



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.

QUOTATION DOCUMENT

FOR

“Day to Day maintenance & petty repairs to ancillary works, repair & looking after of the properties such as external water supply lines and Sanitary & Plumbing fitting fixtures, internal & external sewerage lines, cutting of grass in the project premises, collection of garbage from door to door and disposal the same to nearest D.M.C. vat etc. of 24 nos.(G+4) -storied building (384 Dwelling units) and 40 nos. Duplex House” at Shilpakanan Housing Project, Phase-III, Durgapur under West Bengal Housing Board.

“NIQ No. 01/2019-20/JD (EW)-III/WBHB”.

JOINT DIRECTOR (EW)-III, WEST BENGAL HOUSING BOARD.

May, 2019



WEST BENGAL HOUSINGBOARD

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

ABASAN", 105, S. N. Banerjee Road, Kolkata-700 014,

Phone:(033) 2265-1965, 2264-1967/3966/8968/4974/0950. Fax:(033) 2264-1480/
0979, Web site: www.wbhousingboard.in Email: wbhousingboard@gmail.com

Memo No. : 464/JD (EW)-III/HB

Dated: 29.05.2019

NOTICE INVITING e- QUOTATION

NIQ No.01/2019-20 /JD(EW)-III/WBHB.

The Joint Director (EW)-III, West Bengal Housing Board, invites item rate e-Quotation for the work 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)	Service Period	Engineer- in-charge of the work	Eligibility of Bidder
1.	Day to Day maintenance & petty repairs to ancillary works, repair & looking after of the properties such as external water supply lines and Sanitary & Plumbing fitting fixtures, internal & external sewerage lines, cutting of grass in the project premises, collection of garbage from door to door and disposal the same to nearest D.M.C. vat etc. of 24 nos.(G+4) -storied building (384 Dwelling units) and 40 nos. Duplex House at Shilpakanan Housing Project, Phase-III, Durgapur under West Bengal Housing Board.	Rs 12000.00(Twelve thousand) only in the mode of Net banking of NEFT/RTGS from any nationalized/ Scheduled Bank.	Rs. Cost of Tender documents (Rs.1000.00 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 NIQ.	6(Six) months.	Deputy Director (EW)- Shilpakanan H.P., Ph-III.	Bonafide & resourceful agency fulfilling requisite eligibility criteria as stated in the NIQ.

1. In the event of e-filing, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate and necessary earnest money/bid security may be remitted through demand draft/pay order issued from any nationalized/scheduled bank in favour of "West Bengal Housing Board" and the same shall be documented as soft copy (scan copies of the originals) through e-filing. Only the lowest (L1) bidder shall submit the hard copy of the EMD/Bid Security(i.e. demand draft/pay order in original) to the tender inviting authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose, may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

2. Both **Technical bid and Financial Bid** are to be submitted in technical (Statutory & Non-Statutory folder) and financial folder concurrently duly digitally signed in the website <http://wbtenders.gov.in> as per tender time schedule stated in **Sl. No. 9**.
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 is 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 'Qualified' and 'Non-Qualified' Bidders will be displayed in the website and also in the Notice Board of the Joint Director (EW)-III/W.B.H.B. on the scheduled date and time.
4. For any queries and clarification, interested Security Firms may visit the sites and may contact the Authorised person of Office of Joint Director (EW)-III at the address mentioned below.

5. Address for Communication : Joint Director (EW)-III

WEST BENGAL HOUSING BOARD
'A B A S A N', 105, S. N. Banerjee Road, Kolkata – 700014,
Phone : (033) 2265-1965, 2264-1967. Fax : (033)2264-1480/ 0979.
Web site : www.wbhousingboard.in
Email : wbhousingboard@gmail.com

WBHB reserves the right to accept/reject any or all proposals without assigning any reason thereof.

6. Eligibility criteria for participation in the tender.

- i) a) The prospective bidders shall have satisfactorily completed under Govt. Sector, Semi Govt. Sector, Corporations, Govt. Companies, Boards, Autonomous/Statutory Bodies, Reputed Bank, Local Bodies, etc as a prime agency should produce credential of a similar nature of work of the minimum value of 40% of the Rate quoted amount put to the tender during 5(Five) years prior to the date of issue of this tender notice; or,

(b) Intending bidders should produce credentials of 2(Two) similar nature of work, each of the minimum value of 40% of the Rate quoted amount put to the tender during 5(Five) years prior to the date of issue of the tender notice; or,

(c) Intending bidders should produce credentials of one single running work of similar nature which has been completed to the extent of 80 % or more and value of which is not less than the desired value at (a) above.

In case of running works, only those bidders who will submit the certificate of satisfactory running work from the concerned Deputy Director (EW), or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e., the bidders.

