

[Notice Inviting e-Tender No.-WBHIDCO/GME-II/AA-I/NIT-20(2<sup>nd</sup> Call)/2024-2025 of The General Manager (Engg.) – II, WBHIDCO]. 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 (in ₹) (2)	Earnest Money (in ₹) (3)	Period of Completion (4)		Name of the Concerned Officer (5)	Eligibility of Contractor (6)
1.	Consultancy Work for Improvement of Traffic Management System by constructing Vehicular Underpass & Pedestrian Subway on both directions at important Intersections over Street No.3333 in Newtown, Kolkata.		₹50,000.00 (Rupees Fifty Thousand) to be submitted online through any net banking enable bank account or offline through any bank by generating NEFT / RTGS Challan from the E-Tendering portal. Balance Earnest amount covering 2% of the tendered amount to be submitted at the time of making agreement by the successful tenderer (if required).	<b>Part-A</b> Detail Physical Survey of intersections, underground utilities, traffic survey, Study of drainage system and Preparation of Feasibility Report.	2 (two) months	General Manager (Engg.)-II, WB HIDCO	The bidder must have an experience of carrying out similar type of Consultancy Work with a Project Cost of at least INR 20.0 Cr. in India during the last 5 financial years of its business.
			<b>Part-B</b> For Soil Test, Layout drawing in accordance with all Utilities, Detail design, structural drawing including vetting from IEST/JU/IIT and preparation of detail estimate and bid documents.	2 (two) months			
			<b>Part-C</b> Providing Good for construction drawings and Supervision / Association during execution	till completion of the Construction.			

WB HIDCO hereby invites encrypted electronic bid for selection of Consultant comprising of well experienced team of renowned Engineers for preparing detail design, according to the master plan, Preparation of Bid Documents (Part 1: Techno commercial bid and Part 2: financial bid) for tender processing and expert supervision till successful completion/commissioning of the projects.

Intending contractors/bidders desire of participating in this e-Tender are required to login to the WB HIDCO e-tender website having URL <http://etender.wb.nic>. Intending contractors/bidders are required to download the e-Tender documents directly from the websites stated above.

The applicant bidders/contractors are advised to carefully read all the 'Terms & Conditions' contained in this e-Notice Inviting Tender (e-NIT). He/she should particularly go through the minimum desired Prequalification (PQ) works credential & financial eligibility criteria and satisfy himself/herself of all the mandatory eligibility requirements. Bidders desirous of participating in the e-Tender should submit bids only if they fulfill the minimum PQ eligibility criteria and are in possession of all the required PQ Credential documents "in original" as these may be summoned by the Tendering authority for verification purposes.

All Bonafide Indian contractors/Agencies/Organizations, Registered Companies/ Firms including Registered Partnership Firms, Proprietorship Firms, and contractors/bidders of equivalent grade or class having Pre-Qualification (PQ) Credential from the Government of West Bengal, Union Government Departments/ Other State Government Departments/ Engineering Wings of Gol, Autonomous Project Authority and other similar organizations of GOI and State Governments/PSU and Corporations of Government of India and other States eligible to participate subject to fulfilling the PQ eligibility criteria.

Initial Earnest Money : ₹ 50,000.00 (Rupees Fifty Thousand) only should be deposited through online and balance amount of Earnest Money covering @2% of the quoted amount to be submitted at the time of making agreement by the successful bidder. Scan copy of all the necessary documents to be uploaded in e-tender portal in pdf format.

### **Scope of Work**

The work will be taken up at important Intersections of Street No. 3333.

### **Part : A**

- i) Detail physical survey of the suitable intersection and their adjoining areas including Topographical survey for location which will be selected.
- ii) Survey of the underground utilities at all detected location co-ordinating with all concerned department like RVNL,WBSEDCL,PHE,BGCL etc.
- iii) 24 hours traffic survey for 7 consecutive days on the selected intersection.
- iv) Study of the proper drainage system during and after construction of the VUP & Pedestrian Subway for that selected intersection.
- v) Preparation of feasibility study and submission of report for the selected intersection.

### **Part : B**

This part should be undertaken after submission of the feasibility report and acceptance of the report by the competent authority of WBHIDCO. If feasibility report (Part-A) is not accepted by the WBHIDCO or partially accepted by WBHIDCO then either no payment or proportionate part payment will be released against 'Part-B'.

- i) Necessary Soil test (Geotechnical Report) at selected location.
- ii) Structural design and submission and detail structural drawing with vetting from reputed Institute like IEST/JU/IIT (Requisite charges for Vetting will be borne by the HIDCO).
- iii) Submission of D.P.R. with B.O.Q. based on West Bengal Public Works Deptt. Schedule of Rates and Market Rates where rates are not available in the Schedule and other relevant papers.
- iv) Design and drawing of the proposed drainage infrastructure with proper design of Pumping system & also proper shoring structural details for safety of work.
- v) Proper calculation of Curves as per IRC of both side, slope portion of VUP & Pedestrian Subway.
- vi) Design of the ventilation system.
- vii) Detail of all interior works, illumination and Surveillance system.

