

# West Bengal Housing Infrastructure Development Corporation Limited

(A Govt. of West Bengal Undertaking)

HIDCO BHABAN, Premises No. - 35-1111, Biswa Bangla Sarani,  
3<sup>rd</sup> Rotary, New Town, Kolkata-700156.

Telephone No. (033) 2324-6037 / 38, Fax: (033) 2324-3016

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## Notice Inviting e-Quotation

Memo. No. 850/GM(E)-I/NIQ-45/2025-26/50

Dated: 19.02.2026

1. The General Manager (Engg)-I, WB HIDCO, invites e-Quotation vide No. HIDCO/GM(E)-I/NIQ-45/2025-26 for the work detailed in the table below.  
(Submission of Bid through **online**)
2. List of Works :

Sl. No. (1)	Name of the work	Earnest Money (Rs.)	Bidding documents and other annexures (Rs.)	Programme duration	Name of the Concerned Officer	Eligibility of Contractor
(Col.1)	(Col.2)	(Col.3)	(Col.4)	(Col.5)	(Col.6)	(Col.7)
1.	Daily Maintenance (cleaning, washing, sweeping, brooming etc.) of HIDCO BHABAN including guard room and compound premises in Newtown, Kolkata. [ For 1(one)year].	Rs. 80,000.00 (Rupees Eighty Thousand) only. Balance amount of Earnest Money @ 2% of total quoted amount to be paid at the time of agreement.	3(Three) Sets @ Rs. 2,500/- (Two Thousand Five Hundred) only for each set.	12 (Twelve) Months from the date of commencement	G.M.(Engg.)-I, WBHIDCO	<p>1) Bonafied resourceful Contractors having experience in similar nature of work in Govt. Office Building having valid completion 40% of the quoted amount of a single work or 2 works @ 30% of quoted amount during last 5 (Five) years is desirable.</p> <p>2) Intending contractors / tenderers must be financially sound with supporting documents.</p> <p>3) Bonafied resourceful Contractors having experience of daily sweeping, washing, cleaning, brooming walls, tables chairs, glasses, sofa, computers, almirahs, inside glass panels, cleaning of Lavatory Block including attached Toilets to the chamber of Higher officers including cleaning of floor walls, W.C. Basin, urinals, Cistern including supply of Phenyl, washing powders and deodorant cake, Odonil, cleaning compound premises and roof of the Building of shrubs, jungles, dust, cleaning and disinfecting water tank and maintenance of sanitary plumbing, maintenance of office building including all rooms manually of an area of minimum 6,000 Sqm per day in Govt. Office Building.</p> <p>4) Document (Schedule of work against Sl. 3) would be produced for verification.</p> <p>5) Valid completion certificate to be obtained from the competent authority not below the rank of Exe. Engr. / G.M. of any Govt. Sector.</p> <p>6. Maintaining of Labour Laws likely E.S.I., P.F. and P.Tax monthly basis for full time employees deployed for this work.</p> <p>7) Mandatory Document : AFFIDAVIT - "Y" as per format (SECTION- B of NleT) to be uploaded for this NleT.</p> <p>8) Form I, II, III &amp; IV of Section - 'B' of the NleT to be uploaded duly filled in, signed with Seal.</p> <p>9) Proof of deposite of E.M.D. to be uploaded.</p> <p>10) Machinery : Vacuum cleaner- 1 No. of sufficient capacity for cleaning of Carpet, Sofa &amp; important Articles. Best quality Toiletries with sufficient quantity to be provided in each Toilet of the Building. Special care to be taken for the Toilets of Chairman, Vice Chairman, MD, Lt. MD, Engineer-in-Chief, CE, General Managers &amp; other officers.</p> <p>11) Payment of wages of Staff proposed to be engaged for this work must be paid by 7<sup>th</sup> day of every month possibly. Bonus to be paid well before Durga Puja, EID as applicable.</p> <p>12) Monthly Bill may be raised by the Agency on completion of Service of every Month.</p> <p>13) One Supervisor &amp; One labour/ cleaner to be provided for the entire office hours daily.</p> <p>14) The cost of expenditure to be incurred for machinery, toiletries, detergent, phenyl, disinfectant, vacuum cleaner &amp; all other materials, Salary of Supervisor and staff, labour, workers all inclusive in the item rate</p>

Seal and Signature of the Bidder.