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

- N.B. :- i) Credential/Completion certificate should contain
- (a) Name of work,
 - (b) Name and address of Client,
 - (c) Rate quoted Amount put to tender,
 - (d) Date of commencement of work
 - (e) Date of completion of work

- ii) The available **Bid Capacity** (to be calculated on the basis of prescribed format) of the prospective bidders shall not be less than the Rate quoted amount put to tender as Detailed in **Section-2, Form-II(Financial)**.
- iii) Bids shall remain valid for a period not less than **120 (one hundred twenty)** days from the last date of submission of financial Bid.

- iv) Copies of Trade License, (valid up to Date) Acknowledgement Receipt of Income Tax Return for the latest Assessment year / Professional Tax Deposit Challan for current Financial year / PAN CARD / GST Registration Certificate/ Voter ID Card for self identification to be accompanied with the Technical documents [Non statutory Documents]

- v) The Bidder should possess **Service Tax Registration number (Last receipt of challan) / GST (effect 01.07.2017as applicable)** and copies of necessary documents. (Non statutory Documents)

- vi) The prospective bidder would also have **Provident fund enrolment number ESI registration** issued by appropriate authority [Non statutory Documents].

- vii) 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].

- Viii) In case of Proprietorship, Partnership Firms and the Company Tax Audited Report in **3CD Form** are to be furnished along with the Balance Sheet & Profit and Loss A/c. For last 3 (Three) years and all schedules forming the part of Balance Sheet and Profit and Loss Account and all the schedule forming the part of Balance sheet and profit Loss Account in favour of applicant.
No other name along with applicant name, in such enclosure will be entertained.
[Non Statutory Documents]

- ix) Declaration in [**Form –III**] regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application.

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

- xi). Adjustment price (Increase or decrease) shall not be applicable for the proposed work.
- xii) Retention money will be refund after completion.
- xiii) I.T. Deduction from every Bill as per norms.
- xiv) Bidder should Quoted their Rate, shall have to comply with the provisions of Minimum wages Act. 1948 (vide Memorandum no 3687-F(Y), Dated 02.05.2012 and Memorandum no 3790-F(Y) Dated 21.07.2014) and also to comply the Minimum wages rate of Labour Commissioner, Govt.of West Bengal circulated vide no.03/Stat/RW/108/568/2012/LCS/JLC dated 03.01.18 with effect from 1st January 2018 including all the Statutory Levis as per Govt. Order.

- 7) Before submitted the Bid document, the Bidders should carefully read the tender conditions, Specification tender schedule and explanatory notes.
- i) Both Technical bid & financial bid are to be submitted in two folders comprising of (Statutory cover& Non statutory cover in Technical part/folder and rate Quotation etc. In Financial part/folder) duly digitally signed.
 - a. Statutory cover containing: (I) Tender Form 2911, (II) NIT with all agenda corrigendum (Download & Upload the same digitally signed, quotations rate will only encrypted in the B.O.Q. under Financial bid.)
 - b. Non statutory cover containing: (I) Valid Trade license, PAN CARD, Acknowledgement Receipt of Income Tax Return for the last 5 yrs. GST Registration Certificate, Current P.F. Challan, Voter ID Card/Aadhaar Card.

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

8. 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.

9. **Important Information:**

Date & Time schedule

Sl.No.	Particulars	Date&Time
1.	Date of uploading of N.I.Q. and Bid Documents (online) (Publishing Date)	31.05.2019 at 11.00 hrs
2.	Date & time of start of downloading Bid Documents (Online)	31.05.2019 at 11.00 hrs
3.	Date & time of start of Bid submission (Online)	10.06.2019 at 11-00 hrs.
4.	Date & time of closing of Bid Submission (Online)	17.06.2019 at 11-00 hrs.
5.	Date & time of Bid opening for Technical Proposals (Online)	19.06.2019 at 11-00 hrs.
6.	Date of uploading list of technically qualified bidders (online)	To be notified after evaluation of Technical Bid.
7.	Date & time of Bid opening for Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet.

10. **There shall be no provision of Arbitration. The Clause No. 25 of WBHB Tender Form/2911(ii) has been modified accordingly (vide Notification No. 558/SPW Dated: 13th December, 2011 of the Secretary, P.W. Department).**

11. **Earnest Money** : The amount of Earnest Money of **Rs.12000.00** is to be submitted in the mode of Net banking of NEFT/RTGS from any nationalized/ Scheduled Bank against the work. This clause is applicable for all categories of applicants. Earnest money so deposited by the successful Bidder shall on issuance of work order be automatically converted into part security money and the balance amount of each running account bill shall have to be deducted to make it a total 10 % of security deposit of the work.

12. 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-Quotation, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

13. 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 Bidder at the stage of Bidding.

