ( 2 nos. ), ( for Dya Housing project, Salt lake ), speed 1 m./sec, for G+9 storied building, all floors have one opening at same side. Lift cabin by stainless steel 304 grade, lift door by stainless steel 304 grade, traction type, geared with machine room type, with 3 phase lift duty motor , V3F drive and ARD included with battery back up. The lift is provided with a blower fan with on-off switch, up-down indicator, floor position & car position indicator, attendant & independent service. Safety feature of this lift over speed protection, single phase protection, reverse phase protection, over load protection, phase failure protection, emergency stop switch. Intercom facility inside the cabin should be installed. Main & Governor rope make: Usha Martin of suitable size as per ISO. Other illumination, power plug, earthing etc. will be as per norms. (Rate will be inclusive of GST & other taxes applicable)	Rs. 70,000- (Seventy thousand only )	Cost of Tender documents is not required during participation in N.I.Q. (Rate quote)	6( Six) months or prior to Hand over of the project to Flat owners Association which ever is earlier..	Deputy Director(EEW )-II	As per Memorandum no. 75-W(C)/1M-20/15 Dated: 03.03.2015, by Principle Secretary, Govt. of West Bengal , Public works department (Attached )

- In the event of e-filling, intending bidder may download the tender documents From the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate and Earnest Money has to be deposited by the bidder electronically.
  - on line through his net banking enabled bank A/C, maintained at any bank or

ii) offline through any bank by generating NEFT/RTGS challan from the e- Tendering portal.

In case of payment through ICICI bank payment gate way, intending bidder 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.

**RTGS/NEFT in case of offline payment through bank A/C, in any bank**

Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the challan generated from E procurement site. Bidders are also advised to submit EMD of their bid , at least 3 working days before the bid submission closing date as it requires time for processing payment of EMD.

Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents for exemption must be up loaded in the EMD folder of statutory bid document.

The lowest bidder should produce the original of all the submitted documents ( hard copy ) for verification.

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. ( a )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 (To be notified during uploading of Technical Evaluation sheet of bidders) will be displayed in the website and also in the Notice Board of the Joint Director(EEW), Under West Bengal Housing Board on the scheduled date and time.

( b ) The rate quoted to be inclusive of gst etc.

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 40% 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 3(Three)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. 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.

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

N.B.:-

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- 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
- Payment certificate will not be treated as credential.

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 Bid.**

iv) The Bidders must have contractors License (as applicable). And valid lift manufacturing license/ certificate from the competent authority.

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/ PAN CARD / VAT Registration Certificate/ GST certificate (as applicable), 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 01.07.2017 as applicable) and copies of necessary documents. (Non statutory Documents)

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

viii) 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].

ix) In case of Proprietorship, / Partnership Firms and 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 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 and after LD period.

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

\* No Mobilization advance will be allowed

\* If the bidder withdraw the bid during the bid validity period, the earnest money deposited will be forfeited there of..

\* There is no provision of arbitration.

Refund of .SD. money will be released on pro rata basis, i.e. 30% on expiry of 1st year (from the date of completion of work), another 30% on expiry of 2<sup>nd</sup> year & rest 40% on expiry of 3<sup>rd</sup> year.

No conditional tender will be accepted

The tender inviting authority reserves the right to cancel the tender ( NIQ ) due to unavoidable circumstance without assigning any reason.

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

(I) Both Technical bid & Financial bid are to be submitted in two separate 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) NIQ with all agenda corrigendum (Download & Upload the same digitally signed, quotations rate will only be 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 for the last 3 yrs. GST Registration Certificate, Current P.F. Challan, Voter ID Card/Aadhaar Card. ( As applicable)

6.

