



WEST BENGAL COMPREHENSIVE AREA DEVELOPMENT CORPORATION

(Under Panchayats and Rural Development Department, Government of West Bengal)

Mrittika Bhavan, Plot no-18/9, Block-DD, Sector-I, Kolkata-700064

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www.wbcadc.com



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Supply, Installation of Modular Work Stations along with Furniture for different floors of Joint Administrative Building, P&RD Office , at HC-7, HC Block, Sector-III, Saltlake, Kolkata-106

(E-Procurement)

Dated- 02.06.2023

NIT No. 09/2023-24

Sealed Item rate e-tender 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, resourceful, experienced, & eligible Authorized dealers or agents of Godrej for execution of the following work as detailed below up to **18:30Hours on 13.06.2023**. Pre-qualification Bid to be submitted in a separate sealed cover comprising of technical document. The financial bid document with Bill of Quantity in another sealed cover are to be uploaded by the bonafide, resourceful, experienced, & eligible bidders 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 **06.06.2023) from 10:00 Hours.**

1.

Name of work	Earnest Money in Rs.	Cost of Tender documents(Rs)	Time of Completion
Supply, Installation of Modular Work Stations along with Furniture for different floors of Joint Administrative Building, P&RD Office , at HC-7, HC Block, Sector-III, Saltlake, Kolkata-106	14,000.00 [Excess amount if any as may be required to reach 2% of the quoted amount to be deposited in the form of Bank Draft from any scheduled bank, (drawn in favour of WBCADC, payable at Kolkata) while executing agreement by the selected bidder.	NIL	55 days

2. The site is located at **Joint Administrative Building, of P&RD Office, HC-7, HC Block, Sector-III, Saltlake, Kolkata-106**. Intending bidders may download e-tender documents from e-procurement portal of our website www.wbtenders.gov.in from **06.06.2023, 10:00 Hours to 13.06.2023 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 **13.06.2023**. WBCADC shall not consider any 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 fee of bidders have to be paid in E-Portal of E-Tender.

The pre-qualification documents alone will be opened on **16.06.2023** 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 subject to completion of verification and technical evaluation.

b). The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the Competent Authority of the Corporation. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of qualified bidders will be displayed in the website.

5. Tender documents shall consist of:-

- a. This Notice Inviting Tender hereinafter to be referred as the Tender Notice.
- b. WBCADC Form No.-103 hereinafter to be referred as the tender form.
- c. Instruction to Bidders (Section-A).
- d. Pre-qualification application [(Section-B), Form -I].
- e. Declaration by the Bidder/Tenderer [Form-II].
- f. Affidavit ("X") (Annexure-I).
- g. Schedule of Quantities [(SOQ) (Section-C)].
- h. Scope of Work (Section-D).
- i. Checklist-I (Section-E).
- j. B. O. Q (Bill of Quantities- Financial proposal in excel format).

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 **Rs. 2,80,000.00** during last 05(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 **Rs. 2,10,000.00** during last 05(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 **Rs. 3,20,000.00** 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 executing agency, i.e.- the tenderer. [Non statutory documents]

2 Copy of work order & Payment Certificate will not be treated as "Credential" under any circumstances. Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State/ Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/State statute, on the executed value of completed/running work will be taken as credential.

The Credential certificate for completed works, should contain (a) Name of work, (b) the name of client, (c) Estimated amount put to tender, (d) Schedule month and year of commencement and completion as per work order, (e) Actual date of Completion of work, (f) Gross bill amount of the completed work/executed value of running work and detail communicational address of client must be indicated in the credential certificate. In case of running work, the credential certificate should contain the gross bill amount of executed items of works in addition to information as furnished in above. In both completed/running works detail communication address of the client must be indicated in the credential certificate. Along with BOQ of the same must be given.

6.3. Joint Ventures will not be allowed.

6.4. 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.**

6.5. a) Income Tax Acknowledgement Receipt for the last three Financial years(2019-20, 2020-21 & 2021-22) with audited Balance Sheet, Up-to date Professional Tax Clearance Certificate, Pan Card, Valid Trade License for current F.Y., Valid GST registration Certificate, Affidavit ("X") (See -SECTION-B), etc. to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

6.6. 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]

6.7. 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]

6.8. The Authorized Dealer or Distributor or agent should have registered office in the state of West Bengal in same legal identity. Documentary evidence to be submitted.

