



## 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](http://www.wbhousingboard.in) Email : [wbhousingboard@gmail.com](mailto:wbhousingboard@gmail.com)

Memo.No.: 609/JD(EEW)/HB

Dated : 18.09.2014

### NOTICE INVITING e-TENDER (NIT No. 0 2 / 2014-15 / JD(EEW) / WBHB)- 2<sup>nd</sup> Call

The Joint Director (EEW), West Bengal Housing Board, invites e-tender for the following works as detailed in the table below. (Submission of Bid through online).

SL No.	Name of the Work	Earnest Money	Cost of Tender documents (Non- refundable)	Period of Completion	Engine er- in-charge of the work	Eligibility of Bidder
1	Supply, Installation, Testing & Commissioning of 4 nos 4(Four) Passenger, (272Kg) 0.63 mps variable speed with V3F Drive manually operated Collapsible door type Passenger Elevator in G+4 storied Triplex type buildings at Himalaya Kanya Housing Project , Phase-III at Siliguri,	<b>Rs 60000/-</b> is to be deposited in the shape of bank Draft / Pay order from any nationalized/ Scheduled Bank drawn in favour of 'West Bengal Housing Board' balance amount covering of the <b>quoted amount.</b> to be submitted at the time of making agreement by the successful tenderer.	<b>Rs. 2500</b> (per set) to be deposited by the successful Bidder during formal agreement after issuance of LOA. Cost of Tender document is not required during participation in NIT.	120(One hundred twenty) days	Deputy Director (EEW) .	Manufacturer.

1. In the event of e-filling, intending bidder may download the tender documents from the website: <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate & necessary earnest money may be remitted through demand draft/pay order issued from any nationalized/scheduled bank in favour of **West Bengal Housing Board** and also to be documented through e-filling (scan copy is to be submitted). The original part of online submission of EMD (Earnest Money Deposit) should be submitted physically to the office of the Joint Director(EEW), W.B.H.B. under sealed cover within the prescribed date and time limit stated in **Sl. No. 10** of this N.I.T. However the department (Tender Inviting Authority) will not be held responsible for late delivery or loss of the DD/PO if mailed through post/courier.

However, in case of re-tender, the tenderer who has deposited the requisite Earnest Money(Original) along with his tender earlier in accordance with the earlier NIT for the same work and has not withdrawn such Earnest Money (Original) shall not be required to deposit further Earnest Money along with his tender for participating in re-tendering.

2. Both **Technical bid and Financial Bid** are to be submitted in technical (Statutory & Non-Statutory folder) and financial folder concurrently duly digitally signed in the website <http://etender.wb.nic.in> as per tender time schedule stated in **Sl. No. 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 committee W.B.H.B. The decision of the Tender committee, W.B.H.B. will be final and absolute in this respect. The both list of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the Joint Director (EEW), W.B.H.B. on the scheduled date and time.

#### 4. **Eligibility criteria for participation in the tender**

i) The prospective bidders shall have satisfactorily completed **as a prime agency** during the last 5 (five) years from the date of issue of this Notice at least one work of similar nature under authority of State/ Central Govt., State / Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central/ State Govt. value of at least Rs 9(Nine) Lacs (price updated @ 10% per annum, compoundable from the date of completion of work) Details of such work experience is to be furnished in Section-2, Form-VI. [Non statutory Documents]

[Non statutory Documents]

**N.B. :- 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.**

ii) The available **Bid Capacity** (to be calculated on the basis of prescribed format) of the prospective applicant shall not be less than 30 Lacs for each work as Detailed in **Section-2, Form-II(Financial).**

iii) The prospective Bidders shall have in their full time engagement Technical personnel with adequate experience. The Bidder will furnish the documents of Qualification and experience of such Technical personnel for Technical Evaluation as per **Form-IV, Section-2.)** [Non statutory Documents]

iv) The Bidder must possess a valid electrical contractor's license

issued by the Licensing Board of the concerned State Government for the type of work he shall execute, valid trade license

v) The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5(five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated non-responsive).