General Manager (Engg)-I,  
WB HIDCO

**N.B. :-**

(i) **Intending Bidder will not have to pay the cost of bidding document for the purpose of participating in e-Quotation but the successful L<sub>1</sub> (Lowest) Bidder will have to pay the cost of Bidding documents of 03 (Three) sets @ price mentioned in the list (Column Sl. No. 4) of e-NIQ during purchase of Bidding documents for execution of agreement as per notification no. 199-CRC/2M-10/2012 dated 21/12/2012.**

(ii) **Necessary Earnest Money will be deposited by the bidder electronically online through his net banking enabled bank account, maintained at any bank or offline through any bank by generating NEFT/ RTGS Challan from the e-Quotating portal. Intending Bidder will get the Beneficiary details from e-Quotation portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No. Amount, Beneficiary Bank Name (ICICI Bank Limited) & IFSC Code and e-Proc Ref. No.**

**Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.**

(iii) **Bidders are not eligible for exemption of EMD.**

(iv) **Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website wbttenders.gov.in/nicgep/app.**

(v) **Bidding documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Clause No. 17.**

3. The **FINANCIAL OFFER** of the prospective Bidder will be considered only if the **TECHNICAL BID** of the Bidder is found qualified by the 'Quotation Evaluation Committee' formed by the authority of WB HIDCO Ltd. The decision of the 'Quotation Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website. **Rate should be quoted inclusive of all applicable taxes and G.S.T.**
4. **Eligibility criteria for participation in the Quotation :-** As per e-NIQ detail table (Sl. No. 7) above in Page No. 1.

**A. General terms and conditions:**

- a) Income Tax Acknowledgement Receipt for the last 3 (Three) Assessment years, P.T. Deposit Challan for the current financial year, copy of PAN Card and GST Registration Certificate are to be accompanied with the Technical Bid Documents.
- b) Experience or credential of similar nature of work in Govt. Department or Govt. Org. in past 3 years.
- c) Registration Certificate under Company Act. (if any).
- d) Registered deed of Partnership Firm/ Article of Association & Memorandum.
- e) Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I).
- f)
  - i) Proprietorship Firm (Trade License) -Structure & Org.]
  - ii) Ltd. Company (Incorporation Certificate, Trade License)
  - iii) Society (Society Registration Copy, Trade License)
- iv) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
- g) Similar nature of work done & completion certificate which is applicable for Eligibility.

**Income Tax Acknowledgement Receipt for the last Assessment three consecutive year, Current Year P.T. Deposit Challan, Pan Card, GST Registration Certificate are to be accompanied with the Technical Bid Documents along with latest challan of ESI & P.F, Trade Licence, MSME etc.**

- B. Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the year 2021-2022, Pan Card, VAT Registration Certificate are to be accompanied with the Technical Bid Documents.
- C. 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

*[Non-statutory documents]*

declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

D. In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name alongwith applicant's name in such enclosure will be entertained.

[Non-statutory documents]

E. Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

[Non-statutory documents]

**F. Joint Ventures will not be allowed.**

A prospective bidder shall be allowed to participate in a particular 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, without assigning any reason thereof.

G. Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill is 50 (fifty) lakh or 30% of the Quotated amount whichever is less. Provisions in Clause(s) 7, 8 & 9 contained in W.B. Form No.2911(ii) so far as they relate to quantum and frequency of payment are to be treated as superseded.

H. Adjustment of price vide notification no. 23-CRC/2M-61/2008 dated: 13/03/2009 and no. 38-CRC/2M-61/2008 dated: 20/04/2009 in respect of construction materials shall not be applicable. The bidders shall quote their rate accordingly.

