



WEST BENGAL HOUSING BOARD

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

„A B A S A N“,

105, S. N. Banerjee Road, Kolkata – 700 014,

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

Fax : (033) 2264-1480 / 0979, Web site : www.wbhousingboard.in

Email : wbhousingboard@gmail.com

Memo. No. : - 665/Elec./HB/DD-II

Dated : 15.03.2019

NOTICE INVITING (E-QUOTATION)

E-QUOTATION No. 01/2018-2019/DD (EEW)-II/WBHB

The Deputy Director (EEW)-II, West Bengal Housing Board, invites quotation (Rate Quoted) for the work as detailed in the table below. (Submission of Bid through online).

Sl. No.	Name of the Work	Earnest Money. Rs.	Cost of Tender documents (Non-Refundable)	Period of completion.	Engineering in-charge of the work.	Eligibility of Bidder.
1.	“Day to Day maintenance & repair of existing electrical installation of ABASAN building & also regular operation and maintenance of DG set at ABASAN building under W.B.H.B. (i) Semi skilled wire man for electrical helper - 1 no. ii) Skilled wireman for D.G. set operator - 1 No.	Rs. 7500.00 (Rs. Seven Thousand) only	Cost of Tender documents is not required during participation in N.I.Q. (Rate quote)	12 (Twelve)) months	Deputy Director(EEW)-II	“Bonafide Resourceful contractors having experience in execution of similar nature of work”

1. In the event of e-filling, intending bidder may download the tender documents from the website: <http://wbenders.gov.in> directly with the help of Digital Signature Certificate
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://wbenders.gov.in>
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, West Bengal Housing Board. 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 Deputy Director (EEW)-II, Under West Bengal Housing Board on the scheduled date and time.

4. Eligibility criteria for participation in the tender.

- i) (a) The prospective bidders shall have satisfactorily completed 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 30% 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 (EEW), 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. :- 1) 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) The Bidders must have Electrical contractors License with Electrical supervisor holding supervisor competency on the requisite parts issued by the licensing Board of the concerned state Government for the type of work he shall execute. (A copy of this certificate shall be enclosing with the offer.)
- v) 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]
- vi) The Bidder should possess **GST Registration number (Last receipt of challan) / GST (effect 01.07.2017as applicable)** and copies of necessary documents. (Non statutory Documents)
- vii) The prospective bidder would also have **Provident fund enrolment number** issued by appropriate authority [Non statutory Documents].
- viii) 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].

- ix) In case of Proprietorship, Partnership Firms and the Company Tax Audited Report in **3CD Form** is 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]

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

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

- xii). Adjustment price (Increase or decrease) shall not be applicable for the proposed work.

- xiii) Retention money will be refund after completion.

- xiv) I.T. Deduction from every Bill as per norms.

- 5) 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 3 yrs. Vat Registration Certificate, Current P.F. Challan, Voter ID Card/AAdhaar Card.

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.Q. and Bid Documents (online) (Publishing Date)	15.03.2019 at 11-hrs
2.	Date & time of start of downloading Bid Documents (Online)	15.03.2019 at 11-hrs.
3.	Date & time of start of Bid submission (On line)	15.03.2019 at 11-hrs.
4.	Date & time of closing of Bid Submission (On line)	25.03.2019 at 18-00 hrs.
5.	Date & time of Bid opening for Technical Proposals (Online)	28.03.2019 at 11-00 hrs.
6.	Date of uploading list of technically qualified bidders (online)	To be notified.
7.	Date & time of Bid opening for Financial proposal (Online)	To be notified

