



## 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 / 095 Fax : (033) 2264-1480 / 0979, Web site :

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

Memo. No. : 287/JD(EEW)/HB

Dated :25.11.2016

### NOTICE INVITING e-TENDER

2<sup>nd</sup> Call.

NIT No. 02 / 2016-17 / JD(EEW)/ WBHB.

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

Sl. No.	Name of the Work	Estimated Amount. Rs.	Earnest Money. Rs.	Cost of Tender documents (Non-Refundable)	Period of completion.	Engineering incharge of the work.	Eligibility of Bidder.
1.	“Area light for Ranikuthi Housing Project at Krishnanagar Under West Bengal Housing Board..	6,33,888.00”	12,680.00 in the shape of Bank draft/Payorder from issued any nationalized Bank drawn in favour of West Bengal Housing Board.	Rs.1000/- (Per set) to be deposited by the successful bidder during Formal agreement after issuance of LOA.	60 (sixty) days/2 (Two) Month.	Deputy Director(EEW)	“Bonafide Resourceful contractors having experience in execution of similar nature of work”

1. In the event of e-filling, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate and necessary earnest money may be remitted through demand draft/ pay order issued from any bid security may nationalized 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 ON LINE submission of EMD (Earnest Money deposit) should be submitted physically to the office of the Joint Director(EEW) under West Bengal Housing Board for the lowest bidder (L1) at (105. S.N.Banerjee Road, Kol-14, 4<sup>th</sup> floor electrical division) sealed

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2. cover within in the prescribed Date and time of Bid opening.stated in SI No.11 However the department (Tender inviting Authority) will not be held responsible for late delivery or loss of the DD/Pay order if minted through post/ courie 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://e tender.wb.nic>.

3. The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL Document (both statutory and non-statutory) of the Bidder is found qualified by the ,TENDER COMMITTEE, W .B.H.B. The decision of the Tender committee, West Bengal Housing Board. will be final and absolute in this respect. The both list of 'Qualified' and ' NON-QUALIFIED' Bidders will be displayed in the website and also in the Notice Board of the Joint Director (EEW), Under West Bengal Housing Board on the scheduled date and time.

4. **Eligibility criteria for participation in the tender. (for 2<sup>nd</sup> call of NIT).**

i) (a) The prospective bidders shall have satisfactorily completed as a prime agency should product credential of a similar nature of work of the minimum value of 30% of the amount put to the tender during 5(five) years prior to the date of issue of this tender notice; or,

(b) Intending bidders should produce credentials of 2(two) similar nature of work, each of the minimum value of 25% of the estimated amount put to the tender during 5(five) years prior to the date of issue of the tender notice; or,

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

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

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

N.B. :- 1) Credential/Completion certificate should contain  
a) Name of work,  
(b) Name and address of Client,  
(c) 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 Government, / Central Government 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.

ii) The available **Bid Capacity** (to be calculated on the basis of prescribed format) of the prospective bidders shall not be less than the Estimated amount put to tender as Detailed in **Section-2, Form-II(Financial)**.

iii) The prospective Bidders shall have in their full time engagement experienced Technical personnel the minimum one Electrical Engineering Diploma holder with 3 years experience (Authenticated documents in respect of qualification and engagement shall be furnish for Technical Evaluation) [ NON STATUTORY Documents- the documents Form-IV, Section-2.]

iv) The Bidders must have Electrical contractors License with Electrical supervisor holding supervisor competency on the requisite parts issued by the licensing Board of the concerned state Government for the type of work he shall execute.

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

vi) The Bidder should possess **Service Tax Registration number(Last receipt of challan)**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 produce of necessary documents by him in due course.

vii) 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 agreement of Tender as per norms. [Non statutory Documents].

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

ix) 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].

