



WEST BENGAL HOUSING BOARD

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

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

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

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

Memo.No.:232/JD(EW)III/HB

Dated:08.05.2013

NOTICE INVITING e-TENDER No. 01 OF 2013-2014 OF JD(EW)-III, WBHB.

(SECTION-1)

The Joint Director (EW)-III, West Bengal Housing Board, invites e-tender for the work detailed in the table below. (Submission of Bid through online).

Sl. No.	Name of work	Estimated Amount	Earnest Money	Cost of Documents	Period of completion	Engineer-in charge of the work	Eligibility of Bidder
		(In Rs.)	(In Rs.)	(In Rs.)			
1	Construction of Drain, Culvert etc. and restoration of Road in between Phase-II and Phase-III at Shilpakanan H.P. Phase – III Durgapur under West Bengal Housing Board	3673871	In the shape of Bank Draft / Pay order from any Nationalized /Scheduled Bank Rs.73480	2500 (Per Set)	60 Days	Deputy Director (EW) Shilpakanan HP Durgapur under WBHB	Bonafide resourceful outsider having requisite credential in similar type of work as stated in the NIT

- In the event of e-filling, intending bidder may download the tender documents from the website: <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate & necessary earnest money may be remitted through demand draft/pay order issued from any nationalized/scheduled bank in favour of **West Bengal Housing Board** and also to be documented through e-filling (scan copy is to be submitted). The original part of online submission of EMD (Earnest Money Deposit) should be submitted physically to the office of the Joint Director(EW)-III, W.B.H.B. under sealed cover within the prescribed date and time limit stated in **Sl. No. 11** of this N.I.T. However the department (Tender Inviting Authority) will not be held responsible for late delivery or loss of the DD/PO if mailed through post/courier. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the web site <http://etender.wb.nic.in>. Tender document may be downloaded from the website & submitted the Bid (comprising of Technical & Financial Bid) online as per tender time schedule stated in **Sl. No. 11**.
The documents submitted by the bidders should be properly indexed & digitally signed.
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://etender.wb.nic.in>

- The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL Document (both statutory and non-statutory) of the Bidder found

Signature of Tenderer

Page 1 Authority

Sign. of Tei

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qualified by the Tender committee W.B.H.B. The decision of the Tender committee W.B.H.B. will be final and absolute in this respect. The both list of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the office of the Joint Director (EW)-III, W.B.H.B. on the scheduled date and time.

3. **Eligibility criteria for participation in the tender.**

- i) The prospective bidders shall have to meet the eligibility criteria defined in **Clause 3 and Clause 12** of "Instruction to Bidders" and shall have satisfactorily completed **as a prime agency** during the last 5 (five) years from the date of issue of this Notice at least one work of similar nature under authority of State/ Central Govt., State / Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central/ State Govt. and having a magnitude of **40 (forty) percent** (price updated @ 10% per annum, compoundable from the date of completion of work) of the amount put to tender: [Non statutory Documents]
N.B. :- Completion certificate should contain a) Name of work, (b) Name and address of Client, (c) Amount put to tender, (d) Date of commencement of work (e) Date of completion of work (f) Final Bill Amount.
- ii) **Successful tenderer on being awarded the work shall engage Technical personnel with adequate experience and required numbers in various capacities as defined in Sub-Clause 5.3(a) of "Instruction to Bidders. (Authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation.)** [Non statutory Documents]
- iii) Copies of valid up to date clearance of Income Tax return / Professional Tax Clearance Certificate / P.T. (Deposit Challan) / Pan Card / VAT Registration Certificate/ Voter ID Card for self identification are to be accompanied with the Technical documents [Non statutory Documents] Income Tax Acknowledgement Receipt for assessment year **2012-2013** is to be submitted. [Non statutory Documents]
- iv) The agency should possess service tax Registration number and copies of necessary documents to this effect is to be submitted along with technical documents[Non statutory Documents]. The service tax may be reimbursed to the agency on production of necessary documents by him in due course.
- v) Successful bidder would have to take Cess Registration certificate with the labour department, Govt. of West Bengal located in the area where the construction project/work is to be executed[Non statutory Documents]. No work order will be issued unless the said registration certificate is shown.
- vi) The successful bidder would also have to obtain Provident fund enrollment No., if not already possessed, from the appropriate authority[Non statutory Documents]. No work order will be issued unless copy of the valid P.F. enrollment no. is submitted.
- vii) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non statutory Documents].
- viii) In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD Form is to be furnished along with Balance Sheet & Profit and Loss A/c. for the last 5 (five) years (year just preceding the current Financial Year will be considered as year-1). [Non statutory Documents]

- ix) Declaration in Form – II, IV & V of “Qualification Information”, regarding Structure and Organization duly digitally signed by the applicant shall be submitted along with application.
- x) Financial Statement in Form – III of “Qualification Information” digitally signed by the applicant shall be submitted along with application.
- xi) Joint venture will not be allowed to participate in the above NIT.
- xii) A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.
- xiii) During construction and till completion of the project, the agency shall have to abide by all rules and regulations of Department of Environment, Govt. of West Bengal to keep pollution under control due to constructional activities. The contractor shall give all notices in this respect and pay all fees required to be given or paid by any statute or any regulation or by law and any local or other statutory authority which may be applicable to the works and shall keep the Department against all penalties and liability of every kinds for breach of such statute regulation or law. The following measures shall have to be taken during constructional activities.
 - a) Provision of drinking water, waste water disposal and solid waste management system for labour camps should be ensured. Proper sanitation facility should be provided for construction workers. Health and safety of the workers should be ensured during Construction and personal protective equipment like helmets, gloves, shoes, eye protective equipment for welders, etc. should be provided to the workers.
 - b) 15 m screen and adequate sprinkler arrangement shall be provided to arrest the dust particles of the materials being used for the construction purpose. Care should be taken to keep all material storages adequately covered and contained so that they are not exposed to winds and not created any adverse effects on neighbouring communities.
 - c) Diesel Generator sets deployed during construction phase should have acoustic enclosures and should conform to E(P) Rules prescribed for air and noise emission standards.
 - d) Vehicles / equipment deployed during construction phase are should conform to applicable air and noise emission standards.
 - e) Ambient noise levels and air quality should conform to residential standards both during day and night, and should be monitored fortnightly.

5. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site.

6. All materials required for the proposed work including Cement & Steel shall be of specified grade and approved brand in conformity with relevant I.S. code (latest revision) & manufacturer, and shall be procured and supplied by the agency at their own cost including all charges for carriage, taxes, royalties etc. **Only branded steel of SAIL/TATA/RINL brand and cement of ULTRATECH/AMBUJA/LAFARGE brand duly test certified will normally be allowed to use.** Authenticated evidence for purchase of Steel and cement are to be submitted along with challan and test certificate. In the event of further testing ordered by

the Engineer-in-Charge, then such testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

7. **Constructional Labour Welfare Cess @ 1(one) %** of cost of construction will be deducted from every Bill of the selected agency. Vat, Royalty & all other statutory levy/Cess will have to be borne by the contractor & the rate in the schedule of rates is inclusive of all such taxes and cess as stated above.

8. **Adjustment of Price(increase or decrease)** shall not be applicable for the proposed work. Since B.O.Q. for the works under this N.I.T. is based upon the schedule of rates of Public Works Directorate with up to date Addenda & Corrigendum, the bidders shall quote their rate (percentage above / below / at par) accordingly considering that no escalation and / or price adjustment will be allowed by the department thereto under any circumstances.

9. **No Mobilisation Advance and Secured Advance** will be allowed.

10. Bids shall remain valid for a period not less than 180 (One hundred eighty) days after the dead line date for Financial Bid/Sealed Bid submission as specified in Clause 15 of "Instruction to Bidders". If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

11. **Important Information :
Date & Time schedule**

Sl.NO.	Particulars	Date & Time
1.	Date of uploading of N.I.T. Documents online) (Publishing Date)	08.05.2013 at 3.30 pm
2.	Documents download start date (Online)	08.05.2013 at 03.40 pm
3.	Bid submission start date (On line)	09.05.2013 at 10.00 am
4.	Bid Submission closing (On line)	04.06.2013 at 12.00 noon
5.	Last Date of submission of Hard copies of the tender and Drafts in Original for Tender Fees & Earnest Money Deposit (Off line)	03.06.2013 upto 3.00 pm
6.	Bid opening date for Technical Proposals (Online) in the Office Chamber of Joint Director(EW)-III, West Bengal Housing Board	04.06.2013 at 1.00 pm
7.	Date & Place for opening of Financial Proposal (Online)	To be notified
8.	Date of uploading of list bidders along with the offer rates through (on line),	To be notified
9	Also if necessary for further negotiation through offline for final rate.	If required, will be notified within 72 (Seventy two) hours after uploading the offered rates of Bidders

12. There shall be no provision of Arbitration in connection with the work.. The Clause No. 25 of Tender Form of WBHB is to be considered as deleted1
13. **Prospective bidders shall have to execute the work in such a manner so that appropriate service level of the Building is to be maintained up to a period of 3 (Three) years from the date of successful completion of the work to the entire satisfaction of Engineer-in-Charge. If any defect/ damage is found during the period as mentioned above the contractor shall make the same good at his own expense to the specification at par with instant project work, or in default, the Engineer-in-charge may cause the same to be made good by other agency and deduct the expense (of which the certificate the Engineer-in-charge shall be final) from any sums that may be then, or at any time thereafter become due to the contractor or from his security deposit. Refund of Security Deposit will only be made on the pro-rata basis i.e. release of such security deposit to the tune of 30% on expiry of 1st year (from date of completion of the work), another 30% on expiry of 2nd year & rest 40% on expiry of 3rd year. Clause No. 17 of the Tender Form of West Bengal Housing Board has been modified accordingly.**
14. The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost for a period as per prevailing Govt. rule from the date of completion of the work. If any constructional defect or damages occurred thereof is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.
15. All Bidders are requested to present in the Office of West Bengal Housing Board at 105 S. N. Banerjee Road, Kolkata-700014 during opening the financial bid. The Joint Director (EW)-III, WBHB, the Tender Inviting Authority may call Open Bid/Seal Bid after opening of the said bid to obtain the suitable rate further, if it is so required. Any objection raised by any bidder in this respect will not be entertained. No informal Bidder will be entertained in the Bid further.
16. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
17. **Earnest Money :** The amount of Earnest Money @ 2% (two percent) of the Estimated amount put to tender for the work is to be submitted in the shape of Bank Draft/Pay Order of any nationalized/scheduled bank drawn in favour of '**WEST BENGAL HOUSING BOARD**' against the work. This clause is applicable for all categories of applicants. Earnest money so deposited by the successful tenderer shall on issuance of Letter of Acceptance 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.
18. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting e-Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
19. The Joint Director (EW)-III, W.B.H.B. reserves the right to reject any application for participating in bidding process and to accept or reject any offer without assigning any

reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at the stage of Bidding.

