West Bengal Police Housing and Infrastructure Development Corporation Limited

CIN NO: U70109WB1993SGC058358
GSTIN: 19AAACW6099C2Z1
Araksha Bhawan, 3rd Floor, Block – DJ, Sector – II,
Salt Lake City, Kolkata – 700091.
Ph. & FAX . 033 – 23586188, E-mail : tender@wbphidcl.com

Memo No. ENGG/JRM (PL)/1849(Elect.)/2014/1228 **Date: 28.04.2018**

NOTICE INVITING e-TENDER NO. – WBPHIDCL/ACE/NIT- 4(e)/2018-2019 (2nd Call) of the Assistant Chief Engineer, WBPHIDCL

Assistant Chief Engineer, WBPHIDCL invites e-Tender for the work detailed in the table below. (Collection and Submission of Tender is to be made online through the website **http://wbtenders.gov.in** only)

List of work:-

Sl. No	Name of the work	Estimated Amount put to tender (Rs.)	Earnest Money to be deposited (Rs.)	Cost of Tender Documents (Rs.)	Period of completion of the work	Eligibility of Tenderer
1.	2.	3.	4.	5.	6.	7.
1.	**Construction of Administrative Building and Residential accommodation for Police Personnel for Jhargram Police District - Service connection from the Substation building to different Premises by providing outdoor feeder pillar boxes, U.G. feeder cables etc. for the entire Police Line Complex.**	**45,58,423/-**	**91,168/-**	NIL	120 (One Hundred & Twenty) Days	Bonafide and Resourceful Contractor having credential as per '**Eligibility criteria for participation in the tender'** as stated in **Sl. No. 6**

1. The intending tenderer shall not have to pay the cost of tender documents for the purpose of participating in e-tendering. Tender documents must be down loaded from the website mentioned above.

2. In the event of e-filling, intending bidder may download the tender documents from the website: http://wbtenders.gov.in directly with the help of Digital Signature Certificate & necessary **earnest money** should be remitted through online process as per Finance Department Order No. 3975-F(Y) dated 28.07.2016.

3. Technical Bid and Financial Bid both will have to be submitted concurrently duly digitally signed in through the web site http://wbtenders.gov.in. The documents submitted by the bidders should be properly indexed. Where an individual person holds a digital certificate in his own name duly issued to him by the company or the firm of which he happens to be a director or partner, such individual person, either belonging to and appropriate cadre officer of the company or an authorized partner of a firm, having a registered power of attorney empowered by the Board or by the firm, shall **invariably upload a copy of registered power of attorney showing clear authorization in his favour**, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
4. **The Technical document and Financial Bid should be submitted online on or before the date and time stated in this NIT.**
5. The Financial Offer of the prospective tenderer will be considered only if the Technical Document (both statutory and non-statutory) of the tenderer found qualified by the Tender Inviting Authority. The decision of the Tender Inviting Authority will be final and absolute in this respect. The both list of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the office of The **West Bengal Police Housing & Infrastructure Development Corporation Limited**, on the scheduled date and time.

6. Eligibility criteria for participation in the tender:

i. Credential:- a) The prospective bidders shall have satisfactorily completed *(NOT as a member of joint venture or sub contractor)* during the last 5(five) years prior to the date of issue of this NIT at least one work **of successful installation & commissioning of .0433 KV LT Switch Gear system with all accessories or above capacity substation related works** under the authority of State/Central Govt., State/Central Govt. undertaking, Statutory/Autonomous Bodies constituted under the statute of the Central / State Government and having a magnitude more than **40(Forty) percent** of the of the Estimated amount put to tender of intended job.

