



# WEST BENGAL HOUSING BOARD

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

‘A B A S A N’, 105, S. N. Banerjee Road, Kolkata – 700014,

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:- 1230/JD(EP) /HB

Dated :-12.10.2018

( NleT)

NIT No:-WBHB/JD(EP)/NleT-08 /2018-2019/2<sup>ND</sup> CALL

The Joint Director (EP),West Bengal Housing Board, invites E-Tender (as ordered by Housing Commissioner, WBHB) for the work detailed in the table below.

(Submission of Bid through online).for &on behalf of West Bengal Housing Board.

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
1.	Construction of (G+9) Storied residential apartment Building including balance piling, sanitary, plumbing, water supply arrangements & electrical installation along with lightning conductor installation, & other infrastructural works (both for civil and electrical works) at Karunamoyee, Block –E.D, Salt Lake, Dist-24 Pgs(N), Kolkata-700091 under West Bengal Housing Board.	Civil-(including 12% GST & 1% labour cess)= Rs.14,23,40,279.00  Electrical-(including 12% GST & 1% Labour cess)= Rs.1,39,30,679.00 Rs.15,62,70,958.00	Rs. – 31,25,420.00  To be deposited in the mode of ONLINE (Netbanking / NEFT / RTGS)	Rs. 10,000 (perset) to be deposited by the successful Bidder during formal agreement after issuance of LOA. Cost of Tender document is not required during participation in N I T .	24 (Twenty Four) months	Deputy Director (EW)- Diya. HP. – (Karuna moyee)	Bonafide resourceful & reliable outsider eligible through pre-qualification as per Clause No. 4(i) of this Nle-T.

1. In the event of e-filling, intending bidder may download the tender documents from the website: <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate & **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 \(any of the banks listed in the ICICI Bank Payment gateway\) 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 hard copy of the documents given online should be submitted.

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

**Three Government of West Bengal Enterprises viz. "Mackintosh Burn Limited.", "Westinghouse Saxby Farmer Limited", and "Britannia Engineering Limited", are exempted from earnest money for participation in tender vide Order No. 430(3)-W(C)/1M-208/15 dated 31.08.2015 of The Joint Secretary, P.W. Department, Works Branch, Govt. of West Bengal subject to the condition that they will furnish Security Deposit if selected in the tender.**

2. Both **Technical bid and Financial Bid** are to be submitted in technical (Statutory & Non- Statutory folder and financial folder concurrently duly digitally signed in the website <http://etender.wb.nic.in> as per tender time schedule stated in **Sl. No. 12.** The documents submitted by the bidders should be properly indexed & digitally signed.

3. The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL Document (both statutory and non-statutory) of the Bidder found qualified by the Tender committee W.B.H.B.

The decision of the Tender committee, W.B.H.B. will be final and absolute in this respect.

The both list of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the Joint Director (EP), W.B.H.B. on the scheduled date and time.

4. **Eligibility criteria for participation in the tender.** (applicable for both Civil & Electrical Works)

- i) (a) The intending tenderer should produce credential of a similar nature of completed single work
- ii) having minimum value of **30% (Thirty percent)** of the estimated amount put to tender during 5(five) years prior to the date of issue of this e-Tender notice.

OR

(b) The intending tenderer should produce credentials of 2(two) similar nature of completed works, each having minimum value of **25% (Twenty five percent)** of the estimated amount put to tender during 5(five) years prior to the date of issue of this e-Tender notice.

OR

(c) The intending tenderer should produce credential of one single running work of similar nature which has been completed to the extent of **75% (Seventy five percent)** or more and value of which is not less than the desired value at (i) (a) 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. Details of such work experience is to be furnished in Section-2, Form-VI. [Non statutory Documents]

- iii) Joint Venture will not be allowed for each of identical works. In case the intending bidder(civil contractor)

has no electrical papers of his own, then **Joint Venture** of civil contractor (**Prime Agency**) and with electrical counterparts will be allowed for particular work through MOU (Memorandum of Understanding) which should be notarised from First Class Magistrate as per Court of Law and the same is to be documented through e-Filing.