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.Q. and Bid Documents(online)(Publishing Date)	09.09.2021 at 14.00 Hrs
2.	Date & time of start of downloading Bid Documents(Online)	09.09.2021 at 14.00 Hrs
3.	Date & time of start of Bid submission(On line)	20.09.2021 at 11.00 Hrs
4.	Date & time of closing of Bid Submission (Online)	24.09.2021 at 11.00 Hrs
5.	Date & time of Bid opening for Technical Proposals(Online)	27.09.2021 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

7. The set of tender documents as listed below:

- a) NIQ with all addenda & corrigendum, if any
- b) section- 1,2,3,4,5,6
- c) Bill of quantities ( BOQ )
- d) Contractor's bid( Document furnished by contractor )

8. The document of contract “

- a) Agreement
- b) LOA/work order
- c) Contractor's bid
- d) Contract Data
- e) Printed WBHB Tender form including special term & Condition
- f) Technical specification
- g) Drawing
- h) BOQ

Copy To:-

Memo No.1056/1(10)/JD(EEW)/HB.

Date:- 09.09.2021

Copy To:-

- 1..Vice-Chairman,HRBC,St.GeorgesGateRoad,Kolkata-700021
- 2..Chief Engineer,HousingDirectorate,Govt.ofW.B.N.S.Building,1,K.S.RoyRoad,Kol-700001.
- 3.ChiefEngineer-I,WBHIDCO,"HIDCOBHABAN",PremisesNo.34-1111,MajorArtialRoad,3<sup>rd</sup> Rotary,NewTown,Kolkata-700156.
- 4 ChiefMunicipalEngineer,Dev,&PlanningDeptt.,K.M.C.,S.N.BanerjeeRoad,Kol-700014.
- 5.SuperintendingEngineer(P.W.D),PresidencyCircle.-I,N.S.Bldg,1,K.S.RoyRoad,Kol-700001.
- 6.SuperintendingEngineer(P.W.D),PresidencyCircle.-II,Hestings,Kolkata-700027.
- 7.SuperintendingEngineer(P.W.D),SouthernCircle.C.I.T.Bldg,P-16,IndiaExch.PlaceExtn, Kol-73.
- 8.SuperintendingEngineer(P.W.D),BidhanNagarCircle,PurtaBhawan,Saltlake,Kol-700091.
- 9.SuperintendingEngineer(P.W.D),EasternCircle,45,GaneshCh. Avenue,Kol-700013.
- 10.WestBengalBuilder'sAssociation,119, Bepin Behari Ganguly Street, Calcutta- 700012

Joint Director(EEW),  
West Bengal Housing Board.

Memo No.1056 /2(11)/JD(EEW)/HB.

Date:-.09.09.2021

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
8. Notice Board.

Joint Director(EEW),  
West Bengal Housing Board.

# **WESTBENGAL HOUSINGBOARD**

## **SECTION- 1**

### **INSTRUCTION TO BIDDERS**

#### **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 login on to <http://wbtenders.gov.in>. 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 on line 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. Will get encrypted(transformed in to non readable formats).

**A. Technical proposal ( ALL THE 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).

**A-1. Statutory Cover Containing**

- i. Prequalification Application as per format given in **Sec-2, Form-I**(Qualification Information).
- ii. Demand Draft/bankers Cheque towards earnest money(EMD)as prescribed in the NIT against the work in favour of **West Bengal Housing Board( only scanned copy to be submitted)**, original to be submitted only by the lowest bidder before issuing the Work order.
- 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 format given in Appendix-A,B&C of Qualification Information”(Section-2),“SpecialTerms&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) ( as the case may be)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/ Service Tax/GST Registration Certificate, No. as applicable.
- 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 List of technical staff(Section-2,**Form-III&IV**).
- vii. 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 **40(Fourty) percent** of the Estimated amount put to tender during the last 3(three) years prior to the date of issue of this NIT is to be furnished(**Section-2,Form-VI**).Scanned copy of Original Credential Certificate as stated in 3(i) of NIT is to be furnished.

Joint venture company is not allowed to participate in Bid.

