



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.

TENDER DOCUMENT

FOR

“Special repairing and rectification work of unsold House No.- A/22, A/43 at Shilpakanan HP, Phase-II(Durgapur) and Flat No.- 3/B/17(Top Floor) at Kanyapur Housing Project, Ph-II, Asansol under West Bengal Housing Board”.

(N.I.T. No. 02/2016-17/ JD(EW)-III/WBHB)

JOINT DIRECTOR (EW)-III, WEST BENGAL HOUSING BOARD.

July, 2016.



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, Fax: 2264-1480/0979

☎: 2264-1965/67, 2264-3966/8968/4974/0950 :: Web site: www.wbhousingboard.in, Email: wbhousingboard@gmail.com

Memo. No. : 117/JD(EW)-III/HB

Dated : 11.07.2016

NOTICE INVITING e-TENDER

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

The Joint Director (EW)-III, 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 | Cost of tender documents (Non- refundable) | Period of Completion | Engineer-in-charge of the work | Eligibility of Bidder |
|---------|--|--|---|---|-----------------------|--------------------------------|--|
| 1. | Special repairing and rectification work of unsold House No.-A/22, A/43 at Shilpakanan HP, Phase-II(Durgapur) and Flat No.- 3/B/17(Top Floor) at Kanyapur Housing Project, Ph-II, Asansol under West Bengal Housing Board. | Rs. 5, 15,632.00 (Rupees five lac fifteen thousand six hundred thirty two) only. | Rs 10,313.00 in The shape of bank Draft/ Pay order from any nationalized/ Scheduled Bank drawn in favour of West Bengal Housing Board". | Rs. 1,000 (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. | 45 (Forty five) days. | Deputy Director (EW)-S.K. H.P. | Bonafide & resourceful outsiders fulfilling requisite eligibility criteria as stated in the NIT. |

1. In the event of e-filing, 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/bid security may be remitted through demand draft/pay order issued from any nationalized/ scheduled bank in favour of " **West Bengal Housing Board**" and the same shall be documented as soft copy (scan copies of the originals) through e-filing. Only the lowest (L1) bidder shall submit the hard copy of the EMD/Bid Security(i.e. demand draft/pay order in original) to the tender inviting authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose, may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.
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://wbtenders.gov.in> as per tender time schedule stated in **Sl. No. 11**. 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 is 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 'Qualified' and 'Non-Qualified' Bidders will be displayed in the website and also in the Notice Board of the Joint Director (EW)-III/W.B.H.B. on the scheduled date and time.

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

- i) The intending bidders shall have to produce credentials of one completed work of similar nature of minimum value of **40 (forty) percent** (price updated @ 10% per annum, compoundable from the date of completion of work) of the amount put to tender during the last 5 (five) years from the date of issue of this Notice. Details of such work experience is to be furnished in Section-2, Form-VI. [Non statutory Documents]

N.B. :- 1) 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, State / Central Government undertaking, Statutory / autonomous bodies constituted under the Statute of the Central / State Govt, on the executed value of completed work will only be taken as credential.

- ii) The available **Bid Capacity** (to be calculated on the basis of prescribed format) of the prospective applicant 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 Technical personnel with adequate experience, the minimum being one Civil Engineering Diploma Holder with 3(three) year 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 prospective Bidders should own or arrange through lease deed (lease hold agreement) the required plant and machineries of prescribed specifications as shown in format(Details as mentioned in Section-2, Form-V). Conclusive proof of ownership in favour of owner or leaser of plant and machineries in working condition shall have to be submitted. [Non Statutory Documents]
- v) Copies of Trade License, Acknowledgement Receipt of Income Tax Return filed for the latest Assessment year / Professional Tax Deposit Challan for current Financial year / Pan Card / VAT Registration Certificate/ Voter ID Card for self identification are to be accompanied with the Technical documents [Non statutory Documents]
- vi) The Bidder 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.
- 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 /work is to be executed before issuance of work order [Non statutory Documents].
- viii) The prospective bidder would also have **Provident fund enrolment No.** issued by appropriate authority[Non statutory Documents].
- ix) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the **Article of Association and Memorandum**. [Non statutory Documents].
- x) 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]**

