



# 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

e-mail: [info@wbhidco.in](mailto:info@wbhidco.in) / [wbhidcoltd@gmail.com](mailto:wbhidcoltd@gmail.com) website:  
[www.wbidcoltd.com](http://www.wbidcoltd.com)

## Notice Inviting e-Tender

Memo. No. 161/GM(E)-I/NIT-04/2024-25/50

Dated: 05.07.2024

Notice Inviting e-Tender No. **GM(E)-I/NIT-04/24-25(2<sup>nd</sup> Call)** of The General Manager (Engg)-I, WB HIDCO, invites e-tender for the work detailed in the table below. (Submission of Bid through online)

List of Schemes:

Sl. No.	Name of the work (1)	Estimated Amount (Rs.) (2)	Earnest Money (Rs.) (3)	Price of Technical & Financial Bid documents and other annexures(Rs.) (4)	Period of Completion (5)	Name of the Concerned Officer (6)	Eligibility of Contractor (7)
1.	Operational Maintenance of TU-142 Aircraft, and Housekeeping & Sanitation etc., along with the services of TU-142 technicians, Curator, at new Town, Kolkata for 1(One) year.	Rs. 31,41,442.92 (Rupees Thirty one lakh Forty one thousand Four hundred Forty Two and Paise Ninety Two)	Rs. 62,829.00 (Rupees Sixty Two thousand Eight hundred Twenty Nine) only	Rs. 2,500/- (Rupees Two thousand Five hundred) only	1(One) year from the date of commencement	General Manager (Engg)-I, WBHIDCO	1) Bonafied resourceful Contractors having experience in similar nature of work having valid completion 30% of the estimated amount of a single work during any last 5 (Five) years. 2) Intending contractors / tenderers must be financially sound with supporting documents. 3) Bonafied resourceful contractors having experience of operational maintenance of Aircraft (TU-142 preferred) and house keeping & sanitization etc. along with services of Aircraft maintenance of TU-142 technicians. 4) Document (Schedule of work against Sl. 3) would be produced for verification. 5) Valid completion certificate to be obtained from the competent authority not below the rank of Exe. Engr. / G.M. of any Govt. Sector. 6) <b>Mandatory Document : AFFIDAVIT - "Y"</b> (SECTION B) after issue of NIT Notice. 7) Proof of deposit / screenshot of E.M.D. mentioning UTR Number to be uploaded positively.

**N.B. (i) Intending Tenderer will not have to pay the cost of tender document for the purpose of participating in e-tendering but the successful L<sub>1</sub> (Lowest) Bidder will have to pay the cost of tender documents of 04 (four) sets @ price mentioned in the list (Sl. No. 4) of scheme of e-NIT during purchase of tender documents for execution of agreement as per notification no. 199-CRC/2M-10/2012 dated 21/12/2012.**

**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-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 03(three) working days before the bid submission closing date as it requires time for processing of payment of EMD.**

**Bidders are not eligible for execution of EMD.**

**(ii) A Bank Guarantee @ 10% of the tendered amount will be submitted by the successful bidder if the quoted rate of the work is 20% (Twenty Point zero zero Percent) and more, less than the estimated amount put to tender.**

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General Manager (Engg)-I,  
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- 1) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website [wbtenders.gov.in/nicgep/app](http://wbtenders.gov.in/nicgep/app).
- 2) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 15
- 3) The **FINANCIAL OFFER** 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.  
**Rate should be quoted inclusive of all applicable taxes and G.S.T.**
- 4) **Eligibility criteria for participation in the tender.**
- 5) As per NIT detail table (Sl. No.7) above.