vi) The **Working Capital** shall not be less than 4.5. Lacs out of which minimum 10% shall be of applicant's own resource.

vii) Copies of Income Tax Acknowledgement Receipt for the latest Assessment year / Professional Tax Clearance Certificate / P.T. (Deposit Challan) / Pan Card / VAT Registration Certificate/ Voter ID Card for self identification are to be accompanied with the Technical documents [Non statutory Documents ]

Viii)The agency should possess **Service Tax Registration number** and copies of necessary documents to this effect is to be submitted along with technical documents[Non statutory Documents]. The service tax may be reimbursed to the agency on production of necessary documents by him in due course.

ix) Successful bidder would have to obtain **Cess Registration certificate** with the labour department, Govt. of West Bengal located in the area where the construction project /work is to be executed before issuance of work order [Non statutory Documents]. No work order will be issued unless the said registration certificate is shown.

x) The prospective bidder would also have **Provident fund enrolment No.** issued by appropriate authority[Non statutory Documents].

xi) 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].

[2]

- xii) In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in **3CD Form** is to be furnished along with Balance Sheet & Profit and Loss A/c. and all schedules forming the part of Balance Sheet and Profit and Loss Account for the last 5 (five) years (year just preceding the current Financial Year will be considered as year-1). Tax Audit report, Balance Sheet and Profit and Loss Account including all schedules forming the part of Balance Sheet and Profit and Loss Account should be in favour of applicant. No other name along with applicant name, in such enclosure will be entertained. **[Non Statutory Documents]**
- xiii) Declaration in **Form –III** of “Qualification Information”(Section-2), regarding Structure and Organization duly digitally signed by the applicant shall be submitted along with application.
- xiv) Prevailing safety norms has to be followed so that LTI( Loss of time due to injury) is zero
- xv) Financial Statement in **Form –II** of “Qualification Information”(Section-2) digitally signed by the applicant shall be submitted along with application
- xvi) **Joint venture** will not be allowed to participate in the above NIT
- xvii) 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.
- xviii) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
5. Agencies shall have to arrange space for storing of materials, labour shed, etc. at their own cost and responsibility nearest to the work site.
6. **Constructional Labour Welfare Cess @ 1(one) %** of cost of erection/lift installation work will be deducted from every Bill of the selected agency.
7. **Adjustment of Price( increase or decrease) shall not be applicable for the proposed work.**
8. **No Mobilisation Advance and Secured Advance** will be allowed.
- 9 Bids shall remain valid for a period not less than **120 (One hundred twenty) days from the last date of submission of** Financial Bid/Sealed bid. 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.

10. **Important Information :**

**Date & Time schedule**

Sl.NO.	Particulars	Date & Time
1.	Date of uploading of N.I.T. and Bid Documents (online) (Publishing Date)	18.09.2014
2.	Date & time of start of downloading Bid Documents (Online)	18.09.2014 at 18-00 hrs.
3.	Date & time of end of downloading Bid Documents (Online)	08.10.2014 at 18-00 hrs
4.	Date & time of start of Bid submission (On line)	18.09.2014 at 18-00 hrs.
5.	Date & time of closing of Bid Submission (On line)	08.10.2014 at 18-00 hrs.
6.	Last date & time of submission of original documents of Earnest Money Deposit (Off line) in the office of the Tender inviting Authority.	09.10.2014 upto 16-00 hrs
7.	Date & time of Bid opening for Technical Proposals (Online)	10.10.2014 at 11-00 hrs.