Memo. No. :- 665/1(10)/Elec./HB/DD-II

Dated : 15.03.2019

Copy To:-

1. Vice-Chairman, HRBC, St. Georges Gate Road, Kolkata-700021
2. Chief Engineer, Housing Directorate, Govt. of W.B. N.S.Building, 1, K.S. Roy Road, Kol-700001.
3. Chief Engineer-I, WB HIDCO, "HIDCO BHABAN", Premises No. 34-1111, Major Artil Road, 3rd Rotary, New Town, Kolkata -700156.
- 4 Chief Municipal Engineer, Dev, & Planning Deptt., K. M. C., S.N. Banerjee Road, Kol-700014.
5. Superintending Engineer (P.W.D), Presidency Circle.-I, N.S. Bldg, 1, K.S.Roy Road, Kol-700001.
6. Superintending Engineer (P.W.D), Presidency Circle.-II, Hastings, and Kolkata-700027.
7. Superintending Engineer (P.W.D), Southern Circle. C.I.T. Bldg, P-16, India Exch. Place Extn, Kol-73.
8. Superintending Engineer (P.W.D), Bidhan Nagar Circle, Purta Bhawan, Salt lake, Kol-700091.
9. Superintending Engineer (P.W.D), Eastern Circle, 45, Ganesh Ch. Avenue, Kol-700013.
10. West Bengal Builder's Association, 119, Bepin Behari Ganguly Street, Calcutta - 7 0 0 0 12

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

. Memo. No. : - 665/2(10)/Elec./HB/DD-II

Dated : 15.03.2019

Copy To:-

1. Housing Commissioner, WBHB
2. Director (Engg.), WBHB
3. JHC & Secy., WBHB
4. FA-Cum-CAO, WBHB
5. CA-Cum-AP, WBHB
6. JD (EW)-I/II / III / (E.P.) / (EEW), WBHB
7. Senior Architect, WBHB.
8. L.A.O., WBHB with the request to publish the Notice in BOARD's Web site (Soft copy is being sent on e-mail)
9. Estimator, under JD (EEW), WBHB.
10. Notice Board.

**Deputy Director (EEW)-II,
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 [http:// wbtenders.gov.in](http://wbtenders.gov.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 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, NIQ documents along 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).

- vi. Declaration & Undertaking as per format given in Appendix-A, B & C of Qualification Information" (Section-2), "Special Terms & conditions"(Section-3), "Contract Data"(Section-4) and "Technical Specifications" (Section-5) and "Drawings"(Section-6) of the work.

A-2. Non statutory Cover Containing

- i. Professional Tax (PT) deposit receipt challan for the current financial year, PAN Card, Voter ID Card, Trade License, Income Tax Return Acknowledgement for the latest Assessment year, GST Registration Certificate, and GST 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 Three years(year just preceding the current Financial Year will be considered as year-I).
- vi. Structure & organization and List of technical staff (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 **Forms 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 **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 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. GST Registration Certificate. 2. PAN, Voter ID Card 3. Latest P. Tax (Challan) 4. Latest IT Return/ Saral. 5. GST 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 Credential – 2	1. Similar nature of work done & Completion certificate which is applicable for eligibility in this tender.
D	Man Power	Technical Personnel	List of Technical Staffs to be deployed along with Structures & Organization (as per N.I.T.)
E	Financial Information	Work in hand	1. Financial Statement (Section – „2“, Form – II) duly filled up with bid capacity. 2. Affidavits – X and Affidavits - Y. 3. Certificate of revolving line of credit by the Bank, if required.
		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)

i. Opening and evaluation of tender:-

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 Deputy Director (EEW)II 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 (percentage above/ below/ at par) 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 /Quotationer will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.T. 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 Three 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 Deputy Director(EEW)-II along with other authorised Engineer Officer(s) of WBHB electronically as per schedule date, time place.

b) After opening of Financial Bid, if situation demands, the Deputy Director (EEW)-II, 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.T., 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.

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

WEST BENGAL HOUSING BOARD

SECTION – 2

QUALIFICATION INFORMATION

FORM - I

PRE-QUALIFICATION APPLICATION

To
The Joint Director (EEW),
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-Filing:

- 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

Information of audited financial statements for the last year to demonstrate the current soundness of the Bidder's financial position:

1. The Bidder's Net Worth for the last year Calculated on the basis of Capital, profit and free reserved available to the firm should be positive.
2. Bidder's, who meet the minimum qualification criteria, will be qualified only if their available bid capacity at the expected time of bidding is more than the total estimated cost of the works. The available bid capacity will be calculated as under:

Assessed Available Bid capacity = $(A \times N \times 2 - B)$ where

A= Maximum value of engineering works in respect of Projects executed in any one year during the last five years (updated to the price level of the year indicated in table below under note) taking into account the completed as well as works in progress. The projects include turnkey project/item rate contract/Construction works.

