



HOWRAH IMPROVEMENT TRUST

19, G. T. ROAD (SOUTH), HOWRAH – 711 101

NOTICE INVITING e- TENDER NO. HIT/CE/13A/2018-19

The Chief Engineer, Howrah Improvement Trust, invites e-Tender for the works detailed in the table below.
(Submission of Bid through **online**)

Sl. No.	Name of The Work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Time of Completion (months)
1	Supply, installation commissioning etc. Complete of western side Elevator(13passenger) HIT building	23,30,000.00	46,600.00	Six(6) months
2	Repairing & Renovation work in First Floor of old Re-hab Cell office Building(Dumurjola)(Internal works) under HIT Own Fund	5,69,220.47	11,400.00	Two(2) months
3	Construction of 2nd floor(Part) with roof truss at Re-hab.Cell office building (Chatterjee para) including other ancillary works under HIT Own Fund	18,27,156.60	36,600.00	Four(4) months

Intending bidder may download the tender documents from the website <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate.

1. Cost of Tender Paper to be deposited online to the <http://etender.wb.nic.in> portal. The company name and serial no. of the work should be mentioned clearly. Payment made otherwise will be rejected.
2. The **Earnest money** should be deposited to the <http://etender.wb.nic.in> portal. The company name and serial no. of the work should be mentioned clearly. Payment made otherwise will be rejected. only cooperative society will be exempted from the Earnest Money Deposit.
3. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.in>
4. Submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in **Sl. No. 12**.
5. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the ‘Tender Committee’ of Howrah Improvement Trust. The decision of the ‘Tender Committee’ will be final and absolute in this respect.
6. **Documents to be enclosed along with the Tender :**
 - a) Pan Card
 - b) GST Registration Certificate.
 - c) Up-to-date Clearance Certificate of Professional Tax,
 - d) Trade Licence,
 - e) SARAL for last year
 - f) Bank solvency certificate (Within one year)
 - g) Partnership Firm should submit all relevant documents regarding their Partnership along with above.

7) Eligibility criteria for participation in tender:

7.1. Requirement of Credentials: (Credential criteria should satisfy both Civil & Electrical part separately)

7.1.1 For 1st call of NIE T:

- 7.1.1.1 Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% (forty percent) of the estimated amount during 5(Five) years prior to the date of issue of the tender notice; or,
- 7.1.1.2 Intending tenderers should produce credentials of 2(Two) similar nature of completed work, each of the minimum value of 30% (thirty percent) of the estimated amount during 5(Five) years prior to the date of issue of the tender notice; or,
- 7.1.1.3 Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80%(eighty percent) or more and value of which is not less than desired value at (7.1.1.1) above.

In case of running works, only those tenderer who will submit the certificate of satisfactory running work from the concern 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 tender.

7.1.2 For 2nd call of NIE T

- 7.1.2.1. Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 30% (thirty percent) of the estimated amount during 5(Five) years prior to the date of issue of the tender notice; or,
- 7.1.2.2. Intending tenderers should produce credentials of 2(Two) similar nature of completed work, each of the minimum value of 25% (twenty five percent) of the estimated amount during 5(Five) years prior to the date of issue of the tender notice; or,
- 7.1.2.3. Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 75% (seventy five percent) or more and value of which is not less than desired value at (7.1.2.1) above.

In case of running works, only those tenderer who will submit the certificate of satisfactory running work from the concern 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 tender.

7.1.3 For 3rd call of NIE T

- 7.1.3.1. Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 20% (twenty percent) of the estimated amount during 5(Five) years prior to the date of issue of the tender notice; or,
- 7.1.3.2. Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 70% (seventy percent) or more and value of which is not less than desired value at (7.1.3.1) above.

In case of running works, only those tenderer who will submit the certificate of satisfactory running work from the concern 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 tender.

7.2. Other terms and conditions of the credentials:

- 7.2.1 Payment certificate will not be treated as credential.
- 7.2.2 Credential certificate issued by the Executive Engineer or Equivalent or competent authority of a state/ Central Govt., State/ Central Govt. Undertaking, Statutory /Autonomous bodies constituted under the central or state Statue, on the executed value of completed/ running work will be taken as credential.

N.B. The credential certificate of completed works should contain (a) Name of the work.(b) Estimated amount, (c)Tendered amount (d) value of executed work (e) date of completion of project.