**The joint venture of Civil Contractor (Prime Agency) and Electrical agency must fulfill the eligibility criteria as prescribed in clause no. 4(i) of this Nle-T. (both the agency should have required credential INDIVIDUALLY)** N.B : -

**The Prime Agency (or Electrical Agency, in case of Joint Venture of Civil and Electrical agency) must have Electrical Contractors License and Electrical Supervisor holding Supervisor Competency Certificate as per I.E. Rules**

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

shall be treated as non-responsive.)

iv) Any intending bidders who have failed to execute any works contract under this department and was terminated by any sub-rule under Clause-3 of WBHB Tender Form or terminated under any Clause of standard bidding document by Engineer-in-Charge/ Employer during last 05(five) years will not be eligible to participate in this bid.

**v) Net worth of the bidder's for the last year, calculated on the basis of capital, profit and free reserve available to the firm should be positive.**

vi) 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)**.

**Each and every field of Section -2, FORM-II (Financial) must be filled-up properly by the applicant and the Chartered Accountant as given in the said form, otherwise the bid will be treated as cancelled.**

vii) The prospective Bidders shall have in their full time engagement Technical personnel with adequate experience, the minimum being **1 No Civil Engineering Degree Holder, 1 Nos Civil Engineering Diploma Holder and one Electrical Engineering Diploma Holder with & One Electrical Supervisor having supervising licence.** 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]

viii) 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 (Tax Invoice, Way Bill, Delivery Challan,) for each plant and machineries in working condition shall have to be submitted. Present location of installation of main Plant and Machineries as mentioned in specified format has also to be disclosed. Present status / location of all the Plant and Machineries are needed to be provided. If the same is already engaged in the other works, then name of client along with his contact number should be furnished in the declaration by the intended tenderer countersigned by the client with tentative date of release of such Plant and Machineries where the same are presently engaged. If necessary, authority/ screening committee may inspect Plant and Machineries physically or call for the original documents as proof of Ownership in favour of owner / lessor of the same. Plant and Machineries should be owned or arranged through lease deed (lease hold agreement) by the Applicant. **[Non Statutory Documents]**

In this connection, self declaration (Proforma enclosed : Section - 2, FORM - v) shall also have to be submitted

alongwith the tender and it should be declared that statement of fact related to the mode of ownership of machineries are true and it also to be clearly stated that required specified machineries shall be installed at the working site within 45 Days (maximum) from the date of L.OA/ Work Order.

ix) The **Working Capital** shall not be less than 15(Fifteen) percent of the amount put to tender out of which minimum 10% shall be of applicant's own resource.

x) Copies of Income Tax Acknowledgement Receipt for the latest Assessment year / Professional Tax Clearance Certificate / P.T. (Deposit Challan) / Pan Card / GST.

Registration Certificate/ Voter ID Card for self identification are to be accompanied with the Technical documents [Non statutory Documents ]

xi) The agency should have GST. number/should possess for **GST number** and copies of necessary documents to this effect is to be submitted along with technical documents[Non statutory Documents].

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

xiii) The Partnership Firm shall furnish the registered partnership deed **along with Power of Attorney to be submitted alongwith the application.** and the company shall furnish the **Article of Association and Memorandum.** [Non statutory Documents].

xiv) 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]**

xv) 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.

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

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

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. The successful tenderer shall establish field testing laboratory equipped with requisite instruments in conformity with relevant code of practice and technical staff according to the requirements of the works to be executed.

7. 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.

i) Steel materials:- **Only branded steel of SAIL/TAT A/RINL brand duly test certified will be allowed to use {TOR steel rod / HYSD / TMT Bar of Fe415. Fe500, Fe550/550D grade (The grade to be decided by the E-I-C or as per instruction reflect on the approved drawing of this department} .**

ii) **Cement :-** Cement procure and supply by the contractor shall be of Ordinary Portland Cement 53 grade, 43 grade conforming (IS 8112) or PPC/PSC (The grade to be decided by the E-I-C or as per instruction reflect on the approved drawing of this department or as stipulated in the WB. PWD schedule of rates.-2017

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.

8. **Constructional Labour Welfare Cess @ 1(one) %** of cost of construction will be deducted from every Bill of the selected agency. Royalty & all other statutory levy will have to be borne by the contractor Successful bidder have to obtain **Cess Registration certificate(as applicable as per norms)** 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].

9. **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 effective from 01.11.2017(both for civil & electrical works), along with corrigendum's(up to 3<sup>rd</sup> corrigendum-building, sanitary &plumbing) of P.W.D(W.B) schedule-2017, 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.