- x) 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.
 - xii) Financial Statement in **Form –II** of “Qualification Information”(Section-2) digitally signed by the applicant and authenticated by Statutory Auditor’s firm shall be submitted along with 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 zero.
5. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site.
 6. All materials required for the proposed work including Cement, Steel etc. shall be of specified grade and approved brand in conformity with relevant I.S. code (latest revision) & manufacturer, and shall be procured and supplied by the agency at their own cost including all charges for carriage, taxes, royalties etc. **Only branded steel of SAIL/TATA/RINL brand duly test certified will be allowed to use.** Authenticated evidence for purchase of Steel and cement are to be submitted along with challan and test certificate. In the event of further testing opted by the Engineer-in-Charge, such testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost. All the clauses and additional conditions incorporated in **WBHB Tender Form** in connection with the issue of Departmental Materials and Machinery will not be applicable in this contract.
 7. **Constructional Labour Welfare Cess @ 1(one) %** of cost of construction will be deducted from every Bill of the selected agency. Vat, Royalty & all other statutory levy/Cess will have to be borne by the contractor & the rate in the schedule of rates is inclusive of all such taxes and cess as stated above.
 8. **Adjustment of Price(increase or decrease) shall not be applicable for the proposed work.** Since the works under this N.I.T. is based upon the schedule of rates of Public Works Directorate with up to date Addenda & Corrigendum, the bidders shall quote their rate (percentage above / below / at par) accordingly considering that no escalation and / or price adjustment will be allowed by the department thereto under any circumstances.
 9. **No Mobilisation Advance and Secured Advance** will be allowed.
 10. 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 forthwith without assigning any reason thereof.

11. **Important Information :**

Date & Time schedule

| Sl. NO. | Particulars | Date & Time |
|---------|---|--|
| 1. | Date of uploading of N.I.T. and Bid Documents (online) (Publishing Date) | 11.07.2016 |
| 2. | Date & time of start of downloading Bid Documents (Online) | 11.07.2016 at 18-00 hrs. |
| 3. | Date of Pre Bid Meeting with the intending bidders in the o/o the Tender Inviting Authority | No pre-bid Meeting |
| 4. | Date & time of start of Bid submission (On line) | 18.07.2016 at 11-00 hrs. |
| 5. | Date & time of closing of Bid Submission (On line) | 26.07.2016 at 10-30 hrs. |
| 6. | Date & time of Bid opening for Technical Proposals (Online) | 26.07.2016 at 11-00 hrs. |
| 7. | Date of uploading list of technically qualified bidders (online) | To be notified after evaluation of Technical Bid. |
| 8. | Date & time of Bid opening for Financial Proposal (Online) | To be notified during uploading of Technical Evaluation Sheet. |
| 9. | Further Negotiation, if required, for finalisation of rate (Offline). | To be notified later on. |

12. **There shall be no provision of Arbitration. The Clause No. 25 of WBHB Tender Form/2911(ii) has been modified accordingly (vide Notification No. 558/SPW Dated: 13th December, 2011 of the Secretary, P.W. Department).**

13. Prospective bidders shall have to execute the work in such a manner so that appropriate service level of the Building 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 1st year (from date of completion of the work), another 30% on expiry of 2nd year & rest 40% on expiry of 3rd year. **Clause No. 17 of the conditions of contract of the Tender Form of West Bengal Housing Board** has been modified accordingly.

14. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.

15. **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.
16. 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.
17. 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 Bidder at the stage of Bidding.
18. **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. 1st lowest tenderer) and L2 (i.e. 2nd lowest tenderer) tenderers shall be refunded to him within 3(three) days after the comparative statement has been prepared and approved.
The Earnest Money of L2 Bidder shall be refunded to him within 3(three) days after 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.
19. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in the NIT, „Instructions to Bidders(ITB) and various conditions in “Conditions of Contract”, “Special Terms & Conditions” & other bidding documents before tendering the bids.
20. No Conditional/ Incomplete tender will be accepted under any circumstances.
21. 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 there under from time to time pursuant to **Clause** 19 of “Conditions of Contract”.
22. Guiding schedule of rates: P.W.D. Schedule of Rates -2014 with effect from 01.07.2014 for Building, Sanitary & Plumbing works, materials and labour and Road works with up-to-date corrigenda and addenda 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.
23. 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.
24. 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.

