



WESTBENGALHOUSINGBOARD

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

‘ABASAN’, 105, S. N. Banerjee Road, Kolkata-700014,

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 :- 242/DD(EP)-III /HB

Date:- 10.11.2023

NOTICE INVITING QUOTATION

NIQ No:-WBHB/DD(EP) - III/NIeQ-12/2023-24 (2ND CALL)

The Deputy Director (EP)-III, West Bengal Housing Board, invites e-Quotation for the work detailed in the table below (Submission of Bid through online):-

Name of Work	Earnest Money	Cost of Bidding documents (Non-refundable)	Period of Completion	Officer in-charge of the work	Eligibility of Bidder
Maintenance & Cleaning, Sweeping and Pest Control works in the office premises of “ABASAN” Building under West Bengal Housing Board, 105 S.N. Banerjee Road, Kolkata – 700014.	Rs. 5000.00 To be deposited in the mode of ONLINE (Netbanking / NEFT / RTGS)	During participation, cost towards quotation documents need not required to be paid, only successful bidder has to pay cost of three copies of documents for agreement as per norms which will be communicated latter on i.e. through L.O.A.	12 (Twelve) months	DD(EP)-III	Bonafied and Resourceful Agencies having experience in similar nature of work fulfilling requisite eligibility criteria as stated in the NIQ Eligibility.

Scope of Work

Location	Work to be executed
All Floors	Dusting/Cleaning of Tables, Chairs, files etc. for every working day.
Basement	Dry sweeping and wet mopping in Store room, Record room for once in a week and rest portion dry sweeping and wet mopping in every alternate day.
Ground Floor	Dry Sweeping (except bank and shops area) and wet mopping in lift lobby and canteen area for every working day.
1st Floor	Dry sweeping and wet mopping for every working day.
2nd Floor	Dry Sweeping and Wet mopping up for every working day.
3rd Floor	Dry Sweeping and wet mopping for every working day.
4th Floor	Dry Sweeping and wet mopping for every working day.
5th Floor	Dry Sweeping and wet mopping for every working day.
Roof	Dry Sweeping for two times per month.
Garage	Dry Sweeping for every day.

Garden	Dry Sweeping and sprinkling water on trees for every working day.
Lift	Dry Sweeping and wet mopping for every working day.
Periphery of Abasan Building & Garden Area.	Dry Sweeping in every working day.
Stair case (Front & Back)	In all floors Dry sweeping and wet mopping for every working day.
Lift lobby	In all floors Dry sweeping and wet mopping for every working day.
Gents & Ladies Toilet	All points to be cleaned with disinfectant cleaner. Cleaning and washing with branded phenyl (floor, wash Basin, water closets and urinals) for every working day. Naphtholin ball is to be used in urinal.
Tables ,Chairs & Files	Dry mopping up tables, chairs and Files on table and rack in used in all floors for every working day.
Sofa	Dry cleaning with feather duster in every working day.
Garbage	Garbage to be cleaned at regular time interval after segregation. No littering or mixing of garbage will be allowed. Garbage to be discharged at designated place as per standing order of WBHB.
Pest Control	Used for two times per month in every floor.
Room Freshener	To be spread inside of lift, Chairperson's chamber, Vice Chairman's Chamber, Housing Commissioner Chamber, F.A cum C.A.O, J.H.C.& Secretary's Chamber and Board meeting Room as and when required.
Towel Cleaning	6 Nos. Big (Back of Seat) & 6 Nos. Small Towels cleaning one time per month.
Curtain Washing	2 Nos. Curtain washing one time per month.
Aluminium Glass Door	Cleaning once in every week.
	Any where soot/Smut/Cobweb dust in the Building premises it needs to be cleaned with Swing broom. Wet mopping in all floors (open area) only including front and rear staircase in every Saturday.

1. In the event of e-filling, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate & **Earnest Money has be deposited by the bidder electronically:**

- i) online through his net banking enabled bank account, maintained at any bank or:
- ii) online through any bank by generating NEFT/ RTGS challan from the e-tendering portal.
 - (i. [Net banking \(any of the banks listed in the ICICI Bank Payment gateway\)](#)

ii) [RTGS/NEFT payment through bank account in any bank.\)](#)

Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from e Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.