14. **Refund of EMD:**

The EMD of the successful Bidder will be returned when the bidder furnish the performance security in the form of Bank Guarantee @10% of the total value of the

work and signed the agreement

15. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in the NIQ, „Instructions to Bidders (ITB) and various “Conditions of Contract”, “Special Terms & Conditions”& other bidding documents before tendering the bids.
16. No Conditional/ Incomplete tender will be accepted under any circumstances.
17. 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 there under from time to time pursuant to **Clause** 19 of “Conditions of Contract”.
18. Guiding schedule of rates: P.W.D. Schedule of Rates -2017 with effect from 01.12.2017 for Sanitary & Plumbing works with latest corrigendum and addendum.
19. 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.
20. 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.Q. due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.
21. In case if there be any objection regarding Prequalifying the Agency, that should be lodged to the Chairman, Tender 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 Committee.
22. 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.

23. The set of Tender/Bidding Documents comprises the documents listed below

- i) Notice Inviting Quotation with all addenda & corrigendum, if any.
- ii) Instruction to Bidders (Section-1),
- iii) Qualification Information (Section-2),
- iv) Printed WBHB Tender Form (2911),
- v). Special Terms & Conditions (Section -3)
- vi) Bill of Quantities (BOQ)

24. 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) Printed WBHB Tender Form including Special Terms & Conditions,
- iv) Bill of Quantities (BOQ),

25. **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)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 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.

26. "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".

27. The successful bidder on receipt of Letter of Acceptance /Intent (LOA/LOI) will execute formal agreement as will be stated therein, in WBHB Tender Form /2911(ii) by paying usual cost of additional copies of Tender Documents. All the copies must be signed on every page by the lowest Bidder and submitted to the office of **the Employer / TIA** for execution of formal Tender agreement.

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

Memo.No. : 464/1(8)/JD(EW)-III/HB

Dated:29.05.2019

Copy forwarded for information & wide circulation to the:-

1. Housing Commissioner, WBHB
2. Director (Engg.),WBHB
3. FA-Cum-CAO,WBHB
4. JHC & Secy., WBHB
5. JD (E.P.) / (EEW), WBHB
6. DD(EW)-SKHP. H.P., WBHB
7. Estimator, JD(EW)-III,WBHB.
8. Notice Board.

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

WEST BENGAL HOUSING BOARD

SECTION - 1

INSTRUCTION TO BIDDERS

General guidance for e-tendering

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

1. **Registration of bidder**

Any bidder willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government system through log In on to <https://etender.wb.nic.in> (or on the web portal of West Bengal Housing Board). The contractor is to click on the link for e-Tendering site as given on the web portal.

2. **Digital Signature Certificate (DSC)**

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

3. **Collection of Tender Documents**

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

4. **Participation in more than one work**

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

5. **Submission of Bids**

Bids are to be submitted through 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 NIQ against the work in favour of **West Bengal Housing Board**.
- iii. Printed Tender Form of WBHB, NIT documents along with with all agenda & corrigendum, Instruction to Bidders (Section-1) & Qualification Information (Section-2) to be uploaded duly Digitally Signed. (Rate is to be quoted only in the B.O.Q. under Financial Bid. In case of quoting of any rate in Printed Tender Form, the tender will be summarily rejected).

A-2. Non statutory Cover Containing

- i. Professional Tax(PT) deposit receipt challan for the current financial year, PAN Card, Voter ID/AADHAAR Card, Trade License, Income Tax Return Acknowledgement for the latest Assessment year, GST 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 3 years(year just preceding the current Financial Year will be considered as year-1)..
- vi. List of machineries possessed by own/arranged through lease deed along with authenticated copy of invoice, challan , waybill etc
- vii. Credential for completion of at least one similar nature of work under the authority of state/ central Govt., Statutory Bodies under State/Central Govt. constituted under the statute of the state/ state Govt. having a magnitude of **30(Thirty) percent** of the Estimated amount put to tender during the last 5(five) years prior to the date of issue of this NIT

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)	<ol style="list-style-type: none"> 1. GST Registration Certificate. 2. PAN, Voter/Aadhaar ID Card 3. Latest P. Tax (Challan) 4. Latest IT Return/ Saral for AY 2018-19 5. Service Tax Registration No. 6. Provident Fund Enrolment No.
B	Company Detail(s)	Company Detail - 1	<ol style="list-style-type: none"> 1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. Limited Company (Incorporation Certificate, Trade License) 4. Society (Society Registration Copy, Trade License) 5. Power of Attorney.
C	Credential	Credential – 1 Credential – 2	<ol style="list-style-type: none"> 1. Similar nature of work done & completion certificate which is applicable for eligibility in this tender.
D	5 Yrs Balance sheet with 3CD	P & L A/c.and Balance Sheet for the FY 2018-19.	P & L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit)
		P & L A/c.and Balance Sheet for the FY 2017-18	P & L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit)
		P & L A/c.and Balance Sheet for the FY 2016-17	P & L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit)

		P & L A/c.and Balance Sheet for the FY 2015-16	P & L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit)
		P & L A/c.and Balance Sheet for the FY 2014-15	P & L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit)