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

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

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

xiii) **Joint venture** will not be allowed to participate in the above NIT.

xiv) 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.xv) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is ero. Clontd....4.

xvi) Agencies shall have to arrange storing materials , Labour shed, plant or Machineries etc. At their own cost and responsibility nearest to the work site.

xvii) Construction labour welfare cess @ 1 (One) % of cost of work will be deducted from every Bill of the selected Agency.

5. No mobilization / secured advance will be allowed.
  6. All materials required for the proposed work including Cement etc. shall be of specified grade and approved brand in conformity with relevant I.S. code and additional conditions incorporated in W.B.H.B. in TENDER FORM.
  7. Adjustment price (Increase or decrease) shall not be applicable for the proposed work.
  8. No Escalation or Arbitration will be allowed.
  9. Site of work and necessary drawings may be handed over to the Agency. No claim in this regards will be entertained.
10. Prospective bidders shall have to executed the work in such a manner so that appropriate service level at the work 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 per with instance project work, or in default, the Engineer-in-charge shall be final) from any sums that may be then, or at any time there after become due to the contractor or from his security Deposit.
- Security Deposit will be released to the contractor in the following manner.**
- i) 30% of the same after expiry of 1(One) year from the date of issuance of completion certificate of work.
  - ii) Further 30% of the same after expiry of 2(Two) years from the date of issuance of completion certificate of work.
  - iii) The Balance 40% of the same after expiry of 3(Three) years from the date of issuance of completion certificate of work.

Now therefore, additional provisions in clause 17 of the conditions of contract of the Tender Form of WEST BENGAL HOUSING BOARD (No 2911/ 2911(i) & 2911(ii) (Printed Tender Form) has been modified accordingly.

BANK Guarantee will remain valid for the Defect liability period/ security period as per contract of the work.

The Bank Guarantee will be submit as per Format attached in Annexure- 1.

Contd...5.

FORMAT OF THE BANK GUARANTEE  
FOR RELEASE OF SECURITY DEPOSIT

Bank Guarantee No:-

Date:

Amount:

Validity period of Guarantee up to

Claim period of Guarantee up to

Has under taken, in pursuance of contract No.....by JD(EEW) Dated.....  
to execute Lift installation work of Ranikuti Housing Project, Krishnanagar

AND WHEREAS..... it has been stipulated by you in said contract that the contractor shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank for the sum specified there in for release of security deposit for completion with his obligation in accordance with the contract.

AND WHEREAS We.....(indicate the Name of the Bank & Branch) have agree to give the contractor such a Bank Guarantee.

Now therefore We..... (indicate the Name of the Bank & Branch) Here by affirm that we are the Guarantee and responsible to you on behalf Contractor, up to a total of (amount of Guarantee) Rupees.....

We undertake to pay you, upon your first written demand and without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We.....( indicate the Name of the Bank & Branch) hereby waive the necessity of your demanding said debt from the contractor before presenting us with the demand.

We.....( indicate the Name of the Bank & Branch) further agree to pay to you any money so demanded notwithstanding any deposes raised by contractor(s) any suit or proceeding pending before any court or tribunal relating thereto our liability under this present absolute and unequivocal.

The payment so made by us under this Bond shall be valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We.....(Indicate the Name of the Bank & Branch) further agree that perform there under or any of the contract document which may be made between you and the contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

We.....(indicate the Name of the Bank & Branch) lastly undertake not to revoke this Guarantee except with the previous consent of you in writing.

This Guarantee shall be valid up to..... It come into force with immediate effect and shall remain in force and valid for a period of the defects liability period/Security period plus Claim period of 6 (Six) months for the Bank Guarantee . Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs.....

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(Rs.....) only , and unless claim in writing is lodged with us within the claim period i.e. up to .....of this Guarantee all our liabilities under this Guarantee shall stand discharged.

Signed and Sealed this.....day of .....2016.....at .....

SIGNED,SEALED AND DELIVERED

For and on behalf of the Bank by :

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

NOTES :

The Bank Guarantee should contain the name, designation and above number of the officer(s) Signature the guarantee.