10. **Running payment for the work may be made to the executing agency as per availability of fund.**

NB. **No Mobilisation Advance and Secured Advance** will be allowed.

11.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.

12. **Important Information :date & Time schedule**

Sl.NO.	Particulars	Date & Time
1.	Date of uploading of N.I.T. and Bid Documents (online) (Publishing Date)	12.10.2018 AT 18.00 HRS
2.	Date & time of start of downloading Bid Documents (Online)	12.10.2018 AT 18.00 HRS

3	Pre-bid meeting date	30.10.2018 AT 15.00 HRS
4.	Date & time of start of Bid submission (On line)	02.11.2018 AT 18.00 HRS
5.	Date & time of closing of Bid Submission (On line)	19.11.2018 AT 18.00 HRS
6.	Date & time of Bid opening for Technical Proposals (Online)	22.11.2018 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 of Bidders

**12. A-Further corrigendum and addendum if issued, will be published only on e- tender website.**

**12.B LOCATION OF CRITICAL EVENT**

**Pre-Bid Meeting & Bid Opening –West Bengal Housing Board  
ABASON BUILDING-3<sup>rd</sup> Floor  
105, SN Banerjee Road,  
Kolkata-700014**

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

the date of receipt of the contractor's letter. The Dispute Redressal Committee shall be constituted with the following officials as members –

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

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

14. 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 1

year (from date of completion of the work), another 30% on

expiry of 2<sup>nd</sup> year & rest 40% on expiry of 3<sup>rd</sup> year. **Clause No. 17 of the conditions of contract of the Tender Form of West Bengal Housing Board** has been modified accordingly.

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

16. **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 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. 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.

17. 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.

18. 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.

19. **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)**

20. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' (ITB) and various conditions in "Conditions of Contract", "Special Terms & Conditions" & other bidding documents before tendering the bids.

21. No Conditional/ Incomplete tender will be accepted under any circumstances.

22. 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

23. **Guiding schedule of rates** : Schedule of rates of P.W.D(W.B) schedule of Rates 2017 effective from 01.11.2017(both for civil & electrical works), along with corrigendum's(up to 3<sup>rd</sup> corrigendum-building, sanitary & plumbing) of P.W.D(W.B) schedule-2017 will 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.

24. 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.

25. 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.
26. In case if there be any objection regarding Prequalifying the Agency, that should be lodged to the Chairman, Tender Evaluation Committee within 48 hours from the date of publication of list of qualified Bidders and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
27. 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.
28. The set of Tender/Bidding Documents comprises the documents listed below :
- i) Notice Inviting Tender with all addenda & corrigendum, if any. ii) Instruction to Bidders (Section-1),
  - iii) Filled up forms of Qualification Information (Section-2), iv) Printed WBHB Tender Form,
  - v) Special Terms & Conditions (Section-3), vi) Contract Data (Section-4),
  - vii) Technical Specification (Section-5), Vii) Drawings, if any (Section-6),
  - ix) Bill of Quantities (BOQ),
  - x) Contractor's Bid (Documents furnished by Contractor),
29. 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),

**30. Qualification criteria.**

The tender inviting & Accepting Authority through a 'Tender Evaluation Committee' will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding :

**a)Financial Capacity.**

**b)Technical Capability comprising of personnel & equipment capability.**

**c)Experience/Credential.**

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, c above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.. If any document submitted by a bidder is found either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of WBHB for a period of 1 (one) year or more as deemed fit by the Tender Inviting authority.

31. "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".

32. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

During construction and till completion of the project, the agency shall have to abide by all rules and regulations of Department of Environment, Govt. of West Bengal to keep pollution under control due to constructional activities. The contractor shall give all notices in this respect and pay all fees required to be given or paid by any statute or any regulation or by law and any local or other statutory authority which may be applicable to the works and shall keep the Department indemnified against all penalties and liability of every kinds for breach of such statute regulation or law. The following measurers shall have to be taken during constructional activities.

a) Provision of drinking water, waste water disposal and solid waste management system for labour camps should be ensured. Proper sanitation facility should be provided for construction workers. Health and safety of the workers should be ensured during Construction and personal protective equipment like helmets, gloves, shoes, eye protective equipment for welders, etc. should be provided to the workers.

b) 15 m screen and adequate sprinkler arrangement shall be provided to arrest the dust particles of the materials being used for the construction purpose. Care should be taken to keep all material storages adequately covered and contained so that they are not exposed to winds and not created any adverse effects on neighbouring communities.

c)Diesel Generator sets deployed during construction phase should have acoustic enclosures and should conform to E(P) Rules prescribed for air and noise emission standards.

d) Vehicles / equipment deployed during construction phase should conform to applicable air and noise emission standards.

e) Ambient noise levels and air quality should conform to residential standards both during day and night, and should be monitored fortnightly.

