



## WEST BENGAL HOUSING BOARD

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

'A B A S A N', 105, S. N. Banerjee Road, Kolkata – 700 014,

Phone : (033) 2265-1965, 2264-1967 / 3966 / 8968 / 4974 / 0950.

Fax : (033) 2264-1480 / 0979, Web site : [www.wbhousingboard.in](http://www.wbhousingboard.in)

Email : [wbhousingboard@gmail.com](mailto:wbhousingboard@gmail.com)

Memo .No:- 202/DD(EP) III /HB

Dated:- 26.09.2023

### NOTICE INVITING e-TENDER

NIT No:- WBHB/DD (EP) III/ NIT-10/2023-24

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

SL. No.	Name of Work	Estimated Amount (Rs.)	Earnest Money	Cost of Tender documents (Non-refundable)	Period of Completion	Engineer-in-charge of the work	Eligibility of Bidder
i	<b>Name of work:</b> Day to day Maintenance & petty repair work of office Building (ABASAN) and allied structures at 105, S. N. Banerjee Road, Kolkata-700014 under West Bengal Housing Board.	<b>Rs 276077.52</b>	<b>Rs. 5550.00</b> To be deposited in the mode of ONLINE (Net banking / NEFT / RTGS) in favour of 'West Bengal Housing Board'	<b>Rs.750.00</b> (per set) to be deposited by the successful Bidder during formal agreement after issuance of LOA. Cost of Tender document is not required during participation in NIT.	1(One) Year	Dy Director (EP) III <b>WBHB</b>	Bonafide & resourceful outsiders fulfilling requisite eligibility criteria as stated in the NIT

Scope of work:- Maintenance and repair of internal & external water supply lines, sanitary & plumbing fitting fixtures, internal & external sewerage & drainage lines, cleaning of underground water reservoir ,fire line, steel windows, wooden door etc. & other petty works of Abasan, office building at 105, S. N. Banerjee Road, Kolkata-700014 under West Bengal Housing board.

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 & necessary earnest money/bid security should be submitted through on line & **Earnest Money has be deposited by the bidder electronically:**

i) online through his net banking enabled bank account, maintained at any bank or:

ii) offline through any bank by generating NEFT/ RTGS challan from the e-tendering portal.

(i. [Net banking \(any of the banks listed in the ICICI Bank Payment gateway\)](#)

(ii. [in case of payment through ICICI bank payment gateway.](#)) Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank

.(ii. **RTGS/NEFT in case of offline payment through bank account in any bank.**)

Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.

Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.

The rate of the Tender in this percentage form of contract is to be submitted duly digitally signed in the website Within stipulated date and time.

The lowest bidder should produce in original to the office of undersigned for verification.

2. Both **Technical bid and Financial Bid** are to be submitted in technical (Statutory & Non- Statutory folder) and financial older 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 found qualified by the, B i d Evaluation Committee W.B.H.B /DY. Director (EP)-III. The decision of the B i d Evaluation Committee W.B.H.B /DY. Director (EP)-III will be final and absolute in this respect. The both list of Responsive and Non-Responsive Bidders will be displayed in the website and also In the Notice Board of the Deputy Director (EP)-III, W.B.H.B. on the scheduled date and time.

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

i) Bonafide & resourceful contractor's working in W.B.H.B. state P.W.D, C.P.W.D, railway, govt body having credentials for execution of similar nature/S&P/Building works/civil work of satisfactory completed, works valued at least 40% of estimated amount in a single contract during last five years. **OR** intending tenders should produced credentials of 2 (Two) similar nature of work/S&P/Building works/civil work, each of the minimum value of 30% of the estimated amount put to tender during 5(Five) years period to the date of issue of the tender notice, **OR** Intending tenderes should produced credentials of one single running work of similar nature//S&P/Building works/civil work, which has been completed to the extent of 80% or more and value of which is not less than the desired value at i) above. In case of running works, only those tenderers who will submit the certificate of satisfactory running works 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 panel action has been initiated against the executed agency. i.e. the tenderer.

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

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

3) Payment Certificate will not be treated as credential.

- ii) Copies of Income Tax Acknowledgement Receipt for the latest Assessment year / Professional Tax Clearance Certificate / P.T. (Deposit Challan) / Pan Card /Trade Licence/ GSTN are to be accompanied with the Technical documents [Non statutory Documents ]
  - iii) The prospective bidder would also have **Provident fund enrolment No.** issued by appropriate authority [Non statutory Documents].
  - iv) The Partnership Firm shall furnish the registered/Notarized partnership deed along with registered/Notarized Power of Attorney and the company shall furnish the **Article of Association and Memorandum** along with registered/Notarized Power of Attorney [Non statutory Documents].
  - v) **Joint venture** will not be allowed to participate in the above NIT.
  - vi) 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.
5. Agencies shall have to arrange land for erection for 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 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. Royalty & all other statutory levy will have to be borne by the contractor & the rate in the schedule of rates is inclusive of all such taxes.
  8. **Adjustment of Price ( increase or decrease) shall not be applicable for the proposed work.** Since B.O.Q. for the works under this N.I.T. is based upon the P.W.D(W.B) schedule of Rates 2017, with latest amendment/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 opening. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

