



WESTBENGAL HOUSINGBOARD

(Estd. under W.B.ActXXXII of 972)

„ABASAN”,

105, S.N.BanerjeeRoad,Kolkata–700014,

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

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

Email: wbhousingboard@gmail.com

Memo.No. :-700/Elec/HB/DD-II

Dated: 31.05.2019

NOTICE INVITING (E-QUOTATION)

E-QUOTATION No. 01 /2019-2020/DD(EEW)-II/WBHB

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

| Sl. No | Name of the Work | Earnest Money. Rs. | Cost of Tender documents | Period of completion. | Engineering in-charge of the work. | Eligibility of Bidder. |
|--------|---|--------------------|--|-----------------------|------------------------------------|---|
| 1. | Annual Maintenance Contract (AMC) of 6(Six) passenger 2 nos. Lifts (OMEGA make) at Himalaya Kanya Housing Project, Ph-III, Siliguri, under West Bengal Housing Board. | Rs 1000.00 | Cost of Tender documents is not required during participation in N.I.Q. (Rate quote) | 12(Twelve) months. | Deputy Director(EEW) -II | “Bonafide Resourceful contractors having experience in execution of similar nature of work with valid relevant lift maintenance license from competent authority” |

1. In the event of e-filing, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate
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>

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

4. **The awarded bidder should attend any emergency call in case of breakdown of lifts within 2 (Two) hrs**

5. Replacement of any damaged material (as and when required) to be done by the agency without claim any additional charge from customer.

6. Eligibility criteria for participation in the tender.

i) (a) The prospective bidders shall have satisfactorily completed as a prime agency should produce credential of a similar nature of work of the minimum value of 40% of the Rate quoted amount put to the tender during 3 (Three) years prior to the date of issue of this tender notice; or,

(b) Intending bidders should produce credentials of 2 (two) similar nature of work, each of the minimum value of 30% of the Rate quoted amount put to the tender during 5 (Five) years prior to the date of issue of the tender notice; or,

(c) Intending bidders should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (a) above.

In case of running works, only those bidders who will submit the certificate of satisfactory running work from the concerned Deputy Director (EEW), or equivalent competent authority will be eligible for the tender. The required certificate should be clearly stated that the work is in progress

Satisfactorily and also that no penal action has been initiated against the executing agency, i.e., the bidders.

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

N.B. :- 1) Credential/Completion certificate should contain

- a) Name of work,
- (b) Name and address of Client,
- (c) Rate quoted Amount put to tender,
- (d) Date of commencement of work
- (e) Date of completion of work

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

iii) **Bids shall remain valid for a period of 120 (one hundred twenty) days from the last date of submission of financial Bid.**

iv) The Bidders must have contractor's License (as applicable).

v) Copies of Trade License, (valid up to date) Acknowledgement Receipt of Income Tax Return for the last three Assessment year/Professional Tax Deposit Challan for current Financial year /PANCARD / VAT Registration Certificate /GST certificate/ Voter ID Card for self identification to be accompanied with the Technical documents [Non statutory Documents]

vi) The Bidder should possess GST Registration number (Last receipt of challan) / GST (effect 01.07.2017 as applicable) and copies of necessary documents. (Non statutory Documents)

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

viii) The Partnership Firms has furnished the registered partnership deed along with power of Attorney and the company's have furnished the Article of Association and Memorandum. [Nonstatutory Documents].

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

x) Declaration in **Form-III** regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application.

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

xii). Adjustment price (Increase or decrease) shall not be applicable for the proposed work.

xiii) Retention money will be refund after completion.

xiv) I.T. Deduction from every Bill as per norms.

7) Before submitting the Bid document, the Bidders should carefully read the tender conditions, Specification tender schedule and explanatory notes.

