## Bid document consist of

N.I.Q. No. WBHB /DD(EP)/SKHP/11/2019-2020

- i) Schedule of work for Tender
- ii) Terms & condition.
- iii) W.B.H.B 2911 Form.

CERTIFICATE

I / we do hereby certify that I / we have gone through the notice
Inviting Tender / Quotation Additional Terms and conditions to the N.I.T./
N.I.Q. General information, scope of work / services, Terms and condition
Of the work and understand that the above documents shall from part of the contract.

Signature of the Tenderer

Full name of the signatory (In Block Letters)

Postal Address:-



# **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

No:-09/DD(EP)-SKHP/HB.

Date: 07.01.2020

# TENDER NOTICE

# NIQ No. WBHB/DD(EP)/SKHP/No.11/2019-2020

Deputy Director (EP) –SKHP. under West Bengal Housing Board invites sealed Quotation in prescribed form from eligible bidders for the works as per particulars below:-

15	Name of work:	Day to day maintenance & petty repairs to ancillary works, repair & looking after of the properties such as external water supply lines and sanitary & plumbing fitting fixtures, internal & external sewerage and drainage lines, cutting of grass in the project premises, collection of garbage from door to door and disposal the same to nearest D.M.C. vat etc. of 24 nos.(G+4) -storied building (384 dwelling units) and 40 nos. Duplex House" at Shilpakanan Housing Project, Phase-III, Durgapur under West Bengal Housing Board".
2.	Eligibility criteria:	Bonafide & Resourceful Contractor working in W.B.H.B./C.P.W.D./P.W.D./Railway having credential for execution of same nature of work satisfactory completed works valued at least 40% of estimated amount in a single contract during last five years from the published date of this N.I.Q.
3.	Name of the Engineer-in Charge	Deputy Director (EP), of Shilpakanan Housing Project, Ph-III, Durgapur under West Bengal Housing Board.
4.	Estimated cost of the works:-	Item rates to be quoted by the Bidder in our specific BOQ format only where description of items, quantity and unit are given.
5.	Earnest money:	Rs.6000.00
6.	Cost of tender documents per set: (Non-refundable).	Rs.750.00 per set. Only successes full tenderer have to purchase 3 sets of Tender documents for formal only.
7.	Last date of application for permission	Till 13.01.2020
8.	Date of Issue of tender documents:	13.01.2020 & 14.01.2020 up to 3.30 P.M.
9.	Last date and time for submission of tender	15.01.2020 up to 2.00 P.M.
10.	Date and time for opening of tender:	15.01.2020 at 2.30 P.M.
11.	Time allowed for completion	3 (Three) months.
12.	Validity of Tender	120 days from the date of submission of tender

- 13. Contractor should submit application along with self-attested copies of the following (Original copies for each are to be produced for verification during submission).
  - Income Tax return for the current year including PAN Card
  - Professional Tax (PT) challan.
  - Employees Provident Fund (PF) enrollment certificate with code no and last receipt.
  - GST registration particulars.
  - Valid Trade license.
  - Power of Attorney/Authority to sign the Tender document & Article/Memorandum of Association (in case of Companies).
  - Partnership Deed In case of Partnership firm.
  - Work order, Payment certificate and Completion certificate.
- 14. Tender documents can be available from the office of the Deputy Director (EP)-SKHP, West Bengal Housing Board(3<sup>rd</sup> floor), 105, S.N. Banerjee Road, Kolkata-14. The Agency will quote the rate (in both words and figures) in the prescribed form of WBHB of the Tender documents.
- 15. Tenderer must be accompanied by EMD specified for the work in the shape of Bank Draft/Pay Order only on a Nationalized Bank drawn in favor of West Bengal Housing Board payable at Kolkata.
- 16 Tender must be delivered to Deputy Director (EP)-SKHP, at ABASAN(3<sup>RD</sup> Floor), 105, S. N. Banerjee Road, Kol-14, West Bengal Housing Board or in absence to any authorized officer of West Bengal Housing Board and will be opened on the same day in the presence of bidders or their authorized representatives.
- 17. If the office happens to be closed on the date of receipt of tender as specified in the NIQ will be received and opened on the next working day at the same time and venue.
- 18 GST may be reimbursed by West Bengal Housing Board on receipt of relevant Document.
- 19. The post tendering negotiation if required may be made with all the eligible tenderers which may be instant or afterwards.
- 20. Contractor shall have to make his /her own arrangement for resource materials required for the work. Branded materials duly certified by EIC will only be accepted.
- 21 There will be no provision for arbitration whatsoever in the contract.
- 22 Successful Tenderer would have to arrange Cess registration certificate with the labour Department, Government of West Bengal located in the area where the construction project/work is to be executed under specific NIO.
- 23. Successful Tenderer would have to execute an agreement as specified by the WBHB in non-judicial stamp paper of value Rs. 10/-only before issuing of formal work order by the WBHB
- 24. 1% (One percent) labour welfare Cess will be statutorily deducted from each of contractor's progressive bill.
- 25 No conditional tender will be accepted.

