



WEST BENGAL HOUSING BOARD

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

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Memo .No:- 165 /JD(EW)-I/HB

Dated :-25/09/2017

NOTICE INVITING e-TENDER

NIT No. :-WBHB/JD(EW)-I/NIT-04/2017-18

The Joint Director (EW)-I, 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 | Name of work: Repairing and renovation of 10(ten) Nos old flats at Calcutta Green,Prantic Ph-I,jublee,Mathkol, Lake view HP under West Bengal Housing Board. | Rs.2,92,408.00 | Rs. Rs.5,848.00 in the shape of bank Draft / Pay order from any nationalized/ Scheduled Bank drawn in favour of 'West Bengal Housing Board'. | Rs.750.00 (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. | 3(Three) months | Dy Director (EW) Moon Beam/lakeveie /Thp/Mathkol Housing Project | Bonafide & resourceful outsiders fulfilling requisite eligibility criteria as stated in the NIT |
| ii | Name of work: Repairing and renovation of 2(two) Nos old flats at ECTP Ph – iv.under West Bengal Housing Board. | Rs.2,78,790.00 | Rs.5,576.00 | Rs.750.00 (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. | 3(Three) months | Dy Director (EW) Moon Beam/lakeveie /Thp/Mathkol Housing Project | Bonafide & resourceful outsiders fulfilling requisite eligibility criteria as stated in the NIT |

| | | | | | | | |
|------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| iii) | Repairing and renovation of 9(nine) Nos old flats at Moon Beam, East enclave & Eastern Nook HP. under West Bengal Housing Board. | Rs.4,63,311.00 | Rs.9,266.00 | Rs.750.00 (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. | 4(four) | Dy Director (EW) Moon Beam/lakeveie /Thp/Mathkol Housing Project | Bonafide & resourceful outsiders fulfilling requisite eligibility criteria as stated in the NIT |
|------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

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 may be remitted through demand draft/pay order issued from any nationalized/scheduled bank in favour of **West Bengal Housing Board'** and the same shall be documented as soft copy (scan copies of the originals) through e-filling. Only the lowest (L1) bidder shall submit the hard copy of the EMD/Bid security (i.e..demand draft/ pay order in original) to the tender inviting authority with is acceptance latter of the LOI. Failure to sibmit the hard copy with the acceptance latter wit in the time period prescribed for the purpose, may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.
2. Both **Technical bid and Financial Bid** are to be submitted in technical (Statutory & Non-Statutory folder) and financial folder concurrently duly digitally signed in the website_ <http://wbtenders.gov.in> as per tender time schedule stated in **Sl. No. 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 (EW)-I, 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/Building works 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, 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 which has been completed to the extent of 80% 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.

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

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

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

vii) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the **Article of Association and Memorandum.** [Non statutory Documents].

vii) 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 3 (three) 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]**

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

ix) 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. 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.

6. 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.
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. **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.
8. **Constructional Labour Welfare Cess @ 1(one) %** of cost of construction may be deducted from every Bill of the selected agency. Vat, Royalty & all other statutory levy/Cess will have to be borne by the contractor & the rate in the schedule of rates is inclusive of all such taxes and cess as stated above.
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 2014 effective from 01.07.2014 & April 2014, with latest amendment with effect from 1st December 2015 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. **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) | 25.09.2017 |
| 2. | Date & time of start of downloading Bid Documents (Online) | 25.09.2017at18hr |
| 4. | Date & time of start of Bid submission (Online) | 11.10.2017 at11hr |
| 5. | Date & time of closing of Bid Submission (Online) | 16.10.2017at18hr |
| 6. | . Date & time of Bid opening for Technical Proposals (Online) | 18.10.2017.11hr |
| 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 |

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

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

[7]

| | | |
|---|-----------------------------------------------------------|-------------------------------|
| 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 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 conditios

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 shape of Bank Draft/Pay Order of any nationalized/scheduled bank drawn in favour of '**WEST BENGAL HOUSING BOARD**' against the work. This clause is applicable for all categories of applicants. Earnest money so deposited by the successful tenderer shall on issuance of work order be automatically converted into part security money and a balance of 8% of amount of each running account bill shall have to be deducted to make it a total 10 % of security deposit of the work.
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 every technically disqualified Tenderer as well as that of every technically qualified tenderer other than L.1 (i.e. 1st lowest tenderer) and L2 (i.e. 2nd lowest tenderer) tenderers shall be refunded to him within 3 (three) days after the comparative statement has been prepared and approved.
The Earnest Money of L2 Bidder shall be refunded to him within 3 (three) days

- after L1 Bidder has accepted the LOI (i.e. Letter of indent)
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.
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 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".
 23. **Guiding schedule of rates:** : Schedule of rates of P.W.D.(2014-2015) with effect from 31.07.2014 for Building, Sanitary & Plumbing works, materials and labour and PW(RDS) & for Electrical works P.W.D Schedule of Rates (2014-2015)effective from April 2014 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.
 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) Bill of Quantities (BOQ),
- vii) 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) 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**
- 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".