The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

**11.Site inspection before submission of Tender.**

Before submission any tender, the intending bidders should make themselves acquainted thoroughly with local conditions prevailing at site by actual inspection of site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and no claim whatsoever will be entertained on these account after wards. In this connection intending Bidders may contract the office of the Joint Director (EEW) West Bengal Housing Board, 105 S.N.Banerjee Road Kol-14, Between 12-30 Hours to 16-30 Hours on any working day prior to date of submission of tenders.

## **12.PAYMENT**

The payment of R.A. as well as Final Bill for any work will be made according to the availability of fund and No claim to delay in payment will be entertained.

No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. Will be entertained. All possible precautions should be taken for the safety of the people and work force deployed at work site as per safety rule in force contractor will remain responsible for his labour in respect of his liabilities under the workmen's compensation Act etc. He must deal with such cases or promptly as possible. The contractor will have to accept the work program and priority of work fixed by the Engineer-in-charge.

**13.Earnest Money :** The amount of Earnest Money @ 2% (two percent) of the Estimated amount put to tender 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 Bidder 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.

**14.Refund of EMD:** The Earnest Money of every technically disqualified Tenderer as well as that of every technically qualified tenderer other than L1 (i.e. 1<sup>st</sup> lowest tenderer) and L2 (i.e. 2<sup>nd</sup> 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 the L1 Bidder has accepted the LOI (i.e. Letter of Intent).

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.

## **15.INSTRUCTION FOR SUBMISSION OF E-BIDS**

For the work of 'AREA LIGHT FOR RANIKUTHI HOUSING PROJECT AT KRISHNANAGAR UNDER WEST BENGAL HOUSING BOARD'. The Bid Submission module of e-procurement website <http://etender.up.nic.in> enables the bidders to submit the e-bids online against this bidding published by the purchaser. Bid may be submitted only during the period and time stipulated in the bidding. Bidders are advised start the Bid submission process well in advance so that they can submit their bids in time. The bidders shall submit their bids taking into account the server time, displayed in the e-procurement website. This server time is the time by which the bid submission activity will be allowed till the permissible time on the last date of submission stipulated in the schedule. The bidders cannot submit their bids after the completion of bid submission period. For delay in submission of bids due to any reasons, shall be responsibility of the bidders. The bidders shall follow the instruction mentioned under for submission of their e-bids.

1.1) For participating in bids through the e-bidders system, it is necessary for the bidders to be the registered users of the e-procurement website <http://etender.up.nic.in> The bidders shall first register themselves on the e-bidding website, if they have not done so previously, using the option "Click here to enrol" available on the home page of the website.

1.2).In addition to the normal registration, the bidder has to register with their Digital Signature Certificate (DSC) in the e-bidding system and subsequently he/ she will be allowed to carry out his/hir bid submission activities. Registering the Digital Signature Certificate (DSC) is a one time activity. Before proceeding to register their DSC, the bidder shall first log on to the e-bidding system using the User Login option on the home page with the logging Id and Password with which they has registered as per clause 1.1 above. For successful registration of DSC on e-procurement website <http://etender.up.in>., the bidder must ensure that they possess class-2/class3 DSC issued by any certifying authority duly approved by Controller of Certifying Authorities. The bidder is also advised to register their DSC on E-procurement website well in advance before bid submission period & time so that they do not face ant problem while submitting their e-bid against this bidding. The bidder can perform User logging creation and DSC registration exercise as described in clause 1.1 and 1.2 above even before bid submission period starts. The purchaser shall not be held responsible if the bidder tries to submit their e-bid at the last moment of submission of bid, but could not submit due to DSC registration problem.