**I. No mobilisation advance and secured advance will be allowed.**

**J. Security Deposit:**

Retention money towards performance Security amounting to 10% (*ten percent*) of the value of the work shall be deducted from the running account bill of the Bidder as per prevailing order. No interest will be paid on Security Deposit.

All materials required for the proposed work shall be of specified grade in conformity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes.

K. Construction Labour Welfare CESS @ 1% (*one percent*) of cost of construction will be deducted from every Bill of the selected agency.

L. There shall be no provision of Arbitration.

M. Bid shall remain valid for a period not less than 120 (*one hundred twenty*) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

**In case of inadvertent typographical mistake found in the specified schedule of rates / BOQ, the same will be treated to be so corrected as to conform with the relevant schedule of rates prevailing at the time of floating of tender and / or technically sanctioned estimate. No claim whatsoever for such inadvertent typographical mistake will be entertained.**

**N. Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	19.02.2026
2	Documents download/sell start date (Online)	19.02.2026 at 6.00 PM
3	Documents download/sell end date (Online)	05.03.2026 at 2.00 PM
4	Pre-bid meeting to be held at Office of the General Manager-I, HIDCO BHABAN	-----
5	Bid submission start date (On line)	21.02.2026 at 6.00 PM
6	Bid Submission closing (On line)	05.03.2026 at 2.00 PM
7	Bid opening date for Technical Proposals (Online)	09.03.2026 at 10.00 AM
8	Date of uploading list for Technically Qualified Bidder(online)	WILL BE NOTIFIED LATER
9	Date for opening of Financial Proposal (Online)	WILL BE NOTIFIED LATER

- O. The Prospective Bidder shall have to execute the work in such a manner so that appropriate services to be rendered / maintained during progress of work and up to successful completion of the programme to the entire satisfaction of the 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 cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deemed fit. The contractor may quote his rate considering the above aspect.
- P. Refund of Security Deposit will only be made as per provision of Form No. 2911(ii) after successful completion of the work. Provision in Clause No. 17 of Form No. 2911(ii) shall be treated as superseded.
- Q. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
- R. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all informations that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Quotation, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- S. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Bid accepting authority of WBHIDCO Ltd. reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at the stage of Bidding.
- T. Refund of EMD: The Earnest Money of all the unsuccessful Bidders deposited in favour of WBHIDCO Ltd. will be refunded as per the provisions of e-Quotation/ Tenders.
- U. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in Section – 'A' before Quotating the bids.
- V. Conditional / Incomplete Bid will not be accepted under any circumstances.
- W. The intending Bidders are required to quote the rate *online*.
- X. The bidders 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 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
- Y. During scrutiny, if it comes to the notice of the Quotation inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the Quotation and that application will be rejected without any prejudice.
- Z. The General Manager-I, WBHIDCO reserves the right to cancel the e-N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.

**AA.** If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender valuation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee. **E-mail id for communication:** [ajoy.sankar.kundu@wbhidco.in](mailto:ajoy.sankar.kundu@wbhidco.in).

**BB.** **Before issuance of the WORK ORDER, the Quotation inviting authority may verify the credential and other documents of the lowest Bidder if found necessary. After verification, if it is found that the documents submitted by the lowest Bidder is either manufactured or false in that case, work order will not be issued in favour of the said Bidder under any circumstances.**

**CC.** If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede the former one in following sequence:

- a) Form No. 2911(ii)
- b) e-N.I.Q.
- c) Special Terms & Conditions.
- d) Technical Bid.
- e) Financial Bid.

**DD.** Qualification criteria:

The Quotation inviting and 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 document(s) 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 either manufactured or false, in such cases the eligibility of the bidder / Bidder will be rejected at any stage without any prejudice.

EE. Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.

FF. No. price preference and other concession as per order no. 1110F dated: 10/02/2006 will be allowed.