20. **Refund of EMD:** The Earnest Money of all the unsuccessful Tenderers deposited along with the Tenders will be refunded by the Joint Director (EW)-III, W.B.H.B. on receipt of application from Tenderers for such refund after issuance of work order to the successful bidder or finalization of acceptance of the tender.
21. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' (ITB) and various conditions in "Conditions of Contract" & other bidding documents as per **Clause 7** of ITB before tendering the bids.
22. No Conditional/ Incomplete tender will be accepted under any circumstances.
23. In the event of acceptance of lowest tendered rate no multiple lowest rate will be considered by the Department.
24. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 or the notifications thereof or any other laws relating thereto and the rules made and order issued thereunder from time to time pursuant to **Clause 31** of "Conditions of Contract".
25. **Guiding schedule of rates:** For Building Works: Schedule of rates of P.W.D. with effect from 01.08.2010 for Building, Sanitary & Plumbing works, materials and labour and PW(RDS) Dte. Schedule of rates with effect from 14.11.2008 and current Schedule of Rates for Electrical Works along with up-to-date corrigenda and addenda to be applicable on the date of issue of this notice.
26. In case of ascertaining the authority of the intending bidders at any stage of tender process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Tender Inviting & Accepting Authority / Engineer -in-Charge.
27. During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
The Joint Director (EW)-III, W.B.H.B. reserves the right to cancel the N.I.T. due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.
28. In case if there be any objection regarding Prequalifying the Agency that should be lodged to the Chairman, Tender Evaluation Committee within 48 hours from the date of publication of list of qualified Agency and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
29. Before issuance of the WORK ORDER, the tender inviting authority or his authorized representative may verify the credential and other documents of the lowest Tenderer if necessary. After verification if it is found that the documents submitted by the lowest Tenderer is either manufactured or false, the work order will not be issued in favour of the said Tenderer under any circumstances and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof.

30. Pursuant to **Clause 2** of "Condition of Contract", if any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.

- i) Drawing
- ii) Bill of Quantity
- iii) Technical Specifications & any subsequent modification thereof.
- iv) Special terms & conditions & any subsequent modification thereof.
- v) Conditions of Contract.
- vi) Notice Inviting Tender.
- vii) Departmental Schedule as defined in **Clause 1** above.
- Viii) Tender Form of WBHB.

31. **Qualification criteria.**

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

a)Financial Capacity.

b)Technical Capability comprising of personnel & equipment capability.

c)Experience/Credential.

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, c above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of WBHB for a period of 1 (one) year or more as deemed fit by the Tender Inviting authority.

32. "Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be director or partner, such individual person shall,

while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour by the rest of the directors of such company or the partners of such firm, uploading such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1998".

**Joint Director (EW)-III
West Bengal Housing Board**

Memo.No.:232/1(17)JD(EW)III/HB

Dated:08.05.2013

Copy forwarded for information & wide circulation to the :-

1. Vice-Chairman, HRBC, St. Georges Gate Road, Kol.
2. . Chief Engineer, E.Z-I, CPWD, Nizam Palace, Kol.
3. . Chief Engineer, Housing Directorate, Govt. of W.B. N.S.Building, Kol.
4. Chief Engineer-I, WB HIDCO, New Town, Rajarhat.
- 5 Director General (Operation), KMDA, Unnayan Bhawan Salt Lake,
6. Chief Engineer, (Bldg.),KMC S.N. Banerjee Road, Kol.
7. Superintending Engineer (P.W.D), Presidency Circle.-I/New Secretariat Building, Kolkata.
8. Superintending Engineer (P.W.D), Presidency Circle.-II,Hestings, Koll

Signature of Tenderer

Page 7 Authority

Sign. of Tei

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9. . Superintending Engineer (P.W.D), Southern Circle. C.I.T. Building, Kol.
10. Superintending Engineer (P.W.D), Bidhan Nagar Circle, Purta Bhawan, Salt lake,, Kol
11. Superintending Engineer (P.W.D), Eastern Circle. 45, Ganesh Ch. Avenue, Kol.
12. Superintending Engineer (P.W.D), Western Circle- I/II.
13. Superintending Engineer (P.W.D), Northern Circle, Jalpaiguri.
14. Superintending Engineer (P.W.D), Northern Circle, Jalpaiguri.
15. Superintending Engineer (P.W.D), North Bengal Construction Circle – I/II, Jalpaiguri.
16. Federation of Contractors' Association, West Bengal.
17. Contractors' Association, West Bengal Housing Board.

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

Memo.No.:232/1(8)JD(EW)III/HB

Dated:08.05.2013

Copy forwarded for kind information to :-

1. Housing Commissioner, WBHB
2. Director (Engg.),WBHB
3. FA-Cum-CAO,WBHB
4. CA-Cum-AP,WBHB
5. DHC & Secy., WBHB
6. JD(EW)-I/II/IV/V/(EEW)/(EP)/WBHB
7. L.A.O., WBHB with the request to publish the Notice in BOARD's Web site.
8. Estimator under JD(EW)-III

:

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

WEST BENGAL HOUSING BOARD

SECTION - 2

INSTRUCTION TO BIDDERS

1. Name and Scope of Works :

1.1 Name of Work

“-----.”

1.2 Executing agency

West Bengal Housing Board, hereinafter referred to as “the Employer” and represented by The Joint Director(EW)-III or his authorized representative.

1.3 Scope of Work

The Work shall, interalia, broadly consist of, but not limited to the provisions laid down in the General Conditions of Contract, BOQ, Technical Specifications and other documents of contract.

a)The work broadly comprises construction of multi-storied High-Rise Building starting from the basement slab over existing retaining walls maintaining lines and levels as per supplied drawings.

b)The building is to be completed with all necessary fittings & fixtures as will be specified in BOQ with subsequent additions & alterations and as per specifications complete in all respect including water supply, Sanitary & Plumbing works and Internal Electrical Works as per BOQ and specifications.

c)Any other works which may deem essential for overall completion of the building project.

Tentative and Indicative relevant architectural drawings are given in Section 10. All detailed drawings will be supplied as per work program of the Contractor.

1.4 Estimated cost of Work : -----

1.5 Time of completion of work

The time of completion of the work shall be ----- calendar months from the date of issue of Formal

Work Order.