The rate of the Tender of contract is to be submitted duly digitally signed in the website within stipulated date and time. The hard copy of the documents given online should be submitted.
The lowest bidder should produce in original to the office of undersigned for verification.

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://wbtennders.gov.in> as per Tender time schedule stated in Sl. No.10.

The documents submitted by the bidders should be properly indexed & digitally signed.

3. The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL Document (both statutory and non-statutory) of the Bidder found qualified by the, Tender Inviting Authority. The decision of the Tender Inviting Authority will be final and absolute in this respect. The both list of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the Deputy Director (EP) 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 Deputy Director (Engg. Planning) at the address mentioned below.

5. Address for Communication :

Deputy Director (Engg. Planning) - 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 Quotation.

i) Intending Bidders should produce credentials of a similar nature of services for at least one work under Govt. Sector, Semi Govt. Sector, Corporations, Govt. Companies, Boards, Autonomous/Statutory Bodies, Reputed Bank, Local Bodies, etc. and having a magnitude of **Rs.120000/-** of the **Work value** put to Tender during 5(five) years prior to the date of issue of this Tender notice of similar nature.

(ii) Intending bidders should produce credentials of 2(Two) similar nature of work, each of the minimum value of Rs.100000/- of the Rate quoted amount put to the tender during 5(Five) years prior to the date of issue of the tender notice; or,

iii) Intending bidders should produce credentials of one single running work of similar nature which has been completed to the extent of extent of **75% (Seventy five percent)** or more and value of which is not less than the desired value at (i) above.

In case of running works, only those bidders who will submit the certificate of satisfactory running work from the concerned Deputy Director (EP)-III, or equivalent competent Govt. 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.

iv) Credential/completion certificate should contain a) Name of work (b) Name and address of Client (c) Amount put to tender, (d) Date of commencement of work (e) Date of completion of work (f) Reason for abnormal delay, if any (g) Final bill amount.

N.B. 1) Credential/completion certificate should contain a) Name of work (b) Name and address of Client (c) Amount put to tender, (d) Date of commencement of work (e) Date of completion of work (f) Reason for abnormal delay, if any (g) Final bill amount.

2) Credential certificate issued by the Executive Engineer or equivalent competent authority of a state/ central Govt, state / Central Govt, undertaking, statutory, autonomous bodies constituted under the statute of the Central / state Govt. On the executed value of work will only be taken as credential.

3) Payment Certificate will not be treated as credential.

v) The proposals for this contract will be considered only from those bidders (Proprietorship firms, partnership firms, companies, corporations, consortium etc.), who meet requisite eligibility criteria subject to complying with the provisions.

vi) Bidder must not have been blacklisted or deregistered by any central / state Government department or public sector undertaking. Also no work of the bidder must Have been rescinded by client after award of contract during last 5 years. The bidder should submit undertaking to this effect in proforma as given in Vol. I, Section 3C.

vii) Bidder should submit a written power of attorney (duly Registered/Notarised) authorizing the signatory of the bid to commit the bidder.

viii) Bidder must submit the valid Pest Control Operation license From VIII,[See Rule10(4)] issued by Joint Director of Agriculture(PP & QC),West Bengal & Licensing Authority.

ix) Copies of Income Tax Return Acknowledgement Receipt for the Assessment year **2023-24** / latest P.T certificate/ P.T. (Deposit Challan) / Pan Card / Valid Trade licence are to be accompanied with the Technical documents. (**Non Statutory Documents**)

x) The agency should possess **G.S.T Registration number** and copies of necessary to this effect is to be submitted along with technical documents [Non statutory Documents].

xi) The prospective bidder would also have documents in support of valid **Provident fund enrolment No and. ESI registration and GST registration** issued by appropriate authority [Non statutory Documents].

xii) The Partnership Firm shall furnish the registered / notarized partnership deed and the company shall furnish the **Article of Association and Memorandum**. [Non statutory Documents].

