



## 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](http://www.wbhousingboard.in) Email : [wbhousingboard@gmail.com](mailto:wbhousingboard@gmail.com)

Memo.No.: 218 /Elec/HB/DD-I

Dated : 22.07.2015

### NOTICE INVITING e-TENDER (NIT No. 11/ 2015-16 / DD(EEW)-I / WBHB)- 1 St Call

The Deputy Director (EEW)-I, West Bengal Housing Board, invites e-tender for the following works as detailed in the table below. (Submission of Bid through online).

SL No.	Name of the Work	Earnest Money	Cost of Tender documents (Non- refundable)	Period of Completion	Engine er- in-charge of the work	Eligibility of Bidder
1	Supply, Installation, Testing & Commissioning of 3 nos 4(Four) Passenger, (272Kg) 0.63 mps variable speed with V3F Drive manually operated Collapsible door type Passenger Elevator in G+4 storied(with provision for one additional storey/additional travel of one floor) Residential Apartment at Manicktala Housing Project( Purbasa , Phase-II) under West Bengal Housing Board.	Rs 40,000/-is to be deposited in the shape of bank Draft / Pay order from any nationalized/ Scheduled Bank drawn in favour of 'West Bengal Housing Board' balance amount covering of the <b>quoted amount.</b> to be submitted at the time of making agreement by the successful tenderer.	<b>Rs. 1000</b> (per set) to be deposited by the successful Bidder during formal agreement after issuance of LOA. Cost of Tender document is not required during participation in NIT.	90(Ninety) days	Deputy Director (EEW)-I	Manufacturer.

1. 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(EEW), W.B.H.B. under sealed cover within the prescribed date and time limit stated in **Sl. No. 10** 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.
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://etender.wb.nic.in> as per tender time schedule stated in **Sl. No. 10**.  
The documents submitted by the bidders should be properly indexed & digitally signed.
3. The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL Document (both statutory and non-statutory) of the Bidder found 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 Joint Director (EEW), W.B.H.B. on the scheduled date and

time.

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

- i) The prospective bidders 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. value of at least Rs 9(Nine) Lacs (price updated @ 10% per annum, compoundable from the date of completion of work) Details of such work experience is to be furnished in Section-2, Form-VI. [Non statutory Documents]

[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) Reason for abnormal delay, if any (g) Final Bill Amount.**

ii) The available **Bid Capacity** (to be calculated on the basis of prescribed format) of the prospective applicant shall not be less than 22 Lacs for each work as Detailed in **Section-2, Form-II(Financial)**.

iii) The prospective Bidders shall have in their full time engagement Technical personnel with adequate experience. The Bidder will furnish the documents of Qualification and experience of such Technical personnel for Technical Evaluation as per **Form-IV, Section-2.**) [Non statutory Documents]

- iv) The Bidder must possess a valid electrical contractor's license issued by the Licensing Board of the concerned State Government for the type of work he shall execute, valid trade license

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- v) The **Working Capital** shall not be less than 3. Lacs out of which minimum 10% shall be of applicant's own resource.

- vi) Copies of Income Tax Acknowledgement Receipt for the latest Assessment year / 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 ]

Vii)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.

Viii) Successful bidder would have to obtain **Cess Registration certificate** with the labour department, Govt. of West Bengal located in the area where the construction project /work is to be executed before issuance of work order [Non statutory Documents]. No work order will be issued unless the said registration certificate is shown.

ix) The prospective bidder would also have **Provident fund enrolment No.** issued by appropriate authority[Non statutory Documents].

x) 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].

xi) 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. and all schedules forming the part of Balance Sheet and Profit and Loss Account for the last 5 (five) years (year just preceding the current Financial Year will be considered as year-1). Tax Audit report, Balance Sheet and Profit and Loss Account including all schedules forming the part of Balance Sheet and Profit and Loss Account should be in favour of applicant. No other name along with applicant name, in such enclosure will be entertained. **[Non Statutory Documents]**

xii) Declaration in **Form –III** of "Qualification Information"(Section-2), regarding Structure and Organization duly digitally signed by the applicant shall be submitted along with application.

xiii) Prevailing safety norms has to be followed so that LTI( Loss of time due to injury) is zero

xiv) Financial Statement in **Form –II** of "Qualification Information"(Section-2) digitally signed by the applicant shall be submitted along with application

xv) **Joint venture** will not be allowed to participate in the above NIT

xvi) 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

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applications will be rejected for that job.

xvii) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.

