



West Bengal Housing Infrastructure Development Corporation Limited

(A Govt. of West Bengal Undertaking)

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

Telephone No. (033) 2324-6037 / 38, Fax: (033) 2324-3016 e-mail:
info@wbhidco.in/wbhidcoltd@gmail.com website: www.wbhidcoltd.com

Notice Inviting e-Tender

Memo No. 312/GM(E)-I/NIT-01/2024-25/050

Dated: 28.08.2024

[Notice Inviting e-Tender Vide No.- GM(E)-I/NIT- 01/24-25(2ND CALL) of The General Manager (Engg.)-I, WBHIDCO Ltd].

e-tender is hereby invited by the General Manager (Engg.)-I on behalf of WBHIDCO Ltd., from the bona-fide, resourceful and experienced Security Agencies having experience in similar nature of job for the work of “**Engagement of Security Guards without Fire Arms and Security Guards with Fire Arms as per the proper roster of duty for 24 hours in different Establishments under General Manager (Engg.) - I, WB HIDCO, New Town, Kolkata**”.

A) Scope of work:-

1. Engagement of security guards (with Fire Arms and without Firms Arms) and security supervisor as per duty allocated by the concerned officer of WBHIDCO Ltd in three shifts (3 X 8 hours) in various offices/ establishments/ sites of WB HIDCO Ltd.
2. In case of duty placed in office premises, all lights, fans & A.C., etc. shall have to be put off after office hours, doors to be properly locked of each office chambers and premises, besides the duties of guarding. Any other duty as directed by the controlling officer of WBHIDCO Ltd. shall have to be carry out by the Security Guards.
3. During duty hours, all security guards should be properly dressed with the uniform along with Identity Card issued by the Agency.
4. Duty hours will be in three shifts as per roster duty chart. If there be any change of roster duty of security personnel, it should be informed to the concerned officer, WB HIDCO beforehand.
5. The Agency should be financially sound so that they can made payment to the Security personnel for 3 months before getting bills from WBHIDCO.
6. Monthly wages to be paid to the Security Personnel by 1st week of every month for the duties performed in the previous month.
7. Monthly bill may to paid to the Agency by WBHIDCO Limited on receipt of Invoice supported with Attendance Sheet, Proof of deposit of EPF, ESI for each Security Personnel & other related documents by the Agency. The Agency will have to submit their monthly bill/ Invoice to the office of General Manager (Engg.)-I for getting reimbursement of payment of bill/ Invoice.
8. The Contract Agreement may be rescinded without prejudice to the interest of WBHIDCO on receipt of complaints from the Security Personnel for non-payment of monthly wages in time as prescribed above.

B) Completion Period:-

The Contact Period of Service shall be 1 (One) year from the date of commencement of Service as mentioned in the work order.

However, the said Contract/ Agreement may be extended for another 2 (Two) years in phases with prior consent of both parties if performance of the Agency is satisfactory to the Notice Inviting Authority. Allowing the Agency for extension of Contract shall be the discretion of the WBHIDCO Limited.

C) **Earnest Money Deposit (EMD):-**

Earnest Money amounting to Rs. 50,000/- (Rupees Fifty Thousand) only to be deposited in favour of WBHIDCO Ltd. online through payment gateway of e-tender portal.

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-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank 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.

Bidders are also advised to submit EMD of their bid at least 3 (three) working days before the bid submission closing date as it requires time for processing of payment of EMD.

- D) **Total Performance Security will be Rs.1,00,000.00 (Rupees One Lakh) only** out of which Rs. 50,000/- (Rupees Fifty Thousand) as deposited in the form of EMD as stated above and the balance Rs. 50,000.00 to be deposited to WBHIDCO Limited at the time of executing the agreement by the successful bidder. This balance amount (Rs. 50,000.00 only) may be remitted through Demand Draft / Pay Order issued from any Nationalized Bank in favour of the **WBHIDCO Ltd." payable at KOLKATA.**

After completion of contract period the Security Deposit money will be released to the Agency on receipt of claim from his end.