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

xiv) LI will be calculated according to the overall the total quoted amount not on individual item of schedule of works.

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 opening. 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. Earnest Money : The amount of Earnest Money Rs.5000/- is to be submitted in the mode of ONLINE (Netbanking / NEFT / RTGS) in favour of '**WEST BENGAL HOUSING BOARD**' against the work. This clause is applicable for all categories of applicants. **Successful bidder should comply 2% of EMD before issuance of work order.** Earnest money so deposited by the successful tenderer shall on issuance of work order be automatically converted into part security money and a balance of 8% of amount of each running account bill shall have to be deducted to make it a total 10 % of security deposit of the work.

10. Important Information: Date& Time schedule

Sl. NO.	Particulars	Date & Time
1.	Date of uploading of N.I.Q. and Bid Documents(online) (Publishing Date)	17.11.2023 at 11-00 hr.
2.	Date & time of start of downloading Bid Documents(Online)	17.11.2023 at 11-00 hr.
3.	Date and Time of Start of Bid Submission (On line)	18.11.2023 at 11-00 hr.
4.	Date and Time of Closing Bid Submission (On line)	27.11.2023 at 12-00 hr.
5.	Date and Time of Bid opening for Technical proposal (Online)	29.11.2023 at 12.00 hr.
6.	Date of Uploading list for Technically Qualified Bidders (Online)	To be notified during Uploading of Technical Evaluation Sheet of Bidders
7.	Date and Time of Bid Opening for Financial proposal (Online)	To be notified during uploading of Technical evaluation sheet of Bidders

11. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting e-Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

12. Refund of EMD: The Earnest Money of all the unsuccessful Tenderers, deposited online, shall be refunded in accordance with the Memorandum of the **Finance Department vide No. 3975-F(Y) dated 28th July, 2016. (Refer - in Bidders Guideline/Instruction to Bidders).**

13. The Quotation 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 Quotationer at the stage of Bidding.

14. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in NIQ 'and various conditions in "Conditions of Contract", before Quotating the bids.

15. No Conditional/Incomplete Quotation will be accepted under any circumstances In case of ascertaining the authority of the intending bidders at any stage of Quotation processor execution of work, necessary registered irrevocable power of attorney in original list to be produced for verification as and when asked for by the Quotation Inviting & Accepting Authority /Officer-in- Charge.

16. During the scrutiny, if it comes to the notice to Quotation inviting authority that the credential of any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the Quotation and that application will be out rightly rejected without any prejudice.

The Quotation 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.

17. During the process of scrutiny of Quotation document, the Quotation 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 Quotation Inviting Authority without assigning any reason thereof.

18. In case if there be any objection regarding Prequalifying the Agency, that should be lodged to the Chairman, Tender Evaluation Committee/Tender inviting Authority within 48 hours from the date of publication of list of qualified Bidders and beyond that tie schedule no objection will be entertained by the Tender Evaluation Committee/ Tender inviting Authority.

19. Qualification criteria.

The Quotation inviting & Accepting Authority through a 'Tender Inviting Authority' will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

a) Technical Capability

b) Experience / Credential.

The eligibility of a bidder will be as curtailed on the basis of the digitally signed documents in support of the minimum criteria as mentioned in NIQ. If any document submitted by a bidder is found either manufactured or false, in such cases the eligibility of the bidder/Quotationer will be out rightly rejected at any stage without any prejudice with for feature of earnest money forth with or will be debarred from participation in any Quotation within the jurisdiction of WBHB for a period of 1(one) year or more as deemed fit by the Quotation Inviting authority.

20. "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 Quotation 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 Quotation. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1998"

21 . Deduction of Taxes & duties:- As applicable, as per norms.