[Non-statutory documents]

6.9 The OEM/Manufacturer should have registered office in the state of West Bengal for proper support during warranty period. Required GST certificate/Trade License to be provided along with the bid.

[Non-statutory documents]

6.10 Manufacturer's tender specific authorizations (MAF) must be submitted by the bidder other than Manufacturer.

7. The Bidders must have a registered office in West Bengal (scan copy of documentary evidence must be attached) for Service Support as and when required in Warranty tenure.

The selected tenderer will have to keep himself in readiness to complete the work within the target date as stated 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.

9. Date and time Schedule

Sl.No.	Particulars	Date & Time
1	Date of Publishing of NIT online through the website www.wbtenders.gov.in	06.06.2023 at 10-00 hrs
2	Date and Time for downloading of Tender Documents from the website www.wbtenders.gov.in	06.06.2023 at 10-00 hrs
3	Date and Time of Submission of Tender through the website www.wbtenders.gov.in	Up to 13.06.2023 at 18.30 hrs
4	Date, Time and Place of Opening of Technical Bid through the website www.wbtenders.gov.in	16.06.2023 at 12.30 hrs
5	Date of uploading the List of Technically Qualified Bidders after Technical Bid Evaluation through the website www.wbtenders.gov.in	To be informed later on
6	Date, Time and Place of Opening of Financial Bid through the website www.wbtenders.gov.in	To be informed later on

10. Earnest Money Deposit (EMD):

Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Pay- order, Bankers Cheque etc. has been completely dispensed with for all e-tenders/e-procurements of the State Government w.e.f. 1st September, 2016. Intending bidders desiring to make payment of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated by the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT.

A. Login by bidder:

a. A bidder desirous of taking part in a e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC. b. He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-tender by selecting from either of the following payments modes: i. Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway. ii. RTGS/NEFT in case of off-line payment through bank accounts in any Bank approved by RBI in India.

B. EMD payment procedure:

a. Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.

bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

i. Bidder will receive a confirmation message regarding success/failure of the transaction.

iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government.

v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b. Payment through RTGS/NEFT:

i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.

iii. Once payment is made, the bank would provide an "UTR remittance number" for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.

iv. If verification is successful, the fund gets credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD.

v. Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre assigned last date of submission of e-tender.

vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.

Note: EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-tender final bid submission. Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed within last date of on-line submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.

C. Refund/Settlement Process for EMD:

i. After opening of his/her bids and technical evaluation of the same by the Tender Inviting Authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bid as successful or unsuccessful which will be made available along with the details of the unsuccessful bidders to ICICI Bank by the e-Procurement portal through web services.

i. On receipt of the information from the e-Procurement portal, the Bank will refund through an automated process the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the on-line EMD transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the Tender Inviting Authority.

iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his/her bank account from which he/she had made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the Tender Inviting Authority.

v. As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal for transfer credit to Government Receipt under Public Accounts through GRIPS where under the security deposit to be collected would also be deposited in connection with the work.

vi. All refunds will be made mandatorily to the Bank account from which the payment of EMD and Tender Fees (if any) were initiated.

vii. If the e-tender is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Tender Inviting Authority.

11. Earnest Money will also be forfeited if:-

a) Withdrawal of e-Tender once the bid has been submitted online and after passing of end date for submission which has been accepted for further processing is not allowed. EMD will be forfeited by the Government and the bidder/contractor penalized in terms of provisions in the notice of the tender & as decided by the tender inviting authority.

b) In case of successful tenderer, if the Tenderer fails to execute formal agreement within the stipulated time.

12. a) No mobilization advance and advance against purchase of materials/ equipment's will be paid for the work.

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

13. 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.

14. No claim, whatsoever, for delaying of payment, if any will be entertained. Bidders should consider the same during submission of their offer.

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

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.

17. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice and action may be taken like forfeiture of the Earnest Money, Black Listing from Future Works, etc. against the concerned bidder.

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

19. 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 and action may be taken like forfeiture of the Earnest Money, Black Listing from Future Works etc. against the concerned bidder.