E) **General Terms & Conditions of Bid: -**

1. The contract shall be effective from the date of execution of the Contract Agreement by WB HIDCO Ltd. with the Security Services providing Company / Agency or as per the date of commencement mentioned in the Work Order issued by WBHIDCO Limited and shall continue for a period of one year, unless it is terminated by WBHIDCO Limited due to deficiency in-Service, Sub-Standard quality of deployed manpower, delay in payment to Security guards by the Agency and/ or any breach of terms and condition of the Contract.
2.
 - a) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website wbtenders.gov.in/nicgep/app.
 - b) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in this NleT.
 - c) The FINANCIAL OFFER / Financial Bid of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the authority of WB HIDCO Ltd. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
 - d) All NleT Documents should be signed with Rubber Stamp.
3.
 - a) In Financial Bid, the agency shall quote their service charges in % (Percentage) only in their price bid (BOQ). The Service charge will be paid on the gross bill of wages of security personnel. The wages shall be inclusive of employer's contribution of PF, ESI and Bonus. The wages of the Security Personnel shall not be a part of earning of the Agency, the wages of the Security Personnel to be disbursed to them in full amount. Only the Service charge on wages as quoted by the Agency shall be their earning.
 - b) The Service charge to be quoted by the intending bidders in percentage only which will be above 0 (zero) percent but not more than 10 (ten) percent. If the quoted rate in percentage is found zero or less (negative figure), that bid shall not be accepted. Moreover, quoted rate above 10 percent shall not be accepted.
4. The Agency will pay wages to the Security Personnel as per the latest rates of minimum wages declared by the Govt. of West Bengal, Labour Department, from time to time. If the Govt. of West Bengal give increment in the wages, the concerned agency will have to give the same effect of increment on the wages to the Security guards and the same will be reimbursed to the Agency by WBHIDCO Limited.
5. The agency will pay monthly wages along with PF, ESI, Bonus and other benefits to the Security

Personnel as per Rules of the respective Acts in force in West Bengal.

6. The agency will provide two sets of dresses including Shoe in an interval of 1 (Year) service. Wind Cheater (1 No.), Sweater (1 No.) in Winter, Umbrella (1 No.) in Summer or Rainy Season & Rain Coat (1 No.), Torch (1 No.), Photo

Identity Card-1 No., etc. All these articles shall have to be provided within a month to the security personnel from the date of issue of work order.

The cost / expenditure of for providing these dress articles shall be borne by the agency from their Service Charges. No separate payment shall be reimbursed for these items by WBHIDCO.

The cost / expenditure for these items cannot be recovered from the wages of the Security Personnel by the Agency.

If the Security Agency would fail to provide/ issue these articles to the security personnel within 1 (one) month from the date of issue of work order, recovery shall be made from the bill of the Security Agency from the RA bill as follows:

- | | |
|------------------------|--------------------|
| a) Shirt | : Rs. 750.00 each |
| b) Trousers/ Full Pant | : Rs. 800.00 each |
| c) Shoe | : Rs. 2500.00 each |
| d) Wind Cheater | : Rs. 500.00 each |
| e) Sweater | : Rs. 500.00 each |
| f) Umbrella | : Rs. 300.00 each |
| g) Rain Coat | : Rs. 500.00 each |
| h) Torch | : Rs. 125.00 each |
| i) Photo Identity Card | : Rs. 50.00 each |

The cost of these dress articles shall be borne by the Agency from their Service Charges.

7. The agency will have to pay monthly wages to the security personnel within 1st week of every month for their duties of previous month. The Agency may also submit their monthly Invoice/ Bill along with bank statement of all satisfactory payment made to the security personnel including their service charge on gross value of wages to WB HIDCO Ltd.
8. After proper submission of the documents by the Agency as proof of payment to the security personnel along with PF, ESI and (Bonus when applicable), the WB HIDCO Ltd. will reimburse the Invoice amount to the Agency including their Service Charges. The GST if applicable shall be borne by WBHIDCO Ltd.
9. There shall be no provision of Arbitration against this Contract Agreement. The jurisdiction of any legal dispute shall be the Calcutta High Court in West Bengal.