1) Both Technical bid & Financial bid are to be submitted in two folders comprising of (Statutory cover & Non statutory cover in Technical part/folder and rate Quotation etc. In Financial part/folder) duly Digitally signed.

a. Statutory cover containing: (I) Tender Form 2911, (II) NIT with all agenda corrigendum (Download & Upload the same digitally signed, quotations rate will only encrypted in the B.O.Q. under Financial bid.)

b. Non statutory cover containing: (I) Valid Trade license, PAN CARD, Acknowledgement Receipt of Income Tax Return along with balance sheet & audit report for the last 3 yrs. Vat/GST Registration Certificate, Current P.F. Challan, Voter ID Card/Aadhaar Card. (As applicable)

8. Comprehensive Lift Maintenance Contract / SCOPE OF WORKS

(i) Regular maintenance wire ropes condition & tension.

(ii) Planned Maintenance scheduling to reduce break down by trained personnel.

(iii) On requirements systematic examination, adjustment and lubrication will be done by the agency.

- (iv) Lubrication checks of Guide rails and check brake shoes.
 - (v) On site log card detailing all lifts.
 - (vi) Risk assessment report.
 - (vii) Periodically examination of all safety devices and governors will be carried out to keep the same in working condition including replacement, if required.
 - (viii) Maintenance of hoist way gate, car gate, gate locks, will be carried out. Replacement of parts of COP, LOP and display unit will be done, if required.
 - (ix) Break down callouts.
 - (x) Checking of all limit switches operated.
 - (xi) Repair / replacement of conductor cable & wiring.
 - (xii) Proper cleaning car enclosure, Hoist way, Pit and Machine room.
 - (xiii) Renewal of lift license.
 - (xiv) On requirement repair / renew of motor, motor resistance circuit, bearings, commutators, rotating elements, magnet coil, brake or brake coil, windings, Commutators, rotating elements, Coils, Resistance for motor circuit, Magnet frame, and other mechanical parts.
9. The Bidder at his own responsibility and risk is encouraged of site visit before submitting Bid documents (Section-5, D4).

| Sl. No. | Particulars | Date&Time |
|---------|---|-------------------------|
| 1. | Date of uploading of N.I.Q. and Bid Documents(online)(PublishingDate) | 31.05.2019 AT 11.00 HRS |
| 2. | Date&timeofstartofdownloadingBid Documents(Online) | 31.05.2019 AT 11.00 HRS |
| 3. | Date&timeofstartofBidsubmission(On line) | 10.06.2019 AT 11.00 HRS |
| 4. | Date&timeofclosingofBidSubmission (Online) | 17.06.2019 AT 11.00 HRS |
| 5. | Date&timeofBidopeningforTechnical Proposals(Online) | 19.06.2019 AT 11.00 HRS |
| 6. | Date of uploading list of technically qualifiedbidders(online) | To be notified. |
| 7. | Date & time of Bid opening for Financial proposal (Online) | To be notified |

Terms of Payment- Payment will be made as per measurement and as per decision of EIC.

Memo.No. :- 700/Elec/HB /DD-II
Copy To:-

Dated: 31.05.2019

- 1..Vice-Chairman,HRBC,St.GeorgesGateRoad,Kolkata-700021
2. Chief Engineer, Housing Directorate, Govt.ofW.B.N.S.Building, 1, K.S.RoyRoad, Kol-700001.
- 3.ChiefEngineer-I,WBHDICO,“HIDCOBHABAN”,PremisesNo.34-1111,MajorArtialRoad,3rd
Rotary, NewTown, Kolkata-700156.
- 4 ChiefMunicipalEngineer, Dev, &PlanningDeptt, K.M.C., S.N.BanerjeeRoad, Kol-700014.
5. SuperintendingEngineer (P.W.D), PresidencyCircle.-I, N.S.Bldg, 1, K.S.RoyRoad, Kol-700001.
6. SuperintendingEngineer (P.W.D), PresidencyCircle.-II, Hestings, Kolkata-700027.
7. SuperintendingEngineer (P.W.D), SouthernCircle.C.I.T.Bldg, P-16, IndiaExch.PlaceExtn, Kol-73.
8. SuperintendingEngineer (P.W.D), BidhanNagarCircle, PurtaBhawan, Saltlake, Kol-700091.
9. SuperintendingEngineer (P.W.D), EasternCircle, 45, GaneshCh. Avenue, Kol-700013.
- 10.WestBengalBuilder'sAssociation,119, BepinBehariGangulyStreet,Calcutta- 700012

Deputy Director(EEW)-II
WestBengalHousingBoard.

