



WEST BENGAL HOUSINGBOARD

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

'ABASAN', 105, S. N. Banerjee Road, Kolkata-700014,

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Memo.No.: 313/JD(EW)-III/SLG/HB

Dated: 28.07.2014

NOTICE INVITING e-TENDER (WBHB/JD (EW)- SLG/NIT-04/2014-2015).

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).

| SL.no | Name of Work | Estimated Amount (Rs.) | Earnest Money (Rs.) | Cost of Tender documents (Non-refundable) | Period of Completion | Engineer-in-charge of the work | 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. | 9,54,130.00 (Rupees nine lakh fifty four thousand one hundred thirty) only. | 19,083.00 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. | 60 (Sixty 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. **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. 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 certificates 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 the name of client along with his contact numbers 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 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 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 **3 CD 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 Accounts 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 applicants shall be submitted along with application.

xiii) Financial Statement in **Form –II** of “Qualification Information” (Section-2) digitally signed by the applicants 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 kind for breach of such statute, regulation or law. The following measures shall have to be taken during constructional activities.

a) Provision of drinking water, wastewater 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) 15m screen and adequate sprinkler arrangements 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 create any adverse effect on neighboring communities.

c) Diesel Generator sets deployed during construction phases should have acoustic enclosures and should conform to E(P) Rules prescribed for air and noise emission standards.

d) Vehicles/equipment deployed during construction phases 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 tenderers 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 these 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 there to 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 Bids 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

| SI.NO. | Particulars | Date & Time |
|--------|--|--|
| 1. | Date of uploading of N.I.T. and Bid Documents(online) (Publishing Date) | 28.07.2014 |
| 2. | Date & time of start of downloading Bid Documents(Online) | 28.07.2014 at 18.00 hrs. |
| 3 | Date & time of start of Bid submission(Online) | 28.07.2014 at 18-00 hrs. |
| 4 | Date & time of closing of Bid Submission (Online) | 18.08.2014 at 18-00 hrs. |
| 5 | Last date & time of submission of original Documents Earnest Money Deposit (Off line) in the office of the Tender inviting Authority. (with all the hard copies) | 19.08.2014 up to 16-00 hrs. |
| 6 | Date & time of Bid opening for Technical Proposals(Online) | 22.08.2014 at 13-00 hrs. |
| 7 | Date of uploading list of technically qualified bidders (online) | To be notified after evaluation of Technical Bid. |
| 8 | 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 execution 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 work 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 as 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 sum 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 conditions 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 regard 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 Tender, before submitting offer with full satisfaction, the cost of visiting the sites 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 'Instruction 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 of the 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 outrightly 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 scheduled 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 are either manufactured or false, the bids 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. These Tender/Bidding Documents comprise 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 outrightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith or will be barred 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. "Wherean individualpersonholdsadigitalcertificatein his ownnameduly issuedtohimagainst the companyorthefirmofwhichhehappensto bedirectororpartner, suchindividualpersonshall,while uploading anytender for and on behalf of suchcompanyor firm, invariably upload acopyof registeredpowerofattorney showingclearauthorizationinhis favourby therestofthedirectors of suchcompanyorthepartnersofsuchfirm,uploadingsuchtender.Thepowerofattorneyshallhave to be registeredinaccordancewiththeprovisionsof theRegistration Act,1998".

**JointDirector(EW)-III/SLG,
WestBengalHousingBoard**

Memo.No.:313/1(6)/JD(EW)-III/SLG/HB

Dated:28.07.2014

Copyforwardedforinformation&widecirculationtothe:-

- 1.Vice-Chairman,HRBC, St.GeorgesGateRoad,Kol.
- 2.ChiefEngineer,HousingDirectorate,Govt.ofW.B.N.S.Building, Kol.
- 3 . DirectorGeneral(Operation),KMDA,UnnayanBhawanSaltLake,
- 4.SuperintendingEngineer(P.W.D), PresidencyCircle.-I/New SecretariatBuilding, Kolkata.
- 5.Federationof Contractors'Association,WestBengal.
- 6.Contractors' Association,WestBengalHousingBoard.