F) Eligibilities Criteria: -

1. The Intending bidders should have minimum annual turnover of Rs.50,00,000.00 (Rupees Fifty Lakh) only during last 3 (three) financial years against this category of works (Supply of Security Personnel). Minimum credential mixed with other category of works such as construction works, other business of the bidders shall not be considered in this regard.
2. **The intending bidders must have the credentials of supplying Security Personnel with Fire Arms and without Fire Arms.**
3. **Any intending bidder having no credential for supply of Security Personnel with Fire Arms shall not be eligible to participate in the tender.**
4. The credential to be uploaded in a separate folder clearly mentioning the name of folder as "Credential". The intending bidder may upload credentials of similar nature of works for maximum two contract agreements only in support of his credential. The first two credentials shall be considered for technical evaluation from the "Credential Folder" if more than two credentials would be uploaded by the intending bidder. Credentials from other folders mixed with different papers may not be considered as credential.

The Tender Inviting Authority will not search/ find out credential of highest value or most appropriate credential from a large numbers credential generally upload by the bidders. The most appropriate credential to be uploaded by the bidders for consideration in technical bid.

The intending bidders are requested kindly to upload their credentials carefully, no complaint on a later stage would be entertained if credentials of more than two contract agreements would be uploaded by them.

5. In the event of same lowest rate quoted by two qualified bidders, the work may be divided among the lowest bidders equally as far as possible and the decision of the Tender Inviting Authority in this regard shall be final and binding upon the bidders.
6. But this work cannot be divided between more than two lowest bidders.

In the event of same lowest rate quoted by more than two qualified bidders, the selection of the successful bidder shall be determined as follows:

- a) The provisions of Memorandum No. 2320-F(Y) dated 07.06.2022 of Principal Secretary to the Government of West Bengal, Finance Department, Audit Branch shall be followed for selection of successful bidder. Scan copy of this memo shall be uploaded along with the tender documents.
 - b) The relevant provisions of **Sub-Clause: Situation III: In case of tie Bid, A. For items divisible in nature: (c) In case of supply of man power, number of personnel supplied in a single contract during the last 3 years shall be considered.**
 - c) **Accordingly, the successful bidder will be selected by the Tender Inviting Authority. The intending bidders are requested kindly to upload their credentials carefully keeping the above provisions in mind.**
7. The bidders who have been blacklisted / debarred/ agreement rescinded by any Govt. Department/ Govt. undertaking company during last 03 (three) year before the date of notice of this tender shall not be eligible for participating in this tender.
 8. Intending bidders shall have to possess valid license for running Security Services from the Ministry of Home Affairs Department i.e., PSARA as per Private Security Agencies (Regulation) Act, 2005. No bidder shall be declared qualified in Technical Bid if this document shall not be found in their Technical Bid.
 9. **The intending bidders will have to provide Security Personnel with Fire Arms and Without Fire Arms under this NleT. So, the intending bidders will have to uploaded the copy of necessary License from the concerned department/ permission from the Government of West Bengal for providing Security Personnel with Fire Arms, otherwise they may not be declared qualified in Technical Bid of this NleT. The Security Personnel to be supplied for carrying Fire Arms must be trained enough.**
 10. **All original documents, copy of which shall be uploaded in this NleT by the intending bidders, to be produced before the Tender Inviting Authority for verification at the time of execution of agreement failure of which his / their bid shall be declared void/ cancelled without prejudice to the interest of WBHIDCO Limited with forfeiture of the Earnest Money Deposit (EMD).**
 11. Intending bidders must have a registered office / branch office in Kolkata and proof of it to be uploaded. Otherwise, he may not be declared eligible for this NleT.
 12. Intending bidder must have experience of Providing Security Guards/ Security Personnel in different capacities throughout the year to any Govt. Department for a minimum period of 03 (three) years.
 13. **Performance Security:** -Total performance security deposit will be Rs.1,00,000.00 (Rupees one lakh) only out of which Rs.50,000.00 (Rupees Fifty Thousand) only will be in the form of EMD and the balance amount to be deposited at the time of making agreement by the successful bidder through Demand Draft / Pay Order issued from any Nationalized Bank in favour of the **WBHIDCO Ltd." payable at KOLKATA.** EMD of unsuccessful bidders will be refunded through e-tender portal as per norms of NIC.