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

**Memo.No. : 1230/1(6)/JD(EP)/HB**

**Dated :12.10.2018**

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

1. Vice-Chairman, HRBC, St. Georges Gate Road, Kol.
2. . Chief Engineer, Housing Directorate, Govt. of W.B. N.S.Building, Kol.
- 3 Director General (Operation), KMDA, Unnayan Bhawan Salt Lake,
4. Superintending Engineer (P.W.D), Presidency Circle.-I/New Secretariat Building, Kolkata.
5. Federation of Contractors' Association, West Bengal.
6. Contractors' Association, West Bengal Housing Board.

**Joint Director (EP),  
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,W BHB
6. JD(EW)-I/II/V/III/(EEW ) / Slg.,WBHB
7. L.A.O./ASC-I, WBHB with the request to publish the Notice in BOARD's Web site.
8. DD(EW)-Diya H.P, WBHB
- 9, DD(EP)-III
10. . Estimator, WBHB.
11. Notice Board

**Joint Director (EP)**  
**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 to be uploaded duly Digitally Signed in TECH\_Folder** (except NIT, WBHB Tender Form & Special Terms and condition, to be uploaded duly Digitally Signed in the respective folder)

A-1. **Statutory Cover Containing**

- i. Prequalification Application as per format given in **Sec-2, Form – I**(Qualification Information).

- ii. Copy of challan generated through e-tender portal towards earnest money (EMD) as prescribed in the NIT.
- iii. Financial Statement as per format given in **Sec-2, Form – II**(Qualification Information).
- iv. Affidavits (Ref:- format shown in “X” Section-2 and format for general affidavit shown in “Y” Section-2).
- v. Printed Tender Form of WBHB, NIT with all agenda & corrigendum and Instruction to Bidders (Section-1) to be uploaded duly Digitally Signed. ( Rate is to be quoted only in the B.O.Q. under Financial Bid. In case of quoting of any rate in Printed Tender Form, the tender will be summarily rejected).
- vi. “Qualification Information” as per format given in Section-2(Appendix-A, B,C & D), “Special Terms & conditions”(Section-3), “Contract Data”(Section-4) and “Technical Specifications” (Section-5) and “Drawings”(Section-6) of the work.

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

- i. Professional Tax(PT) deposit receipt challan for latest year, PAN Card, Voter ID Card, IT Return / Saral for the Assessment year 2018-19, and GST. Registration No.
- ii. Provident Fund Enrolment No.
- iii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association and Memorandum. iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Tax Audit Report in 3CD Form along with Balance Sheet and Profit & Loss A/c for the last five years(year just preceding the current Financial Year will be considered as year-I).
- vi. List of technical staff along with structure and organization (Section – 2, **Form – III & IV**).
- vii. 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 Or intending tenders should produced credentials of 2 (Two) similar nature of work, each of the minimum value of 25% 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 which has been completed  
to the extent of 75% or more and value of which is not less than the desided 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. .  
**(Section – 2, Form – VI)**. Scanned copy of Original Credential Certificate as stated in 3(i) of NIT is to be furnished.

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

**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 : Scanned copies of original should up load in the folder marked as. TECH\_**

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	1. GST Registration Certificate. 2. PAN, Voter ID Card 3. Latest P. Tax (Challan) 4. Latest IT Return/ Saral for AY 2017-18 5. 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. 2. Enlistment certificate issue by WBHB (if required).
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.
		P & L A/c.and Balance Sheet for the FY 2016-17	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 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 20013-14.	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)

**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(EP) 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. 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

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(EP) 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(EP) WBHB may call off-line open Bid among the Bidders to lower down the offer rate further.

10) **Award of Contract**

The Tenderer whose Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in Printed Tender Form will incorporate all necessary documents e.g. LOA, N.I.T. with all addenda-corrigendum, Instruction to Bidders(Section-1), different filled-up forms (Section –2), special terms and condition (Section – 3), Contract Data (Section-4), Technical Specifications (Section-5) and Drawings(Section-6), 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.



