



**NOTICE INVITING PRE-QUALIFICATION -CUM -TENDER (TWO COVER SYSTEM) FOR
Up-keeping, Sweeping & Cleaning of the Ground, 2nd, 3rd & 4th floors office building "Mrittika Bhavan"
at plot no 18/9, Block-DD, Sector-I, Salt Lake
(E-Procurement)**

NIT No. 15/2020-21

Dated- 24.08.2020

Sealed tenders in WBCADC Form No.-103 are invited by The Administrative Secretary, WBCADC, in two fold Envelope system (i.e. Techno Commercial Bid & Price Bid) from the bonafide, experienced, reputed contractors for execution of the following work as detailed below, in sealed item rate e- tenders up to **18:30Hours on 08.09.2020 (Tuesday)** Pre-qualification Bid to be submitted in a separate sealed cover comprising of technical document along with scanned copy of Challan for cost of bid document and that of Earnest Money in a separate file. The financial bid document with Bill of Quantity in another sealed cover are to be uploaded by the qualified contractors viz. Contractors registered in appropriate class with PWD / CPWD / MES / NHAI / Railways and bonafide outsiders who satisfy the terms and conditions set out in pre-qualification document and having registration in e-Procurement portal (www.wbtenders.gov.in). The tenders shall be available for viewing in our website (www.wbtenders.gov.in) on **25.08.2020 Tuesday) from 10:00 Hours.1.Hours.**

1.

Name of work	Earnest Money in Rs	Cost of Pre-qualification and bid document fee in Rs	Tenure of Contract
Up-keeping, Sweeping & Cleaning of the Ground, 2 nd , 3 rd & 4 th floors office building "Mrittika Bhavan" at plot no 18/9, Block-DD, Sector-I, Salt Lake	20,000.00	1050.00	01(one) year

2. The site is located at WBCADC, Mrittika Bhavan, plot no- 18/9, Block-DD, Sector-I, Salt lake. Intending bidders may download e-tender documents from e-procurement portal of our website www.wbtenders.gov.in from **25.08.2020 (Tuesday), 10:00 Hours to 08.09.2020 (Tuesday) up to 18.30 Hours.** The pre-qualification and bid documents duly filled and digitally signed in all respect may be submitted on-line through our e-portal up to **18:30 Hours** (as per server clock) on **08.09.2020 (Tuesday).** WBCADC does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. for on-line bidding.

Prospective bidders have to submit their bid on-line through <http://etender.wb.nic.in>. Earnest Money & Cost of Pre-qualification and bid document fee of bidders have to pay in E-Portal of E-Tender.

3. The pre-qualification documents alone will be opened on **11.09.2020(Friday)** at **12:30 hours** by authorized representative of the Administrative Secretary, WBCADC, in presence of the bidders who choose to be present.

4. a) **Names of the technically qualified bidders** on the basis of information furnished in the check list and in "My Document" uploaded by concerned bidders after verification of the same will be displayed in the portal and this office notice board on **18.09.2020 (Friday)** subject to completion of verification and technical evaluation.

b) The financial bid documents of the technically qualified bidders will be informed later on in the website subjected to completion of technical evaluation and verification of original document. No separate intimation will be given for this.

5. Tender documents shall consist of:-

- a. This Notice Inviting Tender hereinafter will be referred to as the Tender Notice.
- b. WBCADC Form No.-103 hereinafter will be referred to as the tender form.
- c. Instruction to Bidders (SECTION-A).
- d. Pre-qualification application [(SECTION-B), Form -I].
- e. Affidavit ("X"& "Y") (SECTION-B).
- f. Structure and organization of the bidder.(Section-B),(Form-II).
- g. Special Terms & Conditions (Section-C).
- h. Schedule of Quantities [(SOQ) (SECTION-D)].
- i. B. O. Q (Bill of Quantities- Financial proposal in excel format).
- j. Last 03(three) years audited Balance Sheet authenticated by a Chartered Accountant.
- k. Bank Solvency Certificate or other similar documents to prove the financial capacity for taking up the work.

6. Eligibility criteria for participation in the tender.

6.1. i) Intending tenderers should produce credentials of a similar nature of work of the minimum value of 40% of the bid amount put to this tender. Such work is to be executed during last 5(five) years prior to the date of issue of this tender notice; or

ii) Intending tenderers should produce credentials of 2(two) similar nature of work, each of the minimum value of 30% of the bid amount put to this tender. Such work is to be executed during last 5(five) years prior to the date of the issue of the tender notice; or

iii) intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more an value of which is not less than the desired value at (i) above,

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.

[Non statutory documents]

6.2. In case if it is found that the tenderer is not technically equipped for execution of the work. The offer submitted by him will be treated as cancelled. **The decision of the Tender Evaluation Committee (TEC) in this regard is final & binding to the tenderers.**

6.3. Income Tax Acknowledgement Receipt for the last three Assessment years, P.Tax. Deposit Challan for the year 2018-19, Pan Card, Trade License, valid 15digit Goods and Service Taxpayer Identification Number(GSTIN) under GST Act, 2017 etc to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

6.4. Registered Partnership Deed for Partnership Firm is to be submitted. The company shall furnish the Article of Association and Memorandum. Where an individual person signs the tender in his own name against the company or the firm which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably **submit 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 submit such tender.

[Non-statutory documents]

6.5. Registered Unemployed Engineers' Co-operative Societies / Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M. along with other relevant supporting papers.