11. Important Information: date & Time schedule

Sl. NO.	Particulars	Date & Time
1.	Date of uploading of N.I.Q. and Bid Documents(online) (Publishing Date)	29.09.2023 at 11.00 hrs.
2.	Date & time of start of downloading Bid Documents(Online)	29.09.2023 at 11.00hrs.
3.	Date & time of start of Bid submission (On line)	29.09.2023 at 11.00hrs
4.	Date & time of closing of Bid Submission	10.10.2023 at 13.00hrs
5.	Date & time of Bid opening for Technical Proposals (Online)	12.10.2023 at 13-00hrs
6.	Date of uploading list of technically qualified bidders (online)	To be notified after Evaluation of Technical Bid.
7.	Date & time of Bid opening for Financial Proposal (Online)	To be notified during Uploading of Technical Evaluation Sheet of Bidders

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

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

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

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

13. Prospective bidders shall have to execute the work in such a manner so that appropriate service level of the Tube well & pump is to be maintained up to a period of 1 (One) year 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 expiry of defect liability period. **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 (if required) 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 s. **5900.00** is to be submitted in the mode of ONLINE (Netbanking / NEFT / RTGS) in favour of '**WEST BENGAL HOUSING BOARD**' against the work. This clause is applicable for all categories of applicants. **Successful bidder should comply 2% of EMD before issuance of work order.** Earnest money so deposited by the successful tenderer shall on issuance of work order be automatically converted into part security money and a balance of 8% of amount of each running account bill shall have to be deducted to make it a total 10 % of security deposit of the work.
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 Tenderer at the stage of Bidding.
18. **Refund of EMD:** The Earnest Money of all the unsuccessful Tenderers, deposited online, shall be refunded in accordance with the Memorandum of the **Finance Department vide No. 3975-F(Y) dated 28th July, 2016. (Refer - in Bidders Guideline/Instruction to Bidders).**
19. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' (ITB) and various conditions in "Conditions of Contract & 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 thereunder from time to time pursuant to Clause 3 of "Conditions of Contract".
22. **Guiding schedule of rates:** : Schedule of rates of P.W.D.2017 for Building, Sanitary & Plumbing & Electrical works, materials and labour P W(RDS) & for Electrical works P.W.D Schedule of Rates (2017) with latest Amendment/ will be applicable on the date of issue of this notice with latest addenda corrigenda. 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 Tender inviting Authority within 48 hours from the date of publication of list of qualified Bidders and beyond that tie schedule no objection will be entertained by the Tender Evaluation Committee /Tender inviting Authority .

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) Printed WBHB Tender Form,
  - iv) Bill of Quantities (BOQ),
  - v) 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) Notice Inviting Tender with all addenda & corrigendum, if any along with Instruction to Bidders
  - v) Contract Data,
  - vi) Printed WBHB Tender Form,
  - vii) 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) Technical Capability**
  - b) Experience/Credential.**
- The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, c above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.. If any document submitted by a bidder is found either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of WBHB for a period of 1 (one) year or more as deemed fit by the Tender Inviting authority.
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".

**Deputy Director (EP)-III  
West Bengal Housing Board**

Copy forwarded for kind information to :-

1. Housing Commissioner, WBHB
- 2 . JHC & Secy., WBHB
3. Director (Engg.),WBHB
4. FA-Cum-CAO,WBHB
5. CA-Cum-AP,WBHB
6. JD(EW)-II/V/III/IV/(E.P.)/(EEW ), WBHB
7. AHC-I, WBHB with the request to publish the Notice in BOARD's Web site.
8. AD(EP), WBHB.

**Deputy Director (EP)-III,  
West Bengal Housing Board.**

# **WEST BENGAL HOUSING BOARD**

## **SECTION - 1**

### **INSTRUCTION TO BIDDERS**

#### **General guidance for e-tendering**

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

1. **Registration of bidder**

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

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

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

3. **Collection of Tender Documents**

The Bidder can search & download 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 work**

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

5. **Submission of Bids**

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

**A. Technical proposal(Tech file)**

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

**A-1. Statutory Cover Containing**

- i. Prequalification Application as per format given in **Sec-2, Form – I**(Qualification Information).
- ii. Earnest money against the work in favour of **West Bengal Housing Board**.



- iii. Printed Tender Form of WBHB, NIT with all agenda & corrigendum and Instruction to Bidders (Section-1) to be uploaded duly Digitally Signed. ( Rate is to be quoted only in the B.O.Q. under Financial Bid. In case of quoting of any rate in Printed Tender Form, the tender will be summarily rejected).