# **WEST BENGAL HOUSING BOARD**

## **SECTION – 2**

### **QUALIFICATION INFORMATION**

#### **FORM - I**

##### **PRE-QUALIFICATION APPLICATION**

To  
The Joint Director (EW)-II  
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.

Date:-

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

**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 = (A x N x 2 - 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 ----- .

\_\_\_\_\_

\_\_\_\_\_

(Signature, Name & Designation of Authorised Signatory)

For & on behalf of -----  
-(Name of Applicant).

Name of the Statutory Auditor,s Firm :

Seal of the Audit Firm :

(Signature, Name, Designation and Membership No. of authorised signatory).

**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)

**SECTION – 2**  
**AFFIDAVIT – “X”**

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

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

Date \_\_\_\_\_

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

## **SECTION - 2**

### **AFFIDAVIT – “Y”**

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

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false or concealed, the application may be rejected for which no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent partner had been debarred to participate in tender by the Department (WBHB) during the last 5 (five) years prior to the date of this NIT.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested by Department and agrees to furnish any such information at the request of The Department.
5. Certified that I have applied for the tender in the capacity of individual/as a partner/P.O.A. holder of a firm and I have not applied severally for the same work.

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

Date \_\_\_\_\_

**SECTION - 2**  
**FORM- III**

**STRUCTURE AND ORGANISATION**

<b>A.1</b>	Name of applicant	:
<b>A.2</b>	Office Address	:
	Telephone No. and Cell Phone No.	:
	Fax No.	:
	E mail	:
<b>A.3</b>	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	:
<b>A.4</b>	Attach an organization chart showing the structure of the company with names of Key personnel.	:

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

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

Date \_\_\_\_\_

**SECTION – 2**

**FORM – IV**

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

Qualification and experiences of key personnel required for administration and execution of the Contract. Attach biographical data. (Refer cl. 4(iii) of NIT).

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

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

SECTION - 2

FORM – V

A. **DEPLOYMENT OF MACHINERIES IN THE CONTRACT WORK(in favour of owner / lessee):-**  
(Copy of document of own possession / arranged through lease deed to be annexed)  
(If engaged before Certificate from E.I.C. to be annexed in respect of anticipated dated of release of Machineries.)

Name of Machine / Instrument	Make	Type	Capacity	Motor / Engine No.	Machine No.	Possession Status		Date of release If Engaged
						Idle	Engaged	
1	2	3	4	5	6	7	8	9

For each item of equipment the application should attach copies of  
(i) Receipt of Delivery, (ii) Road Challan from Factory to delivery spot.

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

**SECTION - 2**  
**FORM – V (contd...)**

**B. 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.

Sl. No.	TYPE OF EQUIPMENT	CAPACITY	MINIMUM NUMBER REQUIRED
1.	Concrete Mixer Diesel or Electric operated-Mini Concrete batch mixing plant or weigh Batchers / tilting / reversible drum concrete mixture with hopper		1 No.
2.	Pneumatic vibrator 25mm-60 mm dia nozzle/ internal or immersion vibrator		4 No
3.	Pumps for dewatering/slurry/mud removing	<b>5 hp or more</b>	2 No.
4	Winch type Hoist (electric or diesel/ petrol operated)	<b>Lifting height -15m (minimum)</b>	1No
5	Steel reinforcement cutting and bending machine		1 no
6	Concrete pump with app. Capacity		1 no
7	Welding machine		1 no
8	Portable cutter		1 no
9	Survey equipment		1 set
10	Floor polishing Machine		2 Nos
11	Marble cutting machine		2 Nos
12	Surface / screed vibrator		2 nos

**Joint Director(EP)**  
**West Bengal Housing Board.**

SECTION – 2

FORM – VI

EXPERIENCE PROFILE

Name of the Firm:

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE C O N T R A C T WORK HAVING MORE THAN 40% OF THE ESTIMATED COST PUT TO TENDER EXECUTED DURING THE LAST FIVE YEARS. Along with running work of similar nature(if any) which has been completed to the extent of 80% or more and value of which is not less than the 40