**JointDirector(EW)-III/SLG,
West BengalHousingBoard.**

Memo.No.:313/1(9)/JD(EW)-III/SLG/HB

Dated:28.07.2014

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.**

WEST BENGAL HOUSING BOARD

SECTION-1

INSTRUCTION TO BIDDERS

General guidance fore-tendering

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

1. Registration of bidder

Any bidder willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government system through log in onto [https://etender.wb.nic.in\(oron](https://etender.wb.nic.in(oron) the web portal of West Bengal Housing Board). The contractor is to click on the link for e-Tendering sites given on the web portal.

2. Digital Signature Certificate (DSC)

Each bidder is required to obtain a class-II or class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in clause-1 above. DSC is given as a USB e-Token.

3. Collection of Tender Documents

The Bidder can search & download NIT and bid documents electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of tender documents.

4. Participation in more than one work

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

5. Submission of Bids

Bids are to be submitted through online to the website stated in Cl. 1 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (folders).

A-1. Statutory Cover Containing

i. Prequalification Application as per format given in **Sec-2, Form -I** (Qualification Information).

ii. Demand Draft/bankers Cheque towards earnest money (EMD) as prescribed in the NIT against the work in favour of **West Bengal Housing Board**.

iii. Financial Statement as per format given in **Sec-2, Form -II** (Qualification Information).

- iv. Affidavits (Ref:-format shown in “X” Section-2 and format for general affidavit shown in “Y” Section-2.
v. Printed Tender Form of WBHB, NIT with all agenda & corrigendum and Instruction to Bidders (Section-1) to be uploaded duly Digitally Signed. (Rate is to be quoted only in the B.O.Q. under Financial Bid. In case of quoting of any rate in Printed Tender Form, the tender will be summarily rejected).
vi. “Qualification Information” as per format given in Section-2 (Appendix-A, B, C & D), “Special Terms & conditions” (Section-3), “Contract Data” (Section-4) and “Technical Specifications” (Section-5) and “Drawings” (Section-6) of the work.

A-2. Nonstatutory Cover Containing

- i. Professional Tax (PT) deposit receipt challan for the financial year 2013-14, PAN Card, Voter ID Card, IT Return/Saral for the Assessment year 2012-13, VAT Registration Certificate, and Service Tax Registration No.
ii. Provident Fund Enrolment No.
iii. Registration Certificate under Company Act. (if any).
iii. Registered Deed of partnership Firm/ Article of Association and Memorandum. iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
v. Tax Audit Report in 3CD Form along with Balance Sheet and Profit & Loss A/c for the last five years (year just preceding the current Financial Year will be considered as year-1).
vi. List of technical staff along with structure and organization (Section-2, **Form -III & IV**).
vii. List of machineries possessed by own/arranged through lease deed along with authenticated copy of invoice, challan, waybill etc. as per format given in Section-2, **Form V**.
viii. Credential for completion of at least one similar nature of work under the authority of state/ central Govt., Statutory Bodies under State/Central Govt. constituted under the statute of the state/state Govt. having a magnitude of **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 (**Section-2, Form -VI**). Scanned copy of Original Credential Certificate as stated in 3(i) of NIT is to be furnished.

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to be summarily rejected for both statutory and non statutory cover.

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

| Sl. No. | Category Name | Sub-Category Description | Detail(s) |
|---------|-------------------|--|--|
| A | Certificate(s) | Certificate(s) | 1. Vat Registration Certificate. 2. PAN, Voter ID Card 3. Latest P. Tax (Challan) 4. Latest IT Return/Saral for AY 2013-14 5. Service Tax Registration No. 6. Provident Fund Enrolment No. |
| B | Company Detail(s) | Company Detail- 1 | 1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. Limited Company (Incorporation Certificate, Trade License) 4. Society (Society Registration Copy, Trade License). 5. Power of Attorney |
| C | Credential | Credential-1 | 1. Similar nature of work done & completion certificate which is applicable for |
| D | Equipment | Machineries-1 Machineries-2 Laboratory Equipment | 1. Original document of own possession / arranged through lease deed to be annexed. Authenticated copy of Invoice Challan & Waybill (machinery) |

