



GOVERNMENT OF WEST BENGAL
OFFICE OF THE P.O.-CUM-D.W.O., BACKWARD CLASSES WELFARE,
I No. Station Road, Rishi Bankim Sarani, Barasat,
North 24-Parganas, Kolkata-700 124.
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NIT No- 1106 -BCW/BST (Online)

Dated: - 16.7.19

NOTICE INVITING PRE-QUALIFICATION - CUM - TENDER (TWO COVER SYSTEM)
For the Work as detailed below

Sl. No.	Name of Work	Tender Amount	Earnest Money	Time of Completion
1	Repair & renovation of Sarama Singh Central Hostel for SC Girls at Barasat, District-North 24 Parganas	Rs.1007735.00	Rs.20155.00	45 days

For and on behalf of the Government of West Bengal, the PO cum DWO, BCW, North 24 Parganas, invites **Percentage Rate e-tender** for the work mentioned as above, from bonafide resourceful contractors, having experience in **same type of works**.

Basic Qualification Criteria :

(A) Credential : The applicant, in the same name and style, as prime contractor should have successfully completed at least one contract of same type of work of at least **one-third** value of the proposed contract within the last 5(five) years. **Bidder should have the experience of completion of similar works. Only one credential certificate needs to be uploaded, which satisfies the work criteria. In case of multiple credentials only the 1st credential uploaded will be considered for evaluation.**

(B) Documents & Certificates: IT, P.T.C.C, GST Registration Certificate Attested copy and all relevant documents must be produced by all bidders. For registered Engineers Co-Operative Society & Registered Labour Co-Operative Society, additionally, Bye-Laws, valid audit report for the last three (3) years, valid ARCS certificates and other papers to be submitted along with name and full address of their authorized person who will sign on tender documents and all Technical Bid papers.

Earnest money should be deposited as per ANNEXURE-I in terms of **Bank Draft** in favour of
"PO CUM DWO BCW NORTH 24 PGS"
payable at "Barasat". Without requisite Earnest Money Technical Bid will be rejected.

Disqualification Criteria:

- Made misleading or false representations in the forms, statements, affidavits and attachments submitted as proof of the qualifying requirements; and / or record of submission of any false / fake document(s).
- Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
- Participated in the previous bidding for the same work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to the Employer.
- All the supporting documents i.e. list of completed works etc. should preferably be typed and not hand written to avoid disqualification due to illegibility.

Bids from joint ventures - Not allowed

Sub-contract for works not allowed.

Rejection Criteria: During scrutiny of Technical Bid / Tender documents, or any time prior to opening of financial bid, if it is found that any information in any supportive document is false or incorrect/misleading to that extent, that it frustrates the very basis of submission of that document, then the tender of the concerned bidder will be rejected, without assigning any reason whatsoever. If it is found that there is continuous poor performance and inordinate delay in execution of the works already awarded to them. The P.O cum D.W.O, BCW, North 24 Parganas will have sole discretion to decide the eligibility of the Contractors on the basis of his submitted documents and evaluation thereof and reserve the right to refuse any explanation to Contractor or to refuse issuance of tender to any applicant without assigning any reason thereof and the decision of the PO cum DWO, BCW, North 24 Parganas in this respect will be final.

Original documents must be shown in the Office of the undersigned as per time schedule given in ANNEXURE-I, otherwise tender of the concerned bidder will be rejected, without assigning any reason whatsoever.

Special Terms & Condition:

- 1) In case of running works, only those Tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.
- 2) Payment certificate will not be treated as credential.
- 3) Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State/Central Government, State/ Central Government undertaking, Statutory / Autonomous bodied constituted under the Central / State statute on the executed value of completed /running work will be taken as credential. Clarification: Certificate of Work completion within India only will be considered as credential.
- 4) Valid Trade License , Tax Challan, Pan Card, GST Registration Certificate No., Income Tax Acknowledgement Receipt for FY 2017-18/2018-19 to be accompanied with the Technical Bid Documents to be submitted. [Non statutory Documents].
- 5) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
- 6) No mobilization /secured advance will be allowed.
- 7) Bids shall remain valid for a period not less than **180 days** (One Hundred Eighty) from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money deposited will be forfeited forthwith without assigning any reason thereof.
- 8) Agencies shall have to arrange for storage of materials, labour shed etc. at their own cost and responsibility.
- 9) Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency.
- 10) Documents Related to Appointment of one Diploma holder in Civil Engineering under the Agency.