B. Tender Evaluation committee (TEC)

Opening and evaluation of tender :-

- i. 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 and any other Engineer Officer(s) of WBHB (holding DSC) electronically from the web site 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.
- v. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
- vi. Bid opening summary of the Technical Bid is then uploaded to send email to all the participating Bidders.
- vii. Pursuant to scrutiny and decision of the Tender Evaluation Committee, the summary list of Qualified & Non-qualified Bidders for the work (mentioning the serial number) will be uploaded in the web portals.
- viii. While evaluation, the committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

C. Financial proposal

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ), the contractor is to quote the rate (Per month as well as for six months) online through computer in the space marked for quoting rate in the BOQ.
 - ii. Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the contractor.
6. Financial capacity of a tenderer will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.Q. and to be derived from the information furnished in FORM-I and II (Section-2) i.e., Application (for Pre-qualification) and Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a Scheduled Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Tenderer, the Tenderer will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-In-Charge/ Employer.

The audited Balance sheet for the last five years, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Tenderer's financial position, showing long term

profitability including an estimated financial projection of the next two years.

7. Penalty for suppression / distortion of facts

Submission of false document by tenderer is strictly prohibited and in case of such act by the tenderer the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

8. REJECTION OF BID

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the ground for Employer's (tender accepting authority) action.

9) Opening of Financial Bid

- a) Financial proposals will be opened by the Joint Director(EW)-III along with other authorised Engineer Officer(s) of WBHB/HD Govt. of WB electronically as per schedule date, time place.
- b) After opening of Financial Bid, if situation demands, the Joint Director (EW)-III, WBHB may call off-line open Bid among the Bidders to lower down the offer rate further.

10) Award of Contract

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract. The Agreement in WBHB Tender Form /W.B.F.No.-2911(ii) will incorporate all necessary documents e.g. N.I.Q., all addenda and corrigendum, special terms and conditions, specification of works, different filled-up forms, B.O.Q. etc and the same will be constituted between the Tender Accepting Authority and the successful Bidder. After receipt of Letter of Acceptance, the successful bidder shall have to deposit balance Earnest Money, if required to fulfil 2% of his offered rate(i.e. Contract Price) and also to submit requisite copies of contract documents along with requisite cost within time limit to be set in the letter of acceptance.

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

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

WEST BENGAL HOUSING BOARD

SECTION-2

QUALIFICATION INFORMATION

FORM -I

PRE-QUALIFICATION APPLICATION

To
The Joint Director(EW)-III,
West Bengal Housing Board.

Ref:-Tender for.....(Name of work)
.....
.....
.....[N.I.Q. 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 as signed to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

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

We understand that:

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

Encl:-e-Filing:

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

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

Date:-

BOQ PART A (Rate fixed)

Sl no	Description	Quantity	Units	Rates per month	Amount	Amount in Words
1	Supervisor (Semi Skiled categori)	6	Head(1)	12008.00	72048.00	INR Seventy Two Thousand &Forty Eight Only
2	Labour (Unskiled categori))for Sweeping of Staircase, Roof, garrage for every building one time per week	18	Head(3)	10916.00	196488.00	INR One Lakh Ninety Six Thousand Four Hundred & Eighty Eight Only
3	Plumbing Mistri (Skiled categori) for maintain running condition of external water supply lines and external sewerage and drainage lines if any.	6	Head(1)	15013.00	90078.00	INR Ninety Thousand &Seventy Eight Only
4	Labour (Unskiled) for Cutting of grass at Park, Tot lot, Road side and other locations of the project if necessary.	12	Head(2)	10916.00	130992.00	INR One Lakh Thirty Thousand Nine Hundred & Ninety Two Only
5	Labour (Unskiled) for daily garbage collection disposal of garbage from Housing premisses.	12	Head(2)	10916.00	130992.00	INR One Lakh Thirty Thousand Nine Hundred & Ninety Two Only
6	Cost of Supply of materials for repairing & replacement of maintanence work at Shilpakanan Housing Project, Ph-III (Please refer to the Clause No. of Special terms & Condition)	6	each	5000.00	30000.00	INR Thirty Thousand Only
	TOTAL			64769.00	650598.00	INR Six Lakh Fifty Thousand Five hundred Ninety Eight

Name of the Firm

I Agree to do the above mentioned works with above mentioned rates

Signature of applicant including title

WEST BENGAL HOUSING BOARD

General Terms & conditions

General guidance for e-Tender :

Instruction/Guidelines for Tenderer for electronic submission of the Tenders online have been annexed for assisting the contractors to participate in e-TENDER.