| | | | |
|---|-----------------------|---|--|
| E | ManPower | TechnicalPersonnel | Listof Technical Staffstobe deployed alongwith Structures &Organization(as per N.I.T.) |
| F | Financial Information | Workin hand | 1. Financial Statement(Section– ‘2’, Form–II)dulyfilledupwithbidcapacity. 2. Affidavits–X and Affidavits–Y. |
| | | P&LA/c.andBalance Sheetfor theFY2012-13. | P& LA/c.andBalanceSheet (withAnnex. and 3CD form incaseof Tax Audit) |
| | | P& LA/c.andBalance Sheetfor theFY2011-12 | P& LA/c.andBalanceSheet (withAnnex. and 3CD form incaseof Tax Audit) |
| | | P& LA/c.andBalance Sheetfor theFY2010-11 | P& LA/c.andBalanceSheet (withAnnex. and 3CD form incaseof Tax Audit) |
| | | P& LA/c.andBalance Sheetfor theFY2009-10. | P& LA/c.and BalanceSheet(withAnnex. and 3CD form incaseof Tax Audit) |
| | | P& LA/c.andBalance Sheetfor theFY2008-09 | P& LA/c.andBalanceSheet (withAnnex. and 3CD form incaseof Tax Audit) |
| | | | |

B. TenderEvaluation committee (TEC)

i. Openingandevaluationoftender:-

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

ii. Technical proposals will be opened jointly by The Joint Director (EW)-III/SLG and any other Engineer Officer(s) of WBHB (holding DSC) electronically from the website using their Digital Signature Certificate.

iii. Intending tenderers may remain present, if they so desire.

iv. Cover(folder) statutory documents (vide Cl.No. 5.A-1) should be opened first and if found in order, cover(Folder) for non-statutory documents (vide Cl.No. –5.A-2) will be opened. If there is any deficiency in the statutory documents, the tender will summarily be rejected.

- iv. Decrypted(transformed into readableformats)documentsofthenon-statutorycover willbedownloadedandhandedovertoto theTenderEvaluationCommittee.
- v. Bidopening summaryof theTechnicalBidisthenuploadedtosendemailto all the participating Bidders.
- vi. Pursuanttoscrutinyanddecisionof theTenderEvaluation Committee,thesummarylist ofQualified& Non-qualifiedBiddersfor thework (mentioningtheserialnumber) willbe uploadedin thewebportals.
- vii. Whileevaluation,thecommitteemaysummonthetenderers andseekclarification/ information oradditional documents ororiginal hardcopyof anyof thedocuments alreadysubmittedandifthesearenotproducedwithinthestipulatedtimeframe,their proposalswill be liable forrejection.

C. Financial proposal

i. Thefinancialproposal shouldcontainthefollowingdocuments in onecover(folder) i.e. Bill ofquantities(BOQ),the contractor istoquotetherate(percentageAbove/Below/At par) onlinethroughcomputer in the spacemarkedforquotingrateinthe BOQ.

ii. Onlydownloadedcopiesof theabove documentsaretobe uploaded virus scannedand DigitallySignedbythecontractor.

6. Financialcapacityof atenderer willbejudgedonthebasis of workingcapitaland available bidcapacityas mentionedin theN.I.T.andtobederivedfrom theinformation furnished in FORM-I and II (Section-2) i.e., Application (for Pre-qualification) and FinancialStatement.If anapplicantfeels thathis/theirWorkingCapitalbeyondown resourcemaybe insufficient, he/theymay include withtheapplication aletterof guaranteeissuedbyaScheduledBanktosupplementtheapplicant.This letterofguaranteeshould beaddressed to the TenderInviting/Accepting Authorityand shouldguarantee dulyspecifying the name of the project thatin case ofcontract isawardedto the Tenderer, theTendererwillbe providedwitha revolvinglineofcredit.Suchrevolvingline of creditshouldbe maintained untiltheworks aretakenoverbytheEngineer-In-Charge/Employer.

The auditedBalance sheet forthe last fiveyears,networth bid capacityetc.aretobesubmitted whichmustdemonstratethesoundnessof Tenderer'sfinancial position,showinglongterm profitability includingan estimatedfinancialprojectionofthenexttwoyears.

7. Penalty forsuppression/distortion of facts

Submissionof falsedocumentbytenderer is strictlyprohibitedandin caseof suchactbythe tenderer thesamemaybe referredtotheappropriateauthorityforprosecutionasperrelevantIT Actwithforfeitureof earnestmoneyforthwith.

