

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Undertaking)

HIDCOBHABAN, Premises No.35-1111, Near 3rd Rotary, New Town, Kolkata-700156.

Notice Inviting e-Tender No.

Memo. No. 372/HIDCO-17015/2/2021-IT SEC-WBHIDCO

Dated: 18.02.2022

System Manager (IT), on behalf of WB HIDCO invites e-tender for the work detailed in the table below. (Submission of Bid through online)

List of Schemes:

Sl. No	Name of the work (1)	Estimated Amount (Rs.) (2)	Earnest Money (Rs.) (3)	Period of Completion (4)	Name of the Concerned Officer (5)	Eligibility of Contractor (6)
1.	REMODELLING (VIDEO CONFERENCING, WIFI, IP EPABX) OF NGT OFFICE SPACE IN WING-B 3RD FLOOR IN FINANCE CENTER, NEW TOWN KOLKATANGT, BLOCK-A, 3RD FLOOR, FINANCE CENTER, NEWTOWN, KOLKATA.		Rs.50,000.00 (Rupees Fifty Thousand Only) to be submitted online through any net banking enable bank account or offline through any bank by generating NEFT / RTGS Challan from the eTendering 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).	15 (Fifteen) days from the date of commencement.	SYSTEM MANAGER (IT), WB HIDCO	As per technical specification & eligibility criteria (Sl. No. 5) detailed below.

Technical Specification: -

S. No.	Product	Description	Qty	UOM
1	VC EndPoint	HD Video Conferencing system (1080p/60), (1+2) multipoint Warranty: 3(three) years onsite.	1	Nos
2	HDVC Camera	HDVC PTZ (12X Optical Zoom PTZ Camera (Wide FoV 72.5° x12 Opt. Zoom) Warranty: 3(three) years onsite.	1	Nos
3	Digital Microphone for VC	Boundary Microphone (3m radius, up to 4), (Digital) Warranty: 3(three) years onsite.	1	Nos
4	PC Peripheral Kit	PC Peripheral Kit with Activation Key for integration of 3rd Party Cloud application Warranty: 3(three) years.	1	No

5	65" Commercial Display	65" Android LED display with built in 2.4 GHz. Wi-Fi, 1.1 GHz. Built in Quad core processor, 2 GB DDR3 RAM, 16 GB Memory, built in Double Core Mali 600 MHz GPU, with HDR 10, Dolby Audio, Built in Wi-Fi and Cromecast, Built in web browser, HDMI CEC, HDMI ARC, Built-in Bluetooth Ver.4, 20W built in speakers, HDMI 2.0 X 3, AV X 1, USB 2.0 X 1, RJ45 X 1, Headphone Out x 1, SPDIF Out x 1, (24 X 7) WORKING CAPACITY	2	No
6	Trolley	Trolley for Display, Camera and Codec	2	No
7	HDMI Cable	MX HDMI 2.0 Gold Plated Cable for VC Connectivity - 10 Meter	4	No
8	IPEPABX LIC for New Integration	License for each IP Phone Integration	20	No
9	IP Phone Set	IP Phone	20	No
10	PoE Switch	L2 Managed Switch having 24x 10/100/1000BaseT PoE ports, 2x 10GBaseT ports, 4x 10G SFP+ slots. PoE power Budget: 370Watt.	3	Nos
11	Non-PoE Switch	L2 Managed Switch having 24x 10/100/1000BaseT ports, 2x 10GBaseT ports, 4x 10G SFP+ slots	2	Nos
12	Fiber Optic Transceiver	1000BaseLx Single Mode LC SFP Transceiver	2	Nos
13	Wireless Access Point	Indoor dual frequency high performance Access Point, support 802.11a/b/g/n/ac, built-in omni antenna, 2 Gigabit ports, support 802.3at standard POE+ (Max. 20Watt) power supply.	18	Nos
14	UTP Cable	Cat6 UTP Cable - Box of 305Mtr	15	Nos
15	UTP Patch Panel	24-Port Cat6 UTP Patch Panel	5	Nos
16	Information Outlet with Face Plate & Surface Mount Box	Single Port Cat6 UTP Information Outlet with Face plate & Surface Mount Box	75	Nos
17	Information Outlet with Face Plate & Surface Mount Box	Dual Port Cat6 UTP Information Outlet with Face plate & Surface Mount Box	17	Nos
18	UTP Patch Cord - 1Mtr	Cat6 UTP Patch Cord - 1Mtr	82	Nos
19	UTP Patch Cord - 2Mtr	Cat6 UTP Patch Cord - 2Mtr	82	Nos
20	12U Wall Mount Rack	Wall Mount 12U x 550 W x 600 D Front Glass Door (tinted,Toughened) with Lock & Key, 2 pairs of 19 Mounting Rails with U-Marking Welded Side Walls With Metal Engraved OEM Logo. Standard Accessories : 1U Cable Manager 1, Hardware Packet 1 Pkt 6 Socket 5 Amp. Power Distribution Unit 1 No Roof Mounted Fan Unit 90 CFM 230V AC 1 No	1	Nos
21	Colour Printer (MFP)	Colour laser printer MFP (Print-Copy- Scan)	3	Nos
22	Black & White (MFP)	Black & White laser printer MFP (Print- Copy-Scan)	3	Box
23	Black & White Printer	Black & White Laser Printer	2	Nos
24	Flatbed Scanner	Scanner (capable of scanning legal sized papers)	2	Nos
25	Speaker	Wall speaker 30 Watt	4	Nos
26	Speaker Cable	SPEAKER CABLE 90 MTR BOX	1	Box
27	Sound Amplifier	120W Amplifier	1	Nos