- 7.2.3 The prospective bidders will have in their full time engagement experienced technical personnel, Civil Engineering Degree holder/ Civil Engineering Diploma holder as per additional clause no.4 vide page no. 11 of NIT.
- 7.2.4 As per memo no. 4608-F(Y) dated 18th july,2018, Additional performance security@10% of the tendered amount to be obtained from successful bidder if the accepted bid value is 80% or less of the estimate put to tender.

The additional performance security shall be submitted in the form of bank guarantee from any Scheduled bank before issuance of the work order.

8. The Contractor should submit the certified hard copies of all the relevant documents for consideration in the Technical Bid within 48 hours of final Closure Tender Bid.
9. If any Delay of the work due to the non availability of the site or Construction Drawing or any local disturbance, the period of non-execution of work to be approved up to the level of Chief Executive Officer.
10. The Tender Inviting Authority reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
11. 1% (one percent) CESS under W.B. Building and other Construction Works Welfare cess Act 1996 will be deducted from the running and final bills
12. Date and Time Schedule:

No.	Particulars	Date & Time
1	Date of uploading of NIT. & other Documents (online) (Publishing Date)	08.03.2019 - 18:00 PM
2	Documents download/sell start date (Online)	08.03.2019 - 18:00 PM
3	Documents download/sell end date (Online)	25.03.2019 - 12:30 PM
4	Bid submission start date (On line)	08.03.2019 - 18:00 PM
5	Bid Submission closing (On line)	25.03.2019 - 12:30 PM
6	Bid opening date for Technical Proposals (Online)	27.03.2019 - 12:30 PM
7	Date for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation sheet of Tenders.

13. Before submission of Tender the Bidder must inspect the site and quote the rate accordingly.

(Pranab Kumar Ghosh)
Chief Engineer
Howrah Improvement Trust

SECTION - 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.

- a. 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 contractor is to click on the link for e-Tendering site as given on the web portal.
- b. 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.
- c. The contractor can search & download NIEt & 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.
- d. 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.
- e. 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). **While filling fee details in demand draft payment mode, put bank receipt no. in place of demand draft no. and validity period 3 months.**

Technical Proposal:

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

(a). Statutory Cover Containing the following documents:

- i. Bank Receipt of cost of tender documents as prescribed in the NIEt against each of the serial of work
- ii. Bank Receipt towards Earnest Money Deposit (EMD) as prescribed in the NIEt. against each of the serial of work.
- iii. Tender Form & N.I.T. (*download properly and upload the same Digitally Signed*). **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. **In case quoting any rate in Tender Form, the tender is liable to be summarily rejected.**
- iv. Special terms & conditions and specification of works.

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

- i. Professional Tax (PT) deposit receipt challan for the financial year 2018-19, Pan Card, IT, Saral for the Assessment year 2018-19, GST Registration Certificate. Etc.
- ii. Registration Certificate under Company Act. (if any).
- iii. Trade Licence
- iv. Registered Deed of partnership Firm / Article of Association & Memorandum.
- v. Power of Attorney (For Partnership Firm / Private Limited Company, if any)
- vi. Work Credentials

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

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “ Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder.

Next Click the tab “ Click to Encrypt and upload” and then **click** the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	PAN GST Certificate & Acknowledgement. P Tax (Challan) (2018-19). Latest IT Receipt. IT-Saral for Assessment year 2018-19. Current Bank Solvency Certificate
B.	Company Detail(s)	Company Detail	Proprietorship Firm (<i>Trade License</i>) Partnership Firm (<i>Partnership Deed, Trade License</i>) Ltd. Company (<i>Incorporation Certificate, Trade License</i>) Society (<i>Society Registration Copy, Trade License</i>) Power of Attorney.
C.	Credential	Credential	Similar nature of work done & completion certificate which is applicable for eligibility in this tender..

1. Technical Proposal

Technical proposals will be opened by the Chief Engineer and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

1. Intending tenderers may remain present if they so desire.
2. 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.
3. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Committee.
4. Summary list of technically qualified tenderers will be uploaded online.
5. 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.
6. 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.

2. Financial Proposal

1. 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 (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

3. 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 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.

4. 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.

5. 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 Tender 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 and additional deposit (if any) as mentioned in Letter of Acceptance within time limit to be set in the letter of acceptance.

(Pranab Kumar Ghosh)
Chief Engineer
Howrah Improvement Trust