22. The documents forming the Contract shall be interpreted in the following order of priority :
- i) Agreement,
 - ii) Letter of Acceptance, Notice to proceed with the work (i.e. Work Order),
 - iii) Contractor's Bid,
 - iv) Notice Inviting Quotation with all addenda & corrigendum, if any along with Instruction to Bidders
 - v) Contract Data,
 - vi) Bill of Quantities(BOQ),
 - vii) Terms and condition for the work
 - viii) Additional Terms and conditions
23. Check List for submission of NleQ

- NleQ Document.
- Eligibility criteria
- EMD in the mode online (Net Banking/NEFT/RTGS)
- Stated completion Certificate
- Type of Firm
- Acknowledgement Receipt of Income tax return for Assessment year **2023-24**.
- Pan card Xerox copy.
- Latest P.Tax Challan/certificate
- GST registration details.
- P.F enrolment document
- ESI enrolment document
- Valid Trade license
- A written power of attorney authorizing the signatory of the bid.

24. The authority reserves the right to withheld payment if the work is not done with in time if not otherwise extension of time is allowed by the Tender inviting authority

Deputy Director (EP) - III
West Bengal Housing Board

Memo .No:- 242/1(08)/DD(EP)III/HB

Dated:- 10.11.2023

Copy forwarded for information to the:

1. Housing Commissioner, WBHB
2. Director (Engineering), WBHB
3. CA cum AP, WBHB
4. FA cum CAO,/D.F.A.cum DCAO, WBHB
5. Joint Director (EEW). WBHB
6. Join Director (EP/EW) /WBHB
7. A.D (EW), WBHB.
8. Notice Board

Deputy Director (EP)-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 NIQ 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 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(Tech file)**

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. Earnest money against the work in favour of **West Bengal Housing Board**.

- iv. NIQ with all agenda & corrigendum and Instruction to Bidders (Section-1) to be uploaded duly Digitally Signed. (Rate is to be quoted only in the B.O.Q. under Financial Bid. In case of quoting of any rate in Printed Tender Form, the tender will be summarily rejected).
- v. Declaration & undertaking as per format given in Appendix -A, of Qualification information (Section-2,Form1),Section2,Appindix-D for Bid validity,Section3c,Vol-1undertakingfor not Black listed, Section2,Appindex-A for Declaration by the Tenderer.

A-2. Non statutory Cover Containing

- i. Valid Professional Tax(PT) deposit receipt challan/ certificate , valid Trade licence, PAN Card, IT Return acknowledgement of the latest Assessment year , GST Registration No.
- ii. Provident Fund Enrolment No. And ESI Registration No
- iii. Registration Certificate under Company Act. (if any).
- iv. Registered Deed/Notarized deed of partnership Firm/ Article of Association and Memorandum.
- v. Registered/Notarized Power of Attorney (For Partnership Firm/ Private Limited Company,)
- vi. 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 Rs.120000/- during the last 5(five) years prior to the date of issue of this NIQ. Or intending tenders should produced credentials of 2 (Two) similar nature of work of the minimum value of 100000/- during 5(Five) years period to the date of issue of the tender notice, or Intending bidders should produce credentials of one single running work of similar nature which has been completed to the extent of extent of **75% (Seventy five percent)** or more and value of which is not less than the desired value at (i) above is to be furnished. Scanned copy of Original Credential Certificate as stated in 4(i) of NIQ 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	Detail(s)
A	Certificate(s)	Certificate(s)	1. G S T Registration No 2. PAN 3. Latest P. Tax (Challan)/Certificte 4. IT Return acknowledgement of the Assessment year 2023-24 5. Provident Fund Enrolment No. 6. ESI Registration No. 7. valid Trade licence
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 &A.O.A) 4. Society (Society Registration Copy, Trade License) 5. Power of Attorney (Registered/Notarized).

C	Credential	Credential - 1 Credential - 2	1. Completion certificate of similar nature of work which is applicable for eligibility in this tender.
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B. Tender Evaluation committee (TEC)/Authority to Evaluate the Bid ie T.I.A

- 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(EP)-III and any other Engineer Officer(s) of W BHB (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/Authority to Evaluate the Bid ie T.I.A.
- 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/ Authority to Evaluate the Bid ie T.I.A, 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/ _Authority to Evaluate the Bid ie T.I.A 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

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ), online through computer in the space marked for quoting rate in the BOQ.