Project Background:

Day to Day maintenance & petty repairs to ancillary works, repair & looking after of the properties such as external water supply lines and Sanitary & Plumbing fitting fixtures, internal & external sewerage lines, cutting of grass in the project premises, collection of garbage from door to door and disposal the same to nearest D.M.C. vat etc. of 24 nos.(G+4) -storied building (384 Dwelling units) and 40 nos. Duplex House at Shilpakanan Housing Project, Phase-III, Durgapur under West Bengal Housing Board

SCOPE OF WORK FOR MAINTENANCE :

- a) Sweeping, cleaning of dust & dirt from entire building and complex (Common area, parking place, roof, stair case, surrounding roads, drains ,etc.) etc. as per requirement and as per instruction E.I.C.
- b) Cleaning of top surface of chajja, canopy, of the building at any level.
- c) Responsibility of Supervisor- Checking should be made to locate any defect and leakage of sanitary & plumbing and monitoring the entire maintenance system. Any defect found during the day to day checking, the same shall be informed to the concern E.I.C.
- d) Any other job in any location as per instruction of E.I.C. shall have to be carry out.
- e) Garbage should be collected within 7.00 A.M. to 10.00 A.M. every day from every Dwelling Units and disposal the same to D.M.C. Vat or as per instruction of E.I.C. Plumber should be present at site as and when required and as per instruction of E.I.C.
- f) Sweeping of stair case should be done every day. Cleaning & washing of Stair case and roof with water of every building should be done at least twice in a week. Road, drain, path ways, Greenery areas should be cleaned every day as per instruction of E.I.C.
- g) Jungle/ Grass cutting shall have to be carry out as per instruction of E.I.C.
- h) The materials which may be used in the work should have prior approval of E.I.C.
- i) The essential day to day work's equipments should be provided by the agency.
- j) Supply of tit bit sanitary fittings & fixtures including necessary different dia. of pipes, valves etc. repairing and replacement of the same should be done(both under and over ground) as per direction of E.I.C.

INSTRUCTION TO BIDDER:-

1. Physical inspection of facility and mentioned build-up area as exists in various Premises and ascertaining all concerned ground reality prior to quoting rates.

2. Complying with all statutory rules and regulation as applicable to the instant scope of work.
3. Any negligence of duty on the part of agency and their personnel shall be viewed seriously. The Board reserves the right to terminate the contract if the performance is found unsatisfactory. The contract may be terminated by clear 1 month notice for which no condition shall be made to the Agency.
4. Cleaning, sweeping of roof, staircase and common passages etc. from time to time as directed by Board's officials will have to be done by the agency. Cleaning of the mouth of rain water pipes on roof will have to be done by the agency to avoid accumulation of water on roof.
5. Maintenance personnel should be provided with photo identity card which should be issued by the Agency and duly counter signed by the concerned E.I.C.
6. The agency shall have to provide everything necessary for proper execution of the work including labour, materials, tools & tackles for providing conservancy services as specified in the item.
7. The person appointed by the agency are subject to the approval of Deputy Director(EW)-SKHP concern and if there is any complaint against any person he shall have to be removed within 24 hours.
8. The agency shall have to register with P.F. Authority under Contract Labour Act and consequently they shall have to obtain P.F. Registration number. The agency shall also have to deposit requisite amount to P.F. Authority as per Statutory P.F. Rule applicable for contract labour (Contractor should deposit P.F. receipt in every month along with payment bill to W.B.H.B.)
9. Any work or duty not included but- required to be performed for proper day to day maintenance shall be deemed to be included in the rates of the tenderer.
10. The tenderer shall have to depute at site a reasonable number of persons to perform the duties in satisfactory manner as per direction of the E.I.C. Each of such personnel along with names is to be submitted to the site office of West Bengal Housing Board for examination and approval and after approval names of maintenance personnel and photo identity cards are to be sent to local police station for record.
11. Maintenance personnel should be provided with "Identity Card" which should be issued by the agency and duly counter signed by the concerned Dy. Director (EW).
12. Minimum number of personal are to be employed by the agency and if necessary, the said number of personnel may be increased for proper day to day maintenance work as to be deemed necessary by the E.I.C. for which no extra payment will be made.

The Minimum Deployment per day should be :

- a) Supervisor(Semi-skilled category) for monitoring the system : 01(one) No.

- | | |
|---|-----------------------------|
| b) Plumbing Mistry(Skilled category) : | 01 (One) No. |
| c) Labour(Un-Skilled category) in various work : | 07 (Seven) Nos. |
| d) Cycle Van /Trolley for garbage disposal : | 01(One) No. |
| e) Supply of Broom, Stick, Spade, Scoop, Grubber etc. : | As per requirement at site. |

13. The employees of the agency shall be covered under the “Employee Risk Insurance scheme” and the charges shall be borne by the agency.

14. If any damages appears during maintenance work the agency should liable for mending good damages of the same, failing which cost involved for such repair/ replacement will be recovered from the progressive bill/ fixed security deposit.

15. Any default or failure to discharges the duties assigned to agency shall be treated as breach of contract and liable to termination of the contract without any compensation. In such event, the fixed security deposit including earnest money shall stand forfeited to the West Bengal Housing Board.