N= Number of years (i.e.year) prescribed for completion of the works for which bids are invited (Less than 6 months will be treated as half year).

B= Financial Liability of the bidder to be incurred for existing commitments and on-going works during the period of the subject contract.

To Calculate the value of "A"

i) A table containing value of Engineering works in respect to Projects (Turnkey projects/item rate contract /Construction works) undertaken by the bidder during the last 5 years is as follows:

Sl. No.	Year	Value of Engineering Works Undertaken w.r.t. projects (Rs. In Lakh)
1.	Year – 3	
2.	Year – 2	
3.	Year – 1	

ii) Maximum value of projects that have been undertaken during the F.Y. out of the last 3 years and value thereof is Rs. Lakh (Rupees.....). Further, value updated to the price level of the year indicated in Table is as follows:

Rs. Lakh X (Updation factor as per table annexed) = Rs. Lakh (Rupees).

Table indicating The factor for the year for updating to the price level is indicated as under :

Sl. No.	F.Y./Calendar year	Updation factor
1.	Year - 1	1.00
2.	Year – 2	1.05
3.	Year – 3	1.10

iii) Net worth for the last year of (name of the company) is ----- .

(Signature, Name & Designation of Authorised Signatory)

For & on behalf of -----
-(Name of Applicant).

Name of the Statutory Auditor,s Firm :

Seal of the Audit Firm :

(Signature, Name, Designation and Membership No. of authorised signatory).

To calculate the value of “B”

3. A table containing value of all the existing Commitments and on-going workings to be completed during the next years (prescribed time for completion of the works for which Bids are invited) is as follows:

Sl. No.	Name of Work / project	Name of Employer	%age of Participa- tion of Bidder in the work/ Project	Stipulated dates of start & comple- tion	Value of Contract as per agree- ment (Rs.)	Value of Work com- pleted (Rs)	Balance value of work to be com- pleted (Rs.)	Antici- pated date of Com- pletion	Financial Liability to be incurred for the said work / project during the period of the subject contract (Rs.)
1	2	3	4	5	6	7	8	9	10

.....
.....
Signature, name and designation of
Authorised Signatory

For and on behalf of
.....(Name of the
Applicant)

Note:

1. All the documents to be submitted in support of Financial Statement must be duly signed and sealed by the applicant/bidder and authenticated by Statutory Auditor's firm.
2. In case of a Joint Venture, Lead Member of such joint venture shall be required to meet 60% of required Bid Capacity and each of the Joint Venture Members shall be required to meet at least 30% of requirement of Bid capacity. Bid Capacity of all the members in total should be at least 100% of required Bid Capacity.

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/Employer	Tendered Amount	% of work executed	Sl. No.	Name of the work with Tender No. and Tender Inviting Authority/Employer	Tendered Amount

Date -----

Signed by an authorized officer of the Firm -----

Title of the Officer -----

Name of the Firm with Seal -----

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 ----- or any of our constituent partner had been debarred to participate in tender by the Department (WBHB) or by any State Government Department/ Public Sector Undertaking or Enterprise of State Government 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 agrees 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.

Date -----

Signed by an authorized officer of the Firm -----

Title of the Officer -----

Name of the Firm with Seal -----

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

SECTION - 2

FORM- III

STRUCTURE AND ORGANISATION

A.1 Name of applicant :

A.2 Office Address :

Telephone No. and Cell Phone No. :

Fax No. :

E mail :

A.3 Details of Bank Accounts

i) Name of Bank :

ii) Name of Branch and Address with Phone No. :

iii) Account No. :

iv) MICR No. :

v) IFSC Code :

A.4 Attach an organization chart showing the structure of the company names of Key personnel and technical staff with Bio-data/Position :

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

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

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 to be furnished as per format given below complying the minimum requirements as per Cl. 4(iii) of NIT (Attach documents of Qualification & Experience).).

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

Date -----

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

SECTION – 2

FORM – VI

EXPERIENCE PROFILE

Name of the Firm:

LIST OF WORKS / PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE CONTRACT WORK HAVING MORE THAN 40% OF THE ESTIMATED COST PUT TO TENDER EXECUTED DURING THE LAST FIVE YEARS.