2 Scope of Bid :

2.1 The Joint Director (EW)- III, W.B.H.B. invites e-Tender through e-tender portal i.e. <http://etender.wb.nic.in> for the construction of the work -----

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

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

3 General guidance for e-Tendering :

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

3.1

Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://etender.wb.nic.in> (the web portal of public works department). The contractor is to click on the link for e-Tendering site as given on the web portal.

3.2 Digital Signature certificate (DSC)

Each contractor 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 Information's Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause-2.6 above. DSC is given as a USB e-Token.

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Sl. No. 1 of NIT using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

3.3 Participation under single entity

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

3.4 Submission of Tenders.

Tenders are to be submitted through online to the website stated in Cl. 12 hereinafter in two folders at a time for each work, one in Technical Proposal & the other is 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).

4 Eligible Bidders

This Invitation for Bid is applicable to bidders who will meet up all necessary criteria / conditions as laid down in the Tender documents and declared "Qualified / Accepted" by the Joint Director (EW)-IV, W.B.H.B. as per decision of the Technical Evaluation Committee, after online Evaluation of the Technical Bid Documents of each individual Bidder. Bidders shall have DSC (Digital Signature Card), obtained from the competent authority, to participate in the e-Tender for the work in the question.

5 Qualification of the Bidder

5.1 All bidders shall provide filled in Forms of Bid and Qualification Information, a preliminary description of the proposed work method and schedule, including drawings and charts as indicated in bid document. The proposed methodology should include program of construction backed with equipment planning and deployment duly supported with broad calculations and quality assurance procedures proposed to be adopted justifying their capability of execution and completion of work as per technical specifications, within stipulated period of completion.

5.2 The bidders must submit declaration regarding Plant & Machineries proposed to be deployed for use in the work and that the machineries required for this job would be ready and free for deployment solely in this work within 30 days from the date of issue of the provisional Acceptance Order or as per direction of the Engineer-in-charge, till completion of the respective item of work / job.

5.3 Each bidder should further demonstrate:

Availability (either owned or leased) of the following key and critical equipment for this work: Based on the studies, carried out by the Engineer-in-Charge the minimum suggested major equipment to attain the completion of works in accordance with the prescribed construction schedule are shown in the Annexure-I.

The bidders should, however, undertake their own studies and furnish with their bid, a detailed construction planning and methodology supported with layout and necessary drawings and calculations (detailed) to allow the employer to review their proposals. The numbers, types and capacities of each plant/equipment shall be shown in the proposals along with the cycle time for each operation for the given production capacity to match the requirements.

- a) Availability of personnel for this work with adequate experience as required; as per Annexure-II.
- b) Liquid assets and/or availability of credit facilities of not less than amounting to -----

6 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his Bid. The

Employer will in no case be responsible and liable for those costs.

7 Site visit

The Bidder, at his own responsibility, is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Work. For quoting their rate, they are required to see the "Bill of Quantities" against which they are to quote their rate as percentage At Par/Above/Less over the total Estimated amount put to Tender. They are also required to see the Departmental Schedule of Rates as defined in clause -1.1 of special terms and conditions.

The costs of visiting the Site shall be at the Bidder's own expense.

8 Content of Bidding Documents

8.1 The set of bidding documents comprises the documents listed below and addenda issued in accordance with Clause 10.

Section	Particulars	Remark	
1	Notice Inviting e-Tender	Statutory Document As per Clause 13.3	
2	Instructions to Bidders		
3	Qualification Information, and other forms		
4	Conditions of Contract		
5	Contract Data		
6	Technical Specifications		
7	Securities and other Forms.		
	W. B. Form 2911(ii)		
	Documents to be furnished by bidder	Non-Statutory Document As per Clause 13.4	
	Bill of Quantities	Financial Proposal As per Clause 13.5	

8.2 The bidder is expected to examine carefully all instructions, conditions of contract, contract data, forms, terms and conditions, technical specifications, bill of quantities, Annexes and drawings in the Bid Document. Failure to comply with the requirements of Bid Documents shall be at the bidder's own risk. Pursuant to clause 22 hereof, bids which are not substantially responsive to the requirements of the Bid Documents shall be rejected

9 Clarification of Bidding Documents

A prospective bidder requiring any clarification of the bidding documents may notify the Employer in writing or by cable (hereinafter "cable" includes telex and facsimile) at the Employer's address indicated in the invitation to bid. The Employer will respond to any request for clarification, which he received earlier than 5 (five) days prior to the deadline for submission of bids. Changes, if any in respect of the Employer's response will be uploaded as corrigendum / addendum in the e-tender portal i.e. <http://etender.wb.nic.in>. However in absence of any such corrigenda / addenda the uploaded bidding documents are stands to be final

10.4 Minutes of the meeting, including the text of the questions raised (without identifying the source of enquiry) and the responses given will be uploaded in the e-tender portal i.e. <http://etender.wb.nic.in>. Any modification of the bidding documents listed in Sub-Clause 7.2 which may become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an Addendum pursuant to Clause 10 and not through the minutes of the pre-bid meeting

10.5 Non –attendance at the pre-bid meeting will not be a cause for disqualification of a bidder

11 Amendment of Bidding Documents

- Before the deadline for online submission of bids, the Employer may modify the bidding documents by issuing addenda
- Any addendum thus issued shall be part of the bidding documents and shall be communicated by uploading the same in the e-tender portal i.e. <http://etender.wb.nic.in>

- To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the employer may, at his discretion, extend as necessary the deadline for submission of bids, in accordance with Sub-Clause 18.2 below

12 Language of the bid

12.1 All documents relating to the bid shall be in the English language

13 Documents comprising the Bid

13.1 General process of submission, Tenders are to be submitted through online to the website stated in Sl. No. 1 of NIT in two folders at a time for the work, one in Technical Proposal & the other is 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).