Note: -

A. Failure of submission of any of the above mentioned documents, if applicable to a bidder, will render the tender liable to be summarily rejected for both statutory & non statutory cover.

B. Financial proposal

i) 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 (percentage above/ below/at par) online through computer in the space marked for quoting rate in the BOQ.

ii) Only downloaded copies of the above documents are to be uploaded (virus scanned) & Digitally Signed by the contractor.

11) Penalty for suppression / distortion of facts Submission of false document by tenderer is strictly prohibited & if found, action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

12) **REJECTION OF BID:** The tender accepting authority reserves the right to reject any or all the tenders without assigning any reason and will not be bound to accept either the lowest tender or any of the tenders as per the general guidelines and directions for guidance of contractors laid down in Form-2911.

13) **AWARD OF CONTRACT:** After issuing provisional work order to the successful bidder, the bidder has to purchase 2911(ii) & schedule from the respective Division office and submit the same after filling up properly within stipulated period mentioned in Provisional order for agreement with The Government. Award of Contract will be issued accordingly.

Additional Performance Security:

Additional Performance Security payable when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase.

1. In tenders for Government works, bids are sometimes received at a much lower rate than the Estimated Amount put to tender. In such cases, to ensure the quality and proper execution of the work in public interest, the Governor is pleased to decide that 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.

2. 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 up to end of the Contract Period and shall be renewed accordingly, if required.

3. 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.

4. Henceforth, necessary provision shall be incorporated in all Notice Inviting Tenders and shall be part of the Contract Agreement.

5. This order will take immediate effect and necessary amendment in the West Bengal Financial Rules shall be made in due course.

Forfeiture of Earnest Money:

Apart from Disqualification and Rejection of tender the **Earnest Money** deposited by the bidder will be **forfeited** if they submit **false/fake/forged** documents in respect of Credential and Turnover.

Bid Submission Process

Prospective bidders have to submit their bid on-line through <https://wbtenders.gov.in>
Intending bidders may download tender documents from e-procurement portal :
<https://wbtenders.gov.in> In case of change of date, due intimation will be given in News dailies and website. List of the important dates related to bid are given in the Annexure - I.

The PO cum DWO, BCW, North 24 Parganas, reserves the right to reject or cancel any or all pre-qualification documents and bid document or the entire tender process without assigning any reason whatsoever.

Tools for Handling and Erection

All tools and techniques required for handling of equipments and materials at site of work as well as for their assembly and erection and also necessary test instruments shall be the responsibility of the contractor.

Co-ordination with other Agencies

The contractor shall co-ordinate with all other agencies involved in the building works so that the other works are not hampered due to delay in his work. Recessed conduit and other works, which directly affect the progress of building works, should be given priority.

Serviceability

In the interest of effective servicing, all equipment will be installed such that access is not hampered. To further aid the serviceability of the equipment racks, service loops are to be provided on all equipment allowing easy removal from the front and also, quick rectification of faults.

Liquidated Damages

Should the work be not completed to the satisfaction of the Employer/Consultant within the stipulated period, the contractor shall be bound to pay to the Employer a sum calculated @1.00% of the accepted contract sum per week of delay subject to a maximum of @10 % of the accepted contract value by way of liquidated damages and not as penalty during which the work remains un-commenced or unfinished after the expiry of the completion date.

Check List :

The following documents are to be uploaded at the time of submission of tenders through e -tendering Process.