[3]

8.	Date of uploading list of technically qualified bidders (online)	To be notified after evaluation of Technical Bid.
9.	Date & time of Bid opening for Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Bidders

**11. Clause No. 25 of Conditions of Contract of the Tender Form of WBHB relating to settlement of disputes has been modified as follows : -**

"**Clause 25** - Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any way arising out of relating to the contracts designs, drawings specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the executions or failure to execute the same, whether arising during the progress of the work, or after the completion or abandonment thereof shall be dealt with as mentioned hereinafter:

If the contractor considers any work demanded of him to be outside the requirements of the contract, or disputes any drawings, record or decision given in writing by the Engineer- in-Charge on any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly within 15 days request the Chairman of the Dispute Redressal Committee in writing for written instruction or decision. Thereupon, the Dispute Redressal Committee shall give its written instructions or decision within a period of three months from the date of receipt of the contractor's letter. The Dispute Redressal Committee shall be constituted with the following officials as members -

1	Secretary, Housing Department, Government of West Bengal	Chairman
2	Housing Commissioner, West Bengal Housing Board.	Member
3	Director (Engineering), West Bengal Housing Board.	Member Secretary and Convenor
4	F.A.-cum-C.A.O., Finance Wing, West Bengal Housing Board.	Member

This provision will be applicable irrespective of the value of the works to which the dispute may relate."

12. Prospective bidders shall have to execute the work in such a manner so that appropriate service level of the works is to be maintained up to a period of 3 (Three) years from the date of successful completion of the work to the entire satisfaction of Engineer-in-Charge. If any defect/ damage is found during the period as mentioned above the contractor shall make the same good at his own expense to the specification at par with instant project work, or in default, the Engineer-in-charge may cause the same to be made good by other agency and deduct the expense (of which the certificate the Engineer-in-charge shall be final) from any sums that may be then, or at any time thereafter become due to the contractor or from his security deposit. Refund of Security Deposit will only be made on the pro-rata basis i.e. release of such security deposit to the tune of 30% on expiry of 1<sup>st</sup> year (from date of completion of the work), another 30% on

expiry of 2<sup>nd</sup> year & rest 40% on expiry of 3<sup>rd</sup> year. **Clause No. 17 of the condition**

**of contract of the Tender Form of West Bengal Housing Board** has been modified accordingly.

13. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
14. **Earnest Money** : The amount of Earnest Money as mentioned in the NIT for the work is to be submitted in the shape of Bank Draft/Pay Order of any nationalized/scheduled bank drawn in favour of '**WEST BENGAL HOUSING BOARD**' against the work. This clause is applicable for all categories of applicants. Earnest money so deposited by the successful tenderer shall on issuance of work order be automatically converted into part security money and a balance of 8% of amount of each running account bill shall have to be deducted to make it a total 10 % of security deposit of the work.
15. 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.
16. The Tender Inviting Authority reserves the right to reject any application for participating in bidding process and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at the stage of Bidding.
17. **Refund of EMD**: The Earnest Money of all the unsuccessful Tenderers deposited along with the Tenders will be refunded by the Tender Inviting Authority on receipt of application from Tenderers for such refund after issuance of work order to the successful bidder.
18. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' (ITB) and various conditions in "Conditions of Contract", "Special Terms & Conditions" & other bidding documents before tendering the bids.
19. No Conditional Tender/Tender with clause of price variation/ Incomplete tender will be accepted under any circumstances.
20. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970(b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 or the notifications thereof or any other laws relating thereto and the rules made and order issued thereunder from time to time pursuant to **Clause 3** of "Conditions of Contract".
21. In case of ascertaining the authority of the intending bidders at any stage of tender process or execution of work, necessary registered irrevocable power of attorney in original is to be produced for verification as and when asked for by the Tender Inviting & Accepting Authority / Engineer -in-Charge.
22. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Tender Inviting Authority reserves the right to cancel the N.I.T. due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.
23. In case if there be any objection regarding Prequalifying the Agency, that should be lodged to the Chairman, Tender Evaluation Committee within 48 hours from the date of publication of list of