6) **Scope of Work :**

- i) Carrying out Washing of the entire TU-142 Aircraft external surfaces weekly with fresh water to remove dust & salt particles by using the cleaning agent ZI-500 or equivalent with monthly checking of Nuts & Bolts of all joints, touch paintings of all corroded portions of Aircraft painting surfaces etc. including cost and conveyance of all materials, charges for all additional man power, tools & plants required to access all the external surface areas of the aircraft as directed by the Engineer-in-charge.
- ii) Applying of Indrox PX-24 or equivalent to all the surfaces after washing the external surfaces of TU142 Aircraft for preservation of airframe, turbine engine compressors and support equipment etc including cost and conveyance of all materials, charges for all man power, tools & plants required to access all the external surface areas of the aircraft as directed by the Engineer-in-charge.
- iii) Maintaining Oleo pressure, lubrication, Nitrogen filling of tyres and rotating of all main and nose wheels / Tyres of TU-142 Aircraft weekly by jacking and checking of tyre and oleo pressure and applying grease on wheel base plates to avoid deterioration etc including cost and conveyance of all materials, charges for all additional man power, tools & plants required to access all the areas of the aircraft as directed by the Engineer-in-charges.
- iv) Inhibiting of all the Four ENGINES of TU-142 Aircraft by using Inhibiting spray oil on monthly basis as part of the Engine preservation procedure and Hand rotation of Propellers for free rotation and Lubricating and Inhibition of the Gas flow duct with suitable oil etc including cost and conveyance of all materials, charges for all additional man power, tools & plants required to access all the areas of the aircraft as directed by the Engineer-in-charges.
- v) Cleaning of TU-142 Aircraft Internal/Interiors daily by using Heavy duty Vacuum Cleaner for cleaning of carpet, dusting of equipments, cleaning/ washing of Mannequin Uniforms and cleaning of wind shields & protecting from sun with covers & removing them every day and finally applying of room freshener and cleaning of step ladders before the Museum is open for visitors etc including cost and conveyance of all materials, charges for all additional man power, tools & plants required to access all areas of the aircraft as directed by the Engineer-in-charges.
- vi) Monitoring and Maintaining of HYDRAULIC SYSTEM of TU 142 Aircraft relevant to static decommissioned aircraft with replenishment of Hydraulic fluid (OM-15) as and when required etc including cost and conveyance of all materials, charges for all additional man power, tools & plants required to access all the external surface areas of the aircraft as directed by the Engineer-in-charges.
- vii) GREASING / LUBRICATION of main landing gear, nose landing gear and all exposed areas of oleo and cylinders of TU 142 Aircraft by applying XG-250 / XG-287 or equivalent to avoid any corrosion and Aircraft husbandry and preventive corrosion maintenance as per navy AHCP kit procedure every week etc including cost and conveyance of all materials, charges for all additional man power, tools & plants required to access all the areas of the aircraft as directed by the Engineer-in-charges.
- viii) Maintaining of LIGHTING SYSTEM of TU 142 Aircraft / Aircraft electrical connections fitted in the aircraft, cabin and cockpit lighting system including replacement of fuses, filaments etc including cost and conveyance of all materials, charges for all additional man power, tools & plants required to access all the areas of the aircraft as directed by the Engineer-in-charges.
- ix) Supply of all the required materials such as best quality cleaning liquid agents, brooms, mop sticks and cloths, vacuum cleaners, fresh water, room fresheners etc. required for daily Maintenance of TU 142 Aircraft, Mopping twice of Entry and exit ladder remove dust & dirt from floor and other glass surfaces and for daily cleaning of displayed Artifacts with vacuum cleaner, and for dusting & cleaning / washing of wind screens and Mannequin Uniforms, cleaning of carpet and for applying room freshener etc. as per requirement and as directed by the Engineer-in-charges.
- x) General cleaning of AC filters every week and monitoring of AC functioning.

7) **General Terms & Conditions of Bid :**

- a. Eligibility Criteria
  - i. Reputed agencies having expertise and experience in execution of similar Aircraft maintenance works shall be eligible to submit their proposals.
  - ii. The bidder should have an average annual turnover of minimum Rs. 100 Lakhs in last three financial years in the field of aviation related execution / maintenance works.
  - iii. The bidder should have utmost professionalism to carry out the above assignment of TU-142 Aircraft museum maintenance as per the aviation standards / standards of Indian Navy and shall have to adopt personnel having experience in Aviation industry preferably personnel qualified on TU-142 Aircraft.
  - iv. The company should have at least three years of experience in aviation Industry.
  - v. The bidder should have experience of maintenance or Dismantling, Transporting and Re-assembling of heavy aircraft or similar projects of completed work of minimum value of 100 lakhs during five years prior to the date of issue of Tender Notice in any Government/ Semi-Government/ Undertaking/ Autonomous body constituted under State Act/ Local bodies/Limited Aviation Companies.
  - vi. The bidder should have thorough knowledge of TU-142 aircraft parts / painting and various procedures of maintenance of TU-142 aircraft as prescribed by Indian Navy.