N.B.: Estimated amount, Date of completion of project, Value of Work done &detail communicational address of Client must be indicated in the Completion Certificate. Salient feature & nature of the work executed is to be mentioned. Payment Certificate will not be treated as Credential. Completion Certificate issued by the Executive Engineer or equivalent or competent authority of State/Central Gov., State/Central Gov. undertaking, Statutory/Autonomous Bodies constituted under the statute of the Central / State Government will be taken as Credential.

ii. The prospective bidders shall have qualified personnel as detailed below:

a) 1 Degree/ Diploma Electrical Engineer.
The name of such personnels along with their detailed qualifications , address and proof of employment must be uploaded along with the bid. **(ITB, Section-B, Form V)**

iii. **Valid PAN issued by the IT. Dept, Govt. of India, Valid Professional Tax Receipt Challan, Trade Licence, Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017, are to be accompanied with the Technical Bid document. Income Tax Acknowledgement Receipt for assessment year(2017-2018) to be submitted.**

iv. Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Govt. Department/ Govt. Undertaking /Semi Govt. Department/ Local bodies during the last 5 (five) years prior to the date of this NIT. Such debarment will be considered as disqualification towards eligibility. **[A declaration in this respect has to be furnished by the prospective bidders as per prescribed format (ITB, Section-B, Form II), without which the Technical Bid shall be treated non-responsive].**
Technical Bid shall be treated as non-responsive if anything adverse has come to the notice of the tender inviting authority against the Firm/Agency/ bidder so far as his performance within the jurisdiction of this Corporation.

vi. Registered Unemployed Engineers' Co-operative Societies/ Registered Unemployed Labour Co-Operative Societies are required to furnish valid Bye Law, Current Audit Report along with other relevant supporting papers.

vii. Joint Ventures will not be allowed.

viii. A prospective bidder shall be allowed to participate in the 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 of his/ their bids will considered as nonresponsive for that job***, without assigning any reason thereof.

ix. The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum of Association.

x. **In case if Name of the company/firm registered in the Digital Signature Certificate (DSC) & other document differs, the b*idder have to submit a declaration on a non-judicial stamp paper certified by notary public or 1st class magistrate stating that the company/firm having different name are same and have no separate identity*; otherwise the bid will be summarily rejected.**

xi. **The Bidder should submit PF and ESI registration.**

xii. The Contractor shall not sublet any portion of the work. If it is found that the contractor has sublet the whole or any part of the work the contract will be cancelled and the EMD of the contractor will be forfeited.

xiii. Lending of Credential is not allowed.

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7. No conditional / Incomplete Tender will be accepted under any circumstances.

8. The prospective bidder, if awarded, shall establish field testing laboratory equipped with requisite instruments in confirmatory to relevant code of practice and shall engage technical staff according to the requirements of works to be executed.

9. The selected bidder, during execution of the job may not get a running payment unless the gross amount of running bill would reach 10(ten) lakh or 10% (ten percent) of the tendered amount whichever is less.

10. **The Contractor have to submit a declaration on his letter head along with the final bill of the work starting that he has cleared all statutory dues for PF and ESI in connection with this work.**

11. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

12. No mobilization advance/secured advance/price escalation/ price adjustment will be allowed. The Bidders should quote rate accordingly.

13. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed along with portable and sanitary arrangements, water for construction, electricity, Laboratory etc. at their own cost and responsibility.

14. All materials including bitumen (of all grade), bitumen emulsion, cement, Reinforcement etc. shall be of reputed brand as approved by the Engineer-in-Charge in accordance with relevant code of practice and manufacture accordingly and shall be procured and supplied by the agency at their own cost. Authenticated evidence for purchase of bitumen, bitumen emulsion, cement, reinforcement should be submitted along with challan and test certificate if required by the Corporation. If required by the Engineer- in-Charge, further testing from any Government approved Testing laboratory/NABL shall have to be conducted by the agency at their own cost.

15. Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency, GST, Royalty & all other statutory levy/Cess will have to be borne by the contractor & the rate in the schedule of rates is inclusive of all such taxes and cess as stated above. **The quoted rate should be inclusive of GST.**

16. **In connection with the work, Arbitration will not be allowed.**

17. **Bids shall remain valid** for a period not less than **120 days (One Hundred Twenty Days)** from the last date of submission of Bid. If the Bidder withdraws the Bid during the period of Bid validity his Earnest Money Deposit will be forfeited.

