West Bengal Housing Infrastructure Development Corporation Limited

(A Govt. of West Bengal Undertaking)

ECO PARK, GATE NO.-6, New Town, Kolkata-700156.

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

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Notice Inviting Tender

No.- HIDCO / AGM (E) – II / EP / Mtc. / 305 Dated: 07.09.2026.

[Notice Inviting e-Tender No.**-WBHIDCO/AGME-II/EP/Mtc./NIT-08/2026-2027** of The Addl. General Manager (Engg.)–II, WBHIDCO]. For the work detailed in the table below. (Submission of Bid through online).

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)
1.	Annual Maintenance of Herbal Garden in Eco Park, New Town Kolkata for the year 2025-2026, duration 01 (one) year under WBHIDCO Ltd.	₹18,95,208.00 (Rupees eighteen lakh ninety five thousand two hundred eight) only.	₹37,904.00 (Rupees thirty seven thousand nine hundred four) only.	₹1,000.00 (Rupees one thousand) only.	365 (three hundred sixty five) days from the date of commencement.

NB: - (i) Intending Tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering, but the successful L_1 (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.

The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. has been stopped for e-tender procurement of this office. 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) & 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 eligible for exemption of EMD as per Government rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.

1) In the event of e-filling, intending bidder may download the tender documents from the website https://wbtenders.gov.in directly with the help of Digital Signature Certificate. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the https://wbtenders.gov.in. Tender documents may be downloaded from website & submission of Technical Bid / Financial Bid as per tender time schedule related in the NIT i. e. Sl. No.-6 (i) to (ix) that minimum qualification criteria as mentioned in **"Instruction to Bidders"** before tendering the bids.

2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website https://wbtenders.gov.in.

3) 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.-7.

4) **Refund of EMD:-**The Earnest Money of all the unsuccessful tender deposited online through e-procurement portal of Government of West Bengal Website https://wbtenders.gov.in with the tender will be refunded accordingly to the order of Finance Department of Government of West Bengal vide no.-3975-F(Y) of 28th July 2016.

5) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID (both statutory and Non-statutory)** of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the authority of WBHIDCO 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.

6) The bidder shall fulfill the following eligibility conditions to bid for this tender:

i) As per the above table of NIT and all conditions of this NIT.

ii) Income Tax Acknowledgement Receipt for the latest Assessment year, P. T. Deposit Challan for the preceding financial year, Pan Card, GST Registration Certificate (GTSIN) under GST Act 2017 are to be accompanied with the Technical Bid Documents.

[*Non-statutory documents*]

iii) The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded or debarred during the last 05 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished in prescribed format by the prospective bidders without which the Technical Bid shall be treated as non-responsive).

[*Non-statutory documents*]

Seal and Signature of the Tenderer.

Addl. General Manager (Engg.) - II,
WBHIDCO

iv) In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CB / 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 for the last 03 (three) years should be submitted in favour of applicant. No other name along with applicant's name in such enclosure will be entertained.

Declaration regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application.

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*]

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

vi) If the machineries have been engaged in other works than name of the client along with his contact number and email address should be furnished in the declaration by the intended tenderers and present location (working place) should also be given with tentative date of release of plant and machineries. All plants machineries and equipment's will be verified by the competent authority before execution of the work.

vii) Location of plant must be with in a considerable distance from the work site, so that the temperature of the Hot Mix is well maintained till it reaches the work site, laying & compaction with power roller as per the guidelines of MORT&H for required minimum temperature and so that the departmental Engineers can inspect the plant at any moment during the work.

viii) The tenderers should submit their credential certificate where the major items of the completed work can be understood clearly. Credential for the work within the last 05 (five) financial years will be considered. Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government Undertaking, Statutory / Autonomous Bodies constituted under the Central / State statute, on the executed value of completed running work will be taken as credential. No credential will be considered as valid unless it is supported by work order priced schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority.

NB: Estimated amount tendered amount value of excluded work date of completion of project along with telephone number and detail addressed for communication of client must be indicated in the credential certificate.

[*Non-statutory documents*]

The prospective bidders must full fill the criterion of Section-A and shall also furnish duly filled up all prescribed formats of Section-B.