28	Sound Mixer	8 Channel Mixer	1	Nos
29	Delegate Microphone	Delegate Microphone	12	Nos
30	Chairman MICROPHONE	Chairman Microphone	1	Nos
31	Sound Controller	Controller Unit	1	Nos
32	Wireless Microphone Systems	Wireless handheld microphone	1	Nos
33	Laptop	Laptop i5-1135G7 / 8 GB / 512 GB SSD /14" LED HD / Win10 Pro / With Bag/ 1 Year Warranty	2	Nos
34	Desktop Computer	Desktop Core i5-10400 6C65W , 1TB HDD / 8GB RAM / ODD / Win10P /22"Monitor/ 3 yrs onsite warranty	6	Nos
35	Converter	HDMI TO LAN CONVERTER for Existing Camera Display	1	Nos
36	3 KVA Online UPS	Online UPS System - 3 kVA Online UPS 3 kVA Long Backup UPS System. Warranty for UPS 3 years and Battery 2 Years.	1	Nos
37	Battery for UPS	SMF Battery for 30 mints backup Battery Rating: 12V 26 AH	6	Nos
38	RACK & Links for UPS	MS Rack & IRIT Link for SMF Batteries of 12V 42 AH.	1	Nos
39	ISI Mark PVC Conduit	ISI Mark 25 mm pvc conduit	150	Mtr.
40	Casing	ISI Mark Casing	30	Nos
41	Flexible Pipe	32 MM Flexible Pipe	2	Nos

42	Flexible Pipe	25 MM Flexible Pipe	3	Pac
43	Duct Casing	Duct Casing	1	Pac
44	Ladder	Ladder for Passive Job	1	No.
45	TIE for Marking	Marker tie	4	Nos
46	Marker for No.	Tie for Marking	5	Nos
47	Musking Tap	Masking Tap	3	Pac
48	Funsner	Funsner for Rack Fitting	6	Pac
49		UTP cable laying through pipe	4575	Mtr.
50		I/O punching & faceplate fixing at user end	92	Nos.
51		Patch panel termination	5	Nos.
52		Back box fixing	92	Nos.
53		12U Rack fixing & dressing	1	Nos.
54		Ap fixing	18	Nos.
55		Project Management charges including Installation, Implementation , Configuration and Integration etc.	1	LS

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate.
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.
- 2) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.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. 15
- 4) The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the authority of WB HIDCO Ltd. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 5) **Eligibility criteria for participation in the tender:-**

Sl. no	Parameter	Supporting documents required when bidding
A	OEM AUTHENTICATION	
1	Bidder must be OEM/Authorized Integrator of the OEM of Active & Passive Networking with VC and Security Solution.	Tender specific OEM Authorization letter (MAF) to be enclosed.

B PAST EXPERIENCE CRITERIA		
1	Duration: Should have experience in supply and installation of Active & Passive Networking with VC and Security Solution. In Central or State Govt. /PSU/Reputed Organization.	List of few Major projects executed / (completed) in last 3 years and their present working status with customer details to be provided. Satisfactory completion/ongoing certificate stating value of work from the Client to be enclosed.
2.	Nature of Experience: System Integration project experience covering design /engineering; supply, erection & Commissioning of supply and installation of Active & Passive Networking with VC and Security Solution.	Documentary evidence of executing projects covering all the aspects mentioned herein. Satisfactory completion/ongoing certificate stating value of work from the Client to be enclosed.
3	Technology experience: Should have appropriate experience in supply and installation of Active & Passive Networking with VC and Security Solution. In the various projects executed in Central or State Govt. / PSU/ Reputed Organization.	Documentary evidence of technologies used, with customer details. Satisfactory completion/ongoing certificate stating value of work from the Client to be enclosed.
C RESOURCES		
1	Having certified engineers of Manufacturer / Authorised System Integrator of the manufacturer for offered components.	Self-declaration of list of resources required.
2	OEM and Authorised Integrator of the OEM both should have their own office in Kolkata.	Documentary evidence required.
D COMPANY CREDENTIALS		
1	The bidder should not have been Debarred or blacklisted by any State or Central Govt./PSU/ Reputed Organization in INDIA while executing similar nature of work. If any such dispute is pending at any Court of Law or under any Arbitration /similar process pending decision of debarring/blacklisting, detailed information must be enclosed.	Self-declaration by the bidder required.
E FINANCIAL CRITERIA		
1	Last Year Total Turnover has to be at least Rs. 2.5 Crore	Copy of audited annual report
2	Profitability and Net worth of the company to be positive in at least last Financial Year.	Copy of audited annual report
3	Project credential: Execution of at least one similar project valued at minimum Rs.40 lakh in a single tender and executed project should involve Active, Passive, Networking and VC components & similar structured cabling in Govt./ PSU/ Reputed Organization in last 3 years.	Documentary evidence of project size, with customer details. Satisfactory completion/ongoing certificate from the Client to be enclosed.