**Memo No. 850/GM(E)-I/NIQ-45/2025-26/50**

**Dated: 19.02.2026**

Copy forwarded for information to:-

a) **The Chief Engineer, WBHIDCO**

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Seal and Signature of the Bidder.

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General Manager (Engg)-I  
WB HIDCO

## SECTION - A

## INSTRUCTION TO BIDDERS

**N.I.Q. No.: HIDCO/GM(E)-I/NIQ-45/2025-26 of the General Manager (Engg.) – I, WBHIDCO Ltd.****HH. General guidance for e-Quotation:**

Instructions / Guidelines for electronic submission of the Quotations have been annexed for assisting the contractors to participate in e-Quotationing.

**a. Registration of Contractor:**

Any contractor willing to take part in the process of e-Quotationing will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://eQuotation.wb.nic.in> (the web portal of WBHIDCO the contractor is to click on the link for e-Quotationing site as given on the web portal.

**b. Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of Quotations from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

**c. The contractor can search & download N.I.Q. & Quotation Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Bidding documents.****d. 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.

**e. Submission of Quotations:**

Quotations are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is 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).

**II. Technical Proposal:**

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

**(a). Statutory Cover Containing the following documents:****1> PREQUALIFICATION DOCUMENTS:**

- **Prequalification Application (Sec-B, Form – I)**
- Demand Draft towards cost of Bidding documents as prescribed in the N.I.Q. against each of the serial of work in favour of the WBHIDCO LTD.
- Demand Draft towards Earnest Money (EMD) as prescribed in the N.I.Q. against each of the serial of work in favour of the WBHIDCO LTD.

**JJ. HIDCO Form No. 2911 (ii):****KK. N. I. T/ N. I. Q:**

*(NIQ, Quotation Document and 2911 downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in HIDCO 2911, the Quotation is liable to be summarily rejected.)*

**LL. TECHNICAL DOCUMENTS**

- Affidavit [Ref. Format]
- Experience profile [Form No-IV] Section B.
- Contractor's Equipment [Form No-III] Section B.

**(b). Non-statutory Cover Containing the following documents:**

- i. Professional Tax (PT) deposit receipt challan for the financial year 2022-2023, PAN Card, IT, Saral for the Assessment year 2021-2022/2022-2023, GST Registration Certificate.
- ii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iii. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- iv. Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)
- v. List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & waybill
- vi. **List of Technical staffs along with structure & organization (Section – B, Form – III).**

i. N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.5.(a) and Sl. No. A.5.(b) will render the Bidder liable to be rejected for both statutory & non statutory cover.

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

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST Registration Certificate & Acknowledgement. PAN. P Tax (Challan) (Current). Latest IT Receipt. IT-Saral for Assessment Preceeding year.
B.	Company Detail(s)	Company Detail	Proprietorship Firm ( <i>Trade License</i> ) -Structure & Org.] Partnership Firm ( <i>Partnership Deed, Trade License</i> ) Ltd. Company ( <i>Incorporation Certificate, Trade License</i> ) Society ( <i>Society Registration Copy, Trade License</i> ) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C.	Credential	Credential -1 Credential -2	Similar nature of work done & completion certificate which is applicable for eligibility in this Quotation as per Form –IV Section –B.
D	Financial Info		Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)
E.	Man Power	Technical Personnel	List of Technical Staffs with Qualifications & Experience.

Quotation Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of WBHIDCO LTD will function as Evaluation Committee for selection of technically qualified contractors.

Opening & evaluation of Quotation:

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Quotation Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending Bidders may remain present if they so desire.

Seal and Signature of the Bidder.

General Manager (Engg)-I  
WB HIDCO

Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a).) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5.(b).) will be opened. If there is any deficiency in the Statutory Documents the Quotation will summarily be rejected.

Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Quotation Evaluation Committee.

Summary list of technically qualified Bidders will be uploaded online.