VALIDITY OF OFFER :-120 (One hundred twenty) calendar days since date of submitting offer.

NO DEVIATION :-The priced offer will nowhere contain any deviation from terms contained herein.

CONTRACT PERIOD :- 06(six) months from date of placement of LOA.

Payment of Bills :

- 1 The contractor shall submit a statement in triplicate to the Engineer-in-charge each month (or mutually agreed intervals) in a tabulated form approved by the Engineer in charge showing the amounts to which the contractor considers himself to be entitled up to the end of the month (or date specified by EIC) in respect of :
 - (a) Value of Permanent Works executed at the unit rates and prices quoted by him.
 - (b) Actual value certified for payment for works executed up to the end of previous month (or date specified by EIC) at unit rates and prices quoted by him.
 - (c) Estimated contract value at unit rates and prices quoted by him for the month in question obtained by deducting (b) from (a).
 - (d) Complete measurements based on work done as per approved drawings if any or deviation as per engineering norms along with quality certification.
 - (e) The value of any variation/supplementary works executed up to the end of the month in question less the amount certified in the previous interim payment certificate.
 - (f) Amounts to be deducted as repayment to Advance, if any.
 - (g) Any other sum to which the contractor may be entitled under the contract.

2. The said statement shall be scrutinized by the Engineer-in-charge and approved or amended in such a way that, in the

Engineer's opinion, it reflects the amounts due to the Contractor in accordance with the Contract, after deduction, of any sums which may have become due and payable by the Contractor to the Employer. In cases where there is a difference of opinion as to the value of any item, the Engineer's view shall prevail. Within a reasonable time of receipt of the monthly statement, the Engineer shall determine the amounts due to the Contractor and shall issue to the Employer and the Contractor a certificate herein called "Interim Payment Certificate", certifying the amounts due to the Contractor.

3. Normally the Engineer shall not be bound to certify the interim payment more than once in a month. The minimum gross bill amount of such interim payment should not be less than 15% of the Contract Value(Tendered Amount).
4. Only under valid circumstances more than one payment in a month even if the gross value of the same falls below 15% of the value of contract may be made.

Deduction at Source from the contractors' bills :

- a) Income Tax will be deducted from each bill of the contractor as per applicable rate and rules in force.
- b).Sales Tax/GST will be deducted from each bill of the contractor as per applicable rate and rules in force.
- c) In accordance with the West Bengal Taxation Laws (amendment) Ordinance, 1993 Amending the West Bengal Finance (Sales Tax) Act, 1994 necessary S.T/GST if any will be Deducted as per rate in force from the bill in addition to other deduction as per extent rules.
- f) Service Tax: - As applicable.

Earnest Money (Bid Security) and Security Deposit :

The amount of Earnest Money of Rs.12000.00 for the work deposited by the successful tenderer shall on issuance of work order be automatically converted into part security money and a balance of gross amount of each running account bill shall have to be deducted to make it a total 10% of Contract Value or value of work done (whichever is higher) as security deposit of the work.

The above clause is to be read in conjunction with clause No.1 of "Conditions of Contract".

Refund of Security Deposit / Retention Money:

The security deposit / Retention Money shall be refunded to the contractor after three month from the date of completion of work.

EXECUTION OF AGREEMENT:-

An agreement in standard format shall have to be executed in a period of 7 days since placement of LOA.

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

Government of West Bengal
Finance Department
Audit Branch

No. 3975-F(Y)

Dated, 28th July, 2016

MEMORANDUM

Sub: Online receipt and refund of EMD of e-procurement through State Government e-procurement portal

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMD / Bid Security related to e-procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc.

1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

- a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:
 - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
 - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRI, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/Settlement Process:

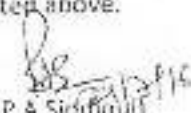
- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L₂ bidder should not be rejected till the LOI process is successful.
- iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L₁ bidder is uploaded to the e-Procurement portal by the tender inviting authority.

- v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
- EMD of the L₁ bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L₁ bidder.
 - EMD of the L₁ bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L₁ bidder.
- In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.
- vii. Once the EMD of the L₁ bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

4. Accounting and Monitoring Process:

- The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.
- The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc. will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.
- The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.


