



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,

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Memo. No: 235/JD(EW)-III/SLG/HB

Dated :23.06.2014

NOTICE INVITING e-TENDER

(WBHB/JD(EW)- SLG/NIT-02/2014-2015).

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

S L. no	Name of Work	Estimated Amount (Rs.)	Earnest Money	Cost of Tender documents (Non-)	Period of Completion	Engineer-in-charge	Eligibility of Bidder
1.	"Construction of Repairing and Renovation work including sanitary & plumbing works of Siliguri Regional Office and Guest House on Hill Cart Road, Siliguri" under West Bengal Housing Board.	Rs.7,90,742.00 (Rupees seven lakh ninety thousand seven hundred forty two) only	Rs. 15,815.00 in the shape of bank Draft / Pay order from any nationalized/Scheduled Bank drawn in favour of 'West Bengal Housing Board'.	Rs. 1,000 (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.	45 (Forty five Days)	Deputy Director (EW)- Siliguri H.P.	Bonafide & resourceful outsiders fulfilling requisite eligibility criteria as stated in the NIT

1. In the event of e-filing, 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-filing (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/SLG, W.B.H.B. under sealed cover within the prescribed date and time limit stated in **Sl. No. 12** 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. 12**. 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 (EW)–III/SLG, W.B.H.B. on the scheduled date and time.

4. **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. 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. Details of such work experience is to be furnished in Section-2, Form-VI. [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 the Estimated amount put to tender 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 prospective Bidders should own or arrange through lease deed (lease hold agreement) the required plant and machineries of prescribed specifications as shown in format(Details as mentioned in **Section-2, Form-V**). Conclusive proof of ownership (Tax Invoice, Way Bill, Delivery Challan, incorporation in the Balance Sheet as fixed asset) for each plant and machineries in working condition shall have to be submitted. Present location of installation of main Plant and Machineries as mentioned in specified format has also to be disclosed. Present status / location of all the Plant and Machineries are needed to be provided. If the same is already engaged in the other works, then name of client along with his contact number should be furnished in the declaration by the intended tenderer countersigned by the client with tentative date of release of such Plant and Machineries where the same are presently engaged. If necessary, authority/ screening committee may inspect Plant and Machineries physically or call for the original documents as proof of Ownership in favour of owner / lessor of the same. Plant and Machineries should be owned or arranged through lease deed(lease hold agreement) by the Applicant. **[Non Statutory Documents]**
- v) The **Working Capital** shall not be less than 15(Fifteen) percent of the amount put to tender 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 are 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 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) Financial Statement in **Form –II** of “Qualification Information”(Section-2) digitally signed by the applicant shall be submitted along with application.
- xiv) **Joint venture** will not be allowed to participate in the above NIT.
- xv) 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.
- xvi) 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 indemnified 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 neighboring 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 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. The successful tenderer shall establish field testing laboratory equipped with requisite instruments in conformity with relevant code of practice and technical staff according to the requirements of the works to be executed.
- 7. All materials required for the proposed work including Cement, Steel etc. 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 duly test certified will 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 opted by the Engineer-in-Charge, such testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost. All the clauses and additional conditions incorporated in **WBHB Tender Form** in connection with the issue of Departmental Materials and Machinery will not be applicable in this contract.
- 8. **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.

9. **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.
10. **No Mobilisation Advance and Secured Advance** will be allowed.
11. Bids shall remain valid for a period not less than **120 (One hundred twenty) days** after the dead line date for Financial Bid submission. 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.
12. **Important Information :**

Date & Time schedule

Sl.NO.	Particulars	Date & Time
1.	Date of uploading of N.I.T. and Bid Documents (online) (Publishing Date)	23.06.2014
2.	Date & time of start of downloading Bid Documents (Online)	23.06.2014 at 18.00 hrs.
4.	Date & time of start of Bid submission (On line)	03.07.2014 at 10-00 hrs.
5.	Date & time of closing of Bid Submission (On line)	12.07.2014 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.	14.07.2014 up to 17-00 hrs.
7.	Date & time of Bid opening for Technical Proposals (Online)	16.07.2014 at 13-00 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

13. **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 Convener
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."

14. 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 condition**

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

15. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
16. **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 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.
17. 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.
18. 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.
19. **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.
20. 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.
21. No Conditional/ Incomplete tender will be accepted under any circumstances.
22. 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".
23. **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. Rate of items which are not available in above Schedule of Rates has been derived by proper analysis of rate based on market price.
24. 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.

25. 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.
26. 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.
27. 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.
28. 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) Drawings, if any (Section-6),
 - ix) Bill of Quantities (BOQ),
 - x) Contractor's Bid (Documents furnished by Contractor),
29. 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) Drawings,
 - viii) Bill of Quantities (BOQ),
30. **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.
31. "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/SLG,
West Bengal Housing Board**

Memo. No: 235/1/JD(EW)-III/SLG/HB

Dated :23.06.2014

Copy forwarded for information & wide circulation to the :-

1. Vice-Chairman, HRBC, St. Georges Gate Road, Kol.
2. Chief Engineer, Housing Directorate, Govt. of W.B. N.S.Building, Kol.
- 3 . Director General (Operation), KMDA, Unnayan Bhawan Salt Lake,
4. Superintending Engineer (P.W.D), Presidency Circle.-I/New Secretariat Building, Kolkata.
5. Federation of Contractors' Association, West Bengal.
6. Contractors' Association, West Bengal Housing Board.

Joint Director (EW)-III/SLG,

West Bengal Housing Board.

Memo. No: 235/2/JD(EW)-III/SLG/HB

Dated :23.06.2014

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(E.P.)/(EEW)/WBHB
7. L.A.O./ASC-I, WBHB with the request to publish the Notice in BOARD's Web site.
8. DD(EW)-SILIGURI H.P, WBHB
9. . Estimator,JD(EW)-III/SLG,WBHB.

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