Pursuant to scrutiny & decision of the Quotation Evaluation Committee the summary list of eligible Bidders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the Bidders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

#### **MM. Financial Proposal**

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 (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

Penalty for suppression / distortion of facts:

If any Bidder fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Quotation Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the Bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

#### **Rejection of Bid:**

Employer 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 Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

#### **Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement in Form No. 2911(ii) will incorporate all agreements between the Quotation Accepting Authority and the successful bidder. All the Bidding documents including N.I.Q. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.Q. along with requisite cost through Demand Draft / Pay Order issued from any nationalised bank in favour of the WB HIDCO LTD within time limit to be set in the letter of acceptance.

**SECTION – B**  
**FORM – I**  
**PRE-QUALIFICATION APPLICATION**

**N.I.Q. No.: HIDCO/GM(E)-I/NIQ-45/2025-26 of the General Manager (Engg.) – I, WBHIDCO Ltd.**

To  
 Geneal Manager (Engg)-I, WB HIDCO  
 HIDCO BHABAN,  
 2<sup>ND</sup> FLOOR, NEW TOWN,  
 KOLKATA.

Ref : Quotation for .....  
 (Name of work) .....

**e-N.I.Q. No.: HIDCO/GM(E)-I/NIQ-45/2025-26 of the General Manager (Engg.) – I, WBHIDCO Ltd.**

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.Q. 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 order.

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 work(s) given in Enclosure to this letter.

We understand that:

- a) Quotation Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- b) Quotation Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

**Enclosure(s): e-Filling:-**

- a) Statutory Documents.
- b) Non Statutory Documents.

Date: .....

Seal and Signature of the Bidder.

General Manager (Engg)-I  
 WB HIDCO

## SECTION – B

## AFFIDAVIT – “Y”

[To be furnished in Non – Judicial Stamp paper  
of Rs.100.00 (One Hundred only) duly notarized]

**N.I.Q. No.: HIDCO/GM(E)-I/NIQ-45/2025-26 of the General Manager (Engg.) – I, WBHIDCO Ltd.**

- a) 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 proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- b) The under-signed also hereby certifies that neither our firm M/S ..... nor any of constituent partner had been debarred to participate in any Quotation by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.Q.
- c) 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.
- d) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- e) Certified that I have applied in the Quotation in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

\_\_\_\_\_  
Signed by an authorized officer of the firm.

\_\_\_\_\_  
Title of the officer

\_\_\_\_\_  
Name of the Firm with Seal

Date: \_\_\_\_\_

Seal and Signature of the Bidder.

General Manager (Engg)-I  
WB HIDCO

## SECTION - B

## FORM - II

## STRUCTURE AND ORGANISATION

**N.I.Q. No.: HIDCO/GM(E)-I/NIQ-45/2025-26 of the General Manager (Engg.) – I, WBHIDCO Ltd.**

a) Name of Applicant :

.....

b) Office Address

.....

.....

.....

.....

c) Mobile No. :

.....

d) E mail Id No. :

.....

e) Name and Address of Bankers :

.....

.....

.....

f) Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data.

:

.....

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

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

Seal and Signature of the Bidder.

General Manager (Engg)-I  
WB HIDCO

**SECTION – B**  
**FORM – III**  
**Contractor's Equipment**

N.I.Q. No.: HIDCO/GM(E)-I-NIQ-45/2025-26 of the General Manager (Engg.) – I, WBHIDCO Ltd.

Name of the Applicant \_\_\_\_\_

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 Contractor must own. **The contractor must furnish the documents in support of ownership.**

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

**Seal and Signature of the Bidder.**

General Manager (Engg)-I  
WB HIDCO

## SECTION – B

## FORM – IV

## Experience Profile

**N.I.Q. No.: HIDCO/GM(E)-I/NIQ-45/2025-26 of the General Manager (Engg.) – I, WBHIDCO Ltd.**

Name of the Firm: \_\_\_\_\_

List of projects completed that are similar in nature to the works having more than 40% (*forty percent*) of the project cost executed during the last 5 (*five*) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in completion (if any)

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.

Seal and Signature of the Bidder.

General Manager (Engg)-I  
WB HIDCO