Contd. to page-(3)

- 26 Tenders will be received only in the tender box kept in the office chamber of Deputy Director (EP)-SKIIP. West Bengal Housing Board. 105, S.N. Banerjee Road, ABASAN (3rd. floor), Kolkata-700014 and nowhere else,
- 27. Submission of false misleading and fabricated statement/ documents/information etc. found at any point of time will lead to cancellation of the tender.
- 28 Acceptance of tender will rest entirely with the WBHB which does not bind itself to accept the lowest tender and reserves the right itself the authority to reject any or all the tenders received without assigning any reasons thereof.
- 29 Further details can be seen in the tender documents itself.

Deputy Director (EP)-SKHP West Bengal Housing Board

Dated: 07.01.2020

No:- 00/DD(EP)-SKHP/HB.

- 1. Housing Commissioner, West Bengal Housing Board
- 2. Director (Engineering), West Bengal Housing Board.
- 3. FA cum CAO, West Bengal Housing Board
- 4. CA cum AP. West Bengal Housing Board
- 5. Joint Director (EW)-I/II/III/IV/V/EP/, EEW. West Bengal Housing Board
- 6. Asstt. Housing Commissioner-I, W B H B. He is requested to please arrange for uploading the NIT in the Website forthwith.
- 7. Notice Board.

Deputy Director (EP)-SKHP West Bengal Housing Board

# WEST BENGAL HOUSING BOARD

# **General Terms & conditions**

# General guidance for Tender:

Instruction/Guidelines for submission of the Tenders have been annexed for assisting the contractors to participate in single fold TENDER.

## Project Background:

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

#### SCOPE OF WORK FOR MAINTENANCE:

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

## **INSTRUCTION TO BIDDER:-**

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

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

## The Minimum Deployment per day should be:

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

b) Plumbing Mistry(Skilled category)

01 (One) No.

c) Labour(Un-Skilled category) in various work:

07 (Seven) Nos.

d) Cycle Van /Trolley for garbage disposal

01(One) No.

e) Supply of Broom, Stick, Spade, Scoop, Grubber etc. :

As per requirement at site.

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

- 14. If any damages appears during maintenance work the agency should liable for mending good damages of the same, failing which cost involved for such repair/ replacement will be recovered from the progressive bill/ fixed security deposit.
- 15. Any default or failure to discharges the duties assigned to agency shall be treated as breach of contract and liable to termination of the contract without any compensation. In such event, the fixed security deposit including earnest money shall stand forfeited to the West Bengal Housing Board.

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

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

CONTRACT PERIOD: - 03(three) months from date of placement of LOA.

## Payment of Bills:

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

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

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

### Deduction at Source from the contractors' bills :

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

# Earnest Money (Bid Security) and Security Deposit:

The amount of Earnest Money of Rs.6000.00 for the work deposited by the successful tenderer shall on issuance of work order be automatically converted into part security money and a balance of gross amount of each running account bill shall have to be deducted to make it a total 10% of Contract Value or value of work done (whichever is higher) as security deposit of the work.

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

## Refund of Security Deposit / Retention Money:

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

#### **EXECUTION OF AGREEMENT:-**

An agreement in standard format shall have to be executed in a period of 7 days since placement of letter of acceptance/work order.

Deputy Director (EP)-SKHP West Bengal Housing Board.