**Note:-Failure of submission of any of the above mentioned documents(as stated in A1andA2) 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,VoterI DCard 3.Latest P.Tax(Challan) 4.Latest IT Return 5.ServiceTax 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.T.)
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. 3. Certificate of revolving line of credit by the Bank, if required.
		P& L A/c.and Balance Sheet for the FY2020-21. ( if available )	P& L A/c. and Balance Sheet(with Annex. and 3CD form in case of Tax Audit)
		P& L A/c.and Balance Sheet for the FY 2019-20	P& LA/c.and Balance Sheet(with Annex. and 3CD form incase of Tax Audit)
		P& LA/c.and Balance Sheet for the FY2018-19	P& LA/c.and Balance Sheet(with Annex. and 3CD form incase 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 CI.No.5.A-1) should be opened first and if found in order, cover(Folder) for non-statutory documents(vide CI.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 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.T.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 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 TenderInviting/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 of 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 incase 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 Joint 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 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 whose 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 addenda and 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 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.

12) **Payment terms-** 50% payment will be made after complete mobilization of lift materials at site and submission of Form- " A " i.e. permission to install  
25% payment will be released after completion of lift installation and submission of Form- " B " i.e. completion report.  
25 % payment will be released after successful testing and commissioning and handing over of lift and submission of form- " C ", i.e. lift license to operate.

**Scope of Works**

The work includes supply, installation, testing, and commissioning of lifts and total servicing, overhauling, oiling etc. in a month and repairing and replacing of damaged materials if any during the contract period and to be responsible for smooth running of lifts during the period ( up to 3 yrs. From successful commissioning and handing over of lift and renewal of lift license)..

The agency will be liable for free AMC up to Three ( 3 ) years from the date of handing over of lift.

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

# **WEST BENGAL HOUSINGBOARD**

## **SECTION-2**

### **QUALIFICATION INFORMATION**

#### **FORM-I**

#### **PRE-QUALIFICATION APPLICATION**

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 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) 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- II FINANCIAL**  
**STATEMENT**

Information of audited financial statements for the last year to demonstrate the current soundness of the Bidder's financial position:

1. The Bidder's Net Worth for the last year Calculated on the basis of Capital, profit and free reserved available to the firm should be positive.
2. Bidders, whom the minimum qualification criteria, will be qualified only if their available bid capacity at the expected time of bidding is more than the total estimated cost of the works. The available bid capacity will be Calculated as under:

Assessed Available Bid capacity= (A/Nx2-B) where

A= Maximum value of engineering works in respect of Projects executed in any one year during the last five years (updated to the price level of the year indicated in table below under note) taking into account the completed as well as works in progress. The projects include turnkey project/item rate contract/Construction works.

N=Number of years(i.e.year)prescribed for completion of the works for which bids are invited(Less than 6 months will Be treated as half year).

B= Financial Liability of the bidder to be incurred for existing commitments and on-going works during the period of the subject contract.

**To Calculate the value of "A"**

- i) A table containing value of Engineering works in respect to Projects(Turnkey projects/item rate contract /Construction works) undertaken by the bidder during the last 5years is as follows:

Sl.No.	Year	Value of Engineering Works Undertaken w.r.t. projects(Rs.In Lakh)
1.	Year-5	
2.	Year-4	
3.	Year-3	
4	Year-2	
5	Year-1	

- ii) Maximum value of projects that have been undertaken during the F.Y..... out of the last 5 years and value thereof is Rs.....Lakh(Rupees.....).Further, value updated to the price level of the year indicated in Table is as follows:

Rs.....Lakh X.....(Updation factor as per table annexed) =Rs.....Lakh(Rupees.....).

**Table indicating The factor for the year for updating to the price level is indicated as under :**

Sl.No.	F.Y./Calendar year	Updation factor
1.	Year-1	1.00
2.	Year-2	1.05
3.	Year-3	1.10
4	Year-4	1.15
5	Year-5	1.20

- iii)Net worth for the last year of.....(name of the company) is -----.