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

Memo.No:- 165 /1(6) /JD(EW)-I/HB

Dated : 25.09.2017

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 (EW)-I,
West Bengal Housing Board.**

Copy forwarded for kind information to :-

1. Housing Commissioner, WBHB
2. Director (Engg.),WBHB
3. FA-Cum-CAO,WBHB
4. CA-Cum-AP,WBHB
5. Joint Housing Commissioner & Secy., WBHB
6. JD(EW)-II/V/III/IV/(E.P.)/(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)Moon Beam H.P, WBHB
9. . Estimator under JD(EW)-I,WBHB.

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

- iv. Affidavits -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(“Special Terms & conditions”(Section-3), “Contract Data”(Section-4) and “Technical Specifications” (Section-5).

A-2. Non statutory Cover Containing

- i. Professional Tax(PT) deposit receipt challan for the financial year 2015-16, PAN Card, Voter ID Card, IT Return / Saral for the latest Assessment year , GSTN
- 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 three years(year just preceding the current Financial Year will be considered as year-I).
- vii. Credential for completion of at least i)one similar nature of work under the authority of state/ central Govt., Statutory Bodies under State/Central Govt. constituted under the statute of the state/ state Govt. having a magnitude of **40(Forty) percent** of the Estimated amount put to tender during the last 5(five) years prior to the date of issue of this NIT. Or intending tenders should produced credentials of 2 (Two) similar nature of 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 which has been completed to the extent of 80% or more and value of which is not less than the desided value at i) above is to be furnished **(Section – 2, Form – VI)**. Scanned copy of Original Credential Certificate as stated in 3(i) of NIT is to be furnished.

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

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

| Sl. No. | Category Name | Sub-Category Description | Detail(s) |
|---------|---------------|--------------------------|-----------|
| | | | |

| | | | |
|---|-----------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | Certificate(s) | Certificate(s) | <ol style="list-style-type: none"> 1. G S T N 2. PAN, Voter ID Card 3. Latest P. Tax (Challan) 4. Latest IT Return/ Saral for AY 2015-16 6. Provident Fund Enrolment No. |
| B | Company Detail(s) | Company Detail - 1 | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 1. Building and allied work done & completion certificate which is applicable for eligibility in this tender. 2. Enlistment certificate issue by WBHB (if required). |
| | | | |
| F | Financial Information | | <ol style="list-style-type: none"> 1. Financial Statement (Section – ‘2’, Form – II) 2. Affidavits – Affidavits - Y. 3. Certificate of revolving line of credit by the Bank. |
| | | P & L A/c. and Balance Sheet for the FY 2015-16. | P & L A/c. and Balance Sheet (with Annex. |
| | | P & L A/c. and Balance Sheet for the FY 2014-15 | P & L A/c. and Balance Sheet (with Annex. |
| | | P & L A/c. and Balance Sheet for the FY 2013-14 | P & L A/c. and Balance Sheet (with Annex. and 3CD form in case of Tax Audit) |

B. Tender Evaluation committee (TEC)

i. Opening and evaluation of tender :-

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

- ii. Technical proposals will be opened jointly by The Joint Director(EW)-I and any other Engineer Officer(s) of WBHB (holding DSC) electronically from the web site using their Digital Signature Certificate.

- iii. Intending tenderers may remain present, if they so desire.
- iv. Cover (folder) statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for non- statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents, the tender will summarily be rejected.
- v. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
- vi. Bid opening summary of the Technical Bid is then uploaded to send email to all the participating Bidders.
- vii. Pursuant to scrutiny and decision of the Tender Evaluation Committee, the summary list of Qualified & Non-qualified Bidders for the work (mentioning the serial number) will be uploaded in the web portals.
- viii. While evaluation, the committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

C. Financial proposal

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ), the contractor is to quote the rate (percentage Above/ Below/ At par) online through computer in the space marked for quoting rate in the BOQ.
 - ii. Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the contractor.
6. Financial capacity of a tenderer will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.T. and to be derived from the information furnished in FORM-I and II (Section-2) i.e., Application (for Pre-qualification) and Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a Scheduled Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Tenderer, the Tenderer will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-In-Charge/ Employer.

The audited Balance sheet for the last five years, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Tenderer's financial position, showing long term profitability including an estimated financial projection of the next two years.

7. Penalty for suppression / distortion of facts

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

8. REJECTION OF BID

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

inform the affected Tenderer or Tenderers of the ground for Employer's (tender accepting authority) action.

9) **Opening of Financial Bid**

- a) Financial proposals will be opened by the Joint Director(EW)-II along with other authorised Engineer Officer(s) of WBHB electronically as per schedule date, time place.
- b) After opening of Financial Bid if situation demands, the Joint Director(EW)-II, 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) Contractor's Bid & B.O.Q. and the same will be executed between the Tender Accepting Authority and the successful Tenderer.

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

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

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.

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

Date:-

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
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

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