(P. A. Siddiqui)

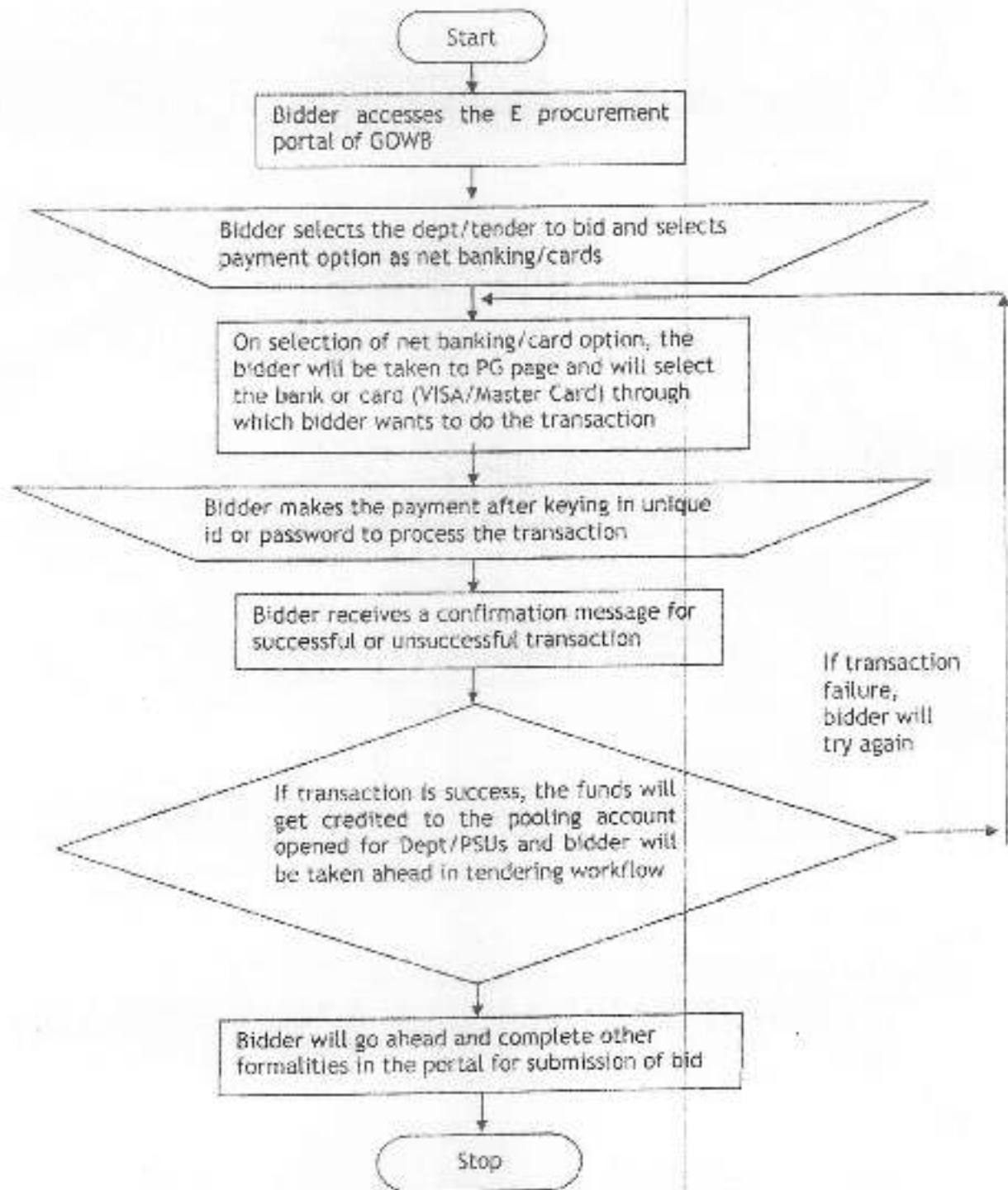
Secretary to the
Government of West Bengal
Finance Department