\_\_\_\_\_  
(Signature, Name& Designation of Authorised Signatory)

For &on behalf of-----  
-(Name of Applicant).

\_\_\_\_\_  
Name of the Statutory Auditor,s Firm:

Seal of the Audit Firm:

\_\_\_\_\_  
(Signature, Name, Designation and Membership No. of authorized signatory).

**To calculate the value of "B"**

3. A table containing value of all the existing Commitments and on-going workings to be completed during the next .....years(prescribed time for completion of the works for which Bids are invited) is as follows:

Sl. No.	Name of Work/ project	Name of Employer	% age of Participa- tion of Bidder in the work/ Project	Stipulated dates of start&com ple- tion	Value of Contract as per agree- ment (Rs.)	Value of Work com- pleted (Rs)	Balance value of work to be com- pleted (Rs.)	Antici- pated date of Com- pletion	Financial Liability to be incurred for the said work/ Project during the period of the Subject contract (Rs.)
1	2	3	4	5	6	7	8	9	10

.....  
.....  
Signature, name and designation of  
Authorised Signatory

For and on behalf of  
.....(Name of the  
Applicant)

**Note:**

1. All the documents to be submitted in support of Financial Statement must be duly signed and sealed by the applicant/bidder and authenticated by Statutory Auditor's firm.
2. **The Bid capacity as guided to be furnished in company's letterhead**

**Bid**  
**CAPACITY**

The available Bid capacity to be as under must be more than the total bid value.

**Bid Capacity = ( A\*N\*2-B )**

A= Max. Value of work done in any one year during last five years ( Up dated to current price level ) taking into account completed as well as work in progress.

B= Value at current price level of existing commitment and ongoing work to be completed in the net N years.

N= Time of completion of the work in years for which tender has been invited.

The edited balance sheet & loss A/c and annexure forming part of the balance sheet and P & L A/C for the last five years should be given. All these financial statement should be signed by a competent authority for the last five years.

signature of applicant including the  
and capacity in which application is  
made.

**Date-**

**SECTION-2**  
**AFFIDAVIT- “X”**

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

Work in progress				Work order issued But work not started		
Sl. No.	Name of the work withTenderNo. and TenderInviting Authority/Employer	Tendered Amount	%ofwork executed	Sl. No.	Name of the work withTenderNo. and TenderInviting Authority/Employer	Tendered Amount

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**

### **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 last5(five)years prior to the date of this NIQ.
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**

### **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 :

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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)ofNIT(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 delay in 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– 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 alongwith the drawing attached. I/We have also carefully gone through the 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, electricity , at my/our cost required for the work.

**Date -----**

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

## SECTION-2

### APPENDIX- B

#### DECLARATION –B

- I, the undersigned declare that all the statements made in the attached documents in respect of mode of ownership of machineries are true and correct.
- Certified that required specified machineries for the works under this NIT will be installed at the working site with 7days(maximum)from the date of LOA/Work Order.
- Certified that I have applied in the Tender in the capacity of individual/as \_\_\_\_\_ A partner of a firm and I have not applied severally for the same job.
- Certified that I have applied \_\_\_\_\_ In the Tender in the capacity of individual/ \_\_\_\_\_ as a partner of a firm and I have not applied to works under NIT restricted to maximum one no.works, if more than one work in the same NIT.
- Certified that I have access to or have available liquid assets (aggregate of Working Capital, Cash-in-Hand, uncommitted Bank Guarantees) and/or credit facilities not less than 10% of the estimated cost put to tender.
- I, the undersigned do certify \_\_\_\_\_ That all the statements made in the attached documents are true and correct. If any declaration submitted is found / ascertain to be etc. \_\_\_\_\_ incorrect/fabricated / misrepresented /fraudulent accordingly tender will be liable to \_\_\_\_\_ be cancelled / terminated immediately&/my firm/company shall also be liable to be prosecuted \_\_\_\_\_ Under Section197,199& 200 of Indian Penal Code,1860 alongwith Section– 71 &Section– 73 \_\_\_\_\_ Of Indian Information& Technology Act.2008 &any other applicable law for the time being forfeiture of \_\_\_\_\_ In force in addition to Earnest Money/Security Deposit.