<i>Name of Employer</i>	<i>Name, Location and nature of work</i>	<i>Contract price in Indian Rs.</i>	<i>Percentage of Participation of company</i>	<i>Stipulated Date of start &amp; Completion of work</i>	<i>Actual Date of start &amp; Completion of the work</i>	<i>Completion Cost</i>	<i>Reasons for delay in completion (if any)</i>

Note: a) Certificate from the Employers to be attached  
b) Non-disclosure of any information in the Schedule will result in disqualification of the firm

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

**SECTION-2**  
**APPENDIX – A**

**DECLARATION BY THE TENDERER**

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

### BANK CERTIFICATE

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

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

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

(Signature) Name

of the Bank

Senior Bank Manager

Address of the Bank

**SECTION-2**

**APPENDIX - C**

**UNDERTAKING**

(Cash Flow)

I/we the undersigned do hereby undertake that our firm M/s \_\_\_\_\_ would invest a minimum cash up to 15% of the value of the work during implementation of the Contract.

**Date -----**

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

**SECTION-2**  
**APPENDIX-D**

**UNDERTAKING**  
(Bid Validity)

1. The undersigned do hereby undertake that our firm M/s \_\_\_\_\_  
\_\_\_\_\_ agree to abide by this bid for a period \_\_\_\_\_ days from the  
date fixed for receiving the Bid and it shall be binding on us and the same may be accepted at any  
time before the expiration of that period.

**Date -----**

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

Government of West Bengal  
Finance Department  
Audit Branch

No. 3975-F(Y)

Dated, 28<sup>th</sup> July, 2016

**MEMORANDUM**

**Sub: Online receipt and refund of EMD of e-procurement through State Government e-procurement portal**

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMD / Bid Security related to e-procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc

**1. Login by bidder:**

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
  - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
  - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

**2. Payment procedure:**

**a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:**

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/Settlement Process:

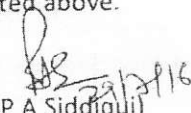
- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L<sub>1</sub> and L<sub>2</sub> bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L<sub>2</sub> bidder should not be rejected till the LOI process is successful.
- iv. If the L<sub>1</sub> bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L<sub>2</sub> bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L<sub>1</sub> bidder is uploaded to the e-Procurement portal by the tender inviting authority.

- v. As soon as the L<sub>1</sub> bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
- EMD of the L<sub>1</sub> bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L<sub>1</sub> bidder.
  - EMD of the L<sub>1</sub> bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L<sub>1</sub> bidder.
- In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.
- vii. Once the EMD of the L<sub>1</sub> bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees ( if any ) were initiated.

**4. Accounting and Monitoring Process:**

- The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.
- The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.
- The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.

  
(P A Siddiqui)