5. Agencies shall have to arrange space for storing of materials, labour shed, etc. at their own cost and responsibility nearest to the work site.
6. **Constructional Labour Welfare Cess @ 1(one) %** of cost of erection/lift installation work will be deducted from every Bill of the selected agency.
7. **Adjustment of Price( increase or decrease) shall not be applicable for the proposed work.**
8. **No Mobilisation Advance and Secured Advance** will be allowed.
- 9 Bids shall remain valid for a period not less than **120 (One hundred twenty) days from the last date of submission of** Financial Bid/Sealed bid. 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.

10. **Important Information :**

**Date & Time schedule**

Sl.NO.	Particulars	Date & Time
1.	Date of uploading of N.I.T. and Bid Documents (online) (Publishing Date)	22.07.2015
2.	Date & time of start of downloading Bid Documents (Online)	27.07.2015 at 18-00 hrs.
3.	Date & time of end of downloading Bid Documents (Online)	10.08.2015 at 18-00 hrs
4.	Date & time of start of Bid submission (On line)	27.07.2015 at 18-00 hrs.
5.	Date & time of closing of Bid Submission (On line)	10.08.2015 at 18-00 hrs.
6.	Last date & time of submission of original documents of Earnest Money Deposit (Off line) in the office of the Tender inviting Authority.	11.08.2015 upto 16-00 hrs
7.	Date & time of Bid opening for Technical Proposals (Online)	12.08.2015 at 11-00 hrs.
8.	Date of uploading list of technically qualified bidders (online)	To be notified after evaluation of Technical Bid.
9.	Date & time of Bid opening for Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Bidders

11. **Clause No. 25 of Conditions of Contract of the Tender Form of WBHB relating to settlement of disputes has been modified as follows : -**

"**Clause 25** - Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any way arising out of relating to the contracts designs, drawings specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or

the executions or failure to execute the same, whether arising during the progress of the work, or after the completion or abandonment thereof shall be dealt with as mentioned hereinafter:

If the contractor considers any work demanded of him to be outside the requirements of the contract, or disputes any drawings, record or decision given in writing by the Engineer- in-Charge on any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly within 15 days request the Chairman of the Dispute Redressal Committee in writing for written instruction or decision. Thereupon, the Dispute Redressal Committee shall give its written instructions or decision within a period of three months from the date of receipt of the contractor's letter. The Dispute Redressal Committee shall be constituted with the following officials as members -

1	Secretary, Housing Department, Government of West Bengal	Chairman
2	Housing Commissioner, West Bengal Housing Board.	Member
3	Director (Engineering), West Bengal Housing Board.	Member Secretary and Convenor
4	F.A.-cum-C.A.O., Finance Wing, West Bengal Housing Board.	Member

This provision will be applicable irrespective of the value of the works to which the dispute may relate."

12. Prospective bidders shall have to execute the work in such a manner so that appropriate service level of the works 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 1<sup>st</sup> year (from date of completion of the work), another 30% on

expiry of 2<sup>nd</sup> year & rest 40% on expiry of 3<sup>rd</sup> year. **Clause No. 17 of the condition**

**of contract of the Tender Form of West Bengal Housing Board** has been modified accordingly.

13. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
14. **Earnest Money** : The amount of Earnest Money as mentioned in the NIT 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 work order be automatically converted into part security money and a balance of 8% of amount of each running account bill shall have to be deducted to make it a total 10 % of security deposit of the work.
15. 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.
16. The Tender Inviting Authority 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.
17. **Refund of EMD:** The Earnest Money of all the unsuccessful Tenderers deposited along with the Tenders will be refunded by the Tender Inviting Authority on receipt of application from Tenderers for such refund after issuance of work order to the successful bidder.
18. 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", "Special Terms & Conditions" & other bidding documents before tendering the bids.
19. No Conditional Tender/Tender with clause of price variation/ Incomplete tender will be accepted under any circumstances.
20. 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 3** of "Conditions of Contract".
21. 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 in original is to be produced for verification as and when asked for by the Tender Inviting & Accepting Authority / Engineer -in-Charge.
22. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Tender Inviting Authority 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.
23. 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 Bidders and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