<i>Name of Employer</i>	<i>Name, Location and nature of work</i>	<i>Contract price in Indian Rs.</i>	<i>Percentage of Participation of company</i>	<i>Stipulated Date of start & Completion of work</i>	<i>Actual Date of start & Completion of the work</i>	<i>Completion Cost</i>	<i>Reasons for delay in completion (if any)</i>

Note: a) Certificate from the Employers to be attached

b) Non-disclosure of any information in the Schedule will result in disqualification of the firm

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

SECTION-2
APPENDIX – A

DECLARATION - A

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein along with the drawing attached. I/We have also carefully gone through the priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender to complete the proposed construction as per drawings referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We also agree to procure tools and plants, at my/our cost required for the work.

Date -----

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

SECTION-2

APPENDIX – B

DECLARATION – B

- I, the undersigned declare that all the statements made in the attached documents in respect of mode of ownership of machineries are true and correct.
- Certified that required specified machineries for the works under this NIT will be installed at the working site with 7 days (maximum) from the date of LOA / Work Order.
- Certified that I have applied in the Tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.
- Certified that I have applied in the Tender in the capacity of individual/ as a partner of a firm and I have not applied to works under NIT restricted to maximum one no. works, if more than one work in the same NIT.
- Certified that I have access to or have available liquid assets (aggregate of Working Capital, Cash-in-Hand, uncommitted Bank Guarantees) and/or credit facilities not less than 10% of the estimated cost put to tender.
- I, the undersigned do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found / ascertain to be incorrect / fabricated / misrepresented / fraudulent etc. accordingly tender will be liable to be cancelled / terminated immediately & I / my firm / company shall also be liable to be prosecuted under Section 197, 199 & 200 of Indian Penal Code, 1860 along with Section – 71 & Section – 73 of Indian Information & Technology Act. 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money / Security Deposit.

Signed by an authorized officer of the firm.

Title of the officer

Name of the Firm with Seal

Date:

SECTION-2
APPENDIX- C

UNDERTAKING
(Bid Validity)

The undersigned do hereby undertake that our Firm M/s -----

agree to abide by the Bid for a period of ----- days after the dead line date for Bid submission and it shall be binding on us and the same may be extended at any time before the expiration of that period.

Date -----

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

WEST BENGAL HOUSING BOARD

SECTION – 3

Special Terms & conditions

C.1 General:

Unless otherwise stipulated in the BOQ or Technical Specification of this Tender, all the works are to be done as per general conditions and general specifications as mentioned

C.2 Definition of Engineer-in-Charge and commencement of work:

The word “Engineer-in-Charge” means the Deputy Director (EEW)-II, W BHB of the project concerned. The word “Department” appearing anywhere in the tender documents means West Bengal Housing Board, The word “approved” appearing anywhere in the documents means approved by the Engineer-in-Charge. In case, the work is transferred to any other Deputy Director, the Deputy Director under whom the work will be executed should be treated as the Engineer-in-Charge. The work shall have to be taken up within **seven days** of the receipt of the formal work order or otherwise mentioned therein. Failure to do so will constitute a violation of the contract stipulation as regards of proportionate progress and timely completion of work and the contractor will thereby make himself liable to pay compensation or other penal action as per stipulation of the printed tender form.

C.3 Possession of the Site:

The Engineer-in-charge will give possession of all parts of the site to the contractor by the site possession date stated in Contract Data.

C.4 Co-operation with other agencies and damages and safety of users:

All works are to be carried out in close co-operation with the Department and other contract or contracts that may be working in the area of work. The contractor must see that all damages to any property which, in the opinion of the Engineer-in- Charge are due to the negligence of the contractor are promptly rectified by the contractor at his own cost and expenses and according to the direction and satisfaction of the Engineer-in- Charge.

C.5 Personnel:

The Contractor shall employ the key technical personnel named in the Qualification information declaration / NIT or other technical persons approved by the Engineer-in-charge.

If the Engineer-in-charge asks the Contractor to remove a person who is a member of the Contractor's staff or his work force stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the Works in the Contract.

C.6 AmenitiesforContractors:

All materials, tools and plants and all labour (skilled and semi skilled) including their housing ,water supply, sanitation, light, procurement of food for contractors staff and crews, medical aids etc. are to be arranged for by the contractor at his own cost. The cost for transportation of labour, materials and all other incidental items as required f o r work shall also have to be borne by the Contractor without any extra claim from department.