8. REJECTION OF BID

The Employer(tenderacceptingauthority)reserves therightto acceptorrejectanyBidandto canceltheBiddingprocesses andrejectallBids atanytimepriortotheawardof Contract without therebyincurring anyliabilitytotheaffectedTendererorTenderersoranyobligationto informtheaffectedTendererorTenderers of thegroundfor Employer's (tenderaccepting authority) action.

9) OpeningofFinancial Bid

a) Financial proposals will be opened by the Joint Director(EW)-III/SLG along with other authorized Engineer Officer(s) of WBHB electronically as per scheduled date, time and place.

b) After opening of Financial Bid if situation demands, the Joint Director (EW)-III/SLG, WBHB may call off-line open Bid among the Bidders to lower down the offer rate further.

10) **Award of Contract**

The Tenderer whose Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in Printed Tender Form will incorporate all necessary documents e.g. LOA, N.I.T. with all addenda-correcting, Instruction to Bidders (Section-1), different filled-up forms (Section -2), special terms and condition (Section-3), Contract Data (Section-4), Technical Specifications (Section-5) and Drawings (Section-6), Contractor's Bid & B.O.Q. and the same will be executed between the Tender Accepting Authority and the successful Tenderer.

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

West Bengal Housing Board.

Joint Director (EW)-III/SLG,

WEST BENGAL HOUSING BOARD

SECTION -2

QUALIFICATION INFORMATION

FORM -I

PRE-QUALIFICATION APPLICATION

To
The Joint Director (EW)-III/SLG,
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 same.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the works given in Enclosure to this letter.

We understand that:

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

Encl:-e-Filling:

1. Statutory documents.
2. Non statutory documents.

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

Date:-

SECTION-2

Form-II

FINANCIAL STATEMENT

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)

| 1 st Year (Rs. Inlakh) | 2 nd Year (Rs. Inlakh) | 3 rd Year (Rs. Inlakh) | 4 th Year (Rs. Inlakh) | 5 th Year (Rs. Inlakh) |
|---|---|---|---|---|
|---|---|---|---|---|

a) Current Assets:

(It should not include investment in any other firm)

b) Current liabilities:

(It should include bank overdraft)

c) Working capital:

(a) – (b)

d) Net worth:

(Proprietors Capital or Partners Capital or Paid up Capital + Reserve and surplus)

e) Bank loan/Guarantee:

B.3 Annual value of construction works undertaken:

| Existing commitments and ongoing works. (As per Affidavit 'X') | During F.Y. 2012-13 | During F.Y. 2012-13 | During F.Y. 2012-13 | During F.Y. 2012-13 | During F.Y. 2012-13 |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| | | | | | |

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 Account for the last five years should be given. All these financial statements should be signed by a competent authority for the last five years.

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

Date _____

SECTION-2
AFFIDAVIT-“X”

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

| Work in progress | | | | Work order issued but work not started | | |
|-------------------------|---|--------------------|-----------------------|---|---|--------------------|
| Sl. No. | Name of the work with Tender No. and Tender Inviting Authority | Tendered Amount | % of work executed | Sl. No. | Name of the work with Tender No. and Tender Inviting Authority | Tendered Amount |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Date _____

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

SECTION-2

AFFIDAVIT –“Y”

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

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false or concealed, the application may be rejected for which no objection/claim will be raised by the under-signed.

2. The _____ under-signed also hereby certifies that neither our firm M/S _____ nor any of constituent partner had been debarred to participate in tender by the Department (WBHB) during the last 5 (five) years prior to the date of this NIT.

3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.

4. The under-signed understands that further qualifying information may be requested by Department and agree to furnish any such information at the request of The Department.

5. Certified that I have applied for the tender in the capacity of individual/as a partner/P.O.A. holder of a firm and I have not applied severally for the same work.

Signature of applicant including title

and capacity in which application is made.

Date _____

SECTION-2

FORM- III

STRUCTUREANDORGANISATION

A.1 Nameofapplicant :

A.2 OfficeAddress :

Telephone No.andCellPhoneNo. :

FaxNo. :

Email :

A.3 DetailsofBankAccounts

i) Nameof Bank :

ii) Nameof BranchandAddresswithPhoneNo. :

iii) AccountNo.: iv) MICRNo. : v) IFSCCode :

A.4 Attachan organizationchart showingthe structure ofthe companywithnamesofKey personnel.