1.3).The bidder can search for active bidding through “Search Active Biddings” link select a bidding in which they are interested in and then move it to, MY bidding Folder using the option available in the Bid submission menu. After selecting and viewing the bidding, for offline” option available at the end of the view bidding from. Before this, the bidder should download the bidding document and price Schedule/Bill of quantity (BOQ) and study them carefully. The bidder shall keep all the documents ready as per the requirements of bidding document in the PDF format except the Schedule/Bill of quantity (BOQ) which shall be in the XLS Format (EXCEL sheet)

1.4)After clicking the ,, pay offline” option, the bidder shall be redirected to the relevant of Terms and conditions. The bidder shall read the Terms and conditions before proceeding to fill in the Bidding fee EMD offline payment details. After entering and saving the Bidding Fee and EMD details, the bidder shall click “Encrypt & Upload” option given in the offline payment details from so that “Bid documents preparation and submission” window appears to upload the documents as per technical (Fee details, Qualification details, Bid Form and Technical specification details) and financial (Bid Form and price schedule/BOQ) schedule/packets given in the bidding details. The details of the Demand Draft or any other accepted instrument which is to be physically sent in the original before with opening of technical bids, should tally with the details available in the scanned copy and the data entered during submission time otherwise the bid submitted shall not be accepted.

1.5)Next, the bidder should upload the Technical Bid Documents for fee details (Bidding fee and EMD), qualification details as per PQC, and Financial Bid documents as per BOQ of bidding documentsm Before uploading, the bidder has to select the relevant Digital signatur certificate. They may be prompted to enter the digital signature Certificate password, if necessary. For uploading the bidder should click “Browse” button against each documents lebel in Technical and Financial schedule/packets and them upload the relevant PDF/XLS files already prepared and stored in the bidder” s computer.

1.6).The bidder shall click “Encrypt” next for successful encrypting and uploading of required documents. During the above process, the bid documents are protected, stored and opened by concerned bid openers only.

1.7).After successful submission of bid documents, a page giving the summary of bid submission will be displayed that the process of e-bid submission is completed. The bidder can take a printout of the summary using the “Print option available in the window as an acknowledgement for future reference.

1.8)Purchase reserves the right to cancel any or all Bids without assigning any reason.

1.9)The Bidders are advice to upload the scanned documents with minimum of 150dpi scanner to ensure readable uploaded e- Bids.

16. Bids shall remain valid for a period not less than 120 (One hundred twenty) days after the dead line date for Financial Bid submission. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited without assigning any reason thereof.



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**17. Guiding schedule of rates:-** Current Schedule of Rates for Electrical works along with up-to date corrigenda and addenda to be applicable on the date of issue of this notice. Rate of items which are not available in above Schedule of Rates has been derived by proper analysis of rate based on market price.

18.. 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.

19.. 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.

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

21. 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.

22. 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) 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),
- Vii) Drawings, if any (Section-6),
- ix) Bill of Quantities (BOQ),
- x) Contractor's Bid (Documents furnished by Contractor),

23. 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,
- v i i ) Drawings,
- viii) Bill of Quantities(BOQ),

24. **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.

25. "W here 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".

- 26.. The successful bidder on receipt of Letter of Acceptance /Intent (LOA/LOI) will execute

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

*Special condition for safety at the work site*

27.

The contractor will indentify one of the supervisors for taking care of implementation of safety systems.The Contractor should follow the following General Guidelines governing the safety rules as laid down under:

1. Smoking is strictly prohibited at workplace.
2. Nobody is allowed to work without wearing safety helmet. Chinstrap of safety helmet shall be always on. Drivers, helpers and operators are no exception.