- i) Labour (unskilled) Charge (**MARKED AS 'A' BELOW**) to be reimbursed by West Bengal Housing Board fixed on the basis of Government of West Bengal, Finance (Audit) Department Memorandum No.3687-F(Y)dated 02.05.2012 read with Memorandum No.3790-F(Y) dated 21.07.2014 and Labour Commissioner, Kolkata Circular No. 28/Stat/2RW/9/2022/LCS/JLC dated 28/07/2023 .
- ii) Service Charge monthly (**MARKED AS 'B' BELOW**) to be paid by West Bengal Housing Board fixed on the basis of Government of West Bengal, Finance (Audit) Department Memorandum No. 3687-F(Y) dated 02.05.2012 read with Memorandum No.3790-F(Y) dated 21.07.2014.
Service Charge to be quoted shall be same in Rupees, for all category of Labour (unskilled) personnel and shall be inclusive of all taxes. To arrive at INR, the rate so quoted shall be applied on (A) and the same shall remain fixed during the entire tenure of the contract. GST or any other tax, as applicable shall be paid to the agency as a part of Monthly Bill for Maintenance Charges to be submitted by the agency.
- iii) Total charges will be $A + B = C$ (Per month per unskilled labour) to be **quoted by bidders**.

Description	Unskilled labour(Zone A)	
Monthly wages in INR from 01.07.2023	9784.00	
EPF, EDLI & Administrative Charge @13.0%	1272.00	
ESI @3.25%	318.00	
GST @18% on minimum monthly wages (in INR)	2047.00	
Labour cess @ 1%	134.00	
Total		13555.00 (A)
Service Charges to be quoted by the bidder for each per month(inclusive of all taxes and all other charges)		B
Total Charges	C	A + B

NOTE : If the bidders does not maintain the above 5.C i) to iii) guideline , the bidders offer will be treated as cancelled.

- iv) Materials cost and Pest Control service charges would be quoted including of all taxes (including GST) as shown in BOQ.
6. **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.
7. **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.
- 8) **Opening of Financial Bid**
 - a) Financial proposals will be opened by the Deputy Director(EP)-III 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 (EP)-III, WBHB may call off-line open Bid among the Bidders to lower down the offer rate further.
- 9) **Award of Contract**
The Tenderer who's Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in Printed Tender Form will incorporate all necessary documents e.g. LOA, N.I.Q. with all addenda-corrigendum, Instruction to Bidders(Section-1), different filled-up forms (Section -2), Contractor's Bid & B.O.Q. and the same will be executed between the Tender Accepting Authority and the successful Tenderer.
- 11) Throughout these bidding documents, the terms 'bid' and 'tender' and their derivatives (bidder /tenderer, bid/tender, bidding/tendering, etc.) are synonymous.

- 12) **Refund of EMD:** The Earnest Money of every technically disqualified Tenderer as well as that of every technically qualified tenderer other than L.1 (i.e. 1st lowest tenderer) and L2 (i.e. 2nd lowest tenderer) tenderers shall be refunded to him within 3 (three) days after the comparative statement has been prepared and approved.

The Earnest Money of L2 Bidder shall be refunded to him within 3 (three) days after L1 Bidder has accepted the LOI (i.e. Letter of indent)

The Earnest Money of L1 Bidder shall, after he has accepted the LOI (i.e. Letter of Intent), be credited to the account of WBHB as 2% security deposit of the work.

13. Photo Identity Card

Every photo-identity card issued by the Agency shall be in Form as below:-

Photo-Identity Card for W o r k e r

(Name of the Agency)

Name.....

Identification No.

Date of Issue.

Valid up to

Signature of the cardholder.....

Signature of the issuing authority
Official Seal

Deputy Director(EP)-III
West Bengal Housing Board

WEST BENGAL HOUSING BOARD
SECTION - 2
QUALIFICATION INFORMATION

FORM - I

PRE-QUALIFICATION APPLICATION

To
The Deputy Director (EP)-III
West Bengal Housing Board.