1. Valid West Bengal GST Registration No.
2. Completion certificate along with certificate of payment received for works of similar type and of values as mentioned above individually for the above tenders from an officer not below the rank of Executive Engineer/DDO of the concerned Department.
3. Professional Tax enrollment & updated P.Tax challan. Please check your turnover & submit Professional Tax accordingly.
4. Annual Profit & Loss Account & Balance Sheet from chartered accountant for last 3 (three) financial years for works upto 25 lakhs & for works beyond 25 lakhs audited balance sheets must be submitted for the last five financial years. The registration number of Chattered Accountant must be prominently shown in the Audit Report.
5. a.) Affidavit from the bidders must be submitted as per sample proforma provided.
30% as solvency certificate from any Scheduled Commercial Bank.

SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY OF CREDIT FACILITIES

BANK CERTIFICATE

This is to certify that M/s ----- is a reputed company with a good financial standing bearing account no. with our branch.

If the contract for the work, namely -----, **NIT No.**..... dated:- Sl No. is awarded to the above firm, we shall be able to provide over draft/credit facilities to the extent of (.....%) Rs(Rupees.....) only to meet their working capital requirements for executing the above contract, if he fulfill our terms & condition of Loan / O.D.

Signature of Bank Manager

Address of the Bank:-

N.B.:-Certificate should be on the letter head of the bank.

Certificate should be issued on date after publication of Tender.

6. Credential as per Basic Qualification Criteria mentioned above.
7. GST Registration Certificate.
8. PAN Card No.
9. a) List of ongoing works and ongoing progress certificate with up-to-date financial status to be issued by not below the rank of Executive Engineer/ Equivalent of the concern department.
10. List of ongoing works in format Table A in Cl. 1.3
11. The contractor should have sufficient technical manpower, tools and plants to complete the work.
12. The Number of Technical personnel, Qualifications and Experience will be as follows for each respective Bid. The Technical Personnel are:

Technical Personnel	Number (At least)	Experience in Road / Building works etc.
A. Diploma Holder in Civil Engineering	1(One)	At least 3(three) yrs. in the similar works.

13. Qualification Information

Notes on Form of Qualification Information

The information to be filled in by bidders in the following pages will be used for purposes of pre and post qualification. This information will not be incorporated in the Contract. Attach additional pages as necessary.

Individual Bidders

1.1	Constitution or legal status of Bidder Place of registration: Principal place of business: Power of attorney of signatory of Bid	[Attach copy]
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1.2	Total annual volume of civil & Electrical engineering construction work executed and payments received in the last five years preceding the year in which bids are invited. (Attach certificate from Chartered Accountant)	Financial Year	(Rs. In lakhs)
		2014-2015	-----
		2015-2016	-----
		2016-2017	-----
		2017-2018	-----
2018-2019	-----		
1.3	Work performed as prime Contractor (in the same name and style) on construction works of a similar nature and volume over the last five years for works above 25 lakhs. For works less than 25 lakhs bidder are to submit the same for last three years. Attach certificate from the Engineer-in-charge /Employer		

Information on Bid Capacity (works for which bids have been submitted and works which are yet to be completed) as on the date of this bid.

Existing commitments and on-going construction works as per this Table A

Description of Work	Place & State	Contract No & Date	Name & Address of Employer	Value of Contract (Rs. In Lakhs)	Stipulated period of completion	Value of works remaining to be completed* (Rs. Lakhs)	Anticipated Date of completion
1	2	3	4	5	6	7	8

N.B. Suppression of any fact regarding work-in-hand will be liable for non-responsive/cancellation of bid

** Enclose certificate(s) from Engineer(s)-in-charge for value of work remaining to be completed.*

14. Before submission of Tender the Bidder must inspect the site and should submit a Certificate that he/they have inspected the site and quoted rate accordingly. The bidders shall submit the details of completed works during the last five years and existing commitments as per the format mentioned above otherwise the bids shall be summarily be rejected.

15. Proposed work Programme in the form of Bar Chart (for all value of works) & constructional methodology (for works above 25 lakhs) to be submitted along with the Bidding documents for completion of the work in the schedule time.

16. Payment Certificate should be issued from the concerned department only after the expiry of the relevant Financial Year and countersigned not below the rank of DDO of the Dept. concerned.