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

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

- a) The detailed Notice Inviting Quotation hereinafter referred to as the Tender Notice.
- b) General Rules and directions and conditions of contract hereinafter referred to as Tender Form.
- c) Special Terms and conditions and specification.
- d) Specific schedule without priced of probable items with approximate quantities.

# RATES TO BE QUOTED

Tenderer is to be quoted his rate in figures as well as in words in respective items as given in BOQ format of probable items with approximate quantities.

## One of the following is to be inscribed of the Tender Form.

- a) I/We agree to carry out the work mentioned in the memorandum with the rates quoted by me/us shown in the specific schedule of probable items with approximate quantities.
- (Rupees only)
  above /Below/at per quoted rates shown in the specific priced schedule of probable items with approximate quantities. The said quotation in the exact of any one of the forms (s) and (b) above must be written on tender only of the Tender Form and nowhere less. For this purpose, the various columns in the lower held in the Tender Form should be in gored and the quantities in the specified in the specified Form written across, the fully width of the page. The quotation shall be clearly and legibly written and the whole writing must be by the hand of the person signing the tender and with the same per end ink. Failure to do so may invalidate the tender.

Erasing or over writing shall not be allowed. The condition may be suitable relaxed in case of tender unable to write in English. Correction in the quotation should be avoided and if this becomes unavoidable, the entire rate (and not a portion only) shall be scared out and signed (not simply initialed) by the tenderer in token of such cancellation. A fresh rate in one of the specified manner, shall then be correctly written.

ii) In the event of the tender being submitted by a firm it must be signed by a member or members of the firm having legal authority to do so, and if called for, legal document in support hereof must be produced for inspection and same in case of a firm carried out by one member of a joint family, it must displace that the firm is duly registered under the Indian partnership Act, any tender signed by

a member not holding power of Attorney shall be treated informal. Before submission of the Tender, the tenderer must see that the memorandum at page-3 of the tender Form is properly filled in and all particulars given. The Tenderer must sign in the space allowed on page-4 of the printed Tender Form and the declaration by tenderer (at page-10) at the end of the SPECIAL TERMS & CONDITION) The signature on page-4 of the printed Tender Form must be properly witnessed in the space allotted for the purpose. The tenderer must also sign at the bottom of each page of the printed tender Form and OTHER TENDER DOCUMENTS. OVERWRITING SHALL NOT BE ALLOWED. All corrections, additions, alterations etc. must be duly signed, when tenderer tender in any language other than English, the rate quoted by him shall also be written in the same language. In additional be shall furnish a certificate to the effect that all the stipulations, of the tender documents have been fully and clearly explained to him and understood by him. The person who have explained the stipulations shall also furnish a certificate to the effect that the stipulations have been full and clearly explained by him to the tenderer.

- 3) (a) Earnest Money as per clause of N.I.T. above deposited in Bank Draft on a Kolkata Bank Drawn in favour of West Bengal Housing Board. Must accompany each tender without which tender will not be considered at all.
- b) No Cash or Cheque or Challan or Token will be accepted for Earnest Money.

## 4) DEDUCTIONS OF CESS:

Deduction of CESS from the contractor's Bills for the purpose of the purpose of the Building and other construction workers' (Regulation of Employment and other conditions of Service Act. 1996 will be deducted @ 1% of the cost of construction.

## 5) DEDUCTION OF INCOME TAX:

Deduction of Income Tax from Contractor's Bill 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) DEDUCTION OF SALES TAX/VAT:

Deduction of Sales Tax from Contractor's Bills should be made as per relevant acts and rules.

#### 7) SERVICE TAX:

Service Tax may be reimbursed provided the Agency is having be Service Tax Registration.

8) Canvassing in connection with tender is strictly prohibited and the tenders submitted by the contractor's who restort to canvassing, will be liable to rejection.

## 9) REJECTION OF TENDER:

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

## 10) 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 Joint Dlirector (EW)-III/D.D.(EW), W.B.H.B. his office and will be publicly, opened by the authority receiving tenders or by his authorised representatives, fifteen minutes after the closing time of receipt of tenders or as soon as possible thereafter in the presence of such tenderers or their authorised representative who may be present.