18. Technical evaluation will be made on the basis of uploaded documents only.

19. If the date of i. Opening of Technical Bid, ii. Uploading the list of Bidders participated in the tender, iii. Date of Uploading the List of Technically Qualified Bidders, iv. Opening of Financial Bid, v. Uploading of List of Bidders along with their Rate Offered fall on holidays or on days of natural calamity, the dates defer to next working day automatically.

20. **Date & Time schedule:-**

Sl. No	Particulars	Date & Time	
1.	Date of Publishing of NIT online through the website https://wbtenders.gov.in	**28.04.2018 at 18:55 Hrs**	
2.	Date & Time for downloading of Tender Documents from the website https://wbtenders.gov.in	Start	**28.04.2018 at 18:55 Hrs**
		End	**26.05.2018 at 16:00 Hrs**
3.	Date & Time of Submission of Tender through the website https://wbtenders.gov.in	Start	**08.05.2018 at 18:00 Hrs**
		End	**26.05.2018 at 16:00 Hrs**
4.	Date, Time & Place of opening of Technical Bid through the website https://wbtenders.gov.in	**28.05.2018 at 16:00 Hrs** Office of the West Bengal Police Housing And Infrastructure Development Corporation Limited Araksha Bhawan, 3rd Floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.	
5.	Date of Uploading the List of Bidders participated in the Tender through the website https://wbtenders.gov.in	To be informed later	
6.	Date of Uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation through the website	To be informed later	

	https://wbtenders.gov.in	
7.	Date, Time & Place of opening of Financial Bid through the website https://wbtenders.gov.in	To be informed later
8.	Date of Uploading of List of Bidders along with their Rate Offered through the website https://wbtenders.gov.in	To be informed later

21. Assistant Chief Engineer, WBPHIDCL may negotiate with the lowest bidder(L1) to lower down the rate if required.

22. If more than one bidder quote same rate which stands lowest at the time of opening, such similar multiple rate will not be entertained/ accepted by the tender accepting authority.

23. The Assistant Chief Engineer, WBPHIDCL reserves the right to cancel the N.I.T. due to unavoidable circumstances at any stage of bidding or even after award of contract and no claim in this respect will be entertained .If any inadvertent typographical mistake is found in the BOQ or any other tender document, the same will be so corrected as to conform to the prevailing relevant Schedule of Rate on the basis of which Estimate has been framed and/ or Technically Sanctioned Estimate or any other document as the case may be.

24. Any document uploaded by the bidder through digital signature certificate are treated to be digitally signed by the bidder.

25. During scrutiny or at any stage of bidding or even after award of contract, if it is come to the notice to tender inviting authority that the credential or any other papers are incorrect/manufactured/fabricated, that bid will be considered as non-responsive and out rightly rejected & the firm/company shall also be liable to be prosecuted under Section 197, 199 & 200 of Indian Penal Code, 1860 along with Section 71 & Section 73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/Security Deposit. All documents/papers uploaded/submitted by the bidder must be legible failing which the bid will be summarily rejected without assigning any reason thereof.

26. List of Technically Qualified Bidders will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore Bidders are requested to view the Tender Status on a regular basis. In case if there be any objection regarding prequalification/ list of "Technically Qualified Bidders", that objection should be lodged through e-mail **tender@wbphidcl.com** to the Chairman of Tender Committee **within 48(forty-eight) hours** from the time of initial publication of list of Technically Qualified Bidders and beyond that time schedule no objection will be entertained. Objection send via any other means than e-mail to the given e-mail ID shall not be entertained.

27. Before issuance of the work order, the tender accepting authority may verify the credential & other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufactured or false, in that case, work order will not be issued in favour of the bidder under any circumstances and the firm/company shall also be liable to be prosecuted under Section 197, 199 & 200 of Indian Penal Code, 1860 along with Section 71 & Section 73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/Security Deposit.