qualified Bidders and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

24. During the process of scrutiny of tender document, the tender inviting authority or his authorized representative may verify the credential and other related documents as submitted by the Bidders with the original, if necessary. After verification, if it is found that the documents submitted by the Bidders is either manufactured or false, the bid submitted by the Bidder will be summarily rejected and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof.
25. The set of Tender/Bidding Documents comprises the documents listed below :
- i) Notice Inviting Tender with all addenda & corrigendum, if any.
  - ii) Instruction to Bidders (Section-1),
  - iii) Filled up forms of Qualification Information (Section-2),
  - iv) Printed WBHB Tender Form,
  - v) Special Terms & Conditions (Section-3),
  - vi) Contract Data (Section-4),
  - vii) Technical Specification (Section-5),
  - viii) Bill of Quantities (BOQ),
  - ix) Contractor's Bid (Documents furnished by Contractor),
26. The documents forming the Contract shall be interpreted in the following order of priority :
- i) Agreement,
  - ii) Letter of Acceptance, Notice to proceed with the work (i.e. Work Order),
  - iii) Contractor's Bid,
  - iv) Contract Data,
  - v) Printed WBHB Tender Form including Special Terms & Conditions,
  - vi) Technical Specifications,
  - vii) Bill of Quantities(BOQ),
- 27.. **Qualification criteria.**  
The tender inviting & Accepting Authority through a 'Tender Evaluation Committee' will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding :
- a)Financial Capacity.**
  - b)Technical Capability comprising of personnel & equipment capability.**
  - c)Experience/Credential.**
- The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, c above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.. If any document submitted by a bidder is found either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of WBHB for a period of 1 (one) year or more as deemed fit by the Tender Inviting authority.
28. "Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour by the rest of the directors of such company or the partners of such firm, uploading such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1998".

29.. . **TERMS OF PAYMENT:**

- a) 50% of the contract amount will be paid within one month after delivery of entire lift equipment at site of work to the satisfaction of the Engineer-in-Charge.
- b) Further 25% of the contract amount will be paid within one month after certification of Form 'A' by the inspector of lifts.
- c) Balance 25% of the contract amount will be paid within one month after successful commissioning and formal handing over of the lift installation to the satisfaction of the Engineer-in-Charge and after certificate by the Govt. lift Inspector for operation.

**Joint Director (EEW),  
West Bengal Housing Board**

**Memo.No.:609 /1(10)/JD(EEW)/HB**

**Dated : 18.09.2014**

**Copy forwarded for information & wide circulation to the :-**

1. Vice-Chairman, HRBC, St. Georges Gate Road, Kol.
2. . Chief Engineer, Electrical, CPWD, Nizam Palace, Kol.
3. . Chief Engineer, Housing Directorate, Govt. of W.B. N.S.Building, Kol.
4. Chief Engineer, Electrical, WB HIDCO, New Town, Rajarhat.
- 5 Superintending Engineer (P.W.D), Electrical ,Circle- I, N.S. Building. Kolkata
- 6 . Superintending Engineer (P.W.D), Electrical Circle-II, P-16 India Exchange Place Extension, KIT Building(1<sup>st</sup> Floor), Kolkata.
7. Superintending Engineer (P.W.D), Electrical Circle-III, P-16 India Exchange Place Extension, KIT Building, Kolkata.
8. Superintending Engineer (P.W.D), Electrical ( Health Circle), P-16 India Exchange Place Extension, KIT Annexe Building, Kolkata.
9. Superintending Engineer (P.W.D), Electrical Circle-V, Burdwan, Purta Bhaban ( 2 nd Floor)
- 10 Superintending Engineer (P.W.D), Electrical Circle-VI, Hillcart Road, Siliguri.