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Signed by an authorized officer of the firm.

---

Title of the officer

---

Name of The Firm with Seal

Date:

**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**

Government of West Bengal  
Public Works Department  
Works Branch  
NABANNA, 8th floor, HRBC Building  
325, Sarat Chandra Chatterjee Road  
P.O.-Shibpur, Howrah-711 102

No. 75-W(C)/1M-20/15 Dated: 03.03.2015

MEMORANDUM

**Subject: Categorisation of Lift Manufacturers for installation in Govt. Buildings.**

It has been observed that most Govt. Departments and agencies request for installation of quality lifts manufactured by Multi National Companies like Otis, Schindler and Kone.

It has also been observed that the renowned lift manufacturers mentioned above having their regional sales offices in Kolkata give better service during manufacturing and maintenance stage particularly when the lifts are installed in Kolkata and its surroundings. However, their performance is not so good when the lifts are installed in the Districts away from Kolkata. When the lifts manufactured by the said renowned manufacturers are supposed to be installed in the Districts or in a remote place far away from Kolkata, the Engineer Officers posted in the Districts face inordinate delay in dealing with the said lift manufacturers both during tender process and manufacturing stage resulting in delayed start of the projects.

It has also been observed that local lift manufacturers compared to that of the Multi National Companies take lesser time to install a lift as well as for maintenance. The response time of local manufacturers is also faster.

Accordingly, based on the recommendation of the Chief Engineer (Electrical)-I. P.W.Dte. and the existing categorisation of lift manufacturers by CPWD, the Governor has been pleased to categorise the lift as below:

Category-I: Residential Buildings, Hospitals, Prestigious Buildings, Buildings of State Importance and office buildings more than six floors (G+5)

Category-II: Office buildings up to six floors (G+5).

The Governor has been further pleased to approve the following lift manufacturers under Category-I & Category-II:

**(I) Category-I:**

- 1) Otis
- 2) Schindler
- 3) Kone

**(II) Category-II:**

- 1) Thyssen Krupp
- 2) Bharat Elevator Co. Ltd.
- 3) Engineers Vertical Services
- 4) Electromec
- 5) United Elevator
- 6) Escon
- 7) Johnson
- 8) Omega
- 9) LT Elevator

The manufacturers approved under Category-I can participate for any work in Category-II Buildings also. The manufacturers approved under Category-II can play any role in installing/ commissioning of such lifts only if the manufacturers approved under Category-I are not available to do so.

The Zonal Chief Engineers (Civil), P.W.Dte. in consultation with the Chief Engineer (Electrical)-I, P.W.Dte. may decide Prestigious Buildings or buildings of State Importance to be clarified under Category-I to invite tenders from manufacturers approved under Category-I.

The makes approved under Category-I can be installed in any building provided the user Department makes such specific request and is willing to bear the extra cost involved over and above the sanctioned provision of the estimate. Recommendation of Consultant, if engaged, to provide lift of a particular make approved under Category-I or Category-II should not be treated as final word unless approved by user Department.

In Category-I granite flooring in lifts should be provided so that the floor need not be changed frequently.

The rough cost estimate for lifts to be installed in various buildings under Category-I and Category-II should be prepared accordingly.

This has concurrence of Finance Department, Group-T vide their U.O. No. Group-T/2014-2015/1084 dated 17.02.2015.

All concerned are being informed.

By order of Governor

Sd/- INDEVAR PANDEY  
Principal Secretary to the

Govt. of West Bengal  
Public Works Department