C.7 Power of Attorney:

The Provision of the power of attorney, if any, must be subject to the approval of the Department. Otherwise the Department shall not be bound to take cognizance of such attorney.

C.8 Contractor's SiteOffice:

The contractor shall have an office adjacent to the work as may be approved by the Engineer-in- Charge where all directions and notice of any kind whatsoever, which the Engineer-in-Charge or his representative may desire to give to the contractor in connection with the contract, may be left or sent by post to such office or delivered to the contractor's authorised agent or representative. For such intimation to the contractor's site office, it shall be deemed to be sufficient enough to be served upon the contractor.

C.9 Setting out of the work:

The contractor shall be responsible for the true and perfect setting out of the work and for the correctness of the position, levels, dimensions and alignments of all parts of work, if any rectification or adjustment becomes necessary the contractor shall have to do the same according to the direction of the Engineer-in-Charge. During progress of works, if any, error appears or arises in respect of position, level, dimensions or alignment of any part of the work, the contractor shall, rectify such defects to the satisfaction of the Engineer-in-Charge. Any setting out that may be done or checked by either of them shall not in any way relieve the contractor from their responsibility for correctness and rectification thereof.

C.10 Safety, Security and Protection of the Environment:

The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein:

- (a) have full regard for the safety of all persons and the works (so far as the same are not completed or occupied by the department),
- (b) Provide and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the Engineer-in-Charge for the protection of the Works or for the safety and convenience of the public or others,
- (c) take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation,
- (d) ensure that all lights provided by the Contractor shall be screened so as not to interfere with any signal light of the railways or with any traffic or signal lights of any local or other authority.

C.11 Procurement of materials:

All materials as per agreement required to complete execution of the work shall be supplied by the Department after procurement from authorised and approved source.

C.12 Timely completion of work:

All the supply and the work must have to be completed in all respects within the time specified in Notice Inviting Tender from the date of commencement as mentioned in work order. Time for completion as specified in the tender shall be deemed to be the essence of the contract.

C.13 Tender Rate:

The contractor should note that the tender is strictly based on the rates quoted by the contractor on the

Priced schedule of probable item of work. The quantities for various other items of works as shown in the priced schedule of probable items of works are based on the drawing and design prepared by the Department. If variations become necessary due to design consideration and as per actual site conditions, those have to be done by the contractor at the time of execution at the rate prescribed in the tender condition. **No conditional rate will be allowed in any case.**

C.1 ADDITIONAL TERMS AND CONDITIONS:

(a) The work shall have to be carried out complying in all respects with the requirements of the Indian Electricity Rules in force for the time being.

(c) The work shall be carried out in the best workmanlike manner.

(d) The contractor shall employ adequate labours to complete the work within the Scheduled time and shall make his own arrangements for housing labour and storing materials etc... A full time experienced electrical Supervisor having electrical supervisor's license issued by the licensing board of respective state shall be employed by the Contractor who will remain at site of work to receive orders or any other instructions from the Engineer-in-charge. The Contractor shall satisfy the Engineer-in-charge that he has trained labour for doing the intended works. The Engineer – in Charge shall have the right to stop the work if the Contractor's Supervisor is not present when the work is being carried out.

(e) All materials used in the work shall be as per the specifications of relevant item of work and conforming to the relevant specifications of BIS.

(f) The material of approved make shall be acceptable. If the Contractor wishes to use any material of any other make/ type, he must obtain permission of the Engineer- in- Charge in writing.