# 11) ACCEPTANCE OF TNDER:

The acceptance of the tender will rest with the 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.

# **ELIGIBLY OF TENDER:**

The rates quoted by tender must remain valid 180 days from the date of dropping of tender. If the tenderer with drawn his offer before that period, he 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 contract rendering the contract liable to termination with forfeiture of security to the content of the amount of the initial Earnest Money specified in Clause of N.I.T. above, without any reference to the Tenderer.

In addition the tenderer will hav 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 deposits.

Four sets documents, containing all items of (a), (b), (c) and (d) as mentioned in clause-1 (one) above shall have to be submitted to the concerned Joint Director (EW)-III by the successful tenderer. These will have to be purchased from the office of the concerned Joint Director (EW)- and price for these sets will be as mentioned in N.I.T.

# 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) PROGRAMME 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 soon that the tenderers has ......himself with the site conditions under which the work is to be executed.

Dy. Director (EP)/SKHP West Bengal Housing Board

# BO Q PART A (Rate fixed)

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Payment is to be made. III) There is a need to get permission from EIC before execution of work.	P.W.D. Schedule both Building and sanitary and Plumbing where required.  II) Stock register maintain before	Housing Project, Ph-III. Note:-I) Rates follows as per current	with cement ,sand, stone chips, tiles, doors etc if required at Shilpakanan	Tank including civil maintenance work	valves, different dia. pipes, Pans (Indian/Furonean) Toilets fittings () H	cost of supplying, fitting and fixing sanitary and plumbing materials like	Housing premises.	Labour (Unskilled) for daily garbage collection disposal of garbage from	locations of the project if necessary.	Park, Tot lot, Road side and other	Labour (Unskiled) for Cutting of grass at	Plumbing Mistri (Skiled categori) for maintain running condition of external water supply lines and external sewerage and drainage lines if any.	ime per week	Labour (Unskilled category))for Sweeping of Staircase, Roof, garrage for every	Supervisor (Semi Skiled categori)	peschaton
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INR Three lakh eighty eight thousand four hundred twenty three only.	388423.00	D <sub>II</sub>	(Note: All rates(item 1 to 6) are including 18.00% GST)	

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

Signature of applicant including title

				Item Rate BOQ	30Q	
Tender ir	Tender inviting authority : Deputy Director(EP)/SKHP					
Name of work: D fitting fixtures, ir nearest D.M.C. v Housing Board".	Name of work: Day to day maintenance & petty repairs to an fitting fixtures, internal & external sewerage and drainage lin nearest D.M.C. vat etc. of 24 nos.(G+4) -storied building (384 Housing Board".	to ancillary ge lines, cut (384 dwelli	works, rep ting of gra ng units) a	sair & looking ss in the proje nd 40 nos. Du	after of the properct premises, collepted block house" at Sh	Name of work: Day to day maintenance & petty repairs to ancillary works, repair & looking after of the properties such as external water supply lines and sanitary & plumbing fitting fixtures, internal & external sewerage and drainage lines, cutting of grass in the project premises, collection of garbage from door to door and disposal the same to nearest D.M.C. vat etc. of 24 nos.(G+4) -storied building (384 dwelling units) and 40 nos. Duplex House" at Shilpakanan Housing Project, Phase-III, Durgapur under West Bengal Housing Board".
NIO No. V	NIO No. WBHB/DD(EP)/SKHP/No.11/2019-2020					
Name of	Name of the bidder/ Bidding Firm/Company:					
				PRICE SCHEDULE	DULE	
SI. No.	Item Description	Quantity	Unit	Rate Rs. P.	Amount Rs. P.	Total amount in words
н	2	3	4	5	9	7
	Same Rate of Part (A) i.e. Rs 392307.00 of BOQ Should be Quoted in this Row in col. 6 provided by the Department in NIQ.	м	SI	130769.00	392307.00	INR three lakh ninety two thousand three hundred and seven only.
2	Hire charges of cycle van /Trolly for garbage disposal.	8	SI			
m	Supply of Broom Stick, Spade, Scoop, Grubber etc.	æ	S			
4	Service Charge (Should be Quoted in Figure).	ю	SI		95	
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