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

- i. Professional Tax(PT) deposit/ receipt challan, PAN Card, Trade Licence, IT Return for the latest Assessment year , GSTN
- ii. Provident Fund Enrolment No.
- iii. Registration Certificate under Company Act. (if any).
- iv. Registered Deed/Notarized deed of partnership Firm/ Article of Association and Memorandum.(For Partnership Firm/ Private Limited Company,)
- v. Registered/Notarized Power of Attorney (For Partnership Firm/ Private Limited Company,)
- vi. Credential for completion of at least i) one similar nature of work/S&P/Building works/civil 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. Or intending tenders should produced credentials of 2 (Two) similar nature of work, /S&P/Building works/civil work each of the minimum value of **30%** of the estimated amount put to tender during 5(Five) years period to the date of issue of the tender notice, or Intending tenderers should produced credentials of one single running work of similar nature/S&P/Building works/civil work, which has been completed to the extent of 80% or more and value of which is not less than the decided value at i) above is to be furnished . Scanned copy of Original Credential Certificate as stated in 4(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. G S T N 2. PAN, 3. Latest P. Tax Certificate / receipt challan 4. Latest IT Return 5. Trade Licence 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 & A.O.A) 4. Society (Society Registration Copy, Trade License)
			5. Power of Attorney (Registered/Notarized).
C	Credential	Credential – 1  Credential – 2	1. Day to day Maintenance & petty repair work Completion certificate which is applicable for eligibility in this tender.

**B. Authority to Evaluate the Bid i.e T.I.A**

**i. Opening and evaluation of tender:**

If any tenderer is exempted from payment of EMD, copy of relevant order needs to be furnished.

- ii. Technical proposals will be opened jointly by The Deputy Director(EP)-III and any other Engineer Officer(s) of 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/\_Authority to Evaluate the Bid ie T.I.A.
- vi. Bid opening summary of the Technical Bid is then uploaded to send email to all the participating Bidders.
- vii. Pursuant to scrutiny and decision of the Authority to Evaluate the Bid i.e. T.I.A, the summary list of Qualified & Non-qualified Bidders for the work (mentioning the serial number) will be uploaded in the web portals.
- viii. While evaluation, Authority to Evaluate the Bid i.e. T.I.A may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### **C. Financial proposal**

- 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. Penalty for suppression / distortion of facts**

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

### **7. REJECTION OF BID**

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

### **8) Opening of Financial Bid**

- a) Financial proposals will be opened by the Deputy Director(EP)-II I along with other authorised Engineer Officer(s) of WBHB electronically as per schedule date, time place.
- b) After opening of Financial Bid if situation demands, the Deputy Director (EP)-III, WBHB may call off-line open Bid among the Bidders to lower down the offer rate further.

### **9) Award of Contract**

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

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

- 12) **Refund of EMD:** The Earnest Money of every technically disqualified Tenderer as well as that of every technically qualified tenderer other than L.1 (i.e. 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 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.

**Deputy Director (EP)-III,  
West Bengal Housing Board.**

# **WEST BENGAL HOUSING BOARD**

## **SECTION – 2**

### **QUALIFICATION INFORMATION**

## **FORM - I**

### **PRE-QUALIFICATION APPLICATION**

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

Ref:- Tender for ..... (Name of work)

.....

.....  
..... [N.I.T. No \_\_\_\_\_]

Dear Sir,

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

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

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

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

We understand that:

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

#### **Encl:- e-Filling:**

1. Statutory documents.
2. Non statutory documents.

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

Date:-

**SECTION-2**  
**APPENDIX – A**

**DECLARATION BY THE TENDERER**

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

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

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

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

**Date -----**

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

## FORM OF AGREEMENT

This CONTRACT ( hereinafter called the “Contract” ) is made the \_\_\_\_\_day of the month of \_\_\_\_\_, 2023 between, on the one hand, The Deputy Director (E.P)III, West Bengal Housing Board, ‘ABASAN’, 105, S. N. Banerjee Road, Kolkata - 700014 ( hereinafter called the “Client” ) and, on the other hand, \_\_\_\_\_( hereinafter called the “Agency” )

### WHEREAS

- (A) the Client has requested the Agency to provide “Annual Service Contract” as defined in the General Conditions attached to this Contract ( hereinafter called the “Services” );
- (B) the Agency, having represented to the Client that they have the required personnel have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - a) The Agreement
  - b) Letter of Acceptance
  - c) Addenda to the NIT Document, if any
  - d) Form of Bid duly filled up
  - e) Instructions to Bidder
  - f) The General Conditions of Contract
  - g) Financial Offer with Payment Schedule
  - h) Locations of the Project
  - i) Notice Inviting Quotation
  - j) Other Documents as agreed upon
- 2. The mutual rights and obligations of the Client and the Agency shall be as set forth in the Contract in particular:
  - (a) the Agency shall carry out the Services in accordance with the provisions of the Contract, and
  - (b) the Client shall make payments to the Agency in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

**FOR AND ON BEHALF OF  
[CLIENT]**

By \_\_\_\_\_  
Authorized Representative

**FOR AND ON BEHALF OF AGENCY**

By \_\_\_\_\_  
Authorized Representative

**UNDERTAKING FOR NOT BLACKLISTED**

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

.....  
STAMP & SIGNATURE OF AUTHORIZED SIGNATORY