APPENDIX-"A"

I/WeS/O.....Partners/Authorized persons M/S.....applicant offor pre-qualification hereby declare that following person(s) in my/our regular employment as the post and from the dates mentioned against them.

Sl. No	Name & Address	Technical Qualification	Post held Regular	Date of Employment	Detail of Experience

17. Proposed work Programme in the form of **Bar Chart** to be submitted along with the **Technical Bid** for completion of the work in the **Schedule Time**.

18. SAMPLE FORMAT FOR AFFIDAVIT

I, Sri....., S/o Sri....., aged... Years, Residing at.....,
Proprietor/Partner/Director of....., do hereby solemnly affirm and declare in connection with
the work vide NIT No. SI. No..... as follows:-

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. That the undersigned also hereby certifies that neither any near relations of DE/EE/SE/AE/SAE of the Department nor any retired gazetted officers are in our Employment
3. The undersigned 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 undersigned understands and agrees that the bid shall remain open for Acceptance 180 days from the date of opening of financial bid.
5. The undersigned agrees to invest 30% of the contract price of works by cash during the implementation of the works.
6. The undersigned agrees to authorize the authority to seek references from the Bankers of the undersigned.
7. If the contract is awarded to us, we will deploy at site all necessary T&P and equipments as listed in the ITB of the bidding document immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the E.I.C.
8. We would deploy at site all necessary technical Personnel for efficient contract management and supervision of works with a view to achieving best quality of works at site.
9. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may withhold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.
10. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.
11. The undersigned inspected the site and quoted the rate accordingly.

19. (a) **Information Sign Board to be displayed during the contract period.**

b) **To Keep the Civil & Electrical Works in good condition (security period) :-**

Security period means **1(One) year** after completion of the work as mentioned.

- i) No Mobilization Advance and Advance against purchase of equipment will be paid for the work.
- ii) No Secured Advance will be paid for the work under any circumstances. Under no circumstances Escalation in prices will be entertained.

iii) 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills if applicable.

20) Preparation of Bids/Tender Documents

- a) Language of the Bid / Tender documents will be in English.
- b) **Documents Comprising the Bid/ Tender documents.**

i) The Bid submitted by the Bidder shall be in two separate parts:

Part I- This shall be named **Technical Bid** and shall comprise of.

1) Bidding documents(Technical Bid) and Earnest money.

Tender with all other documents along with BOQs, brief description, rates, schedule of works, drawings etc. of work including Tender documents can also be downloaded from Govt. of West Bengal e-tendering Web site : <https://wbtenders.gov.in>

- 2) Authorised address and contact details of the bidder having the following information:-
Address of communication:-
Telephone No(s) Office:- , Mobile No:-, Facsimile (FAX) No:-, Electronic Mail Identification (E-mail ID):-
- 3) Schedule of Quantities.
- 4) Bidding Document
- 5) **Bid Validity** - Undertaking that the bid shall remain valid for a period of **180 (one hundred eighty) days** after the deadline for financial bid date for bid submission. A bid valid for a shorter period **shall be rejected by the under signed as non responsive bid.**

Part II. It shall be named **Financial Bid** and shall comprise of:

(i) Bill of Quantity [The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees.]

6) Content of Bidding Documents

The set of bidding documents comprises the documents listed below

- 1) Notice Inviting Tender
- 2) Conditions of Contract
- 3) Specifications (Schedule of Quantity)
- 4) Drawings
- 5) Bill of Quantities

The agency (Bidder) must engage at its own cost at least one diploma holder Civil Engineer who will supervise the works of the agency and specify his name in the tender form clearly. The name of his authorized representative who will supervise the day-to-day activities during construction should also be specified in the tender form. A work Order Book with triplicate pages must be kept at the site office of the agency issued by the EIC for the work and day to day instruction, whenever required, will be recorded by the site engineers of the PO CUM DWO, BCW, Barasat Office in connection with the work.