[Non-statutory documents]

6.6 The bidder will have to invest a minimum cash up to the 30(Thirty) % of the contract price of work during the implementation of the construction. Progress bills will be paid accordingly.

7. The selected tenderer will have to keep himself in readiness to complete the work within the target date as directed by the authority fully understanding that the time will be the essence of the contract. The contractor will have to take up the work as directed by the Project authority within 7 (seven) days from the date of receipt of work order from the project authority and complete the same within the target date as fixed by the project authority, failing which the department will have the every right to take appropriate action and to execute the work as per the relevant clauses of the printed tender form. The decision of the project authority in this respect would be final and binding to the contractor. In case the contractor fails to commence the work within the specified time of 7 (seven) days from the date of issue of work order, project authority has the right to terminate his tender and cancel the work order along with forfeiture of earnest money deposited by the contractor if so deemed necessary.

8. a) **No mobilization advance and advance against purchase of materials/ equipments will be paid for the work**

8b) **No secured advance will be paid for the work under any circumstances.**

9. No interest on earnest money deposited by the tenderer and the security deposit (which will be deducted from the bill of the contractor) will be allowed under any circumstances.

10. No claim, whatsoever, for delaying payment, if any will be entertained. Bidders are requested to quote their rate accordingly.

11. Conditional /incomplete tender will not be accepted under any circumstances.

12. Bids shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial 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.

13. 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.

14. The undersigned, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

15. 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.

16. 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:-

- a) Tender Form (WBCADC Form No.-103
- b) N.I.T,
- c) Special Terms & Conditions
- d) Technical Bid and
- e) Financial Bid

17. Regarding imposition of different clauses as per terms of contract, the undersigned will play the role of Officers narrated in enclosed tender form.

18. Qualification Criteria:

The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- (a) Financial Capacity
- (b) Technical Capability.
- (c) 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 in (a), (b) & (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be rejected at any stage without any prejudice.

19. No. price preference and other concession will be allowed to any bidder.

20. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in "instruction to bidders" stated in Section – 'A' before tendering the bids.

21. On receipt of intimation from the appropriate authority, earnest money deposited by the unsuccessful tenderers will be refunded from the office of the undersigned (on application). The earnest money of the tenderers other than 03(three) lowest tenderers will be refunded within 10(ten) days after the comparative statement of rates obtained has been prepared checked and approved by the competent authority. The earnest money of 02(two) lowest tenderers out of 03(three) will be refunded within 07(seven) days after issuance of work order to the lowest tenderers.

22. In case of successful tenderer, the deposited earnest money will be refunded to him after successful completion of the work in all respect.

23. The intending bidders shall clearly understand that whatever may be the outcome of the present invitation of bids, cost of bidding shall not be reimbursed by the Corporation. The undersigned 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. Cost of tender documents (tender fees) submitted by the participant tenderers are non-refundable.

24. Canvassing in connection with the tender is strictly prohibited and the tenderer who resorts to this will render his tender liable to rejection.

25. ~~1%~~ percentage of variation of item of work for which there shall be no increase in rates shall be 80%

26. a) Cost of any materials supplied departmentally or by the contractor will be considered for preparing the R/A, final bill and deduction of IT & GST will be made accordingly as per Government rules from the bill of the contractor. 1% Building and other Construction Workers' Welfare Cess will also be deducted from the progressive/Final bills of the contractor.

b) Usually the department will supply no materials for the work.

27. Tenderers should also study carefully the content of N.I.T. and other tender documents before submission of the tender in order to be conversant with the provision stipulated in the N.I.T., Tender form, Special terms & conditions, technical specification etc. Subsequent ignorance of terms and conditions of the N.I.T. and other tender documents shall not constitute a ground for preferring a claim of any nature.

28. All duties, Taxes, Royalties, Cess, GST including 1% Cess under West Bengal Building and other construction workers (Regulation of Employments Conditions of Service). Act 1996, Toll Taxes and other levies, duties payable by the contractor under the contract to the State/Central Govt. for any other cause shall be included in the rates, prices and total bid price submitted by the bidder. Taxes will be deducted from the Running/Final bill as per norms in vogue.

29. The intending Bidder should have Last 03(three) years audited Balance Sheet authenticated by a Chartered Accountant.

30. Bank Solvency Certificate or other similar documents to prove the financial capacity for taking up the work.

31. In case of offering any unreasonable rates (both above and under of the schedule rate), the Authority reserves the right to cancel any or all the rates without giving any opportunity for explaining the same.

32. Best on the performance of the successful bidder, the authority at his desire may extend the tenure of contract for another 02(two) to 03(three) months, which is binding to the existing executing agency.

33. Acceptance of bid will be made on overall cost basis.

34. This N.I.T. shall form a part of the contract document.

Sd/
Administrative Secretary
WBCADC

Memo no. 100/039/01/02/Part/ 1464 /1 (5)

Date-24.08.2020

Copy forwarded for information and necessary action to :-

1. Convener, WBCADC Hd. Qrs Tender Committee
2. In-Charge, Engg. Cell, WBCADC (HQ).
3. Incharge, Accountants Section, WBCADC, Kolkata-64
4. Office Notice Board WBCADC, Hd. Qrs.
5. P.A. to the Administrative Secretary, WBCADC, Kol-64

Sd/
Administrative Secretary
WBCADC