13.2 Statutory Cover of Technical Bid Containing

Technical proposal

i).". NIT (Section – 1) & Instruction to Bidders (Section – 2) (Properly uploaded the same with Digitally Signed

ii). Tender form No. 2911(ii),. In case quoting any rate in 2911(ii) the tender liable to summarily rejected).

iii). Additional terms and condition

iv). Technical File

- Demand Draft towards earnest money (EMD)/ Bid Security and Tender Fees as prescribed in the NIT against the work, drawn in favour of the "West Bengal Housing Board
- Prequalification Application as per format (duly filled up) given in Form– I, Section-3, of "Qualification Information (duly filled in by the Bidder), as per format given in Section – 3 vide
- Appendix – A, B, C, D. Conditions of Contract (Section – 4),
- Contract Data (Section – 5),
- Technical Specification (Section – 6),
- Securities and other Forms (Section – 8) duly filled in by the Bidder and

Financial Proposal

v). The rate will be quoted in the Bill of quantities (BOQ). Quoted rate will be encrypted in the B.O.Q. under Financial Bid

13.3 Non statutory of Technical Bid containing:

- i. Professional Tax (PT) deposit receipt challan for the financial year 2013-2014, Pan Card, voter I.D. card, IT return/ Saral for the Assessment year 2012-2013, VAT Registration Certificate, and service Tax Registration NO.
- ii. No work order will be issued to the successful Bidder unless copy of valid P.F. enrollment No. is submitted.
- iii. Registration Certificate under Company Act. (if any).
- iv. Registered Deed of partnership Firm/ Article of Association & Memorandum.
- v. Registered Power of Attorney (For Partnership Firm/ Private Limited/ Limited Company, if any).
- vi. List of Technical staffs along with structure & organization as per Proforma given in Section – 3, Form –II, IV, V, VI.
- vii. Credential for completion of at least one similar nature of work i.e. 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(Forty) percent of the Estimated amount put to tender during the last 5(five) years prior to the date of issue of this NIT, is to be furnished. Scanned copy of Original Credential Certificate as stated in 4 (i) of NIT has to be submitted. Experience profile is to be submitted as per Proforma given in Section – 3, Form–VII of Qualification Information.
- viii. Tax Audited Report in 3CD Form along with Balance Sheet & Profit and Loss A/c. for the last 5 (five) years (year just preceding the current Financial Year will be considered as year-1). Financial Statement shall be given as per Proforma given in Section – 3, Form –III

Note:- Failure of submission of any of the above mentioned documents in respective folder (as stated in 12.2, 12.3, 12.4, & 12.5) will render the tender liable to summarily rejected for both statutory & non statutory cover

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

Click the check boxes beside the necessary documents in the My Document list and then click

the tab “Submit Non Statutory Documents” to send the selected documents to Non-Statutory folder.

Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	1. Vat Registration Certificate & Acknowledgement. 2. PAN. 3. P Tax (Challan) (2012-13). 4. Latest IT Receipt. 5. IT-Saral for Assessment year 2011-12.
B	Company Detail(s)	Company Detail - 1	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. Ltd. 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. 2. Enlistment certificate issue by the Public Works Department (if required).
D	Equipment	Machineries – 1 Machineries – 2 Laboratory	1. Authenticated copy of Invoice Challan & Waybill (machinery) 2. Authenticated copy of Invoice, Challan (laboratory)
E	Financial Information	Work in hand	1. Financial Statement (Section – ‘B’, Form – II) duly filled up with bid capacity. 2. Affidavits – X and Affidavits - Y. 3. Certificate of revolving line of credit by the Bank.
		Profit & Loss A/c. and Balance Sheet for the financial year 2012- 2013.	Profit & Loss A/c. and Balance Sheet (with Annexure and 3CD form in case of Tax Audit)
		Profit & Loss A/c. and Balance Sheet for the financial year 2011-2012.	Profit & Loss A/c. and Balance Sheet (with Annexure and 3CD form in case of Tax Audit)
		Profit & Loss A/c.	Profit & Loss A/c. and Balance Sheet

		and Balance Sheet for the financial year 2010-2011.	(with Annexure and 3CD form in case of Tax Audit)	for the
F	Man Power	Technical Personnel	List of Technical Staffs alongwith Structures & Organization (as per N.I.T.)	Technica

Tender evaluation by the Tender evaluation committee and approval by Tender committee, West Bengal Housing Board.

i. Opening & evaluation of tender:-

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

- ii. **Opening of Technical proposal:-** Technical proposals will be opened by the Joint Director-(EW)-III, W.B.H.B. and his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- iii. Intending tenderers may remain present if they so desire.
- iv. Cover (folder) statutory documents (vide Cl. No. 12.3) should be opened first & if found in order, cover (Folder) for non statutory documents (vide Cl. No. – 12.4) 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 & handed over to the Joint Director(EW)-III, W.B.H.B. / Tender Evaluation Committee, if required.
- vi. Uploading of summary list of technically qualified tenderers i.e. Responsive Bidders.
- vii. Pursuant to scrutiny & decision of the JD(EW)-III,W.B.H.B. Tender Evaluation Committee, and approval of Tender committee, the summary list of eligible tenders against the work for which their proposal will be considered will be uploaded in the web portals.
- viii. While evaluation, the Joint Director (EW)-III, W.B.H.B. Tender Evaluation Committee may summon of the tenderers & seek clarification / Information additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

13.7 Financial proposal

- i) The financial proposal should contain the following documents in one cover (folder) as stated in Cl. No. 12.5 i.e. Bill of quantities (BOQ). The contractor is to quote the rate (Presenting Above/ Below/ At per) 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 & Digitally Signed by the contractor

13.8 Penalty for suppression / distortion of facts.

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the JD(EW)-III, WBHB within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of facts, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 5 (five) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the W.B.H.B. may take appropriate legal action against such defaulting tenderer as per relevant IT Act

13.9 The Employer 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 Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action

14. Bid Prices

14.1 The contract shall be for the whole works as described in Sub-Clause 1.3, based on the priced Bill of Quantities attached with the Tender

14.2

14.3 The bidder shall fill the rate as a percentage AT PAR / ABOVE / LESS in the space specified in the BOQ within the financial proposal folder as stated in Cl. 12.5 &

12.7 above (both in figures and words). Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

14.4 The bidder shall also fill in the "Form Of Bid" given in Section 7.

14.5 All duties, taxes, Cess and other levies payable by the contractor under the contract, or for any other cause shall be included in the rate quoted by the Bidder.