21. (a) Completion certificates issued by competent authority will normally be considered as credentials of the Bidder. Credentials of works executed under Public Works Department & Public Works (Roads) Department, Irrigation & Water ways Department, Public Health Engineering Departments, Sundarban affairs Department & other state Government Departments, Zilla Parishad, WBHIDCO, WBSUEDCL, KMDA, KMW&SA, KMC, HRBC, Engineering Departments of Central Government Organizations like Railways, KOPT and under taking

organization like Mackintosh Burn Ltd. Westinghouse Saxby Farmer Ltd. & Britannia Engineering Ltd. may also be considered. Completion certificates are to be countersigned by the Executive / Divisional Engineers/ Equivalent of the respective State / Central Government Departments, or Officer of the equivalent rank, if those are issued by some other authority / for work executed as Sub – contractor from Makintosh Burn Limited, Westing House Saxby Farmer Limited & Britannia Engineering Limited. It may be noted that Makintosh Burn Limited, Westing House Saxby Farmer Limited & Britannia Engineering Limited and any other undertaking organisations working as prime contractors and issuing credentials to their sub-contractors, shall be considered as the credentials of sub-contractors only to the extent of 25 % of the total value of work done.

Over and above the completion certificates, certificate from the competent authority regarding payment received so far for the work (even if the full payment might not have been received), supported by Bank Statement showing that the corresponding amount of payment has actually been deposited in the Bank, will have to be produced in the cases of works executed under any Departmental / Organizations other than Irrigation & Waterways Department, Public Works Department & Public Works (Roads) Department, Irrigation & Water ways Department, Public Health Engineering Departments, Sundarban affairs Department & other state Government Departments, Zilla Parishad, WBHIDCO, WBSEDCL, KMDA, KMW,& SA, KMC, HRBC, Engineering Departments of Central Government Department & Organizations like Railways, KOPT etc. failing which the payments certificates may not be considered.



PO cum DWO, BCW,
North 24 Parganas .

Annexure - I

List of Important Dates of Bids

1	Date of Issue of Notice Inviting Bid	16.07.2019
2	Period and time for download of Bidding Documents	From:- 17.07.2019 (Time:- 18-00 Hours) To:- 30.07.2019 (Time:- 17-00 Hours)
3	Time & Date of Pre-bid meeting	22.07.2019 (Time:-12-00 Hours)
4	Time of Submission Bids	From:- 17.07.2019 (Time:- 18-00 Hours) To:- 30.07.2019 (Time:- 17-00 Hours)
5	Date for Offline submission of Original Draft for Earnest Money & xerox copy of all relevant papers of Technical bid documents (Original documents to be shown for verifying)	30.07.2019 (Time:- upto 17-00 Hours)
6	Time and Date for Opening Technical Bid/Bids	01.08.2019 (Time:-17-00 Hours)
7	Tentative Time and Date of opening Financial Bid/Bids (Subject to Decision of Tender Committee of PO- BCW, N24 Parg.)	05.08.2019 (Time:- 14-00 Hours)
8	Place of Opening Bids	Office of the PO cum DWO, BCW, North 24 Parganas
9	Last date of Bid Validity	180 days from date of opening of Financial Bid
10	Officer inviting Bids	PO cum DWO, BCW, North 24 Parganas

M 16/7/19
PO cum DWO, BCW,
North 24 Parganas

Memo. No :- 1106/11(8)BCW/BST (online)

Dated- 16.7.19

Copy forwarded for kind information & necessary action to the:-

1. Sub-Divisional Officer, Barasat Sub Division, District-North 24 Parganas
2. Secretary, North 24 Parganas Zilla Parishad, District-North 24 Parganas
3. DIO, NIC, District-North 24 Parganas
4. D.I & C. O, District-North 24 Parganas
5. DIA, North 24 Parganas Zilla Parishad, District-North 24 Parganas
6. CA to the District Magistrate, North 24 Parganas
7. CA to the Additional District Magistrate(T), North 24 Parganas
8. Office Notice Board.

M 16/7/19
PO cum DWO, BCW,
North 24 Parganas