28. Defect Liability Period: The successful Tenderer will be liable for maintenance of the work during **the defect Liability period of 3(three) years to the satisfaction of the Engineer-in-Charge at his own cost from the date of completion of the work/Handing over of the work whichever is later.** If any defect/damage is found during the period as mentioned above the contractor shall make the same good at his own cost / expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Tender Inviting Authority as deemed fit. The Agency will have to quote his rate considering the above aspect. **For repair or maintenance work the defect Liability period shall be 1(one) year from the date of completion of the work/Handing over of the work whichever is later.**

29. Site of work and necessary drawings will be handed over to the agency phase wise as per the accepted work programme. No claim in this regards will be entertained.

30. Additional Performance Security: If the quoted rate of the lowest bidder is found to be 15(fifteen) % or more less on the estimated amount put to tender, an **additional performance security** in the form of bank guarantee from any scheduled bank amounting to 5 (five) % of the tendered amount shall be submitted by the lowest bidder within 7 (seven) days from the issuance of AOC (or LOA) through online process. Work order may be issued only after submission of the said **performance bank guarantee**. If the lowest bidder fails to submit the said **additional**

performance security within the prescribed time, his bid may be cancelled and his earnest money deposit may be forfeited without any further communication. The said **bank guarantee** shall be valid up to the end of the Contract Period and shall have to be renewed in accordance with the extension of time granted, if any. The said **bank guarantee** shall be returned to the contracture after successful completion of the work. If the contractor fails to complete the work successfully, the **additional performance security** shall be forfeited at any time during the pendency of the contract after serving notice to the contractor. **In case of non-deposit of additional performance security by the lowest bidder, the tender will be cancelled. The defaulting bidder may be black listed and debarred from participating in future tender process of this corporation for 3 (three) years.**

31. **Earnest Money** : The amount of Earnest Money as given in the List of Work to be submitted through online process as per Finance Department Order No. 3975-F(Y) dated 28.07.2016.

32. **Security Deposit**: In respect of successful Tenderer, the Earnest Money after acceptance of Tender shall be converted as a part of the Security Deposit. The successful Tenderer who deposited Earnest Money @ 2% of the amount put to the Tender, balance of necessary 10% (Ten percent) Security Deposit shall be realised by recovering from the progressive bill @ 8% (Eight percent) of the amount of each such bill. In all cases the amount of recovery of the Final Bill will be so adjusted as to make the total amount of Security Deposit equivalent to 10% (Ten percent) to the Value of work so executed.

33. **Refund of Security Deposit:** Security Deposit of the Contractor held with the Corporation shall be released after satisfactory completion of the work as below:

i. 30% of the Security Deposit after expiry of 1 (one) year from the date of issuance of the Certificate of the Completion of the Work.

ii. Further 30% of the Security Deposit after expiry of 2 (two) year from the date of issuance of the Certificate of the Completion of the Work.

iii. The balance 40% of the Security Deposit after expiry of 3 (three) year from the date of issuance of the Certificate of the Completion of the Work.

For repair or maintenance work Security Deposit of the Contractor held with the Corporation will be released after completion of the defect Liability period.

34. 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 e-Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

35. The Tender Inviting Authority 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 Bidding stage.

36. **Refund of EMD** : The Earnest Money of all the unsuccessful Tenderers deposited along with the Tenders will be refunded by as per norms and without any interest.

37. 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(d) the employee provident funds and miscellaneous provision act 1952 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

38. Guiding schedule of rates: the relevant PWD (W.B.) Schedule of Rates for the working area published by Public Works Department, Government of West Bengal including upto date addenda and corrigenda, if any, to be applicable on the date of issue of this notice.

39. Unless otherwise stipulated all the works are to be done as per General Conditions and General Specifications in the relevant PWD (W.B.) Schedule of Rates for the working area including upto date addenda and corrigenda, if any, published by Public Works Department, Government of West Bengal. The project should be executed as per IS CODE /IRC/MOST/MORTH standards regarding the quality of materials and execution of various items of works.

40. In case of ascertaining authority of intending bidders at any stage of tender process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Tender Inviting & Accepting Authority / Engineer -in-Charge.

