

SECTION 6 A

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

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

i. Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in> (the web portal of WBHIDCO the contractor is to click on the link for e-Tendering site as given on the web portal.

ii. Digital Signature certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. Participation in more than one work:

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

v. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Statutory Cover Containing the following documents:

1) PREQUALIFICATION DOCUMENTS:

Prequalification Application (Sec-B, Form – I)

Demand Draft towards Earnest Money (EMD) as prescribed in the N.I.T. against each of the serial of work in favour of the WB NKDA.

2) WB NKDA FORM

3) Tender Document

4) N.I.T.

(NIT, Tender Document and WB NKDA FORM downloaded properly and after doing needful upload the same Digitally Signed). The rate will be quoted in the earmarked space of B.O.Q only.

Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Rate need not be quoted in WB NKDA Form of NKDA.

5) Special terms & conditions and specification of works.

a) TECHNICAL DOCUMENTS

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

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

- i.** Professional Tax (PT) deposit receipt challan for the preceding financial year, Pan Card, IT, Saral for the Assessment year (for the preceding financial year), GST Registration Certificate.
- ii.** Registration Certificate under Company Act. (if any).
- iii.** Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv.** Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v.** Tax Audited Report in 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 6 I) and necessary solvency certificate to be produce.
- vi.** List of own machineries should be supported by invoice / delivery challan /Insurance / way bill [Ref.:- Sl. No. 5 (viii) of this N.I.e.T. an (Section 6B, Form IV)]
- vii.** List of Technical staffs along with structure & organization (Section 6 B, Form 6 II).
- viii.** Registered unemployed Engineers Co-operative Societies / unemployed labour Co-operative Societies are required to furnish valid bye law, current audit report, certificate of Registration and valid clearance certificate from in ARCS for the year 2019-20, Professional Tax deposit challan for financial year 2019-20, PAN card, G. S. T. Registration certificated with up to date return along with other relevant supporting papers.
- ix.** Bidder should upload their documents from Original copy, uploading photo copy and illegible copies will not be accepted.

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.5.(a). and Sl. No. A.5.(b). will render the tenderer liable to be rejected for both statutory & non statutory cover.

Sl. No.	Category Name	Sub-Category	Description Detail(s)
A.	Certificate(s)	Certificate(s)	GST Registration Certificate & Acknowledgement.PAN. P Tax (Challan) (for the preceding financial year).Latest IT Receipt.IT-Saral for Assessment year (for the preceding financial year).
B.	Company Detail	Company Detail	Proprietorship Firm (Trade License) -Structure & Org.] Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C.	Credential	Credential -1 Credential -2	A. Intending bidder should have complete any similar type / building project including civil, MEP and allied work (BOQ should be submitted in support of credential). The value of similar type of project should not be less than 6 (six) Crores and it should be preferably in Govt Sector. B. Intending tenderer may also produce credential of 02 (two) similar nature of completed work, each of minimum value of Rs.3,42,00,000 (Rupees three crore forty two lakh only) during 05(five) years prior to the date of issue of the tender notice.
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 ó I)
E.	Equipment	Machineries	Authenticated copy as per Form ó III, Section-B.
F.	Man Power	Technical Personnel	List of Technical Staffs with Qualifications & Experience.

Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of NKDA, Kolkata 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 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.

Financial Proposal:

Financial Proposal The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Materials (BOM). The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOM. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

Penalty for suppression / distortion of facts:

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

Rejection of Bid:

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

Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. The Agreement in WB HIDCO Form will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.T. along with requisite cost through Demand Draft / Pay Order issued from any nationalised bank in favour of the New Town Kolkata Development Authority within time limit to be set in the letter of acceptance. Rates requires to be quoted in unambiguous manner without any condition. details items and quantity shown in the BOQ are probable items and approximate quantity The price quoted by the contractor will be considered sacrosanct and final. Rate quoted on percentage basis above or less of the total amount of the price schedule of the tender.

SECTION – B

FORM – I

PRE-QUALIFICATION APPLICATION

To

Executive Engineer II
New Town Kolkata Development Authority

Ref : Tender for

....
(Name of work)

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[illegible]

N.I.e.T. No.:

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. documents, I/we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of
in the capacity

..... duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.

- 2) Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filling:-

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date:.....

Seal and Signature of the Tenderer.

Executive Engineer II
New Town Kolkata Development Authority

SECTION 6 B

AFFIDAVIT 6 B

(To be furnished in Non 6 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.e.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 as the request of the Department.
5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

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

.....
Title of the officer

.....
Name of the Firm with Seal
Date:

Seal and Signature of the Tenderer.

Executive Engineer II
New Town Kolkata Development Authori

Executive Engineer II
New Town Kolkata Development Authority

SECTION 6 B

FORM 6 III

STRUCTURE AND ORGANISATION

1) Name of Applicant:-

2) Office Address ; í .

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3) Telephone No : í í í í í í í í í í í í í í í í í í í .

4) Fax No. : í .

5) Name and Address of Bankers : í í í í í í í í í í í í í í í í í í í ..

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6) Attach an organization chart showing the
structure of the company with names of
Key personnel and technical staff with Biodata.

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

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Signature of applicant including title
and capacity in which application is
made.

Seal and Signature of the Tenderer.

Executive Engineer II
New Town Kolkata Development Authority

SECTION 6 B

FORM 6 IV

Contractors Equipment

Name of the Applicant:

[illegible]

Whereas it is entirely the responsibility of the Contractor to deploy sufficient plant and mechanical equipment to ensure compliance with his obligations under the Contract, the following list is an indicative list of the minimum essential basic holding of plant and mechanical equipment which the Contractor must own. The contractor must furnish the documents in support of ownership of machineries and plants and also machineries is working condition shall have to be submitted with this tender.

[illegible]

Signature of applicant including title and capacity in which application is made.

Seal and Signature of the Tenderer.

Executive Engineer II

New Town Kolkata Development Authority

Experience Profile

[illegible][illegible]

6) Non-disclosure of any information in the Schedule will result in disqualification of the firm

Signature of applicant including title and capacity in which application is made.

Executive Engineer II
New Town Kolkata Development Authority