(g) The Contractor must possess a valid electrical contractor's license with Electrical Supervisor holding Supervisor competency on the requisite parts issued by the Licensing Board of the concerned State Government for the type of work he shall execute, valid trade license

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

WEST BENGAL HOUSING BOARD

SECTION - 4

CONTRACT DATA

- | | | |
|----|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 1. | The Employer is | WEST BENGAL HOUSING BOARD |
| | Represented by - | Deputy Director (EEW)-II,
West Bengal Housing Board. |
| | Address | “ABASAN”
105, S.N. Banerjee Road.
(4 th floor) Kolkata-700014,
West Bengal |
| 2. | The Engineer-in-Charge is -
Address | Deputy Director (EEW)-II
“ABASAN”
105, S.N. Banerjee Road.
(4th floor) Kolkata-700014,
West Bengal. |
| 3 | Day to Day maintenance | 12 month / 365 days. |
| 4. | The Start Date shall be | 7 days from the date of issue of
'Notice to proceed with the
work' (i.e. Work Order). |
| 5. | The Intended Completion Date for the whole of Works is 12 (twelve)
months from date mentioned in the Work Order. | |
| 6. | The Site is located at ABASAN building.105, S.N.Banerjee Road. Kolkata-14 | |
| 7. | The name and identification number of the Contract is ----- | |

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8. The following documents shall form part of the Contract:
- i) Letter of Acceptance, Notice to proceed with the work (i.e. work order).
 - ii) NIQ with all addenda-corrigendum,
 - iii) Instruction to Bidders (Section-1)
 - iv) Filled up forms of Qualification Information (Section-2)
 - v) Special Terms & Conditions (Section-3)
 - vi) Contract Data (section-4)
 - vii) Technical Specification (Section-5)
 - viii) Bill of Quantities (BOQ)
 - ix) Any other document forming part of the Contract.
 - x) Agreement.
9. The site possession Dates shall be 7days from the date of issue of Work Order.

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

WEST BENGAL HOUSING BOARD

SECTION-5

Technical Specification

D. 1. General:

The information given hereafter is without any prejudice. The intending bidders should satisfy themselves regarding the latest conditions of the site and its surroundings by personal check and investigation.

D. 2. Name of Work: Day to Day maintenance & repair of existing electrical installation of ABASAN building and also regular operation & maintenance of D.G. set at ABASAN building under West Bengal Housing Board)

- i) Semi skilled wireman for electrical maintenance – 1 No.
- ii) Skilled wireman for D.G. set operator – 1 No.

D. 3 Location: ABASAN building under W.B.H.B.

D.5.Working condition:

During execution of work, contractor will remain responsible for providing unhindered passage to traffic on road adjacent to site, providing lighting and guarding arrangement during night for safety and no extra cost will be paid on this account.

Work may be required to be executed on urgent basis.

Arrangement is to be made by the bidder and the cost of such arrangement shall be deemed to have been included in the rates of relevant items.

Bidder should make his own arrangement for necessary power of lighting, Welding, running of Pumps etc. and the cost for such arrangement shall be deemed to have been included in the rates quoted by the bidder.

Work shall have to be executed in accordance with the rules and regulations in vogue of Government of West Bengal and local Authorities.

D. 6. Specifications:

Details of Specifications to be followed in the proposed work are given here-in-after in the Price Schedule (BOQ). Unless otherwise stipulated in the BOQ or Technical Specification of this Tender, all the works are to be done as per general conditions and general specifications as mentioned

Work shall have to be executed in accordance with the rules and regulations in vogue of Government of West Bengal and local Authorities.

**Deputy Director (EEW)-II,
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/PRIs, 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:

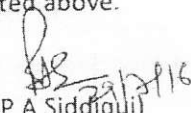
- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, 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 –
- a) 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.
 - b) 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:

- i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.
- ii. 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.
- iii. 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.
- iv. 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)