20. 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) Scope of Work
- d) Technical Bid and
- e) Financial Bid

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

22. As there is no provision for Pre-bid meeting in the NIT, all doubts/queries (if any) may be sent in wbcadc.engg@gmail.com for clarification or intending bidders may contact Engineering Section of this office at the above cited address within the bid submission period (Contact Nos. 9432489274/ 8697515435).

23. 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.

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

The Manufacturer/Authorized Dealer or Distributor or agent will have to invest a minimum cash up to 30(Thirty) % of the contract price of work during the implementation of this said work. Progress bills will be paid accordingly.

26. 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.

27. In case of successful tenderer, the deposited earnest money will be converted as Performance security and will be refunded to him as per relevant clauses of this NIT from the office of the undersigned.

28. No extra cost will be allowed beyond the tendered amount (Awarded cost) for any work as per Order No. 1M-03/16/1039-R/PL Dated- 28th November, 2019 of the Additional Chief Secretary to the Government of West Bengal, Public Works Department.

29. SECURITY DEPOSIT/ PERFORMANCE SECURITY:-

The Earnest money (i.e. 2%) of the successful bidder will be converted to Security Deposit/ performance Security] The Balance amount of Security Deposit [i.e. 08%(eight)] money will be deducted from running and final bill and will be repaid to the bidder only successful completion of Defect liability/Guarantee obligation period and the Engineer in Charge has certified that the bidder has satisfactorily carried out all rectification work, if any, as per contract and the Engineer in Charge has certified that the contractor has satisfactorily carried out all rectification work, if any, as per contract. If the said rectification is not carried out by the contractor, the Employer will free to carry out such rectification work and the Amount required for the same would be recovered from the amount of Performance Security available with the Employer and or from any amount of the contractor whatever is due.

30. The Defect Liability Period of this works are 01 (one) year calculated from the date of Competition of the Work.

31. 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.

32. It must clearly be understood that the value of work and quantity of works as indicated in Sl. No. 1 and in the departmental schedule (S.O.Q.) are approximate only and may be appreciably decreased/ increased at the desires of the authority during the actual execution. The contract shall remain unaffected by such deviation.

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

34. Addenda to this tender document if issued must be submitted along with tender documents.

35. The percentage of variation of item of work for which there shall be no increase in rates shall be 80%.

36. 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.

All duties, Taxes, Royalties, Cess., GST including 1% Cess under West Bengal Building and other workers (Regulation of Employments Conditions of Service). Act 1996, Toll Taxes and other levies, 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.


38. 15 digit Good and Service Tax payer Identification Number (GSTIN) under GST Act, 2017. Tax invoice(s) needs to be issued by the bidder for raising claim under the contract showing separately the tax charged in accordance with the provision of GST Act, 2017.

39. In case if there be any objection regarding Prequalifying criteria of the Agency, that should be lodged to the Undersigned, within 48 hours from the date of publication of list of qualified Agency and beyond that time schedule no objection will be entertained.

40. Rate quoted by the bidder for this work should be inclusive of all taxes, duties, transportation, etc. and for this nothing will be paid extra. Bidder should consider all such costs at the time of quoting their rates in tender.

41. Overall lowest rate will be consider for acceptance.

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



Administrative Secretary
WBCADC

Dated: 02.06.2023

Memo No.: 100/003/24/02/Part (JAB-Furniture)/ 1388 /1(8)

Copy forwarded for information and necessary action to: -

1. The Joint Secretary (IT Cell), P & RD Department, Govt. of W.B.
2. The Financial Manager, WBCADC (H.Q.), Kolkata-64.
3. In-Charge, Engineering Section, WBCADC (H.Q.), Kolkata-64
4. In-charge, Accounts Section, WBCADC, Kolkata-64.
5. In-charge, Establishment Section, WBCADC, Kolkata-64.
6. The Convener, H.Q. level Tender Committee.
7. Shri. D.K. Das, J.T.O.(Engg., Electrical), WBCADC, (H.Q.), Kolkata-64
8. Office Notice Board WBCADC, (H.Q.), Kolkata-64


Administrative Secretary
WBCADC