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- vii. The bidder should submit list of trained manpower.
- viii. The bidder should submit the particulars invariably in the format specified in the tender schedule along with necessary certificates, failing which his tender shall be treated as incomplete and summarily rejected.
- ix. Availability of key personal for administration/site management and execution Viz., technical personnel required for the work.
- x. Availability of working capital for the work Liquid assets, credit facility and availability of other financial resources such as Solvency.
- xi. The bidder should further demonstrate: Availability (either owned or leased) of key and critical equipment. Availability of the key technical personnel with adequate experience within 10 days of award of tender.
- xii. The bidder should further demonstrate: Key Personnel (Ex-service man preferably Indian Navy ) Nos 2. TU- 142 Trained Technicians 2 Nos.
- xiii. The tender is subject to be blacklisted and the EMD forfeited if he is found to have misled or furnished false information in the forms/Statements/certificates submitted in proof of qualification requirements or record of performance such as abandoning of work not properly completed in earlier contracts , inordinate delays in completion of the works, litigation of history and/or financial failures and/or participated in the previous tendering for the same work and has quoted unreasonable high bid prices.
- xiv. Even while execution of the work, if found that the contractor had produced false/fake certificates of experience he will be blacklisted and the contractor will be terminated.

**8) Execution Terms and conditions**

- i. The Aircraft museum shall open from 12.00 P.M. to 8.30 P.M. on all Saturdays, Sundays and other public holidays as specified by WBHIDCO Ltd. and shall open from 2.30 P.M. to 8.30 P.M. on all other days.
- ii. The bidder should carry out the maintenance as per the described schedule without interfering with the above museum opening timings and without causing any inconvenience to the visitors
- iii. The bidder should organize the staff pattern in such a way that all are present on Sundays and important days with their weekly off distributed from Monday to Saturday on rotation basis.
- iv. The bidder should possess the following equipment for maintenance

S.No	DESCRIPTION
1	Water Jet - 01 No.
2	AMHP Kit
3	04 Nos. of Supporting Ladders with various heights in tunnel
4	Hydraulic Jacks – 03 Nos.
5	Standard Tool kit & Power Tools and AC Repairing Equipments.
6	Vacuum Cleaner normal
7	Industrial vacuum cleaner for aircraft
8	Raising heavy duty ladder on lease
9	3000 PSI Air Bottles with refilling facility for Tyres – 01 Set
10	Air compressor
11	Industrial floor cleaner after opening
12	Pneumatic cylinders on lease

Intending bidder has not been blacklisted by any Govt./Govt. undertaking company during last 03 (three) year from the date of notice for this tender.

Intending bidder must have an office in Kolkata.

**Income Tax Acknowledgement Receipt for the last 3(three) years, Current Year P.T. Deposit Challan, Pan Card, GST Registration Certificate and current Trade License are to be accompanied with the Technical Bid Documents.**

*[Non-statutory documents]*

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

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]*

The prospective bidders should own the required plant and machineries. Conclusive proof of ownership in favour of owner's of plant and machineries in working condition shall have to be submitted. (Ref. Section – B, Form – III).

*[Non-statutory documents]*

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.

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**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.

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 tendered 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.

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.

**No mobilisation advance and secured advance will be allowed.****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 tenderer as per prevailing order. No interest will be paid on Security Deposit.

Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.

All materials required for the proposed work shall be of specified grade 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. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

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

There shall be no provision of Arbitration.