41. **If any document submitted by a bidder is found to be either fabricated, tampered or false, in such cases, the eligibility of the bidder will be out rightly rejected at any stage without any prejudice and the firm/company shall also be liable to be prosecuted under Section 197, 199 & 200 of Indian Penal Code, 1860 along with**

Section 71 & Section 73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money or Security Deposit as the case may be and also may be Debarred for participating in tender of this Corpoartion for a period as determined by the Corporation.

42. Work Order & Payment of work will depend on availability of fund. Intending tenderers may consider this criteria while submission of tender and quoting their rate through online.

43. The successful Tenderer will have to submit **Four** sets of all the Tender Documents along with BOQ in connection with this Tender in hard copy within 7 (seven) days from the date of receipt of Letter of Acceptance of the Tender (through e-Tendering System or otherwise). Failure to do so will be liable to termination/rejection of Tender with forfeiture of Earnest Money without any reference to the Contractor.

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44. The Earnest Money may be forfeited –

a) If the Bidder withdraws the Bid during the period of Bid validity.

b) In case of a successful Bidder, if the Bidder fails within the specified time limit to Sign the agreement. During scrutiny or at any stage of bidding or even after award of contract, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated

45. Qualification Criteria

The Tender Inviting & Accepting Authority through a 'Bid evaluation Committee' will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding :-

a) Financial Capacity

b) **Technical Capability comprising of personnel & equipment capability**

c) **Experience**

*The eligibility of a bidder will be ascertained on the basis of the **self certified documents** digitally signed 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.*

46. For electrical work the agency should engage Electrical Supervisor, who will hold the valid and requisite part of Supervisory Competency Certificate (SCC) issued by the West Bengal Licensing Board under the department of Power and Renewable Energy Source, Govt. of West Bengal. The agency should show the said the Supervisory Competency Certificate (SCC) as and when required by the corporation.

47. **Electrical work**: The Contractor after completion of the job will prepare and submit the "as built" drawing, both the Hard Copies duplicate (not by Ammonia or Blue print) and also the soft copy by CD. The drawing will show the place of all the Electrical Utilities as installed with the standard Legend, the route of UG Cable (if any) and the point of Earthing Electrodes. Also they will have to submit the "Single Line Power Diagram" (SLPD) drawing if demanded by this Corporation, by same way as above "as built" drawing.

48. Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax changed in accordance with the provisions of GST Act, 2017.

49. **The quoted rate should be inclusive of GST.**

SD/-
Assistant Chief Engineer
W.B.P.H.I.D.Corpn. Ltd

Memo No: ENGG/JRM (PL)/1849(Elect.)/2014/1228/1(12) **Date.28.04.2018**

Copy forwarded for favour of kind information & wide circulation to the:-

01. The Director General & Inspector General of Police, West Bengal, Bhawani Bhawan, Alipore, Kolkata – 700027
02. The Chairman & M.D. W.B.P.H.I.D.Corpn. Ltd. Araksha Bhawan, Salt Lake City, Kolkata – 7000091.
03. The Superintendent of Police, Jhargram Police District.
04. The Inspector General of Police, (Mod. & Co-ord), W.B., Bhabani Bhawan, Kolkata – 700 027.
05. The Chief Engineer, WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, Araksha Bhawan, 3rd Floor, Salt Lake City-700091.
06. Shri N.Ghoshal, The Commissioner Home & Hill affairs in Govt. of West Bengal, Home Department, Nabanna, 325,SaratChatterjee Road, Mandirtala, Howrah – 711102.
07. The F.A. & C.A.O. WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
08. The Executive Engineer (Zone- VII), WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
09. The Executive Engineer (Electrical), WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
10. The Assistant Engineer (System), WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
11. Office Copy.
12. Notice Board.

SD/-
Assistant Chief Engineer
W.B.P.H.I`.D. Corpn. Ltd

INSTRUCTION TO BIDDERS
SECTION – A

1. GENERAL GUIDANCE FOR E-TENDERING:

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

2. **REGISTRATION OF CONTRACTOR:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to https://wbtenders.gov.in (the web portal of public works department). The contractor is to click on the link for e-Tendering site as given on the web portal.