3. No one is allowed to work at or more than three meters height without wearing safety belt and anchoring the lanyard of safety belt to firm support preferably at shoulder level.
4. No one is allowed to work without adequate foot protection.
5. Usage of eye protection equipment shall be ensured when workmen are engaged for grinding, chipping, welding and gas-cutting. For other jobs as and when site safety co-ordinator insists eye protection has to be provided.
6. All safety appliances like safety shoes, safety gloves, safety helmet, safety belt, safety goggles etc. shall be arranged before starting the job.
7. All excavated pits shall be barricaded & barricading to be maintained till the backfilling is done. Safe approach to be ensured into every excavation.
8. Adequate illumination at workplace shall be ensured before starting the job at night.
9. All the dangerous moving parts of the portable/ fixed machinery being used shall be adequately guarded.
10. Ladders being used at site shall be adequately secured at bottom and top. Ladders shall not be used as work platform.
11. Material shall not be thrown from the height. enquired, the area shall be barricaded and one person shall be posted outside the barricading for preventing the tre-passers from entering the area.
12. Other than electricians one is allowed to carry out electrical connections, repairs on electrical equipments or other jobs related thereto.
13. All electrical connections shall be made using 3 or 5 core cables, having a earth.
14. Inserting of bare wires for tapping the power from electrical sockets is completely prohibited.
15. A tools and tackles inspection register must be maintained and updated regularly.
16. Debris, scrap and other materials to be cleared from time to time from the workplace and at the time of closing of work every day.
17. All the unsafe conditions, unsafe acts identified by contractors, reported by site supervisors and / or safety personnel to be corrected on priority basis.
18. No children shall be allowed to enter the workplace.
19. All the lifting tools and tackles shall be stored properly when not in use.
20. Clamps shall be used on return cables to ensure proper earthling for welding works.
21. Return cables shall be used for earthling.
22. All the pressure gauges used in gas cutting apparatus shall be in good working condition.
23. Proper eye washing facilities shall be made in areas where chemicals are handled.
24. Connectors and hose clamps are used for making welding hose connections.
25. All underground cable for supplying construction power shall be routed using conduit pipes.
26. Spill trays shall be used to contain the oil spills while transferring / storing them.
27. Tapping of power be cutting electric cables in between must be avoided proper junction boxes must be used.

8. **Important Information : Date & Time schedule**

Sl. No.	Particulars	Date & Time
1. 1	Date of uploading of N.I.T. and Bid Documents (online) (Publishing Date)	25.11..2016
2. 2	Date & time of start of downloading Bid Documents (Online)	25.11.16.2016 at 18-00 hrs.
3. 4	Date & time of start of Bid submission (On line)	26.11.2016 at 11-00 hrs.
4. 5	Date & time of closing of Bid Submission (On line)	19.12.2016 at 12-00 hrs.
5. 6	Date & time of Bid opening for Technical Proposals (Online)	19.12.2016 at 13-00 hrs.
6. 8	Date of uploading list of technically qualified bidders (online)	To be notified after evaluation of Technical Bid.
7. 9	Date & time of Bid opening for Financial Proposal (Online)	To be notified during uploading of Technical Evaluation sheet of bidders.

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

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**Memo. No. : 287/1(10)/JD(EEW)/HB**

**Dated : 25.11.2016.**

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

1. Vice-Chairman, HRBC, St. Georges Gate Road, Kolkata-700021
2. Chief Engineer, Housing Directorate, Govt. of W.B. N.S. Building, 1, K.S. Roy Road, Kolkata - 700001.
3. Chief Engineer-I, WB HIDCO, "HIDCO BHABAN", Premises No. 34-1111, Major Artrial Road, 3<sup>rd</sup> Rotary, New Town, Kolkata -700156.
4. Chief Municipal Engineer, Dev, & Planning Deptt., K. M. C., S.N. Banerjee Road, Kol-700014.
5. Superintending Engineer (P.W.D), Presidency Circle.-I, N.S. Bldg, 1, K.S.Roy Road, Kolkata- 700001.
6. Superintending Engineer (P.W.D), Presidency Circle.-II, Hestings, Kolkata-700027.
7. Superintending Engineer (P.W.D), Southern Circle. C.I.T. Bldg, P-16, India Exch. Place Extn, Kolkata-700 073.
8. Superintending Engineer (P.W.D), Bidhan Nagar Circle, Purta Bhawan, Salt lake, Kol-700091.
9. Superintending Engineer (P.W.D), Eastern Circle, 45, Ganesh Ch. Avenue, Kol-700013.
10. West Bengal Builder's Association, 119, Bepin Behari Ganguly Street, Calcutta - 700012

