



# 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.

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## Notice Inviting Tender

No.-HIDCO/AGM(E)-II/AA-I/842

Dated:-01.08.2022.

[Notice Inviting e-Tender No.-WBHIDCO/AGME-II/AA-I/NIT-28/2022-2023 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.	Daily Sweeping and Cleaning for Building and Cleaning the Compound Premises including Pump Room, Sub-Station, Activity Centre, Guest House of Snehodiya Premises at New Town, Kolkata.	Rs.60,63,865/- (Rupees sixty lakh sixty three thousand eight hundred sixty five) only	Rs.1,21,277/- (Rupees one lakh twenty one thousand two hundred seventy seven) only	Rs.2,500/- (Rupees two thousand five hundred) 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<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.**

**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 Statutory bid documents.**

- 1)A) **Intending contractors / tenderers must be financially sound and have their own machineries. Conclusive proof of ownership of machineries and plant in working condition shall have to be submitted with this tender.**
- 1)B) In the event of e-filling, intending bidder may download the tender documents from the [website http://wbttender.gov.in](http://wbttender.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 <http://wbttender.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 <http://wbttender.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 <http://wbttender.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 28<sup>th</sup> 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 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.

Seal and Signature of the Tenderer.

Addl. General Manager (Engg.) - II,  
WB HIDCO

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]

- 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 not 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 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 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 should be indicated in the credential certificate.

- vi) **Tenderer will provide at least 15 (fifteen) nos. worker which will include 1 No. Supervisor, at least 2 Nos. Mathors and at least 12 Nos. Sweeper during the period of 8 A. M. to 5 P. M. (including tiffin time). Under special circumstances the contractor may have to provide workers beyond the stipulated time.**

[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)	01.08.2022.
2	Documents download/sell start date (Online)	02.08.2021 at 11.00 AM
3	Documents download/sell end date (Online)	13.08.2022 at 14.00 PM
4	Pre-bid meeting to be held in the Conference Hall at 3 <sup>rd</sup> Floor of HIDCO BHABAN	---
5	Bid submission start date (On line)	08.08.2022 at 11.00 AM
6	Bid Submission closing (On line)	13.08.2022 at 15.00 PM
7	Bid opening date for Technical Proposals (Online)	16.08.2022 at 15.00 PM
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 the tendered amount whichever less. 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 3% (three 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% in the form of earnest money and rest 1% 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 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. 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-28<sup>th</sup> 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.

Prior to taking up Bulk quantity of materials to the site sample should be approved by the Engineer-in-charge and necessary testing of the materials will be carried out by the agency and their own cost, no separate payment will be made for testing.

- 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.**

**The cost of all materials, hire charges to tools and plants, labour, Corporation / Municipal fees for water supply, royalty for materials (if any), electricity and other charges of Municipalities or statutory local bodies, ferry charges, toll charges, loading and unloading charges, handling chargers, overhead charges and other charges like G. S. T., Income Tax, Octroi Duty / Terminal Tax, Turnover Tax, Cess and GST etc. will be deemed to have been covered by the rates quoted by the contractor. All other charges for the execution of the specified work, including supply of materials and related carriage, complete or finished in all respect upto the entire satisfaction of the Engineer-in-Charge of the work. No extra claim in this regard beyond the specified rate as per work schedule whatsoever in this respect will be entertained.**

- 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 1<sup>st</sup> November 2017 and also for "Building Works" and Sanitary & Plumbing Works" effective from of the 1<sup>st</sup> 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.

**The rates mentioned in the priced schedule are inclusive of all cost of materials, labour charge, sundries, machineries, quality control aspects, contractor's profit & overhead charges, all relevant taxes as applicable (including 18% GST and 1% Cess) etc. and all other cost to complete the activity in all respect.**

- 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 Addl. 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 will be entertained by the Tender Evaluation Committee.
- 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) 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
- 26) 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

- 27) **Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.**
- 28) **No price preference and other concession as per order no. 1110F dated: 10/02/2006 will be allowed.**

No.:-HIDCO/AGM (E)-II/AA-I/842/1(3)

Dated:-01.08.2022.

**Copy forwarded for information to:-**

- 1) Engineer in Chief, WB HIDCO.
- 2) Chief Engineer, WB HIDCO.
- 3) Chief Finance Office, WB HIDCO.

# 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)

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 machineries 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 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) (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 ( <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	i) Bonafied resourceful Contractors having experience in similar nature of work having valid completion certificate [as detail below at (iii)] for a work with minimum 40% of the estimated amount put to this tender during last 05 (five) years in any Govt. or Public Sector.  (ii) Intending contractors / tenderers must be financially sound with supporting documents.  iii) Bonafied resourceful contractors having experience of Daily Sweeping, Washing, Cleaning, Brooming Walls, Tables Chairs, Glasses, Sofa, Alimirahs, inside Glass Panels, Cleaning of LAVATORY Blocks including attached Toilet including Cleaning of Floor Walls, W. C. Basin, Urinals, Cistern including supply of Phenyl, Washing Powders and Deodorant Cake, Odonil etc. and Cleaning Compound Premises and Roof of the Building of Shrubs, Jungles, Dust, Cleaning and Disinfecting Water Tank <b>of total 10,000.00 Sq. M floor area in a Single Building</b> like Commercial / Office Building or Institutional Building or Four Star Category Guest House / Hotel.
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)

Seal and Signature of the Tenderer.

Addl. General Manager (Engg.) - II  
WB HIDCO



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. 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 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 Form 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  
**Addl. 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.: WB HIDCO / AGM (E) – II / AA - I / NIT – 28 / 2022 - 2023 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: .....

Seal and Signature of the Tenderer.

Addl. General Manager (Engg.) - II  
 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.

\_\_\_\_\_  
Addl. General Manager (Engg.) - II  
WB HIDCO

## 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 2019-2020 (Rs. In Lakh)	Year 2020-2021 (Rs. In Lakh)	Year 2021-2022 (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

Seal and Signature of the Tenderer.

Addl. General Manager (Engg.) - II  
WB HIDCO

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.

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

\_\_\_\_\_  
Addl. General Manager (Engg.) - II  
WB HIDCO

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 plant and mechanical equipment which the Contractor must own. The contractor must furnish the documents in support of ownership of machineries and plants 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.

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

\_\_\_\_\_  
Addl. General Manager (Engg.) - II  
WB HIDCO

## 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:

- 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.

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

\_\_\_\_\_  
Addl. General Manager (Engg.) - II  
WB HIDCO