3. 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 Information's Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause-2 of Guideline to Bidder. DSC is given as a USB e-Token.

"Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariable upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908."

4. **COLLECTION OF NIT & TENDER DOCUMENTS**

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. **PARTICIPATION IN MORE THAN ONE WORK**:-

A prospective bidder shall be allowed to participate in single job either in the capacity of individual or as a partner of a firm. However, if it found to have applied severally in a single job, all his applications will be rejected for that job. A tenderer may participated more than a single job with depositing individual EMD for different job.

6. **SUBMISSION OF TENDERS:**

General process of submission : Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal on or 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) automatically

A. TECHNICAL PROPOSAL:

The Technical proposal should contain scanned copies of the following:

i) Different Forms
   a) Application (ITB, Section – B, Form – I)
   b) Affidavit of ITB, Section- B).(Form-II)
   c) Experience Profile (ITB, Section-B, Form –III)
   d) Organization chart showing the structure of the company with names of Key personnel and Technical Staff with Bio-data along with Structure & Organization. (ITB, Section – B, Form – V).
   e) List of machineries . (ITB, Section B, Form - VI).

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ii) Tender form & NIT (Properly downloaded, Digitally signed and uploaded except quoting rate. **Rate to be quoted and encrypted in the end of BOQ as required to be filled under financial Bid)**. Quoting of rate in technical folder will be liable to **summarily rejected**.

iii) The Composite Tender Document comprising Special Terms, condition & specification of works. (Properly downloaded, Digitally sign and upload the same)

iv) Valid PAN issued by the IT. Dept, Govt. of India, Valid Professional Tax Receipt Challan, Trade Licence, Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017, are to be accompanied with the Technical Bid document. Income Tax Acknowledgement Receipt for assessment year (2017-2018) to be submitted.

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

vi) Registered Deed of partnership Firm, Trade License / Article of Association & Memorandum.

vii) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum of Association

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

ix) Registered Unemployed Engineers' Co-operative Societies/ Registered Unemployed Labour Co-Operative Societies should furnish valid Bye Law, Current Audit Report along with other relevant supporting papers.

The above stated technical documents should be arranged in the following manner

Sl. No.	Documents	Description/Form	Details
A.	Tender Application	(ITB, Section – B, Form – I)	Completed Application Forms as per the proforma attached .
B.	Affidavit	(ITB, Section- B.Form-II)	Completed Application Forms as per the proforma attached
C.	Credential/Experience Profile	(ITB, Section-B, Form – III) [para-6 .i(a,b)]	**Documents/certificates to be attached:** a) The prospective bidders shall have satisfactorily completed *(NOT as a member of joint venture or sub contractor)* during the last 5(five) years prior to the date of issue of this NIT at least one work **of successful installation & commissioning of .0433 KV LT Switch Gear system with all accessories or above capacity substation related works** under the authority of State/Central Govt., State/Central Govt. undertaking, Statutory/Autonomous Bodies constituted under the statute of the Central / State Government and having a magnitude more than **40(Forty) percent** of the of the Estimated amount put to tender of intended job. **(ITB, Section-B, Form III)** ***N.B.: Estimated amount, Date of completion of project, Value of Work done &detail communicational address of Client must be indicated in the Completion Certificate. Salient feature & nature of the work executed is to be mentioned. Payment Certificate will not be treated as Credential. Completion Certificate issued by the Executive Engineer or equivalent or competent authority of State/Central Gov., State/Central Gov. undertaking, Statutory/ Autonomous Bodies constituted under the statute of the Central / State Government will be taken as Credential.***
D	Financial statement/Bid Capacity	(ITB, Section-B, Form – IV)	Completed Application Forms as per the proforma attached
E.	Man Power & organizational Structure	(ITB, Section-B, Form V)	List Of Technical Staffs along with Organizational Structure. Attach an organization chart showing the Key personnel and technical staff with Bio-data. and/or **Affidavit**
F.	List of Machineries	(ITB, Section-B, Form – VI)	1. List of machineries owned (Ownership documents for such equipments/machineries) or **Affidavit**
G.	CERTIFICATES	CERTIFICATES	1. Valid PAN issued by the IT. Dept, Govt. of India. 2. **Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act,2017** 3. Professional Tax Receipt Challan. 4.Income Tax Acknowledgement Receipt for assessment year **(2017-2018)**