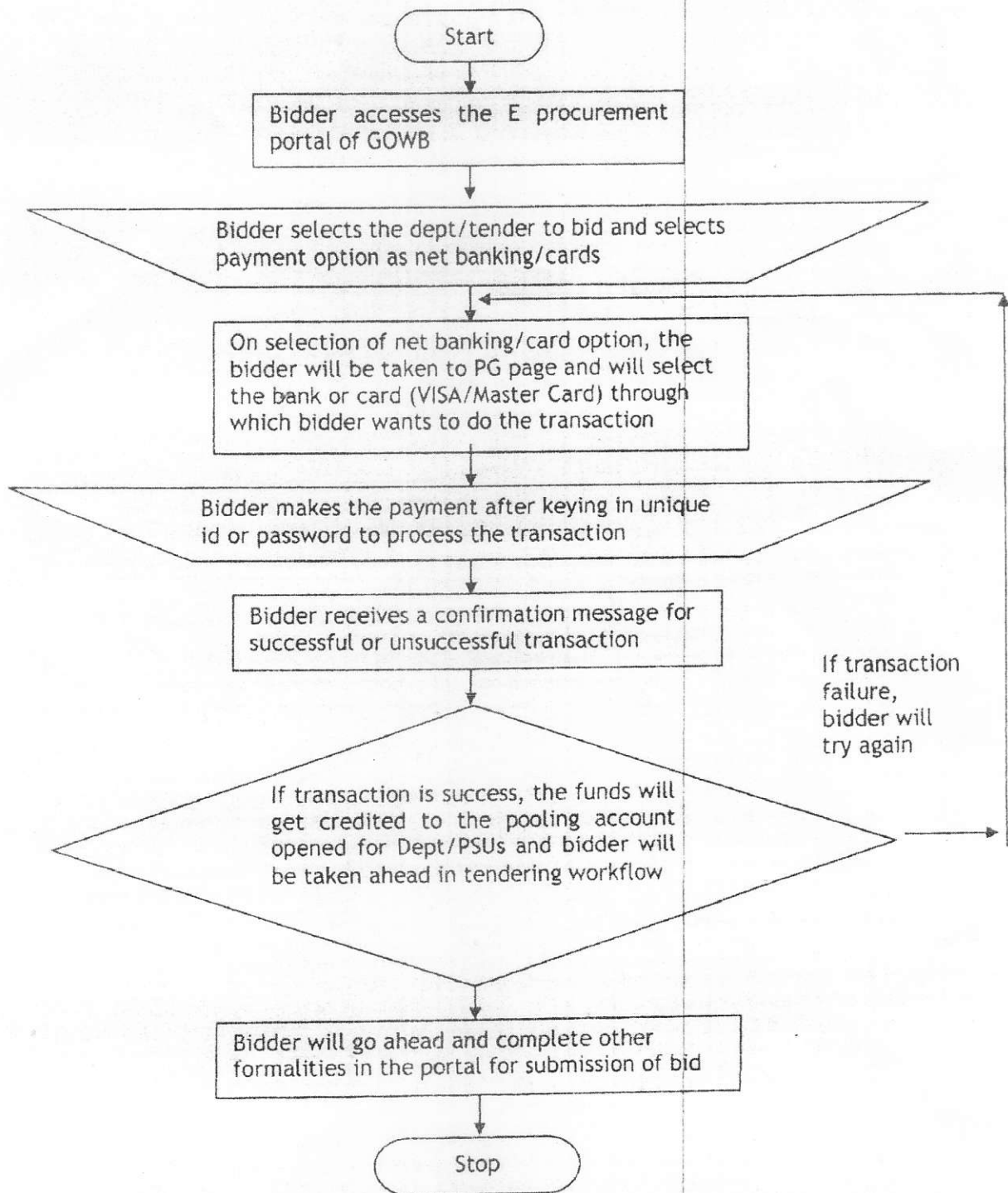
Secretary to the  
Government of West Bengal  
Finance Department