:

Note: ApplicationcoversProprietary Firm,Partnership,Limited CompanyorCorporation,

andcapacity inwhichapplicationismade.

Signatureofapplicant includingtitle

Date _____

SECTION-2

FORM -IV

LIST OF KEY TECHNICAL PERSONNEL TO BE DEPLOYED IN CONTRACT WORK

Qualification and experiences of key personnel required for administration and execution of the Contract. Attach biographical data. (Refer cl.4(iii) of NIT).

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

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

SECTION-2

FORM -V

A. DEPLOYMENT OF MACHINERIES IN THE CONTRACT WORK (in favour of owner/lessee):-

(Copy of document of own possession /arranged through lease deed to be annexed)

(If engaged before Certificate from E.I.C. to be annexed in respect of anticipated date of release of Machineries.)

| Name of Machine / Instrument | Make | Type | Capacity | Motor/ Engine No. | Machine No. | Possession Status | | Date of release If Engaged |
|------------------------------|------|------|----------|-------------------|-------------|-------------------|---------|----------------------------|
| | | | | | | Idle | Engaged | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

For each item of equipment the applications should attach copies of (i) Receipt of Delivery, (ii) Road Challan from Factory to delivery spot.

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

SECTION-2
FORM –V(contd...)

B.MINIMUM PLANT AND EQUIPMENT TO BE DEPLOYED BY THE CONTRACTOR

Whereas it is entirely the responsibility of the Contractor to deploy sufficient plant and mechanical equipment to ensure compliance with his obligations under the Contract, the following list is an indicative list of the minimum essential basic holding of plant and mechanical equipment which the tenderer must own/arrange through lease deed.

| Sl. No. | TYPE OF EQUIPMENT | CAPACITY | MINIMUM NUMBER REQUIRED |
|---------|--|--------------|-------------------------|
| 1. | Concrete Mixer Diesel or Electric operated | Full Charged | 1 No. |
| 2. | Vibrator (Diesel or Electric operated) | | 2 Nos. |
| 3. | Pumps for dewatering | 5 HP or more | 2 Nos. |
| | | | |

West Bengal Housing Board.

Joint Director (EW)-III/SLG,

SECTION-2

FORM-VI

EXPERIENCEPROFILE

NameoftheFirm:

LISTOFPROJECTSCOMPLETEDTHATARESIMILARINNATURETOTHECONTRACT WORK HAVING MORETHAN40%OFTHEESTIMATEDCOSTPUTTOTENDEREXECUTED DURING THELASTFIVEYEARS.

| <i>Nameof Employer</i> | <i>Name, Location andnature ofwork</i> | <i>Contract pricein IndianRs.</i> | <i>Percentage of Participation of company</i> | <i>Stipulated Dateof start&Compl etion ofwork</i> | <i>ActualDate ofstart&Com pletion ofthe work</i> | <i>Completion Cost</i> | <i>Reasons fordelayin completion (ifany)</i> |
|------------------------|--|-----------------------------------|---|---|--|------------------------|--|
| | | | | | | | |

Note: a)CertificatefromtheEmployerstobeattached

b)Non-disclosureofanyinformationin theSchedulewill result indisqualificationofthefirm

andcapacityinwhichapplicationismade

Signatureofapplicantincluding title

SECTION-2

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 'Price 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.

Date-----

and capacity in which application is made

Signature of applicant including title

SECTION-2

APPENDIX-B

BANK CERTIFICATE

(From any Scheduled Bank, if required in terms of clause 6 of ITB, Section-1)

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

SECTION-2

APPENDIX-C

UNDERTAKING

(CashFlow)

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

**Date-----
and capacity in which application is made**

Signature of applicant including title

SECTION-2

APPENDIX-D

UNDERTAKING

(BidValidity)

1. The undersigned do hereby undertake that our firm M/s _____
_____ agree to abide by this bid for a period _____ days from the
date fixed for receiving the Bid and it shall be binding on us and the same may be accepted at any
time before the expiration of that period.

**Date-----
and capacity in which application is made**

Signature of applicant including title