H.	Company Details	Company Details	1. Proprietorship Firm (Trade License). 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD Company (Incorporation certificate, Trade License) 4. Society (Society Registration copy, Trade License, valid Bye Law, Current Audit Report) 5. Power of attorney

B. Financial Proposal (in cover folder) :

i) The bidder is to Quote the percentage rate (presenting AT PER/ excess or less (0.00 % to indicate **AT PAR**). The rate to be quoted in the BOQ in one cover (folder) encrypted in the B.O.Q. under Financial Bid.

ii) Only downloaded format of the B.O.Q. is / are to be uploaded quoting the rate, virus scanned and digitally signed by the bidder.

Note:- The Bidders must submit all the above documents in respective folders (as stated A1, A2,B). Failure of submission of any of the above mentioned documents in respect of folders (as stated in A1 & B) will render the tender liable to be summarily rejected. .

C. OPENING AND EVALUTION OF TENDER:-

I) Opening of Technical proposal :-

i) Technical proposals will be opened by the Tender opening authority or his authorized representative electronically from the website stated in this N.I.T. using their Digital Signature Certificate.

ii) If any Bidder is exempted from payment of EMD, copy of relevant Government order needs to be furnished.

iii) Intending tenderers may remain present if they so desire during opening of tender.

iv) Statutory Cover should be open first & if found in order then Non Statutory Cover will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

v) Decrypted (transformed in into readable formats) documents of the Statutory & Non Statutory cover will be downloaded by the Tender Opening Authority.

vi) Uploading of summary list of technically qualified tenderers : - Pursuant to scrutiny & decision of the tender opening authority, the summary list of eligible tenders & the serial number of work for which their proposal is being considered will be uploaded in the web portals.

i) While evaluation, the Tender Opening Authority may summon 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.

II) Opening of Financial Proposal

i) The financial proposal of the technically qualified tenderers will be opened by the Tender Opening Authority electronically from the website stated in this NIT using their Digital Signature Certificate.

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

iii) Decrypted (transformed in to readable formats) B.O.Q. downloaded by the Tender Opening Authority.

7. PENALTY FOR SUPPRESSION / DISTORTION OF FACTS OR SUBMISSION OF INCORRECT INFORMATION:

If any tenderer fails to produce the original hard copies of the documents (specially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Opening Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of facts, the Tenderer will be suspended from participating in the tenders on e-Tender platform for 3 (three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, WEST BENGAL

POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED may take appropriate legal action against such tenderer.

8. AWARD OF CONTRACT

The Tender Inviting Authority reserves the right to accept or reject any Tender and to cancel the Tendering process and reject all Tenders at any time and prior to the Award of Contract without therby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

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

The notification of award will initiate the execution of agreement.

The Agreement in prescribed composite Tender Form will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT ,B.O.Q & TF. will be the part of the Contract Documents.

Sd/-
Assistant Chief Engineer
W.B.P.H.I.D.Corpn. Ltd

INSTRUCTION TO BIDDERS (ITB)
SECTION – B

FORM-I

APPLICATION

To
Assistant Chief Engineer,
W.B.P.H&I.D. Corpn. Ltd

Subject : _____

_____

_____

(Name of work)

Ref :- N.I.T. No ----------

Dear Sir / Madam,

Having examined all the NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. 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 are attached herewith.

I / We are interested in Bidding for the work mention above subject.

I / We understand that : -

a) Tender Inviting and Accepting Authority can amend the scope & Value of the contract bid under this NIT.
b) Tender Inviting and Accepting Authority reserve the right to reject any Tender without assigning any reason.