NIC & ICICI BANK E-PROCUREMENT

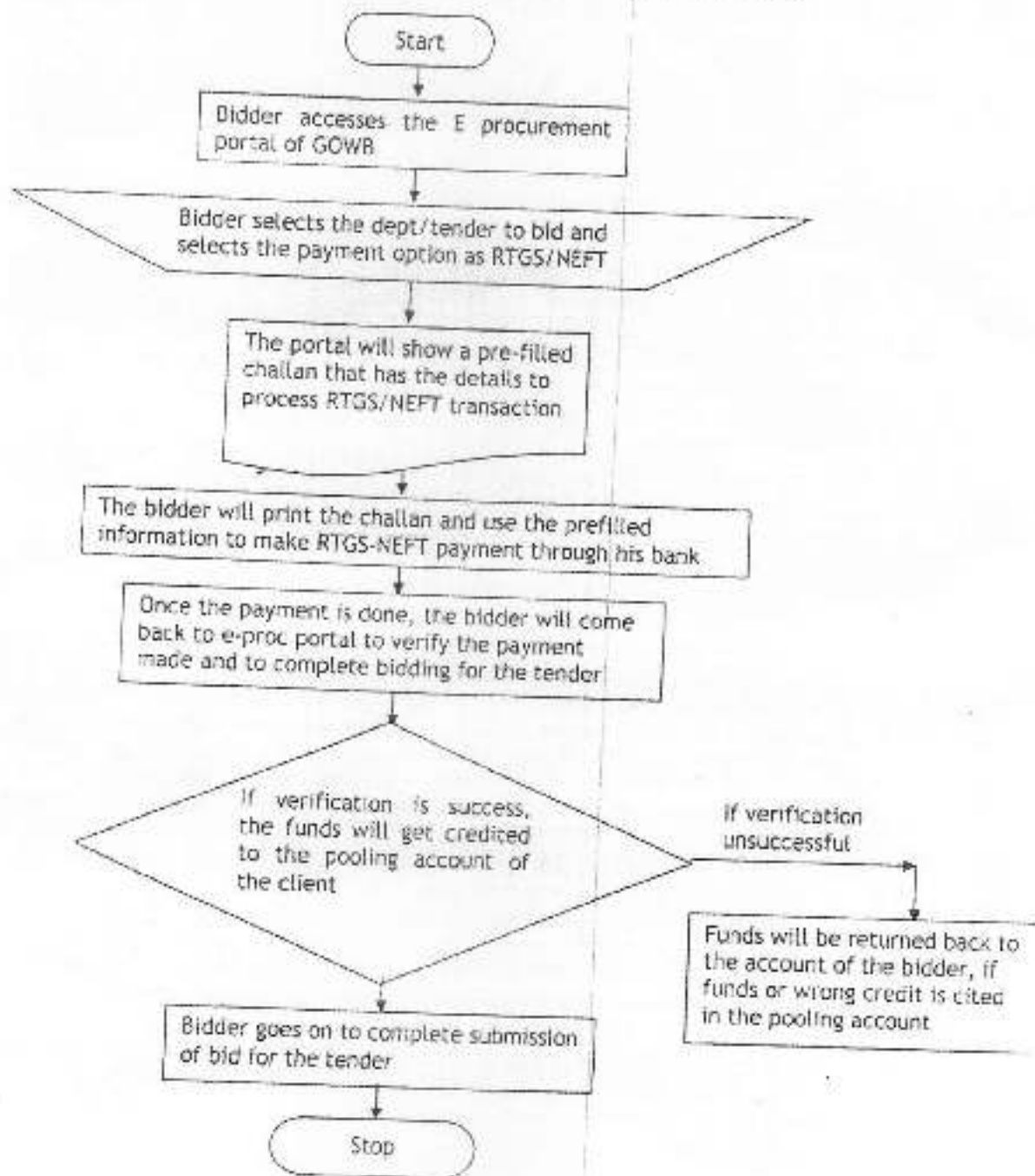
HELP DESK

<u>NAME</u>	<u>LOCATION</u> <u>NIC HELP DESK</u>	<u>CONTACT</u> <u>NO.</u>	<u>MAIL-ID</u>
Mr. ATANU BHUNIYA TANMOY LAHIRI NAZMUS SAHADAT MOLLA JAYANTA SAMANTA NILADRI HEMBRAM	WBPWD guest house, pranjali 3/2 st. Georgers gate road hasting more	033-22236236	wbehelpdesk@gmail.com
Mr. Habibulla Rahaman Mr. Bhaskar Rao Mr. CHANDAN DEY Mr. ROBIN DAS	Irrigation & Waterways dept Jalsampad bhavan. Jalsampad bhavan, Salt lake GROUND floor, Salt lake	9674961136	habibnic@gmail.com b.bhaskarrao30@gmail.com
CHINMAJY MANDAL (Murshidabad Helpdesk)	Office of Superintending Engineer, C.R. Das Road, P.O-Barhampore, Dist- Murshidabad, Pin-742101	8158999689 9641902796	hripwdmed@gmail.com
Mr. ARINDAM BERA (Midnapore Helpdesk)	MIDNAPUR HIGHWAY DIVISION NO.II PUBLIC WORKS(ROADS) DTE SAHEED MANGAL PANDEY SARANI PASCHIM MEDINIPUR:721101	9641961710	hripwdmed@gmail.com
DINESH MAHATO (Burdwan Helpdesk)	P.W.D. Burdwan Division, Altaf Club Court Compound, Burdwan	9932302439	hripwd.burdwan.helpdesk@gmail.com
Mr. RAJU DAS (Malda Helpdesk)	MALDA PWD HIGH DIVISION, SINGTALA BUS STOP-HANTA KALIBARI	9600262930	hripwdmid@gmail.com
Mr. NRUPAM NAG (Siliguri Helpdesk)	PWD NORTH BENGAL CONSTRUCTION DIVISION AIR VIEW MORE (NEAR 2 nd MAHANANDA BRIDGE) HILL CART ROAD SILIGURI - 734001	7501483711	hripwdnjb@gmail.com
ICICI Bank Help desk	NA	033-40267512 033-40267513	saptarshi.chandra@icicibank.com

Process for payment through Payment gateway (PG) (Annexure I)



Process for payment through RTGS/NEFT (Annexure 1)



Process of refund/settlement (Annexure III)