Ref:- Tender for (Name of work)
.....
.....
..... [eN.I.Q. No]

Dear Sir,

Having examined the Statutory, Non statutory and NIQ documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of In the capacity..... duly authorized to submit the same.

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

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

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

Encl:- e-Filling:

- | | |
|-----------------------------|--|
| 1. Statutory documents. | Signature of applicant including title
and capacity in which application is made. |
| 2. Non statutory documents. | |

Date:-

SECTION-2

APPENDIX - A

DECLARATION BY THE TENDERER

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein along with the drawing attached. I/We have also carefully gone through the '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 day to day maintenance 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 the application is made**

SECTION-2

APPENDIX-D

UNDERTAKING

(Bid Validity)

1. The undersigned do hereby undertake that our firm M/s _____ agree to abide by this bid for a period Not less than 120 days from the date of opening of financial bid and it shall be binding on us and the same may be accepted at any time before the expiration of that period.

Date _____
made

Signature of applicant including title
and capacity in which application is

VOL. I

SECTION 3C.

UNDERTAKING FOR NOT BLACKLISTED

We do hereby undertake that we have not been blacklisted or deregistered by any central/state government department or public sector undertaking and also that none of our work was rescinded by the client after award of contract during last 5 years.

.....
STAMP & SIGNATURE OF AUTHORIZED SIGNATORY

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ADDITIONAL TERMS AND CONDITIONS TO
THE N.I.T / NIQ. CONTRACT DOCUMENTS :-

1) Contract documents shall consist of the following and Tenderers shall have submit one copy of each of the same along with their tenders duly signed by them, without which Tenderer are liable to rejection.

- a) The details Notice Inviting Tender hereinafter referred to as the Tender Notice.
- b) Special Terms and conditions and specification.
- c) Specific priced schedule of probable items with approximate quantities.

2) The Agency will quote the rate (in both words and figures) in BOQ of probable items with approximate quantities.

3) Earnest Money as per clause of N.I.T. above deposited in the mode of ONLINE (Net banking/NEFT/RTGS in favour of West Bengal housing Board. Must accompany each tender without which tender will not be considered at all.

4) Deduction of Cess.

Deduction of CESS from the contractor's Bills (Regulation of Employment and other conditions of Service Act. 1996) will be deducted @ 1% of the cost of maintenance.

5) DEDUCTION OF INCOME TAX

DEDUCTION OF INCOME Tax from contractor's Bills should be made as laid down in Memo No. F No. 275/91972, I.T.O dt. 29.05.72 of Ministry of Finance (Deptt. of Revenue & Insurance), Govt. of India with its amendments, if any.

6) GST

Tenderer should collect the GSTN No. of WBHB before submitting the bill & for deposition of GST to the respective department & TDS will be recovered from bills as per norms as applicable.

7) Canvassing in connection with tender is strictly prohibited and the tenders submitted by the Tenderer who resort to canvassing, will be liable to rejection.

8) REJECTION OF TENDER

Quotation which does not fulfill any of the above conditions are incomplete and are liable to rejection.

9) OPENING OF TENDER.

The tender which should always be placed in sealed cover with the same of work written on the envelope, will be received by the concerned Dy. Director (EP) W.B.H.B. his office and will be publicly, opened by the authority receiving tenders or by his authorities representatives, fifteen minutes after the closing time of receipt of tender or as soon as possible thereafter in the presence of such Tenderer or their authorized representative who may be present.

10) ACCEPTANCE OF TENDER.

The acceptance of the tender will rest with West Bengal Housing Board which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received, without assigning any reason thereof.

11) VALIDITY OF TENDER

The rates quoted by quotationer must remain valid for 120 days from the date of dropping of tender if the quotationer with draws his offer before that period, the shall be disqualified for submission of any tender to West Bengal Housing Board for minimum period of one year and his earnest Money will be forfeited to the West Bengal housing Board.