**Joint Director (EEW),  
West Bengal Housing Board.**

**Memo.No. : 609/2(16)/JD(EEW)/H**

**Dated : 18.09.2014**

Copy forwarded for kind information to :-

1. Housing Commissioner, WBHB
2. Director (Engg.),WBHB
3. FA-Cum-CAO,WBHB
4. CA-Cum-AP,WBHB
- 5 . DHC & Secy., WBHB
6. JD(EW)-I/II/III/IV/V/(E.P.)/ Slg.,WBHB
7. L.A.O./AHC-I, WBHB with the request to publish the Notice in BOARD's Web site.
8. DD(EEW)-I/II, WBHB
9. . Estimator, JD(EEW),WBHB.
10. Notice Board.

**Joint Director (EEW),  
West Bengal Housing Board.**



# WEST BENGAL HOUSING BOARD

## SECTION - 1

### INSTRUCTION TO BIDDERS

#### General guidance for e-tendering

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

1. Registration of bidder

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

2. Digital Signature Certificate (DSC)

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

3. Collection of Tender Documents

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

4. Participation in more than one work

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

5. Submission of Bids

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

**A. Technical proposal**

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

**A-1. Statutory Cover Containing**

- i. Prequalification Application as per format given in **Sec-2, Form – I**(Qualification Information).
- ii. Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the NIT against the work in favour of **West Bengal Housing Board**.
- iii. Financial Statement as per format given in **Sec-2, Form – II**(Qualification Information).

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

**A-2. Non statutory Cover Containing**

- i. Professional Tax(PT) deposit receipt challan for the financial year 2013-14, PAN Card, Voter ID Card, IT Return / Saral for the Assessment year 2012-13, VAT Registration Certificate and Service Tax Registration No
- ii. Provident Fund Enrolment No.
- iii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association and memorandum.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Tax Audit Report in 3CD Form along with Balance Sheet and Profit & Loss A/c for the last five years(year just preceding the current Financial Year will be considered as year-I).
- vi. List of technical staff along with structure and organization (Section – 2, **Form – III & IV**).
- vii. Credential for completion of at least one similar nature of work under the authority of state/ central Govt., Statutory Bodies under State/Central Govt. constituted under the statute of the state/ state Govt. value of at least Rs 9 Lacs 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.
- viii. The Bidder must possess a valid electrical contractor’s license by the Licensing Board of the concerned State Government for the type of work he shall execute, valid trade license

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

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

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	<ol style="list-style-type: none"> <li>1. Vat Registration Certificate.</li> <li>2. PAN, Voter ID Card</li> <li>3. Latest P. Tax (Challan)</li> <li>4. Latest IT Return/ Saral for AY 2013-14</li> <li>5 Service Tax registration No</li> <li>6. Provident Fund Enrolment No.</li> <li>7 Electrical Contractors License issued by the Licensing Board of the concerned State Government</li> <li>8 Trade License</li> </ol>
B	Company Detail(s)	Company Detail - 1	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (Trade License)</li> <li>2. Partnership Firm (Partnership Deed, Trade License)</li> <li>3. Limited Company (Incorporation Certificate, Trade License)</li> <li>4. Society (Society Registration Copy, Trade License)</li> </ol>
C	Credential	Credential – 1	1. Similar nature of work done & completion certificate which is applicable for eligibility in this tender.
D	Equipment	NIL	NIL.
E	Man Power	Technical Personnel	List of Technical Staffs to be deployed along with Structures & Organization (as per N.I.T.)
F	Financial Information	Work in hand	<ol style="list-style-type: none"> <li>1. Financial Statement (Section – ‘2’, Form – II) duly filled up with bid capacity.</li> <li>2. Affidavits – X and Affidavits - Y.</li> <li>3. Certificate of revolving line of credit by the Bank.</li> </ol>
		P & L A/c.and Balance Sheet for the FY 2012-13.	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 2011-12	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 2010-11	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 2009-10.	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 2008-09	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 Joint Director (EEW) 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 on line through computer in the space marked for quoting rate in the BOQ.
  - ii. Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the contractor.
6. Financial capacity of a tenderer will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.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 five years, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Tenderer's financial position, showing long term profitability including an estimated financial projection of the next two years.