15. The rates of various items in the B.O.Q. are subject to adjustment during the performance of the Contract in accordance with the provisions of Clause 8 of the Conditions of Contract.

15.1 Currencies of Bid and Payment

16. The unit rates and the prices shall be quoted by the bidder entirely in Indian National Rupees. All payments shall be made in Indian National Rupees.

16.1 Bid validity

16.2 Bids shall remain valid for a period not less than 120 days after the deadline date for bid submission specified in Clause 18. **A bid valid for a shorter period shall be rejected by the Employer as non-responsive.** In case of discrepancy in bid validity period between that given in section - 8 in the form of undertaking pursuant to clause 12.3(vi) and the Form of Bid submitted by the bidder, the later shall be deemed to stand corrected in accordance with the former and the bidder has to provide for any additional security that is required.

17. In exceptional circumstances, prior to expiry of the original time limit, the Employer may request
17.1 **Earnest Money/ Bid Security**

17.2 The Bidder shall upload the scanned copy in the e-Tender portal i.e. <http://etender.wb.nic.in>

17.3 Any bid not accompanied by an acceptable Earnest Money/Bid Security shall be rejected by the Employer as non responsive.

17.4 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the bid validity period specified in Sub-Clause 15.1 above.

The Earnest Money/Bid Security may be forfeited

18.

18.1 Format and Signing of Bid

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

19. The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer pursuant to Clause 10.

19.1 Deadline for Submission of the Bids

19.2 Complete Bids (including Technical and Financial) must be uploaded in the e-tender portal i.e. <http://etender.wb.nic.in> not later than the date as mentioned in the N.I.T under Sl. 11.

20.

Mode of opening Tenders

20.1

The Technical Bid will be opened online by the authority receiving tenders or by his authorized representative at time, date and the place specified in the NIT under Sl. 11 & 12 in the manner specified in the NIT in presence of bidders participating in the tender or their representatives as may be present at the time of online opening of the Technical Bid. Should bidders or their authorized representatives remain absent during that time, Technical Bid would be opened online in their absence and no subsequent objection would be entertained under any circumstances. The date and time for online opening of Financial Bid will be announced at the time of uploading of Technical Evaluation Sheet/Report. The manner and fashion of online opening of Financial Bid will be same as Technical Bid opening

21. The employer may extend the deadline for submission of bids by issuing an amendment in accordance with clause 10, in which case all rights and obligations of the Employer and the

bidders previously subject to the original deadline will then be subject to the new deadline.

Mode of opening Tenders

The Technical Bid will be opened online by the authority receiving tenders or by his authorized representative at time, date and the place specified in the NIT under Sl. 11 & 12 in the manner specified in the NIT in presence of bidders participating in the tender or their representatives as may be present at the time of online opening of the Technical Bid. Should bidders or their authorized representatives remain absent during that time, Technical Bid would be opened online in their absence and no subsequent objection would be entertained under any circumstances. The date and time for online opening of Financial Bid will be announced at the time of uploading of Technical Evaluation Sheet/Report. The manner and fashion of online opening of Financial Bid will be same as Technical Bid opening.

21.1 Process to be Confidential

- 22.** Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any effort by a Bidder to influence the Employer's processing of Bids or award decisions may result in the rejection of his Bid.

22.1 Clarification of Financial Bids

- 22.2** No Bidder shall contact the Employer on any matter relating to his bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer, it should do so in writing.

23.

Any effort by the Bidder to influence the Employer in the Employer's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidders' bid.

Examination of Bids and Determination of Responsiveness

23.1

- 23.2** During the detailed evaluation of "Technical Bids", the Employer will determine whether each Bid
- (a) meets the eligibility criteria defined in Clause 3;
 - (b) is accompanied by the required Earnest Money Deposit, and;
 - (c) is substantially responsive to the requirements of the Bidding documents.

- 23.3** A substantially responsive "Financial Bid" is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one

- (a) which affects in any substantial way the scope, quality, or performance of the Works;
- (b) which limits in any substantial way, inconsistent with the Bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or
- (c) whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

- 24.** If a "Financial Bid" is not substantially responsive, it will be rejected by the Employer. and may not

subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

Award Criteria

- 25.** Subject to Clause 24, the employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding documents and who has offered the lowest evaluated Rate.

25.1 Employer's Right to Accept any Bid and to Reject any or all Bids

Notwithstanding Clause 23, the Employer reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Employer's action.

26. Notification of Award and Signing of Agreement

- 26.1** The Bidder whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity period by uploading in the e-tender portal i.e. <http://etender.wb.nic.in> or E-Mail or facsimile confirmed by registered letter. This letter (hereinafter and in the Conditions
- 26.2** The Bidder whose Bid has been accepted will be notified of the award by the Employer prior to
- 26.3** The notification of award will constitute the formation of the Contract, subject only to the furnishing of a performance security in accordance with the provisions of Clause 27.
- 26.4** The successful bidder on receipt of provisional acceptance letter will execute formal agreement as will be stated therein, with the Employer in West Bengal Form No. 2911(ii) by paying usual cost of the said Form and Rs. 2500.00/- per set of other Tender documents.
- 26.5** The documents consisting of the Components mentioned in Clause 7 above are to be purchased by the lowest Bidder from the Bank of Maharashtra WBHB, **premises Branch at 105, S.N.Banerjee Road (GF), Kolkata 700014 and nowhere else at a non-refundable cost** in cash / at price **@ Rs. 2500.00/-** per set. .