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

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**Memo. No.: 2 8 7 /2(14)/JD(EEW)/HB.**

**Dated : 25.11.2016**

Copy forwarded for information & wide circulation to the:-

1. Housing Commissioner, WBHB
2. Director (Engg.),WBHB
3. JHC & Secy, WBHB
4. FA-Cum-CAO,WBHB
5. CA-Cum-AP,WBHB
- 6 . JD(EW)-I/II / III /V/ (E.P.) WBHB
7. A.H.C.-I, WBHB with the request to publish the N.I.T. in BOARD's Web site (Soft copy is being sent on e-mail).
8. DD(EEW)- H.P., WBHB
9. Estimator, under 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 documents along with with all agenda & corrigendum, Instruction to Bidders (Section-1) & Qualification Information (Section-2) to be uploaded duly Digitally Signed. ( Rate is to be quoted only in the B.O.Q. under Financial Bid. In case of quoting of any rate in Printed Tender Form, the tender will be summarily rejected).
- vi. Declaration & Undertaking as per format given in Appendix-A, B & C of Qualification Information” (Section-2), “Special Terms & conditions”(Section-3), “Contract Data”(Section-4) and “Technical Specifications” (Section-5) and “Drawings”(Section-6) of the work.

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

- i. Professional Tax(PT) deposit receipt challan for the current financial year, PAN Card, Voter ID Card, Trade License, Income Tax Return Acknowledgement for the latest Assessment year, 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. Structure & organization and List of technical staff (Section – 2, **Form – III & IV**).
- vii. List of machineries possessed by own/arranged through lease deed along with authenticated copy of invoice, challan , waybill etc. as per format given in Section – 2, **Form V**.
- viii. Credential for completion of at least one similar nature of work under the authority of state/ central Govt., Statutory Bodies under State/Central Govt. constituted under the statute of the state/ state Govt. having a magnitude of **30(Thirty) percent** of the Estimated amount put to tender during the last 5(five) years prior to the date of issue of this NIT is to be furnished (**Section – 2, Form – VI**). Scanned copy of Original Credential Certificate as stated in 3(i) of NIT is to be furnished.

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

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

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	1. Vat Registration Certificate. 2. PAN, Voter ID Card 3. Latest P. Tax (Challan) 4. Latest IT Return/ Saral. 5. Service Tax Registration No. 6. Provident Fund Enrolment No.

B	Company Detail(s)	CompanyDetail - 1	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. Limited Company (Incorporation Certificate, Trade License) 4. Society (Society Registration Copy, Trade License) 5. Power of Attorney.
C	Credential	Credential – 1 Credential – 2	1. Similar nature of work done & completion certificate which is applicable for eligibility in this tender.
D	Equipment	Machineries – 1 Machineries – 2 Laboratory Equipment	1. Original document of own possession / arranged through lease deed to be annexed. Authenticated copy of Invoice Challan & Waybill (machinery) 2. Authenticated copy of Invoice, Challan of laboratory Equipment
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 P & L A/c.and Balance Sheet for the FY 2014-15. P & L A/c.and Balance Sheet for the FY 2013-14 P & L A/c.and Balance Sheet for the FY 2012-13 P & L A/c.and Balance Sheet for the FY 2011-12 P & L A/c.and Balance Sheet for the FY 2010-11	1. Financial Statement (Section – „2“, Form – II) duly filled up with bid capacity. 2. Affidavits – X and Affidavits - Y. 3. Certificate of revolving line of credit by the Bank, if reqred. P & L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit) P & L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit) P & L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit) P & L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit) 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(EW)-V and any other Engineer Officer(s) of WBHB (holding DSC) electronically from the web site using their Digital Signature Certificate.

iii. Intending tenderers may remain present, if they so desire.

iv. Cover (folder) statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for non- statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents, the tender will summarily be rejected.