**7. Penalty for suppression / distortion of facts**

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

**8. REJECTION OF BID**

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

**9) Opening of Financial Bid**

- a) Financial proposals will be opened by the Joint Director(EEW) 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 Joint Director (EEW), WBHB may call off-line open Bid among the Bidders to lower down the offer rate further.

**10) Award of Contract**

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

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

**Joint Director (EEW)  
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-Filling:**

1. Statutory documents.
2. Non statutory documents.

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

Date:-

## **SECTION – 2**

### **Form - II**

#### **FINANCIAL STATEMENT**

**B.1** Name of Applicant :

**B.2** Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years. (Attach copies of the audited financial statement of the last five financial years)

---

1 <sup>st</sup> Year (Rs. In lakh)	2 <sup>nd</sup> Year (Rs. In lakh)	3 <sup>rd</sup> Year (Rs. In lakh)	4 <sup>th</sup> Year (Rs. In lakh)	5 <sup>th</sup> Year (Rs. In lakh)
--	--	--	--	--

---

a) Current Assets :

(It should not include  
investment in any other firm)

b) Current liabilities :

(It should include bank over draft)

c) Working capital :

(a) – (b)

d) Net worth :

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

e) Bank loan/ Guarantee :

**B.3** Annual value of Electrical works undertaken :

Existing commitments and ongoing works.(As per Affidavit 'X')	During F.Y. 2012-13	During F.Y. 2011-12	During F.Y. 2010-11	During F.Y. 2009-10	During F.Y. 2008-09

**B.4 Bid Capacity: The available Bid Capacity of the Bidder to be calculated as under must be more than the total Bid Value.**

**Bid Capacity = (A\*N\*2 – B)**

A = Maximum value of Electrical Engineering work done in any one year during last five years (updated to current price level) taking into account the completed as well as works in progress.

B =Value at current price level of existing commitments and ongoing works to be completed in the next N years.

N = Time of completion of the work in years for which tender has been invited.

**N.B.** The Audited Balance Sheet and Profit & Loss Account with all the schedules and annexures forming part of the Balance Sheet and Profit & Loss Account for the last five years should be given. All these financial statements should be signed by a competent authority for the last five years.

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

Date \_\_\_\_\_



**SECTION – 2**  
**AFFIDAVIT – “X”**

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

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

Date \_\_\_\_\_

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

**SECTION - 2**

**AFFIDAVIT – “Y”**

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

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false or concealed, the application may be rejected for which no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent partner had been debarred to participate in tender by the Department (WBHB) during the last 5 (five) years prior to the date of this NIT.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested by Department and 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.

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

Date \_\_\_\_\_

**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 with names of Key personnel. :
- 

**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. Attach biographical data. (Refer cl. 4(iii) of NIT).

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

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

**SECTION – 2**

**FORM – V**

**EXPERIENCE PROFILE**

**Name of the Firm:**

**LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE CONTRACT WORK HAVING MORE THAN 9 LACS 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 &amp; Completion of work</i>	<i>Actual Date of start &amp; 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 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 BOQ.

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 Lift Installation works 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**

### **BANK CERTIFICATE**

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

This is to certify that M/s. \_\_\_\_\_ is a reputed company with a good financial standing.

If the contract for the work, namely \_\_\_\_\_  
\_\_\_\_\_ is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs. \_\_\_\_\_ to meet their working capital requirements for executing the above contract during the contract period.

(Signature) Name

of the Bank

Senior Bank Manager

Address of the Bank

**SECTION-2**

**APPENDIX - C**

**UNDERTAKING**

(Cash Flow)

I/we the undersigned do hereby undertake that our firm M/s \_\_\_\_\_ would invest a minimum cash 4.5 Lacs during implementation of the Contract.

**Date -----**

**Signature of applicant including title  
and capacity in which 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 \_\_\_\_\_ days from the  
date fixed for receiving the Bid and it shall be binding on us and the same may be accepted at any  
time before the expiration of that period.

Date -----

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