Failure in furnishing copies of documents as stipulated in Sub-clause 25.3 & 25.4 above within the time specified therein shall constitute a breach of the obligations of the tender documents rendering the offer in the tender submitted liable to termination with forfeiture of earnest money.

27 Corrupt or Fraudulent Practices

- 27.1** The Employer will reject a proposal for award if it determines that the Bidder recommended for award has been in corrupt or fraudulent practices in competing for this contract and will declare the firm ineligible to participate in a bid in WBHB for coming 5 (five) years.

28 Performance Security

- 28.1** The successful bidder shall have to provide as security for the work an amount of 10 (ten) percent to the value of work as may be actually executed against the contract. This shall be recovered in the manner as follows based on the amount of Earnest Money/ Bid Security already deposited by the contractor.

The contractor who has paid the full amount of Earnest Money/ Bid Security at 2% of the value of work put to tender.

- i) The Earnest Money/ Bid Security (at 2% of the value of work put to tender) already deposited along with the tender shall be converted into part of the security deposit.
- ii) The balance security deposit required shall be recovered progressively by deduction from each on account bill and final bill @8% (eight percent) of each such bill till the total amount of recovery including the amount of Earnest Money/ Bid Security converted as part of Security Deposit becomes equivalent to 10% (ten percent) of the total value of work as actually executed.

The final adjustment shall be done in the final bill or in any other on-account bill prior to the Final bill as may be deemed necessary.

28.2 The security deposit along with initial earnest money converted to security deposit aggregating 10% of the final bill amount will be refunded in three phases after the official completion of work as per Clause 17 of W.B. Form No. 2911(ii).

29 Designs

29.1 Civil and Internal Electrical Work :

Civil & Internal Electrical work portion of the Tender is based generally on Departmental design, drawing and detailed specifications as stipulated in Technical Specification and in the special terms and conditions.

APPENDIX – I

LIST OF EQUIPMENTS FOR CIVIL WORK

<i>Sl. No.</i>	Type of Equipment with Capacity	Maximum age as on 2013 (Years)	Number Required
<i>1.</i>	Concrete mixture machine	5	1
<i>2.</i>	Needle vibrator	3	2

APPENDIX – II

LIST OF KEY PERSONNELS FOR CIVIL WORK

Sl. No.	Designation	Nos.	Qualification	Experience
1.	One Diploma Engineer	1	DCE/LCE	1 years
2.				
3.				
4.				
5.				
6.				

WEST BENGAL HOUSING BOARD

SECTION - 3

QUALIFICATION INFORMATION

(TO BE FILLED IN BY THE BIDDER)

The information to be filled in by the Bidder in the following pages, scanned copies of which duly digitally signed, are to be uploaded in the e-tender portal i.e. <http://etender.wb.nic.in>. and the same will be used for the purpose of pre-qualification as provided for in **Clause No. 4** of the "Instruction of Bidders". This information will not be incorporated in the Contract.

1.1 Constitution and legal status of Bidder

(Attach Copy)

Place of Registration :

Principal place of Business:

Power of attorney of signatory of Bid

(Attach document)

1.2 Total value of work performed in the last five years (Attach Chartered Accountant's certificate)

1.2.1 Civil Engineering Construction work

Period	Work Value in Rs. Million
2008 – 2009	
2009 – 2010	
2010 – 2011	
2011 - 2012	
2012 - 2013	

1.3 Work performed as prime contractor, work performed in the past as a nominated sub-contractor will also be considered provided the sub-contract involved execution of all main items of work

described in the bid document, provided further that all other qualification criteria are satisfied (in the same name) on works of a similar nature over the last five years.

- 1.4 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List them below and attach scanned copies of support documents duly signed digitally.
- 1.5 Name, address, telephone and fax numbers of the Bidder's bankers who may provide references if contacted by the Employer in Form - II.
- 1.6 Proposed work method and schedule (Construction management program). The Bidder should attach description, drawings and charts as necessary to comply with requirements of the Bidding documents in pursuance to Clause – 4 of "Instruction to Bidders".
- 1.7 Work programme
- 1.8 Quality Assurance Programme.
2. Additional Requirements

Bidders should provide any additional information required to fulfill the requirements of Clause 4 of the "Instruction to the Bidders", if applicable.

- i) Affidavit
- ii) Undertaking

FORM - I

PRE-QUALIFICATION APPLICATION

To

The Joint Director (EW)-III

West Bengal Housing Board.

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

Dear Sir,

Having examined the Statutory, Non statutory and NIT 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 order.

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

Encl:- e-Filling:

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

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

Signature of Tenderer

FORM – II

STRUCTURE AND ORGANISATION

A.1 Name of applicant :

A.2 Head office Address :

Cable Address :

Telephone No. :

Fax No. :

E-mail :

A.3 Regional Office Address in India (if any) :

Cable Address :

Telephone No. :

Fax No. :

E-mail :

A.4 Local office Address in India (if any) :

Cable Address :

Telephone No. :

Fax No. :

E-mail :

A.5 Description of Applicant (e.g. General, :

Civil Engineering Contractor, supplier
of Equipment etc. also attach relevant
excerpts from article or deed or other

relevant document including the
name of principals.)

A.6 Country and year of incorporation :
(attach copy of certificate of registration)

A.7 Name of address of Bankers :

A.8 Main lines of Business :

a) In own Country :

b) International :

A.9 Name(s) and address(es) of Principals of :
Companies to be associated in the
Project and whether parent / subsidiary
etc.