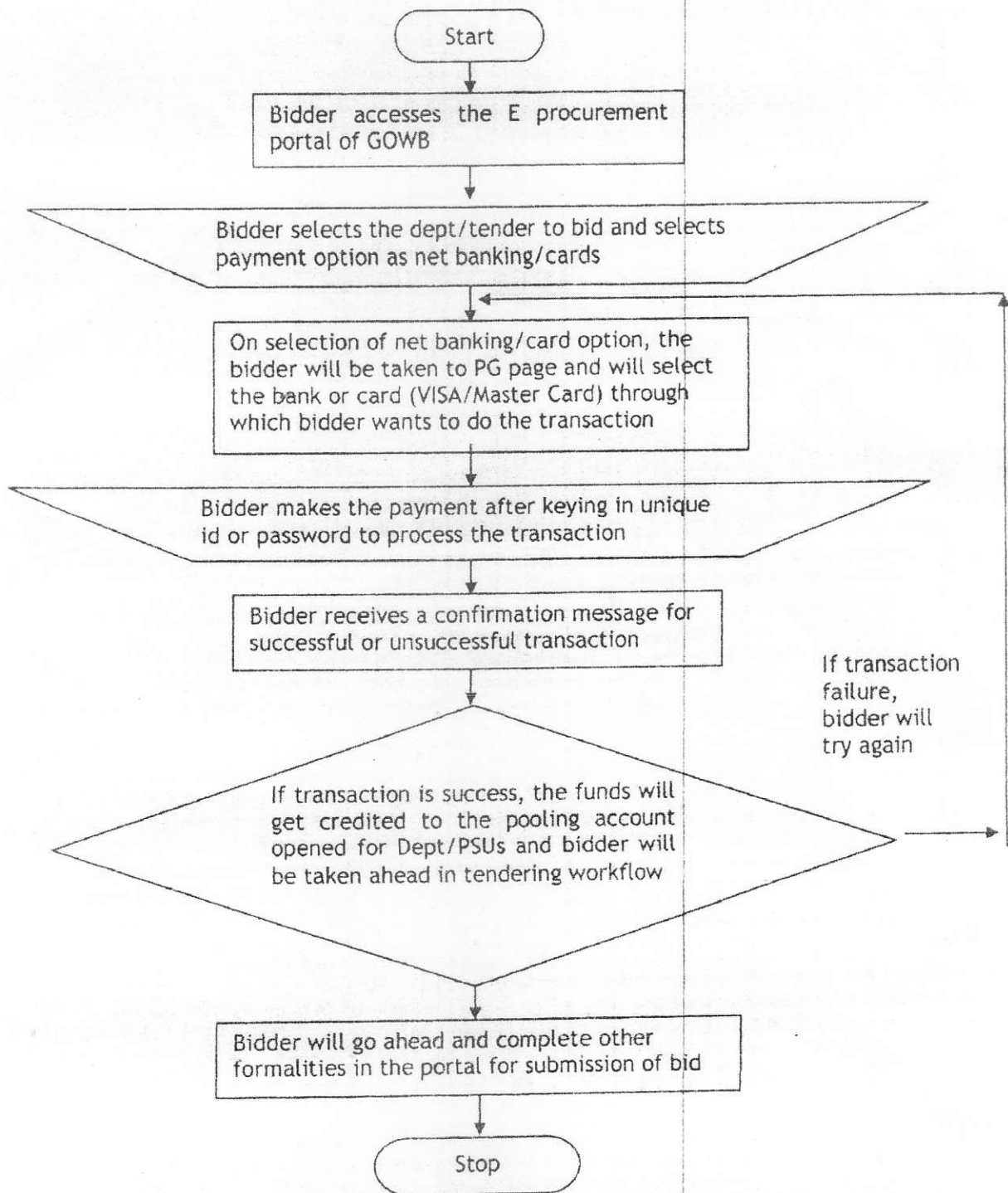
Secretary to the
Government of West Bengal
Finance Department