Memo. No. :- 700/Elec/HB/DD-II

Dated: 31.05.2019

Copy forwarded for information to the:-

1. Housing Commissioner,WBHB
2. JHC&Secy.,WBHB
3. Director(Engg.),WBHB
4. CA-Cum-AP,WBHB
5. FA-Cum-CAO,WBHB
6. JD(EW)-I/II / III / (E.P.)WBHB
7. AHC-II, WBHBwiththerequesttopublishtheNoticeinBOARD'sWebsite (Softcopyisbeingsentone-mail).
8. DD(EEW)- II,WBHB
9. Estimator, under (EEW), WBHB.
10. NoticeBoard.

Deputy Director(EEW)-II,
WestBengalHousingBoard.

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 [http:// wbtenders.gov.in](http://wbtenders.gov.in) (or on the web portal of West Bengal Housing Board). The contractor is to click on the link for e-Tendering site as given on the web portal.

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

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

3. **Collection of Tender Documents**

The Bidder can search & download NIT and bid documents electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of tender documents.

4. **Participation in more than one work**

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

5. **Submission of Bids**

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

A. Technical proposal

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

A-1. Statutory Cover Containing

- i. Prequalification Application as per format given in **Sec-2, Form – I** (Qualification Information).
- ii. Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the NIT against the work in favour of **West Bengal Housing Board**.
- iii. Financial Statement as per format given in **Sec-2, Form – II** (Qualification Information).
- iv. Affidavits (Ref: - format shown in “X” Section-2 and format for general affidavit shown in “Y” Section-2).
- v. Printed Tender Form of WBHB, NIQ documents along with all agenda & Corrigendum, Instruction to Bidders (Section-1) & Qualification Information (Section-

2) To be uploaded duly Digitally Signed. (Rate is to be quoted only in the B.O.Q. under Financial Bid. In case of quoting of any rate in Printed Tender Form, the tender will be summarily rejected).

- vi. Declaration & Undertaking as per format given in Appendix-A, B & C of Qualification Information” (Section-2), “Special Terms & conditions”(Section-3), “Contract Data”(Section-4) and “Technical Specifications” (Section-5) and “Drawings”(Section-6) of the work.

A-2. Non statutory Cover Containing

- i. Professional Tax (PT) deposit receipt challan for the current financial year, PAN Card, Voter ID Card, Trade License, Income Tax Return Acknowledgement for the latest Assessment year, GST Registration Certificate, 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 Three years(year just preceding the current Financial Year will be considered as year-1).
- vi. Structure & organization and List of technical staff (Section – 2, **Form – III & IV**).
- vii. List of machineries possessed by own/arranged through lease deed along with authenticated copy of invoice, challan, waybill etc. as per format given in Section – 2 **Forms V**.
- viii. Credential for completion of at least one similar nature of work under the authority of state/ central Govt., Statutory Bodies under State/Central Govt. constituted under the statute of the state/ state Govt. having a magnitude of **30(Thirty) percent** of the Estimated amount put to tender during the last 5(five) years prior to the date of issue of this NIT is to be furnished (**Section – 2, Form – VI**). Scanned copy of Original Credential Certificate as stated in 3(i) of NIT is to be furnished.

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

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

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

| | | | |
|---|-----------------------|--|--|
| B | Company Detail(s) | Company Detail - 1 | 1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. Limited Company (Incorporation Certificate, Trade License) 4. Society (Society Registration Copy, Trade License) 5. Power of Attorney. |
| C | Credential | Credential – 1 Credential – 2 | 1. Similar nature of work done & Completion certificate which is applicable for eligibility in this tender. |
| D | Man Power | Technical Personnel | List of Technical Staffs to be deployed along with Structures & Organization (as per N.I.T.) |
| E | Financial Information | Work in hand | 1. Financial Statement (Section – „2“, Form – II) duly filled up with bid capacity. 2. Affidavits – X and Affidavits - Y. 3. Certificate of revolving line of credit by the Bank, if required. |
| | | 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) |

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 Deputy Director (EEW)II 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 /Quotationer 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 Three 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 Deputy Director(EEW)-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 Deputy Director (EEW)-II, WBHB may call off-line open Bid among the Bidders to lower down the offer rate further.