A.10 Name and address of any associate in :
India having local experience in various
aspects of the Project.

A.11 Attach an organisation chart showing :
the structure of the company including
names and position of Directors and
key personnel.

Note : Application covers Proprietary Firm, Limited Company or Corporation, / person.

FORM – III

FINANCIAL STATEMENT

B.1 Name of Applicant :

B.2 Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years.

(Attach copies of the audited financial statement of the last five financial years)

	Year	Year	Year	Year	Year
	(Rs. In	(Rs. In lakh)	(Rs. In lakh)	(Rs. In lakh)	(Rs. In
	lakh)				lakh)

a) Current Assets :

(It should not include investment in
any other firm)

b) Current liabilities :

(It should include bank over draft)

c) Working capital :

(a) – (b)

d) Net worth :
 (Proprietors Capital or Partners
 Capital or Paid up Capital + Resource
 & surplus)

e) Bank loan/ Guarantee :

B.3 Annual value of construction works undertaken :

Existing commitments and ongoing works.	As on 31.03.2013	As on 31.03.2012	As on 31.03.2011	As on 31.03.2010	As on 31. 3.2009

FORM – IV

PRESENT SET OF ORGANISATION

Name of applicant :

C.1 Head office / Zonal Office :

Sector	Name(s)	Age	Year of Exp.	Education	Proposed designation	Relevant experience
--------	---------	-----	-----------------	-----------	-------------------------	------------------------

General
Management

Administration

Technical
Management

Signature of Tenderer

C.2 Qualification and experiences of key personnel required for administration and execution of the Contract. Attach biographical data. Refer Appendix – II to “Instruction to Bidders”.

Position	Name	Qualification	Year of experience (General)	Years of experience in the proposed position

FORM – V

PROPOSED SITE ORGANISATION

Name of applicant :

D.1 SITE ORGANISATION CHART :

a) General management :

b) Technical management :

D.2 KEY PERSONNEL AT SITE :

a) Erection / Commissioning :

b) Plant & Equipment :

c) Field Laboratory :

D.3 DESCRIPTION OF RELATIONSHIP BETWEEN HEAD OFFICE AND SITE MANAGEMENT*

Indicate Clearly which responsibility have been delegated to site management

FORM – VI

Availability of key items of Contractor's Equipment essential for carrying out the works.

Availability of key items of Contractor's Equipment essential for carrying out the works. The Bidder should list all the information requested below. Refer also to **Sub- Clause 4.2 & Appendix – I** of the Instruction to Bidders

Item of Equipment	Requirement		Availability proposals			Remarks (from whom to be procured)
	No.	Capacity	Owned / Leased / to be procured	Nos. / Capacity	Age / Condition	

--	--	--	--	--	--	--

FORM-VII

EXPERIENCE PROFILE

**LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE
LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY
UP TO A VALUE OF 40% OF THE ESTIMATED VALUE PUT TO TENDER.**

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Original date of start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion the work	Reasons for delay in completion (if any)
------------------	---------------------------------	------------------------------	--------------------------------	-------------------------------------	----------------------------------	------------------------------------	--

Signature of Tenderer

Sign. of Tei
Authority

--	--	--	--	--	--	--	--

- Note :
- Certificates from the Employers are to be attached.
 - Non-disclosure of any information in the Schedule will result in disqualification of the firm.
 - No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein is liable to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable for rejection at the time of opening.
 - Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable for rejection.
 - No alteration in rate shall be permitted to be made by the tenderer after the online Bid closing date.

B.4 Bid Capacity: The available Bid Capacity of the Bidder to be calculated as under must be more than the total Bid Value.

Bid Capacity = (A*N*2 – B)

A = Maximum value of Civil/Electrical Engineering work done in any one year during last five years (updated to current price level) taking into account the completed as well as works in progress.

B = Value at current price level of existing commitments and ongoing works to be completed in the next N years.

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

N.B. The Audited Balance Sheet and Profit & Loss Account with all the schedules and annexures forming part of the Balance Sheet and Profit & Loss Accountant for the last five years should be given. All these financial statements should be signed by a competent authority for the last five years. [Ref. :- Clause 12.4(vii) of Instruction to Bidders & Clause No. 4(iv&v) of NIT].

Signed by an authorized officer of the firm

Title of the officer

Name of the firm with Seal

Date_____

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 with Tender No.	Estimated Amount	% of work executed	Sl. No.	Name of the work with Tender No.	Tendered Amount

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Signature of Tenderer

Sign. of Tei
Authority

Date_____

TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME: When a Contractor, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled and his Security Deposit will be forfeited.

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

Signature and address of the
Tenderer

Signature of Tender of Accepting
Authority

APPENDIX – A

DECLARATION BY THE TENDERER

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.

Signature of Tenderer

Postal address of the Tenderer

APPENDIX – B

BANK CERTIFICATE

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

If the contract for the work, namely _____
_____ is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs. _____ to meet their working capital requirements for executing the above contract during the contract period.

(Signature)

Name of the Bank
Senior Bank Manager
Address of the Bank

APPENDIX - C

AFFIDAVIT

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

1. I/we, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither my/ our firm M/s _____ has/have abandoned any works in Govt.Department / Board/Corporation nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.
3. The undersigned hereby authorizes and requests any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Tendering Authority to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Tendering Authority / Project implementing agency.

(Signed by Authorised Signatory(ies) of the Firm)

Designation of the Officer

Name of Firm

DATE

APPENDIX - D

UNDERTAKING

I/we the undersigned do hereby undertake that our firm M/s _____ would invest a minimum cash upto 15% of the value of the work during implementation of the Contract.

Signed by Authorised signatory(ies)/officer of the Firm

Designation of the Officer

Name of Firm

DATE