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

### **C. Financial proposal**

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ), the contractor is to quote the rate (percentage Above/ Below/ At par) online through computer in the space marked for quoting rate in the BOQ.
  - ii. Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the contractor.
6. Financial capacity of a tenderer 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(EW)-V 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(EW)-V, WBHB may call off-line open Bid among the Bidders to lower down the offer rate further.

10) **Award of Contract**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract. The Agreement in WBHB Tender Form /W.B.F.No.-2911(ii) will incorporate all necessary documents e.g. N.I.T., all addenda and corrigendum, special terms and conditions, specification of works, different filled-up forms, B.O.Q. etc and the same will be constituted between the Tender Accepting Authority and the successful Bidder. After receipt of Letter of Acceptance, the successful bidder shall have to deposit balance Earnest Money, if required to fulfil 2% of his offered rate(i.e. Contract Price) and also to submit requisite copies of contract documents along with requisite cost within time limit to be set in the letter of acceptance.

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

**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-Filing:**

1. Statutory documents.
2. Non statutory documents.

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

Date:-

**SECTION – 2**  
**Form - II FINANCIAL**  
**STATEMENT**

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

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

Assessed Available Bid capacity = (AxNx2 - B) where

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

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

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

**To Calculate the value of "A"**

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

Sl. No.	Year	Value of Engineering Works Undertaken w.r.t. projects (Rs. In Lakh)
1.	Year - 5	
2.	Year -4	
3.	Year - 3	
4.	Year - 2	
5.	Year - 1	

ii) Maximum value of projects that have been undertaken during the F.Y. .... out of the last 5 years and value thereof is Rs. .... Lakh (Rupees.....). Further, value updated to the price level of the year indicated in Table is as follows:

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

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

Sl. No.	F.Y./Calendar year	Updation factor
1.	Year - 1	1.00
2.	Year - 2	1.05
3.	Year - 3	1.10
4.	Year - 4	1.15
5.	Year - 5	1.20

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

<p>_____ (Signature, Name &amp; Designation of Authorised Signatory)</p> <p>For &amp; on behalf of ----- -(Name of Applicant).</p>
--

<p>_____ Name of the Statutory Auditor,s Firm :</p> <p>Seal of the Audit Firm :</p> <p>(Signature, Name, Designation and Membership No. of authorised signatory).</p>
---

**To calculate the value of “B”**

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

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

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

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

**Note:**

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

**SECTION – 2**  
**AFFIDAVIT – “X”**

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

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

Date -----

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

Title of the Officer -----

Name of the Firm with Seal -----

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



**SECTION - 2**

**AFFIDAVIT – “Y”**

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

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false or concealed, the application may be rejected for which no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/s ----- or any of our constituent partner had been debarred to participate in tender by the Department (WBHB) or by any State Government Department/ Public Sector Undertaking or Enterprise of State Government during the last 5 (five) years prior to the date of this NIT.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested by Department and agrees to furnish any such information at the request of The Department.
5. Certified that I have applied for the tender in the capacity of individual/as a partner/P.O.A. holder of a firm and I have not applied severally for the same work.

Date -----

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

**Title of the Officer -----**

**Name of the Firm with Seal -----**

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

**SECTION - 2**

**FORM- III**

**STRUCTURE AND ORGANISATION**

- A.1** Name of applicant :
- A.2** Office Address :
- Telephone No. and Cell Phone No. :
- Fax No. :
- E mail :
- A.3** Details of Bank Accounts
- i) Name of Bank :
- ii) Name of Branch and Address with Phone No. :
- iii) Account No. :
- iv) MICR No. :
- v) IFSC Code :
- A.4** Attach an organization chart showing the structure of the company names of Key personnel and technical staff with Bio-data/Position :
- 

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

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

Date \_\_\_\_\_

**SECTION – 2**

**FORM – IV**

**LIST OF KEY TECHNICAL PERSONNEL TO BE DEPLOYED IN CONTRACT WORK**

Qualification and experiences of key personnel required for administration and execution of the Contract to be furnished as per format given below complying the minimum requirements as per Cl. 4(iii) of NIT (Attach documents of Qualification & Experience).).