10) **Award of Contract**

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

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

**Deputy Director (EEW)-II,
West Bengal Housing Board.**

WEST BENGAL HOUSING BOARD

SECTION – 2

QUALIFICATION INFORMATION

FORM - I

PRE-QUALIFICATION APPLICATION

To
The Deputy Director (EEW)-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-Filing:

1. Statutory documents.
2. Non statutory documents.

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

Date:-

SECTION – 2
Form - II FINANCIAL
STATEMENT

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

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

Assessed Available Bid capacity = (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 – 3 | |
| 2. | Year – 2 | |
| 3. | Year – 1 | |

ii) Maximum value of projects that have been undertaken during the F.Y. out of the last 3 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 |

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

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

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

To calculate the value of “B”

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

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

.....

 Signature, name and designation of
 Authorised Signatory

For and on behalf of
(Name of the
 Applicant)

Note:

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

SECTION – 2
AFFIDAVIT – “X”

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

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

Date -----

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

Title of the Officer -----

Name of the Firm with Seal -----

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

SECTION - 2

AFFIDAVIT – “Y”

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

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

Date -----

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

Title of the Officer -----

Name of the Firm with Seal -----

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

SECTION - 2

FORM- III

STRUCTURE AND ORGANISATION

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

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

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

Date _____

SECTION – 2

FORM – IV

LIST OF KEY TECHNICAL PERSONNEL TO BE DEPLOYED IN CONTRACT WORK

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

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

Date -----

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

SECTION – 2

FORM – VI

EXPERIENCE PROFILE

Name of the Firm:

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

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

Note: a) Certificate from the Employers to be attached

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

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

SECTION-2
APPENDIX – A

DECLARATION - A

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

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

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

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

Date -----

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

SECTION-2

APPENDIX – B

DECLARATION – B

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

Signed by an authorized officer of the firm.

Title of the officer

Name of the Firm with Seal

Date:

**SECTION
N-2
APPENDIX
- C**

**UNDERTAKI
NG**

(Bid
Validity)

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

----- agree to abide by the Bid for a period of ----- days after the dead line date
for Bid

submission and it shall be binding on us and the same may be extended at any time
before
the expiration of that period.

Date -----

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

Government of West Bengal
Finance Department
Audit Branch

No. 3975-F(Y)

Dated, 28th 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/PRI, 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 L₁ and L₂ 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 L₂ bidder should not be rejected till the LOI process is successful.
- iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L₂ 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 L₁ bidder is uploaded to the e-Procurement portal by the tender inviting authority.

- v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
- EMD of the L₁ 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 L₁ bidder.
 - EMD of the L₁ 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 L₁ 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 L₁ 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)