24. During the process of scrutiny of tender document, the tender inviting authority or his authorized representative may verify the credential and other related documents as submitted by the Bidders with the original, if necessary. After verification, if it is found that the documents submitted by the Bidders is either manufactured or false, the bid submitted by the Bidder will be summarily rejected and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof.
25. The set of Tender/Bidding Documents comprises the documents listed below :
- i) Notice Inviting Tender with all addenda & corrigendum, if any.
  - ii) Instruction to Bidders (Section-1),
  - iii) Filled up forms of Qualification Information (Section-2),
  - iv) Printed WBHB Tender Form,
  - v) Special Terms & Conditions (Section-3),
  - vi) Contract Data (Section-4),
  - vii) Technical Specification (Section-5),
  - viii) Bill of Quantities (BOQ),
  - ix) Contractor's Bid (Documents furnished by Contractor),
26. The documents forming the Contract shall be interpreted in the following order of priority :
- i) Agreement,
  - ii) Letter of Acceptance, Notice to proceed with the work (i.e. Work Order),
  - iii) Contractor's Bid,
  - iv) Contract Data,
  - v) Printed WBHB Tender Form including Special Terms & Conditions,
  - vi) Technical Specifications,
  - vii) Bill of Quantities(BOQ),
- 27.. **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 found 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.
28. "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".



29.. . **TERMS OF PAYMENT:**

- a) 50% of the contract amount will be paid within one month after delivery of entire lift equipment at site of work to the satisfaction of the Engineer-in-Charge.
- b) Further 25% of the contract amount will be paid within one month after certification of Form 'A' by the inspector of lifts.
- c) Balance 25% of the contract amount will be paid within one month after successful commissioning and formal handing over of the lift installation to the satisfaction of the Engineer-in-Charge and after certificate by the Govt. lift Inspector for operation.

30 Necessary provision for accessories to be kept for travel of Lifts for additional floor and design to be made accordingly.

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

**Memo.No.:218 /1(10) /Elec/HB/DD-I**

**Dated : 22.07.2015**

**Copy forwarded for information & wide circulation to the :-**

1. Vice-Chairman, HRBC, St. Georges Gate Road, Kol.
2. . Chief Engineer, Electrical, CPWD, Nizam Palace, Kol.
3. . Chief Engineer, Housing Directorate, Govt. of W.B. N.S.Building, Kol.
4. Chief Engineer, Electrical, WB HIDCO, New Town, Rajarhat.
- 5 Superintending Engineer (P.W.D), Electrical ,Circle- I, N.S. Building. Kolkata
- 6 . Superintending Engineer (P.W.D), Electrical Circle-II, P-16 India Exchange Place Extension, KIT Building(1<sup>st</sup> Floor), Kolkata.
7. Superintending Engineer (P.W.D), Electrical Circle-III, P-16 India Exchange Place Extension, KIT Building, Kolkata.
8. Superintending Engineer (P.W.D), Electrical ( Health Circle), P-16 India Exchange Place Extension, KIT Annexe Building, Kolkata.
9. Superintending Engineer (P.W.D), Electrical Circle-V, Burdwan, Purta Bhaban ( 2 nd Floor)
- 10 Superintending Engineer (P.W.D), Electrical Circle-VI, Hillcart Road, Siliguri.

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

**Memo.No.:218/1(13) /Elec/HB/DD-I**

**Dated : 22.07.2015**

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/III/IV/V/(E.P.)/ Slg.,WBHB
7. L.A.O./AHC-I, WBHB with the request to publish the Notice in BOARD's Web site.
8. JD(EEW) WBHB
9. . Estimator, DD(EEW),WBHB.
10. Notice Board.

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