7) **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	07.09.2026.
2	Documents download/sell start date (Online)	08.09.2026 at 11.00 AM
3	Documents download/sell end date (Online)	19.09.2026 at 14.00 PM
4	Pre-bid meeting to be held in the Conference Hall at 3rd Floor of HIDCO BHABAN	-----
5	Bid submission start date (On line)	16.09.2026 at 11.00 AM
6	Bid Submission closing (On line)	19.09.2026 at 15.00 PM
7	Bid opening date for Technical Proposals (Online)	21.09.2026 at 11.00 AM
8	Date of uploading list for Technically Qualified Bidder (online)	To be notified later on
9	Uploading of final summery sheet of Technically qualified bidders or Technical Bid Evaluation Sheet (TBE)	To be notified later on
10	Date for opening of Financial Proposal (Online)	To be notified later on

8) **Joint Ventures will not be allowed**.

Propose 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 apply severally in a single job all his application will be rejected for the job, without assigning any reason thereof.

9) **Payment of Bill**

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 of the tendered amount whichever less is. Provisions in Clause(s) 7, 8 & 9 contained in WB HIDCO Form so far as they relate to quantum and frequencies of payment are to be treated as superseded.

Agency will have to submit detailed measurement in a measurement book or in booklet form. Mode of measurement as per PWD norms. Site measurement will be taken by the agency along with the site supervisor of the Employer, duly signed by the authorized representative of the agency, to be submitted along with bill for its scrutiny and checking, both financially & technically, for processing payment.

For (a) Procurement of goods and services and (b) Works related contract involving supply of goods and services by contractor. Tax Invoice (S) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provision of GST Act 2017.

10) **Security Deposit:**

Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 01 (one) year from the date of completion of the work. Provision in Clause No.-17 of WB HIDCO Form shall be treated as superseded.

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. Out of which 2% (two percent) in the form of earnest money and rest 8% (eight percent) to be deducted from successive running account bill of the tenderer as per prevailing provision. No Interest will be paid of Security Deposit.

Additional Performance Security

Additional Performance Security @10% of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender. The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc. may be taken. The Bank Guarantee shall have to be valid upto end of the Contract Period and shall be renewed accordingly, if required. The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered / affected by provision of this Additional Performance Security. Ref. No. – 4608-F(Y) dt.18th July 2018 of Additional Chief Secretary to the Government of West Bengal.

11) Agencies shall have to arrange land for erection of 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 inconformity 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. The agency will arrange the copy of IS Code and give it the Engineer-in-charge if needed.

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

12) There shall be no provision of Arbitration.

No Mobilization advance and secured advance will be allowed.

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.

Under any circumstances the successful bidders i.e. the agency will not be allowed sublet the work to any sub agency / sub-contractor.

13) 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 01 (one) year from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge. If any defect / damage are 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.

14) All the work and specifications will be guided as per the approved drawings, BOQ items, tender specifications, PWD Schedule and relevant IS Codes.

15) **Earnest Money:**-The amount of Earnest Money @2% (two percent) of the estimated amount put to tender only for each job as under serial is to be deposited on line vide no.-3975-F(Y) dated-28th July 2016 of Finance Department, Government of West Bengal.

16) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.

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's 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.

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 WB HIDCO 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.

17) Prospective applicants are advised also to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in Section – 'A' before tendering the bids.

Conditional / Incomplete tender will not be accepted under any circumstances.

18) The intending tenderers are required to quote the rate online. The rate should be inclusive of all components and taxes.

The rate will be quoted in the rate earmarked space of B.O.Q only. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Rate need not be quoted in WB HIDCO Form of HIDCO.

19) 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 thereto and the rules made and order issued there under from time to time.

20) **Guiding Schedule of Rates:-**For any future reference for supplementary items etc. rates will be taken from PWD (WB) Schedule of Rates for "Road & Bridge Works" effective from 1st November 2017 and also for "Building Works" and Sanitary & Plumbing Works" effective from of the 1st November 2017 along with upto date corrigenda & addenda. Public Works Directorate, Government of West Bengal. If rates not available from State Schedules then refer NH Schedule. If not even available in NH Schedule, then market rate analysis may be allowed.

21) 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.