The application is made by me / us on behalf of……..…… In the capacity……..... duly authorized to submit the Tender.

Thanking you,

Enclo : -

a) Technical Bid.
b) Financial Bid.

Dated : _____

_____
Signature of applicant including title
and capacity in which application is made and
the name of the Firm with Seal.

Form-II

Affidavit in non-judicial stamp paper certified by notary public or 1st class magistrate

1. The undersigned also hereby certifies that neither our firm M/S._____

   _____ nor any of constituent partner had been debarred to participate in tender by any Government Department during last 5 (five) years prior to the date of this N.I.T.

2. The undersigned would authorize and request any Band, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED to verify this statement.

3. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

4. Certified that I have applied in the tender in the capacity of individual / as a partner of a firm & I have not applied severally for the same job.

5. The undersigned do certify that our firm will install machineries at the site as per requirement of this NIT if selected as the executing agency of the work.

6. The undersigned do certify that our firm will engage electrical engineer as per requirement of this NIT if selected as the executing agency of the work.

7. The undersigned do certify that I/we shall not sublet any portion of the work.

8. The undersigned do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found/ascertain to be incorrect/fabricated/misrepresented/fraudulent etc. accordingly tender will be liable to be cancelled/terminated immediately & I/my firm/company shall also be liable to prosecuted under section 197,199&200 of Indian Penal Code, 1860 along with section 71 & Section 73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/Security Deposit.

Dated : _____

_____

Signature of applicant including title
and capacity in which application is made and
the name of the Firm with Seal.

FORM-III

EXPERIENCE PROFILE

LIST OF COMPLETED PROJECTS THAT ARE SIMILAR IN NATURE TO THE WORKS HAVING MORE THAN 40% OF THE PROJECT COST EXECUTED DURING THE **LAST FIVE YEARS**.

Name of Client	Name, Location & nature of work	Name of project Engineer (Client) responsible for Supervision	Estimated Amount Rs.	Value of Work done Rs.	Physical Progress in terms of %	Original date of start of work	Original date of completion of work	Actual date of completion of work	Reasons for delay in completion of work (if any)

Note : a) Certificate from the Employers to be attached.
b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

Dated : _____

_____

Signature of applicant including title
and capacity in which application is made and
the name of the Firm with Seal.

TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME : When a Contractor, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled and his Security Deposit will be forfeited.

FORM-V

MANPOWER AND ORGANISATIONAL STRUCTURE

1. Name of Applicant (Tenderer) :
2. Office Address :
3. Telephone No. :

   Mobile No. :

   Fax No. :
4. Name and address of Bankers. :
5. Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :

SL NO	NAME OF THE PERSONNEL	AGE	QUALIFICATION	DATE OF ENGAGEMENT	EXPERIENCE IN YEARS

N.B: The prospective bidders shall have qualified personnel as detailed below:

a) 1 Degree/ Diploma Electrical Engineer.

The name of such personnel's along with their detailed qualifications and address must be uploaded along with the bid.

N.B- Bidders having no Electrical Engineer (Diploma/Degree) engaged with his firm, has to submit a declaration on a non-judicial stamp paper certified by notary public or 1st class magistrate stating that he will engage electrical engineer (Diploma/Degree) if selected as the executing agency of the work.

Dated : _____

_____

Signature of applicant including title
and capacity in which application is made and
the name of the Firm with Seal.

Form-VI
Plant and Machineries

Sl no	Plant and Machineries	Capacity	Chasis No:	Remarks

Dated : _____

_____

Signature of applicant including title
and capacity in which application is made and
the name of the Firm with Seal.

DECLARATION BY THE TENDERER

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting e-Tender and other tender documents mentioned therein along with the drawing attached. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting e-Tender to complete the proposed construction as per drawings referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and to carry out and complete the work to the full satisfaction of the Engineer-In-Charge.

I/We also agree to procure tools and plants, at my/our own cost required for the work.

Signature and Address
Tenderer

Signature of Tender of the
Accepting Authority