### **Part : C**

- i) Any other relevant design and drawing to make this structure operational including checking and approval of fabrication / shop drawing during execution.
- ii) Periodical site visit during construction period including submission of as-built drawing after completion of work.

### **STAGE OF PAYMENT : -**

[Part : A - 25% + Part : B – 60% + Part : C – 15%]

The qualified consultancy firm should quote their total fees in Lump Sum inclusive of GST @ 18% at the appropriate section of the e-tender portal. Disclosure or indication of quote at any other section will lead to

disqualification of the bidder. The admissible stage of fee would be as a percentage of the quoted Total Fee against each stage of works as below. Payments to be released only after approval by the Competent Authority.

**Part : A – 25%**

- i) Detail physical survey at the selected intersection and their adjoining areas including Topographical survey for above mentioned location. - 5%.
- ii) Survey of the underground utilities at selected location co-ordinating with all concerned department like RVNL,WBSEDCL,PHE,BGCL etc. - 5%.
- iii) 24 hours traffic survey for 7 days in the selected intersection. - 5%.
- iv) Study of the proper drainage system during and after construction of the VUP for the selected intersection. - 5%.
- v) Preparation of feasibility study and submission of report for all the four intersections. - 5%.

**Part : B – 60%**

This part should be undertaken after submission of the feasibility report and acceptance of the report by the competent authority of WBHIDCO. If feasibility report (Part-A) is not accepted by the WBHIDCO or partially accepted by WBHIDCO then either no payment or proportionate part payment will be released against 'Part-B'.

- i) Necessary Soil test (Geotechnical Report) at all four locations. - 5%.
- ii) Structural design and submission and detail structural drawing with vetting from reputed Institute like IEST/JU/IIT. - 20%.
- iii) Submission of D.P.R. with B.O.Q. based on West Bengal Public Works Deptt. Schedule of Rates and Market Rates where rates are not available in the Schedule and other relevant papers. - 15%.
- iv) Design and drawing of the proposed drainage infrastructure with proper design of Pumping system. - 5%.
- v) Proper calculation of Curves as per IRC of both side, slope portion of VUP. - 5%.
- vi) Design & Drawing of stair, escalator and dispersal vomitory of Pedestrian Subway including the ventilation system. - 5%.
- vii) Detail of all interior works, illumination and Surveillance system. - 5%.

**Part : C – 15%**

- i) Any other relevant design and drawing to make this structure operational including checking and approval of fabrication / shop drawing during execution. - 5%.
- ii) Periodical site visit during construction period including submission of as-built drawing after completion of work. - 10%.

The payment shall be based on progress of works and as guided in stage of payment. Maximum of 95% (ninety five percent) payment shall be made on achieving 100% (hundred percent) of each item of works as classified in the stage of payment and scope of work. Balance 5% (five percent) payment shall be made on completion of the whole project and on carrying out modifications, if any and on submission of as-built drawing successfully. If no component of the work, as stated in the stage of payment, is executed by the successful bidder, for whatsoever reason, no payment shall be made on that account.

**SPECIAL TERMS & CONDITIONS OF CONTRACT**

- (1) (a) The selected Engineering Consultancy Firm / agency after receiving the L.O.I. and Work Order will immediately start the work as per the terms and conditions of this Tender and will submit the feasibility report and other relevant stage of assignment of 'Part-A' etc. **within 2 months** from the date of commencement.
- (b) After finalization of 'Part-A' i.e., acceptance of Projects Scheme by HIDCO authority as per the feasibility report, the second part i.e., 'Part-B' and 'Part-C' will be taken up by the Consultant. If feasibility report (Part-A) is not accepted by the WBHIDCO or partially accepted by WBHIDCO then either no payment or proportionate part payment will be released against 'Part-B' and 'Part-C'.

Without clearance from HIDCO authority the Consultant will not start the assignment of 'Part-B' and 'Part-C'.

- (c) The consultant will also do the needful for according vetting of estimate from the P.W.D. if necessary. No separate fees or payment will be allowed for such activity by the consultant. The vetting charge to be paid to the P.W.D. will be borne by WBHIDCO.
- (2) The agency will deliver their assignment as per time schedule / work programme, failing which the authority may take suitable action as deemed fit. However, prior notice, etc., will be issued by the department / authority before taking any action.
- (3) The service of the consulting agency will be provided in such a way that, the work of main construction agency may not suffer in any way.