After completion of Security Period, the Performance Security amount will be released on receipt of claim from the Agency in this regard. The cost of damage, if any, done by the employees/ Security Personnel engaged by the Agency may be recovered from the Performance Security.
 14. **The work may be distributed equally among maximum two lowest bidders, in the event of the lowest bid quoted by two bidders, as per discretion of Tender Inviting Authority. If the work shall be distributed among two bidders, the**

Performance Security amounting to Rs. 1,00,000.00 (Rupees One Lakh) only to be deposited by both the agencies separately.

15. **Income Tax Acknowledgement Receipt for the last 3(three) financial years, Current Year Professional Tax Deposit Challan, copy of PAN, GST Registration Certificate and current (valid/renewed) Trade License are to be accompanied with the Technical Bid Documents.**
16. **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 along with applicant's name in such enclosure will be entertained.**
17. **Joint Ventures will not be eligible to participate in this tender.**
18. **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.**
19. **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.**
20. **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 Circular of Labour Department, 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.**
21. **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 Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense**
22. **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 tender 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 Tenderer at the stage of Bidding.**
23. **Conditional / Incomplete tender will not be accepted under any circumstances**
24. **The Successful bidder/ Agency 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, during contract period.**
25. **During scrutiny, if it comes to the notice of the tender inviting authority at any stage of tender that the credential or any other paper found incorrect / manufactured / fabricated, the said bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.**
26. **The Tender Inviting Authority i.e. the General Manager (Engg.)-I, WBHIDCO reserves the right to cancel the N.I.e.T. due to unavoidable circumstances and no claim in this respect will be entertained.**
27. **If there be any objection regarding prequalifying the Agency after technical bid that should be lodged on line to the Tender Inviting Authority within 2 (two) days from the date of publication of list of qualified agencies after technical evaluation of bid and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.**
28. **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.**

(G) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	28.08.2024
2	Documents download/sell start date (Online)	28.08.2024 at 6.00 PM
3	Documents download/sell end date (Online)	11.09.2024 at 2.00 PM
4	Pre-bid meeting to be held at Conference Room(3 rd Floor), HIDCO BHABAN	-----
5	Bid submission start date (On line)	07.09.2024 at 6.00 PM
6	Bid Submission closing (On line)	11.09.2024 at 2.00 PM
7	Bid opening date for Technical Proposals (Online)	13.09.2024 at 2.00 PM
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

- (H) a) An agreement will have to be executed by the lowest bidder with WBHIDCO Ltd. before start of the work on a Non-Judicial Stamp Paper of Rs. 100/- as per prescribed forms of WBHIDCO Limited, the cost of which will be borne by the successful lowest bidder.
- b) Any participant bidder not following the steps in submitting their bid / offer as described in this Para above shall be disqualified.
- c) The WB HIDCO reserves the right to accept/ reject, at its sole discretion, any or all evaluated Technical/ Financial Proposals of the Bidders and cancel this Bidding process without assigning any reason whatsoever.
- d) GST will be applicable as per current applicable rules which will be reimbursed by WBHIDCO Limited.
- e) For any other details please visit over [website:www.wbhidcoltd.com](http://www.wbhidcoltd.com) or in the office of the undersigned.