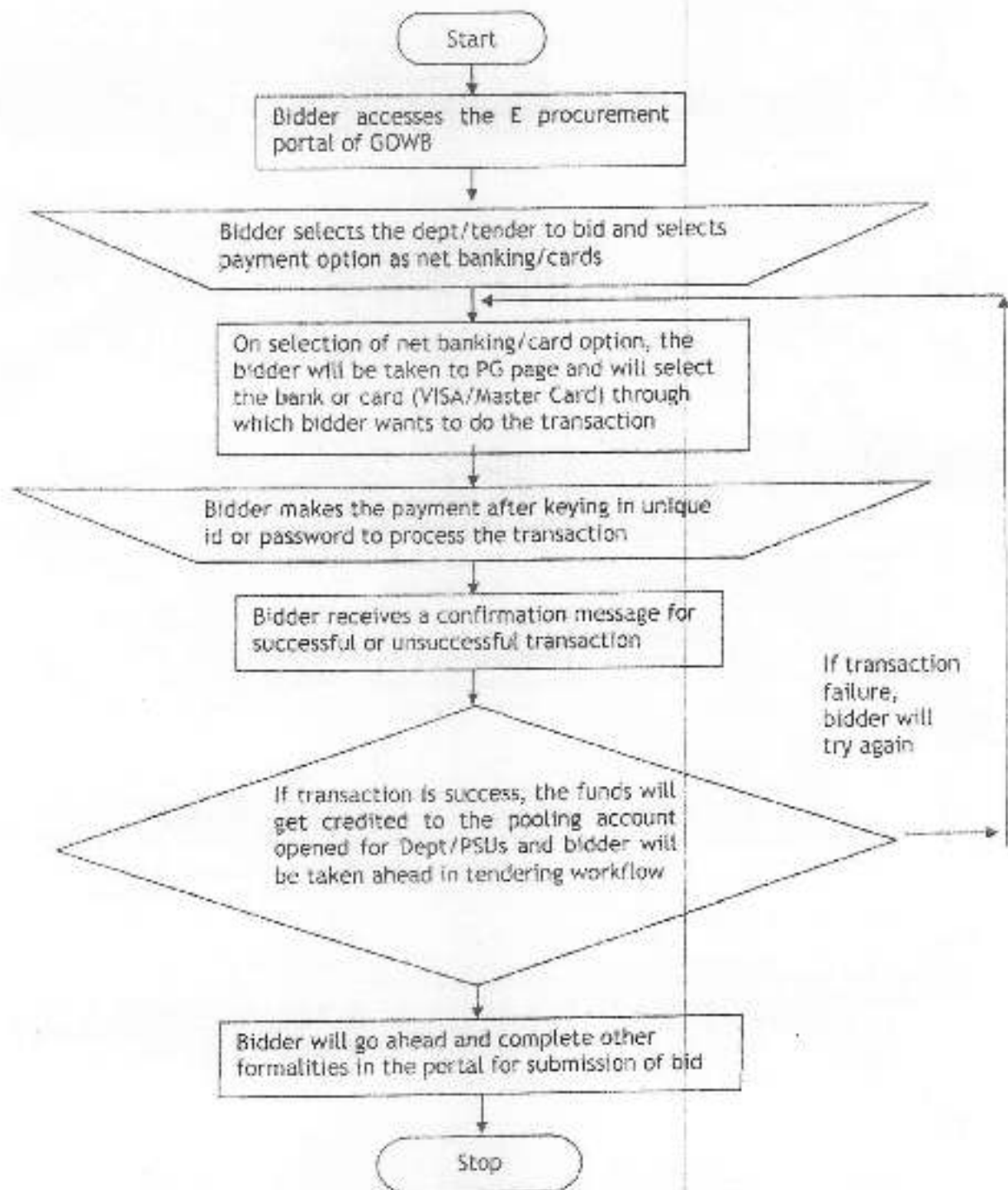
Secretary to the
Government of West Bengal
Finance Department