<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>

Date -----

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

## SECTION - 2

### FORM – V

#### **MINIMUM PLANT AND EQUIPMENT TO BE DEPLOYED BY THE CONTRACTOR :**

Whereas it is entirely the responsibility of the Contractor to deploy sufficient plant and mechanical equipment to ensure compliance with his obligations under the Contract, the following list is an indicative list of the minimum essential basic holding of plant and mechanical equipment which the tenderer must own / arrange through lease deed. For each item of Plant & Equipment, copies of Tax Invoice, Way Bill, Delivery Challan etc. purchase documents shall have to be submitted as proof of ownership.

Sl. No.	TYPE OF EQUIPMENT	CAPACITY	MINIMUM NUMBER REQUIRED
1.	Concrete Mixture Machine with hopper (Full Charge).	Full Charge	1 No.

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

**SECTION – 2**

**FORM – VI**

**EXPERIENCE PROFILE**

Name of the Firm:

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

<i>Name of Employer</i>	<i>Name, Location and nature of work</i>	<i>Contract price in Indian Rs.</i>	<i>Percentage of Participation of company</i>	<i>Stipulated Date of start &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 - A**

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

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

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

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

**Date -----**

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

## SECTION-2

### APPENDIX – B

#### DECLARATION – B

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

-----  
Signed by an authorized officer of the firm.

-----  
Title of the officer

-----  
Name of the Firm with Seal

Date:

**SECTION-2**  
**APPENDIX- C**

**UNDERTAKING**  
(Bid Validity)

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

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

**Date -----**

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



## Mandatory

Name of work:- Area light for Ranikuthi Housing Project at Krishnanagar Under West Bengal Housing Board

- 1) Name of Company:-
- 2) Office Address:
  - a) Telephone No. & Cell Phone No.
  - b) Fax No.
  - c) E Mail
- 3) Details of BANK DRAFT or PAYORDER No. & Date issuing Bank.
  - 3) a)Voter Card/Passport/ (No etc.)  
Driving Licence.
  - b)PAN CARD (No. etc.)
  - c)VAT Registration(validity)  
certificate Last Deposit challan.
  - d)Professional Tax clearance  
certificate with Deposit challan.
  - e) Income Tax Return filed for A.Y. 2014-2015,  
2015-2016, 2016-2017.
  - f) Service Tax Reg. No.
  - g)P.F. Reg. No. (With current Receipt Challan)
  - h)Trade License.
- 5) Company Details(with documents)
  - a)Proprietor ship Firm/ Partnership firm/  
Limited Cimpany.
  - b) Power of Attorney  
(Votar Card, Pan Card, Adhar Card.)  
Of Power of Attorney porsion.

- 6) Completion Certificate (as per notice)
- 7) Technical person to be deployed in the Contract work. (Details)
- 8) Name of supervisor ( As per Notice)  
Diploma/Degree in Electrical Engineer, detail all certificate.
- 9) a) Current Assets.  
During F.Y. 2016-2017,2015-2016  
2014-2015.  
  
b)(It should include Bank over Draft) during F.Y. 2016-2017, 2015-2016, 2014-2015.  
(Minimum 3 Years)  
  
c) Working capital  
during F.Y. 2016-2017  
2015-2016,2014-2015.  
  
d) Net worth  
(Proprietors capital or partner Capital or paid up capital + Reaerve + surplus) during F.Y. 2016-2017, 2015-2016, 2014-2015.  
  
e) BANK LONE / GUARENTEE LAST YEAR.  
  
F) Annual value of similar work Last 3/5 yrs with W/O payment certificate.  
  
g) Bid capacity (to be submitted by the agency as per notice.)

**Date -----**

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