25. 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.
26. 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.
27. 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),
28. 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) Drawings,
 - viii) Bill of Quantities(BOQ),
29. **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.
30. "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".
31. 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.

**Joint Director (EW)-III,
West Bengal Housing Board**

Memo. No. : 117/1(10)/JD(EW)-III/HB

Dated : 11.07.2016

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, Kol-700001.
3. Chief Engineer-I, WB HIDCO, "HIDCO BHABAN", Premises No. 34-1111, Major Artil Road, 3rd Rotary, New Town, Kolkata -700156.
- 4 Chief Municipal Engineer, Dev, & Planning Deptt., K. M. C., S.N. Banerjee Road, Kol-700014.
5. Superintending Engineer (P.W.D), Presidency Circle.-I, N.S. Bldg, 1, K.S.Roy Road, Kol-700001.
6. Superintending Engineer (P.W.D), Presidency Circle.-II, Hestings, Kolkata-700027.
7. Superintending Engineer (P.W.D), Southern Circle. C.I.T. Bldg, P-16, India Exch. Place Extn, Kol-73.
8. Superintending Engineer (P.W.D), Bidhan Nagar Circle, Purta Bhawan, Salt lake, Kol-700091.
9. Superintending Engineer (P.W.D), Eastern Circle, 45, Ganesh Ch. Avenue, Kol-700013.
10. West Bengal Builder's Association, 119, Bepin Behari Ganguly Street, Calcutta - 700012

**Joint Director (EW)-III,
West Bengal Housing Board.**

Memo. No. : 117/2(15)/JD(EW)-SLG/HB

Dated : 11.07.2016

Copy forwarded for information & wide circulation to the:-

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

**Joint Director (EW)-III,
West Bengal Housing Board.**

WEST BENGAL HOUSING BOARD

SECTION - 1

INSTRUCTION TO BIDDERS

General guidance for e-tendering

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

1. **Registration of bidder**

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

2. **Digital Signature Certificate (DSC)**

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

3. **Collection of Tender Documents**

The Bidder can search & download 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 **40(Forty) 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 for AY 2015-16 5. Service Tax Registration No. 6. Provident Fund Enrolment No. |
| B | Company Detail(s) | Company Detail - 1 | 1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. Limited Company (Incorporation Certificate, Trade License) 4. Society (Society Registration Copy, Trade License) 5. Power of Attorney. |

| | | | |
|---|-----------------------|--|--|
| C | Credential | Credential – 1 Credential – 2 | 1. Similar nature of work done & completion certificate which is applicable for eligibility in this tender. |
| D | 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 | 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 for the FY 2015-16. | P & L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit) |
| | | P & L A/c.and Balance Sheet for the FY 2014-15 | P & L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit) |
| | | P & L A/c.and Balance Sheet for the FY 2013-14 | 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 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) |

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)-III 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)-III along with other authorised Engineer Officer(s) of WBHB electronically as per schedule date, time place.
- b) After opening of Financial Bid, if situation demands, the Joint Director (EW)-III, 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(EW)-III,
West Bengal Housing Board.**

WEST BENGAL HOUSING BOARD

SECTION – 2

QUALIFICATION INFORMATION

FORM - I

PRE-QUALIFICATION APPLICATION

To
The Joint Director (EW)-III,
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.

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 & Designation of Authorised Signatory)</p> <p>For & 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).).

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

Date -----

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

SECTION - 2

FORM – 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 (Half Charge). | Half Charge | 1 No. |

**Joint Director (EW)-III,
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 & Completion of work</i> | <i>Actual Date of start & Completion of the work</i> | <i>Completion Cost</i> | <i>Reasons for delay in completion (if any)</i> |
|-------------------------|--|-------------------------------------|---|--|--|------------------------|---|
| | | | | | | | |

Note: a) Certificate from the Employers to be attached

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

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

SECTION-2

APPENDIX – A

DECLARATION - A

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

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

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

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

Date -----

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

SECTION-2

APPENDIX – B

DECLARATION – B

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

Signed by an authorized officer of the firm.

Title of the officer

Name of the Firm with Seal

Date:

SECTION-2
APPENDIX- C

UNDERTAKING
(Bid Validity)

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

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

Date -----

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

-END-