NIC & ICICI BANK E-PROCUREMENT

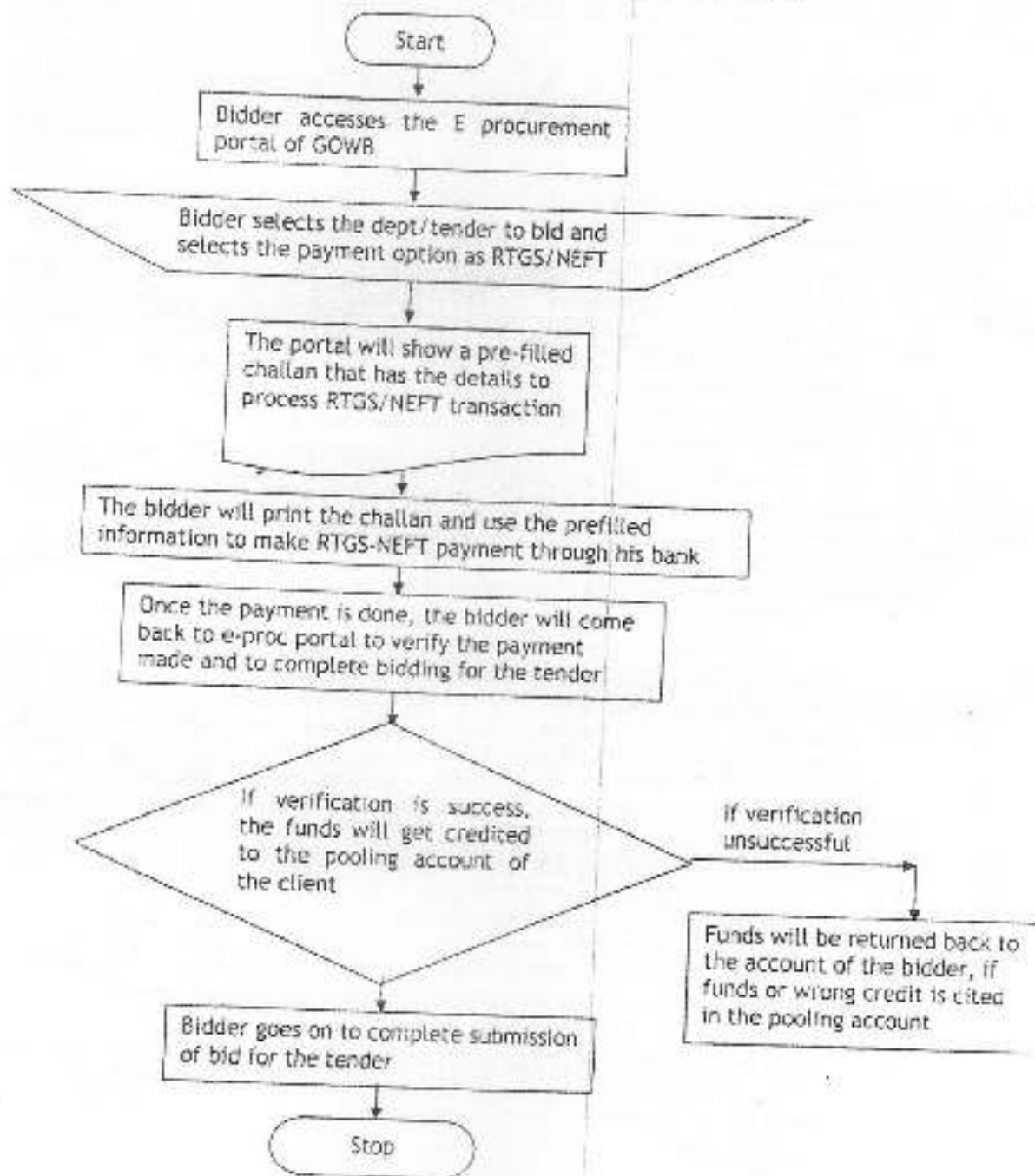
HELP DESK

| <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 | 9674961136 | habibnic@gmail.com b.bhaskarrao30@gmail.com |
| CHINMAJY MANDAL (Murshidabad Helpdesk) | Office of Superintending Engineer, C.R. Das Road, P.O-Barhampore, Dist- Murshidabad, Pin-742101 | 8158999689 9641902796 | hripwdmed@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, Altaf Club Court Compound, Burdwan | 9932302439 | hripwd.burdwan.helpdesk@gmail.com |
| Mr. RAJU DAS (Malda Helpdesk) | MALDA PWD HIGH DIVISION, SINGTALA BUS STOP-HANTA KALIBARI | 9600262930 | hripwdmid@gmail.com |
| Mr. NRUPAM NAG (Siliguri Helpdesk) | PWD NORTH BENGAL CONSTRUCTION DIVISION AIR VIEW MORE (NEAR 2 nd MAHANANDA BRIDGE) HILL CART ROAD SILIGURI - 734001 | 7501483711 | hripwdnjb@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 1)



Process of refund/settlement (Annexure III)