22) The Addl. General Manager (Engg.) - II, WBHIDCO reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

23) If there be any objection regarding prequalifying the Agency that should be lodged on line to the General Manager OR the Tender Evaluation Committee within 04 (four) days from the date of publication of list of qualified agencies and beyond that time schedule no objection in any shape will be entertained.

24) 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 their offer will be treated as cancelled and work order will not be issued in favour of the said Tenderer under any circumstances.

25) Administrative Approval & Financial Sanction of the work is awaited and work order will be issued subject to issuance of AA & FS from the competent authority.

26) Tender inviting authority has the right to cancel the tender.

27) 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) N. I. T.

(2) Special Terms & Conditions.

(3) WB HIDCO Form.

(4) Bill of Quantities

(5) Drawings and Images.

28) 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:

(a) Financial Capacity [Turnover and Net worth of the bidder]

(b) Technical Capability comprising of personnel & equipment capability

(c) Experience / Credential

(d) Other various points as indicated / mentioned / described above under NIT.

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

29) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

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

Addl. General Manager (Engg.) – II
WBHIDCO

No.:- HIDCO / AGM (E) – II / EP / Mtc. / 305 / 1 (3) Dated: 07.09.2026.

Copy forwarded for information to:-

1) The Chief Engineer, WBHIDCO.
2) The Chief Finance Office, WBHIDCO.
3) The Notice Board.

Addl. General Manager (Engg.) – II
WBHIDCO

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://wbtenders.gov.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)**

2) WB HIDCO FORM

3) Tender Document

4) N.I.T.

(NIT, Tender Document and WB HIDCO FORM downloaded properly and after doing needful upload the same Digitally Signed). The rate will be quoted in the earmarked space of B.O.Q only. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Rate need not be quoted in WB HIDCO Form of HIDCO.

5) Special terms & conditions and specification of works.

A) TECHNICAL DOCUMENTS

- Affidavit "Y" Section B [Ref. Format]
- Structure and Organization [Form No.-III] Section B.
- Contractor's Equipment [Form No-IV] Section B.
- Experience profile [Form No.-V] Section B.

B) Non-statutory Cover Containing the following documents:

i. Professional Tax (PT) deposit receipt Challan for the preceding financial year, Pan Card, I. T., Saral for the Assessment year (for the preceding financial year), GST Registration Certificate.

ii. Registration Certificate under Company Act (if any).

iii. Registered Deed of partnership Firm / Article of Association & Memorandum.

iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).

v. Tax Audited Report in 3CB / 3CD form along with Balance Sheet & Profit & Loss A/c for the last 03 (three) years (year just preceding the current Financial Year will be considered as year) and necessary solvency certificate to be produce.

vi. List of own should be supported by Invoice / Delivery Challan / Insurance / way bill [Section–B, Form IV].

vii. List of Technical staffs along with Structure & Organization (Section – B, Form – III).

viii. Registered unemployed Engineers Co-operative Societies / unemployed labour Co-Operative Societies are required to furnish valid bye law, current audit report, certificate of Registration and valid clearance certificate from in ARCS for the year 2019–2020, Professional Tax deposit Challan for financial year 2019-2020, PAN Card, G. S. T. Registration certificated with upto date return along with other relevant supporting papers.

ix. Bidder should upload their documents from Original copy, uploading photo copy and illegible copies will not be accepted.

N.B.:-Failure of submission of any of the above mentioned documents as stated in Sec. No.-A 5 (A) and Sec. 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) (for the preceding financial year). Latest I. T. Receipt Acknowledgment. I. T. Saral for Assessment year (for the preceding financial year).
B.	Company Detail(s)	Company Detail	Proprietorship Firm (*Trade License*) -Structure & Org.] Partnership Firm (*Partnership Deed, Trade License*) Ltd. Company (*Incorporation Certificate, Trade License*) Society (*Society Registration Copy, Trade License*) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C.	Credential	Credential	i) Intending tenderers should have credential of 01 (one) similar type completed work (like similar nature of. work) each of the minimum value of 40% of the estimated amount put to tender during 05 (five) years prior to the date of issue of this tender notice; or, ii) Intending tenderers should have credential of 02 (two) similar type of work (like similar nature of. work) each of the minimum value of 30% of the estimated amount put to tender during 05 (five) years prior to the date of issue of this tender notice; or, iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of upto date completed work is not less than the desired value at (i) above; i. e. having magnitude of 40% (forty) percent. iv) Intending tenderers should not be black listed from any Govt. Organization during last 05 (five) years. v) Trade License valid for completed work duly submitted by the bidder as credential. vi) Registration of PF & ESI and upto date payment certificate of PF and ESI is mandatory. vii) Tenderers should submit Bankers Certificate having solvency certificate of 100% of the estimated amount put to tender. viii) The agency already involved in any work under this division having bad impression in view of completion of work or violation of specification during work or hampering any work, he / she will not technically qualify and his / her bid shall summarily reject although fulfilled other criteria of the e-NIT.