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.**

## 1) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	05.07.2024
2	Documents download/sell start date (Online)	05.07.2024 at 6.00 PM
3	Documents download/sell end date (Online)	12.07.2024 at 3.00 PM
4	Bid submission start date (On line)	09.07.2024 at 3.00 PM
5	Bid Submission closing (On line)	12.07.2024 at 3.00 PM
6	Bid opening date for Technical Proposals (Online)	15.07.2024 at 2.00 PM
7	Date of uploading list for Technically Qualified Bidder(online)	WILL BE NOTIFIED LATER
8	Date for opening of Financial Proposal (Online)	WILL BE NOTIFIED LATER

2) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 1 (*one*) year from the date of successful completion of the work 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 deem fit. The contractor may quote his rate considering the above aspect.

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WB HIDCO

Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 1 (*one*) year from the date of completion of the work. Provision in Clause No. 17 of Form No. 2911(ii) shall be treated as superseded.

- 3) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
- 4) 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 Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 5) The intending Bidders shall clearly understand that whatever may be the out come 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.
- 6) Refund of EMD: The Earnest Money of all the unsuccessful tenderers deposited in favour of WBHIDCO Ltd. will be refunded by the said General Manager on receipt of application from tenderers .
- 7) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in Section – 'A' before tendering the bids.
- 8) Conditional / Incomplete tender will not be accepted under any circumstances.
- 9) The intending tenderers are required to quote the rate *online*.
- 10) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
- 11) Guiding Schedule of Rates: Rates have been taken from P.W.D. (W.B.) Schedule of Rates for "Road & Bridge Works" effective from 14<sup>th</sup> November, 2008, and also for "Building Works" and "Sanitary & Plumbing Works" effective from 1<sup>st</sup> August 2010 along with upto date corrigenda & addenda and approved rates of the Superintending Engineer, Project Construction Circle, Public Works (C.B.) Directorate, Government of West Bengal.
- 12) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 13) The General Manager-I, WBHIDCO reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 14) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation 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.
- 15) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
- 16) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
  - 1) Form No. 2911(ii)
  - 2) N.I.T.
  - 3) Special Terms & Conditions
  - 4) Technical Bid
  - 5) Financial Bid

23) Qualification criteria:

The tender 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:

- 1) Financial Capacity
- 2) Technical Capability comprising of personnel & equipment capability
- 3) Experience / Credential

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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 / tenderer will be rejected at any stage without any prejudice

24. Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.
25. No. price preference and other concession as per order no. 1110F dated: 10/02/2006 will be allowed.

**Memo. No. 161/GM(E)-I/NIT-04/2024-25/50**

**Dated: 05.07.2024**

Copy forwarded for information to:-

- 1) **The Chief Engineer, WBHIDCO**

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Seal and Signature of the Tenderer.

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General Manager (Engg)-I  
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## SECTION - A

## INSTRUCTION TO BIDDERS

**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.

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- 2) **HIDCO 2911**
- 3) **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.)**
- 4) **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:**

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- i. 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.
  - 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 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 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

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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.

#### **1. 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.

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Seal and Signature of the Tenderer.

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General Manager (Engg)-I  
WB HIDCO

## SECTION – B

## FORM – I

## PRE-QUALIFICATION APPLICATION

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

Ref : Tender for .....

(Name of work) .....

e-N.I.T. No.: **GM(E)-I/NIT-04/24-25(2<sup>nd</sup> 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-Filling:-**

- 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]

- 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: \_\_\_\_\_

\_\_\_\_\_  
Seal and Signature of the Tenderer.

\_\_\_\_\_  
General Manager (Engg)-I  
WB HIDCO

## SECTION – B

## FORM – II

## STRUCTURE AND ORGANISATION

1) Name of Applicant :

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2) Office Address :

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Telephone No. :

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e-Mail No. :

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3) Name and Address of Bankers :

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

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

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

\_\_\_\_\_  
Seal and Signature of the Tenderer.

\_\_\_\_\_  
General Manager (Engg)-I  
WB HIDCO



## SECTION – B

## FORM – IV

## Experience Profile

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:

- 1) Certificate from the Employers to be attached
- 2) 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