### **GENERAL TERMS & CONDITIONS**

- (1) Statutory deduction towards Sales Tax, Income Tax, GST etc. will be made as will be applicable in the instant case.
- (2) The selected bidder (i.e., the Consultancy Firm) will have to enter into an agreement of contract in prescribed format of WB HIDCO on Stamp Paper.
- (3) The qualified consultancy firm should quote their total fees in Lump Sum inclusive of GST @ 18% at the appropriate section of the e-tender portal.
- (4) The stage of payments will be as mentioned in the head "STAGE OF PAYMENT".
- (5) The minutes of the Pre-Bid Discussion will become a part of the Agreement.
- (6) The authorized signatory of the bidding agency will sign each and every page of this NIT as a token of acceptance of all the points / terms / clauses and will submit along with their Financial Offer.
- (7) All the drawings, design calculations, sketch, D.P.R., Estimate etc. shall have to be submitted in both hard and soft copy.
- (8) Copy of all structural design calculations or analysis should be submitted in hard copy also.
- (9) Detailed estimate shall have to be submitted with the supporting sketches along with detail calculation of quantities and analysis of rates with all relevant supporting documents.
- (10) The consultant shall supply to the Client, up to six sets of each drawings and D.P.R. with B.O.Q. / Estimate in hard and one soft copy, without any separate cost or fees.
- (11) The consultant shall not make any deviations, alterations or omissions from the approved drawings, without prior consent of the Client.
- (12) The agreement for this consultancy job will remain alive and effective till the completion of construction work.
- (13) Separate tender for construction work will be invited after getting final GAD and detail Estimate from the Consultant. The Consultant will have to supply all approved drawings well in time so that the progress of the construction work does not hamper.

1) Eligibility criteria for participation in the tender.

The bidder must have an experience of carrying out similar type of Consultancy Work with a Project Cost of at least INR 20 Cr in India during the last 5 financial years of its business.

As per e-NIT detail table (Sl.No.6) above and Affidavit – in form 'A' would be after publication of E.NIT date & should be mentioned in the body of Affidavit the e.NIT No. & date.

Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the current year, Pan Card, GST Registration Certificate 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 or arrange through lease hold registered agreement, the required plant and machineries. Conclusive proof of ownership in favour of owner or leaser 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.

*[Non-statutory documents]*

**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.

The executing agency may not get a running payment unless the gross amount of running bill is minimum 30% of the tendered amount. 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 in respect of construction materials shall not be applicable. The bidders shall quote their rate accordingly.

**Mobilization advance**

No mobilisation advance and secured advance will be allowed.

**Security Deposit:**

Retention money towards performance Security should be as per State Govt. Rules. Accordingly the approved percentage 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 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.

There shall be no provision of Arbitration.

Bid shall remain valid for a period not less than 180 (*one hundred eighty*) 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.

1) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	10.09.2024
2	Documents download/sell start date (Online)	11.09.2024 at 11:00 AM
3	Documents download/sell end date (Online)	27.09.2024 upto 14:00 PM
4	Pre-bid meeting to be held in the Conference Hall at 3 <sup>rd</sup> Floor of HIDCO BHABAN	18.09.2024 at 14:00 PM
5	Bid submission start date (On line)	21.09.2024 at 11:00 AM
6	Bid Submission closing (On line)	27.09.2024 upto 15:00 PM
7	Bid opening date for Technical Proposals (Online)	30.09.2024 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

- 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.

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) Earnest Money- a) As mentioned above.  
**Additional performance security @10% of the tendered amount shall have to be deposited in the form of bank Guarantee by the successful bidder if the accepted bid value is 80% or less of the estimated value put to tender.**

- 5) 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.
- 6) 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.
- 7) Refund of EMD: The Initial Earnest Money of all the unsuccessful tender deposited online through e-procurement portal of Government of West Bengal Website <http://etender.wb.nic>. 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.
- 8) 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.
- 9) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 10) **The intending tenderers are required to quote the rate *online*.**
- 11) 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.
- 12) Guiding Schedule of Rates: Rates have been taken from latest P.W.D. (W.B.) Schedule of Rates for "Road & Bridge Works", "Building Works" and "Sanitary & Plumbing Works" 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.
- 13) 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.
- 14) The 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.

- 15) 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.
- 16) 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.
- 17) 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
  - 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

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.**



## SECTION - A

### INSTRUCTION TO BIDDERS

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#### **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.