- (I) All papers should be signed along with supportive documents

**General Manager (Engg.) – I
WB HIDCO**

Memo No. 312/GM(E)-I/NIT-01/2024-25/050

Dated: 28.08.2024

Copy forwarded for information to:-

- 1) Chief Engineer(Civil), WB HIDCO.

**General Manager (Engg.) – I
WB HIDCO**

SECTION - A

INSTRUCTION TO BIDDERS

Ref. NIT No. **GM(E)-I/NIT- 01/24-25(2ND CALL)**

Date : 28.08.2024

General guidance for e-Tendering:

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

a. Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in> (the web portal of WBHIDCO the contractor is to click on the link for e-Tendering 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 tenders 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.T. & Tender 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 Tender 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 Tenders:

Tenders 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).

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 tender documents as prescribed in the N.I.T. 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.T. against each of the serial of work in favour of the WBHIDCO LTD.

25) **HIDCO 2911**

26) **N.I.T.**

(NIT, Tender 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 tender is liable to be summarily rejected.)

27) 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:

- Professional Tax (PT) deposit receipt challan for the financial year 2018-19, Pan Card, IT, Saral for the Assessment year 2017-18, VAT Registration Certificate.
- Registered Deed of partnership Firm / Article of Association & Memorandum.
- Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- 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)
- List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & waybill
- List of Technical staffs along with structure & organization (Section – B, Form – III).**

- 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 tenderer 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 tender 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.

Tender 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 tender:

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 Tender Inviting Authority or his authorized representative

Seal and Signature of the Tenderer.

General Manager (Engg.) - I,
WB HIDCO

electronically from the website using their Digital Signature Certificate (DSC).

Intending tenderers may remain present if they so desire.

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 tender will summarily be rejected.

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

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & 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 tenderers & 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.

i. **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 tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender 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 tenderer 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 Tender 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 Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & 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.T. 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.

Seal and Signature of the Tenderer.

General Manager (Engg.) - I,
WB HIDCO

SECTION – B
FORM – I
PRE-QUALIFICATION APPLICATION

Ref. : NleT No. **GM(E)-I/NIT- 01/24-25(2ND CALL)**

Date : 28.08.2024

To
General Manager (Engg)-I, WB HIDCO
HIDCO BHABAN,
2ND FLOOR, NEW TOWN,
KOLKATA.

Ref : Tender for

(Name of work)

.....

.....

e-N.I.T. No.: GM(E)-I/NIT-01/24-25(2ND CALL) of the General Manager (Engg.) – I, WBHIDCO Ltd.

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. 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:

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

Enclosure(s): e-Filing:-

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date:

Seal and Signature of the Tenderer.

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]

Ref. : NleT No. **GM(E)-I/NIT- 01/24-25(2ND CALL)**

Date : 28.08.2024

- 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 proved to be false or concealed, the application may be rejected and 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 any tender by any Govt. Organization / Undertaking during the last 5 (*five*) years prior to the date of this N.I.T.

- 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 and agrees to furnish any such information at the request of the Department.

- 5)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.

Signed by an authorized officer of the firm.

Title of the officer

Name of the Firm with Seal

Date: _____

SECTION – B

FORM – II

STRUCTURE AND ORGANISATION

Ref.: NIT No. **GM(E)-I/NIT- 01/24-25(2ND CALL)**

Date : 28.08.2024

- 3) Name of Applicant :
.....
- 4) Office Address :
.....
.....
.....
.....
.....
.....
.....
.....
.....
- Mobile No. :
.....
- E-Mail Id No. :
.....
- 5) Name and Address of Bankers :
.....
.....
.....
.....
.....
- 6) 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 Tenderer.

General Manager (Engg.) - I,
WB HIDCO

SECTION – B

FORM – IV

Experience Profile

Ref. NIT No. **GM(E)-I/NIT- 01/24-25(2ND CALL)****Date : 28.08.2024**

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:

- 7) Certificate from the Employers to be attached
8) 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 Tenderer.

General Manager (Engg.) - I,
WB HIDCO