NIC & ICICI BANK E-PROCUREMENT

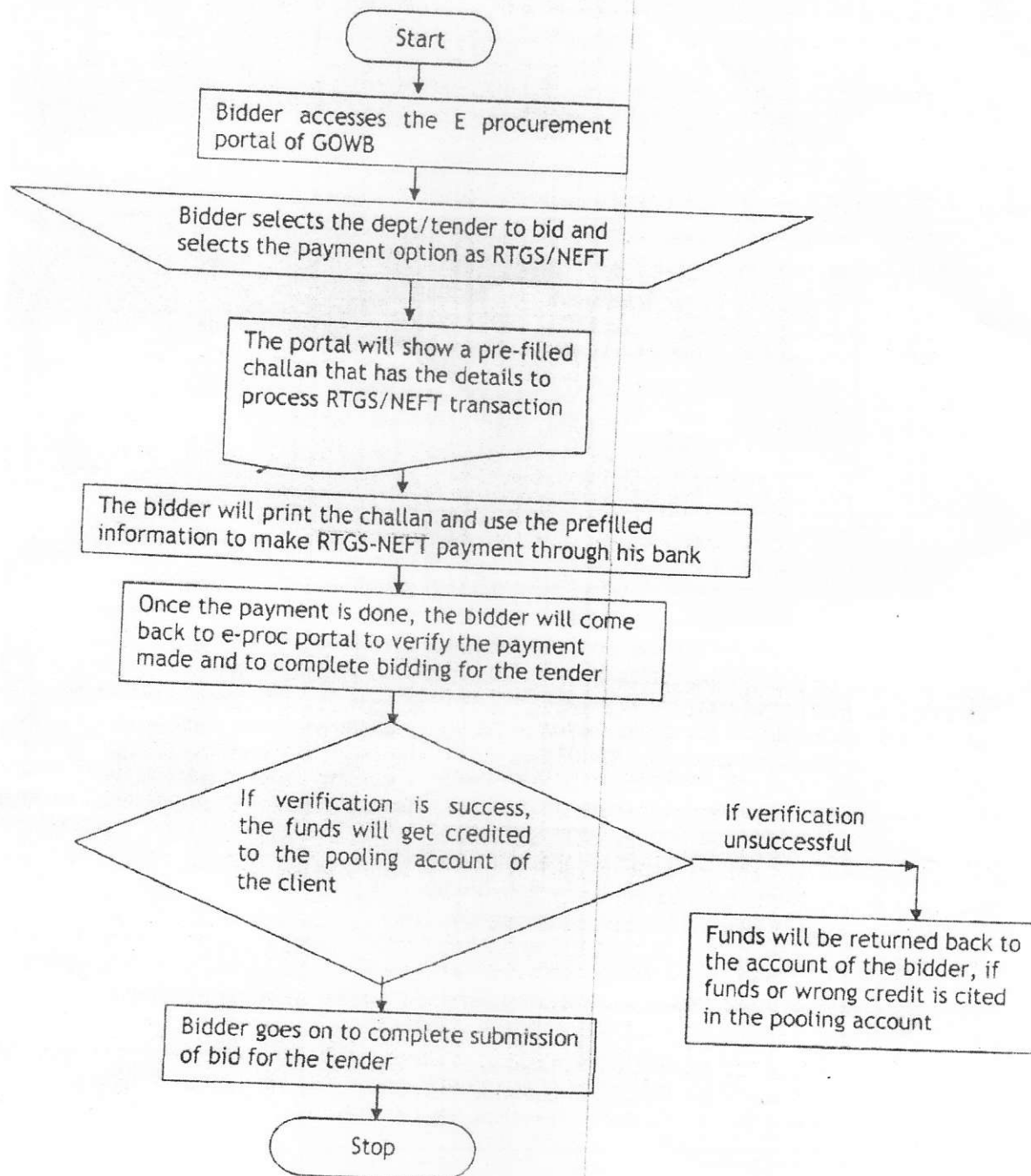
HELP DESK

<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	9874961136	habibnic@gmail.com b.bhaskarrao30@gmail.com
CHINMAOY MANDAL (Murshidabad Helpdesk)	Office of Superintending Engineer, C.R. Das Road, P.O-Berhampore, Dist.- Murshidabad, Pin-742101	8158999869 9641902796	hripwdmsd@gmail.com
Mr. ARINDAM BERA (Midnapore Helpdesk)	MIDNAPUR HIGHWAY DIVISION NO.II PUBLIC WORKS(ROADS) DTE SAHEED MANGAL PANDEY SARANI PASCHIM MEDINIPUR:721101	9641951710	hripwdmed@gmail.com
DINESH MAHATO (Burdwan Helpdesk)	P.W.D. Burdwan Division, Aftab Club Court Compound, Burdwan	9932302439	hripwd.burdwan.helpdesk@gmail.com
Mr. RAJU DAS (Malda Helpdesk)	MALDA PWD HIGH DIVISION,SINGTALA BUS STOP-HANTA KALIBARI	9800262930	hripwdmld@gmail.com
Mr. NIRUPAM NAG (Siliguri Helpdesk)	PWD NORTH BENGAL CONSTRUCTION DIVISION AIR VIEW MORE (NEAR 2 ND MAHANANDA BRIDGE) HILL CART ROAD SILIGURI - 734001	7501483711	hripwdjg@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 II)



Process of refund/settlement (Annexure III)