**1. 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.

**2. 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.

**3.** 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.

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

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

**5. Submission of 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**

4) **Tender Document**

5) **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.)**

6) **Special terms & conditions and specification of works.**

7) **TECHNICAL DOCUMENTS**

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

8) **Financial Proposal:-**

a) **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

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

- i. Professional Tax (PT) deposit receipt challan for the financial year 2023-2024, Pan Card, IT, Saral for the Assessment year 2023-2024, 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 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)
- vi. List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & waybill [Ref.:- Sl. No. 5(viii) of this N.I.T. and (Section –B, Form IV)]
- vii. List of Technical staffs along with structure & organization (Section – B, Form – III).
- ix) For Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies having Credential  
for completion of at least one similar nature of work under the authority of State / Central Government, statutory bodies under State / Central Government constituted under the statute of the State / State Government having a magnitude of 60% (Sixty *percent*) of the Estimated amount put to tender during the last 3 (*three*) years prior to the date of issue of this N.I.T. is to be furnished. [Ref. Sl. No. 5(i) & 7 of this NIT and (Section – B, Form – V)]. Scanned copy of Original Credential Certificate as stated in Sl. No. 5.(i). of N.I.T.

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)	<ol style="list-style-type: none"> <li>1. GST Registration Certificate with 03 (Three) page.</li> <li>2. PAN.</li> <li>3. MSME Certificate.</li> <li>4. P Tax paid challan current year.</li> <li>5. I. T. Receipt Acknowledgment last 03 (Three) years with 3CD.</li> <li>6. E.P.F.O. Registration certificate with current year paid challan.</li> <li>7. E.S.I. Registration certificate with current year paid challan.</li> </ol>
B.	Company Detail(s)	Company Detail	<p>Proprietorship Firm (Trade License) -Structure &amp; Org.]</p> <p>Partnership Firm (Partnership Deed, Trade License)</p> <p>Ltd. Company (Incorporation Certificate, Trade License)</p> <p>Society (Society Registration Copy, Trade License)</p> <p>Power of Attorney, Memorandum of Association and Articles of Association of the Company.</p>
C.	Credential	Credential	<p>(i) Intending tenderers should have credential of 01 (one) similar type completed 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,</p> <p>(ii) Intending tenderers should have credential of 02 (two) similar type of work (like similar nature of work) each of the minimum value of 25% of the estimated amount put to tender during 05 (five) years prior to the date of issue of this tender notice; or,</p> <p>(iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 75% 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.</p> <p>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.</p>
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 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:

- (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. 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.
- (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 (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:

Seal & Signature of the Tenderer

General Manager (Engg.)-II  
WB HIDCO

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 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.

General Manager (Engg.) – II  
WB HIDCO

No. HIDCO / GM(E)–II / AA-I / 597 / 1(17)

Dated: 10.09.2024

Copy forwarded for wide circulation:

01. Engineer-In-Chief, WBHIDCO.
02. Jt. Managing Director (Admn.), WBHIDCO.
03. Chief Engineer, WBHIDCO.
04. Addl. Chief Engineer, WBHIDCO.
05. Director General (PIng.), WBHIDCO.
06. Chief Finance Officer, WBHIDCO.
07. Chief Planner, WBHIDCO.
08. General Manager (Admn.), WBHIDCO.
09. General Manager (Mktg.), WBHIDCO.
10. General Manager (Engg.) – I, WBHIDCO.
11. General Manager (Engg.) – IV, WBHIDCO.
12. General Manager (PIng.), WBHIDCO.
13. Addl. General Manager (Engg.) – II, WBHIDCO.
14. Addl. General Manager (Engg.) - III, WBHIDCO.
15. Addl. General Manager (Engg.) – IV, WBHIDCO.
16. P.S. to M.D., WBHIDCO.
17. Notice Board.

General Manager (Engg.) – II  
WB HIDCO

SECTION – B

FORM – I

PRE-QUALIFICATION APPLICATION

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To  
General Manager (Engg.) - II, WB HIDCO  
HIDCO BHABAN, 3<sup>rd</sup> Floor,  
Premises No.-35-1111,  
Biswa Bangla Sarani,  
New Town, Kolkata – 700 156.

Ref: Tender  
for.....

(Name of work) .....

e-N.I.T. No. WBHIDCO / GM(E)-II / AA-I / NIT-20(2<sup>nd</sup> Call) / 2024-2025 the 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 ₹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
- 6)

-----  
Signed by an authorized officer of the firm.

-----  
Title of the officer

-----  
Name of the Firm with Seal

Date: -----

SECTION – B

AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper  
of ₹100.00 (One Hundred) only duly notarized)

---

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.

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.

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.

The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.

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 2020-2021 (Rs. In Lakh)	Year 2021-2022 (Rs. In Lakh)	Year 2022-2023 (Rs. In Lakh)
a) Annual Turnover			
b) Average 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

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- 1) Name of Applicant : \_\_\_\_\_
- 2) Office Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) Telephone No. : \_\_\_\_\_
- 4) Fax 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.



## 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 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:

Certificate from the Employers to be attached

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.