12) COPIES OF AGREEMENT:

The successful Tenderer will have to submit the following copies of the contract documents within 7 (Seven) days from the date of the receipt of letter of Acceptance of tender. Failure to be so within the specified time will constitute a breach of the contact rendering the contract liable to termination with for feature of security to the content of the amount of the initial earnest money specified in clause of N.I.Q. above, without any reference to the tender.

In addition the Tenderer will have to execute an agreement with the Board in non-judicial stamp paper of appropriate value in the Form as specified by the Board.

The amount already deposited as Earnest Money will be converted into security deposit. Four sets of documents, containing all items of (a), (b), and (c) as mentioned in clause-I (One) above shall have to be submitted to the concerned D.D.(EP) by the successful Tenderer. These will have to be purchased from the office of the concerned D.D.(EP) and price for these sets will be as mentioned in N.I.Q.

13) STARTING OF WORKS:

The successful Tenderer shall have to start the work within a week from the date of issue of order to commence to work.

14) PROGRAME OF WORK & CERTIFICATE OF VISIT TO SITE:

a certificate of visit to site and a programme of works showing completion within the specified period of completion of work is to be furnished under signature of the Tenderer as per proforma attached. The purpose of visit to site will mean that the Tenderer has appointed himself with the site conditions under which the work is to be executed.

If the successful Tenderer whose tender is accepted has not got fixed security in respective Class with West Bengal Housing Board as per rules shall within 7 (seven) days of receipt of intimation to that effect through registered post by special Messenger, deposit an additional amount in similar manner which together with the earnest money deposited with the tender would be equivalent to required security deposit of 2% (Two) percent of the tendered amount.

The successful Tenderer shall ultimately furnish a total security deposit of 10% (Ten percent) of the value of work to be executed, of this 2%(Two percent) shall be obtained as indicated above and the remaining 8% (Eight percent) shall be obtained by recovered from progressive bills, so that the total recovery in the final bill is adjusted to made the total amount of security deposit retained equivalent to 10% (Ten percent) of the total value of work actually executed.

The percent (10%) recovery shall be made from each progressive bill in case of quotationer who has not fixed security with the West Bengal Housing Board in respective class.

15)Refund of Security Deposit / Retention Money:-

The security deposit / Retention Money shall be refunded to the contractor in the manner as furnished herein under:-

The word 'work' means and includes road work, bridge work, building work, sanitary and plumbing work, electrical work and/or any other work contemplated within the scope and ambit of this contract. The work may be of original or special repair in nature or a combination thereof, or of original or special repair in nature in combination with the work(s) of repair and/or maintenance in nature, provided that in respect of the work of repair or maintenance in nature or a combination thereof, the words **three years** wherever appearing in his Clause shall be deemed to be **one year** and in which case the security deposit of the contractor held with the BOARD

Deputy Director(EP) -III

West Bengal Housing Board

Terms And Condition for the work: Maintenance & Cleaning , Sweeping and Pest Control works in the office premises of “ABASAN” Building under West Bengal Housing Board, 105 S.N. Banerjee Road, Kolkata – 700014

NleQ No:-WBHB/DD(EP)III/NleQ-12/2023-24 (2ND CALL)

1. Taxes and Duties : As applicable
2. Period of engagement : 12 (Twelve) months
3. Termination of contract : Engagement may be terminated for dissatisfactory Performance by issuing one month prior notice.
4. Payment Process : Bill for the above work may be submitted in duplicate addressed to DD(EP)-III
5. Duties & Responsibility: As per scope of work mentioned inNIQ.

Note:

- i) 2 (Two) nos. unskilled labour for the work sweeping, cleaning etc. is required per month.
- ii) The agency must be submitted the EPF & ESI challan of the engaged unskilled labours at the time of submission of monthly bill of respective month.
- iii) Only SUNDAY is considered as a holiday.
- iv) Labour rate will be deducted, if the labour will be absent and substitution against him will not be fulfilled for any working day.
- v) Materials will be supplied as and when required.

**Deputy Director (EP)-III
WBHB**