# NIC & ICICI BANK E-PROCUREMENT

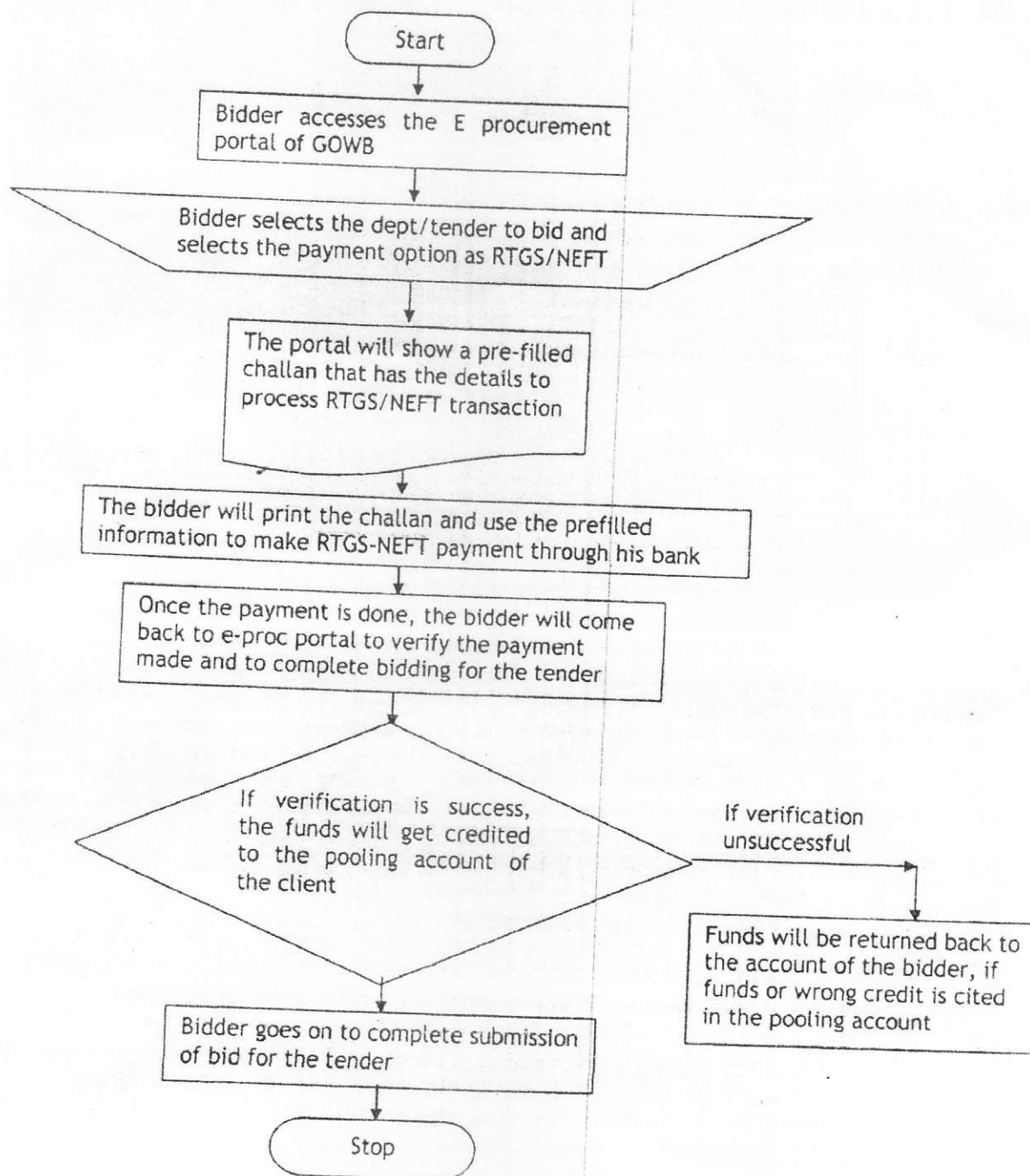
# HELP DESK

<u>NAME</u>	<u>LOCATION</u> <u>NIC HELP DESK</u>	<u>CONTACT</u> <u>NO.</u>	<u>MAIL-ID</u>
Mr. ATANU BHUNIYA TANMOY LAHIRI NAZMUS SAHADAT MOLLA JAYANTA SAMANTA NILADRI HEMBRAM	WBPWD guest house,pranjali 3/2 st. Georgers gate road hasting more	033-22236236	wbehelpdesk@gmail.com
Mr. Habibulla Rahaman Mr. Bhaskar Rao Mr. CHANDAN DEY Mr. ROBIN DAS	Irrigation & Waterways dept Jalsampad bhavan, Jalsampad bhavan, Salt lake GROUND floor, Salt lake	9874961136	habibnic@gmail.com b.bhaskarrao30@gmail.com
CHINMAOY MANDAL (Murshidabad Helpdesk)	Office of Superintending Engineer, C.R. Das Road, P.O-Berhampore, Dist.- Murshidabad, Pin-742101	8158999869 9641902796	hripwdmsd@gmail.com
Mr. ARINDAM BERA (Midnapore Helpdesk)	MIDNAPUR HIGHWAY DIVISION NO.II PUBLIC WORKS(ROADS) DTE SAHEED MANGAL PANDEY SARANI PASCHIM MEDINIPUR:721101	9641951710	hripwdmed@gmail.com
DINESH MAHATO (Burdwan Helpdesk)	P.W.D. Burdwan Division, Aftab Club Court Compound, Burdwan	9932302439	hripwd.burdwan.helpdesk@gmail.com
Mr. RAJU DAS (Malda Helpdesk)	MALDA PWD HIGH DIVISION,SINGTALA BUS STOP-HANTA KALIBARI	9800262930	hripwdmld@gmail.com
Mr. NIRUPAM NAG (Siliguri Helpdesk)	PWD NORTH BENGAL CONSTRUCTION DIVISION AIR VIEW MORE (NEAR 2 <sup>ND</sup> MAHANANDA BRIDGE) HILL CART ROAD SILIGURI - 734001	7501483711	hripwdjg@gmail.com
ICICI Bank Help desk	NA	033-40267512 033-40267513	saptarshi.chandra@icicibank.com

Process for payment through Payment gateway (PG) (Annexure I)



Process for payment through RTGS/NEFT (Annexure II)



Process of refund/settlement (Annexure III)