			ix) Average annual turnover last 03 (three) financial years should be not less than 40 (forty) lakh. x) The bidder shall not be allowed in technical bid if they disqualified due to non-submission of bank guarantee as additional security deposit in any previous tender of this division although fulfilled the all other criteria. xi) Intending tenderers should have pesticide license. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the works is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.
D	Financial Info		Tax Audited Report in 3CB / 3CD form along with Balance Sheet & Profit & Loss A/c. for the last 03 (three) years (year just preceding the current Financial Year will be considered as year)
E.	Equipment	Machineries	Authenticated copy as per Form – IV, Section-B.
F.	Man Power	Technical Personnel	List of Technical Staffs with Qualifications & Experience.

Tender Evaluation Committee (TEC)

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

Opening of Technical Proposal:

(i) 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).

(ii) Intending tenderers may remain present if they so desire.

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

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

(v) Summary list of technically qualified tenderers will be uploaded online.

(vi) 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.

(vii) 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.

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 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 WB HIDCO From will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T., Corrigendum (if any), B.O.Q., Scope of work, Drawing etc. 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 issued from any Nationalized Bank in favour of the WB HIDCO LTD within time limit to be set in the letter of acceptance.

Rates require to be quoted in unambiguous manner without any condition.

Details items and quantity shown in the BOQ are probable items and approximate quantity

The price quoted by the contractor will be considered sacrosanct and final. Rate quoted on Item Rate basis of the total amount of the price schedule of the tender.

SECTION – B

FORM – I

PRE-QUALIFICATION APPLICATION

(TO BE SUBMITTED IN THE COMPANY'S PAD)

To
Addl. General Manager (Engg.) - II, WBHIDCO
ECO PARK, GATE NO.-6,
New Town,
Kolkata – 700 156.

Ref:- Tender for .....

(Name of work) .....

.....

e-N.I.T. No.: WB HIDCO / AGM (E) – II / EP / Mtc. / NIT – 08 / 2026 - 2027 the Addl. General Manager (Engg.) – II, 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: .....

SECTION – B

AFFIDAVIT – "Y"

(To be furnished in Non – Judicial Stamp paper of ₹10.00 (Rupees Ten only) duly notarized after publication of e-NIT & e-NIT No. & date should be mentioned in the body of Affidavit)

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 05 (*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

FINANCIAL STATEMENT

B. 1. Name of Applicant:-

B. 2. Summary of Annual Turnover on the basis of the audited financial statement of the last three financial years. (Attach copies of the audited financial statement of the last three financial years)

	Year 2023-2024 (Rs. In Lakh)	Year 2024-2025 (Rs. In Lakh)	Year 2025-2026 (Rs. In Lakh)
a) Annual Turnover			

Certified and Signed by the

Chartered Accountant of the firm

Sign by: -

Membership No.: -

.....

Name of the Officer

.....

Name of the Firm with Seal

SECTION – B

FORM – III

STRUCTURE AND ORGANISATION

1) Name of Applicant :

2) Office Address :

Telephone No. :

Fax No. :

3) Name and Address of Bankers :

4) 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.

SECTION – B

FORM – IV
Contractor's Equipment

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 mechanical equipment which the Contractor must own machineries. The contractor must furnish the documents in support of ownership of machineries and also machineries is working condition shall have to be submitted with this tender.

Sl. No.	TYPE OF EQUIPMENT	CAPACITY	SUPPORTING DOCUMENTS

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

SECTION – B

FORM – V

Experience Profile

Name of the Firm: .....

List of projects completed that are similar in nature to the work as detailed of NIT, executed during the last 05 (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:

5) Certificate from the Employers to be attached
6) 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.