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.

Adjustment of price in respect of construction materials shall not be applicable. The bidders shall quote their rate accordingly.

No mobilization advance and secured advance will be allowed.

Security Deposit:

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. 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 in conformity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

Labour Welfare CESS @ 1% (one percent) of cost of construction will be deducted from every Bill of the selected agency. There shall be no provision of Arbitration.

Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

6) Date and Time Schedule:

Sl. No.	Particulars	Date&Time
1	Date of uploading of N.I.T. & other Documents (online)	18.02.2022
2	Documents download/sell start date (Online)	18.02.2022 from 06.00 P.M
3	Documents download/sell end date (Online)	05.03.2022 upto 02.00 P.M
4	Bid submission start date (On line)	18.02.2022 from 06.00 P.M
5	Bid Submission closing (On line)	05.03.2022 upto 02.00 P.M
6	Bid opening date for Technical Proposals (Online)	07.03.2022 at 03.00 P.M
7	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	09.03.2022 at 3.00 P.M.
8	Date for opening of Financial Proposal (Online)	11.03.2022 at 3.00 P.M.

- 7) 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.

- 8) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regard will be entertained.
- 9) 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.

- 10) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 11) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of WBHIDCO Ltd. reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- 12) Refund of EMD: The 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.
- 13) 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.
- 14) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 15) The intending tenderers are required to quote the rate online.
- 16) 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.
- 17) 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.
- 18) The System Manager (IT), WBHIDCO reserves the right to cancel the N.I.T. due to unavoidable circumstances and no

claim in this respect will be entertained.

- 19) 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.
- 20) 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.
- 21) 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) Technical Bid
 - 4) Financial Bid

2.2) 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
- 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 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

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

Memo. No. 3.7.2.1(5)/HIDCO-17015/2/2021-IT SEC-WBHIDCO

Dated: 18.02.2022

Copy forwarded for information to:-

- 1) Engineer In Chief, WB HIDCO
- 2) Joint Managing Director, WB HIDCO.
- 3) Chief Engineer, WBHIDCO
- 4) Chief Finance Officer, WB HIDCO
- 5) Network Manager, 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://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 Application (Sec-B, Form – I)
- 2) Tender Document
- 3) N.I.T.
(NIT and Tender Document 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.
- 4) Special terms & conditions and specification of works.
- 10) TECHNICAL DOCUMENTS
 - Affidavit [Ref. Format]
 - Experience profile [Form No-IV] Section B.
- 11) 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 2019-2020, Pan Card, IT, Saral for the Assessment year 2019-2020, 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)

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	Detail(s)
A.	Certificate(s)	Certificate(s)	GST & Service Tax Registration Certificate & Acknowledgement. PAN. P Tax Latest IT Receipt. IT-Saral for Assessment year 2019-20.
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,
C.	Credential	Credential -1 Credential -2	Similar nature of work done & completion certificate which is applicable for eligibility in this tender as per Form –IV Section –B.
D	Financial Info		Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)
E.	Equipment	Machineries	Authenticated copy as per Form – III, Section-B.

Tender Evaluation Committee (TEC)

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

Opening & evaluation of tender:

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished. Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending tenderers may remain present if they so desire.

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

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

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

I. Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

Rejection of Bid:

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

SECTION – B

FORM – I

PRE-QUALIFICATION APPLICATION

To
System Manager (IT), WB HIDCO BHABAN,
7th FLOOR, NEW TOWN,
KOLKATA.

Ref : Tender for.....
(Name of work).....
.....

e-N.I.T.No.: 372/HIDCO-17015/2/2021-IT SEC-WBHIDCO Dated:18.02.2022

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 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: _

SECTION – B

FORM – II

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 personnel and technical staff with Bio- data. : Key

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 –

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 2017-2018 (Rs. In Lakh)	Year 2018-2019 (Rs. In Lakh)	Year 2019-2020 (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