



Government of West Bengal
Office of The Superintending Engineer
Housing Construction Circle No I,
P-7 & 8, C.I.T. Road (1st Floor), Kolkata – 700014
Dial : (o) 2284 9813,7061
E-MAIL – hccircle1@gmail.com

Memo No: 1600/1B-577

Date : 18/12/2015

Notice Inviting e_Quotation
No. 02 of 2015-16 of the Superintending Engineer,
Housing Construction Circle No. I H.D.

The Superintending Engineer, Housing Construction Circle No. I H.D. invites e_Quotation (Item Rate) for the work detailed in the Table below (Submission of Bid through *online*)

Sl. No	Name of Work	Estimated Amount	Earnest Money	Cost of Documents	Period of Completion	Name of Concerned Division	Eligibility of Bidder
		(In Rs.)	(In Rs.)	(In Rs.)			
1.	Construction of four storied Night shelter for patient parties at Diamond Harbour Dist. Hospital, Dist. South 24 Parganas-“Supply of furnitures [Godrej make].”	To be quoted by the bidder in the format (attached) in figure and in words.	Initial Amount of Rs. 50,000.00 in the shape of Bank Draft/ Pay Order from any Nationalized Bank	Vide Notification No. 199-CRC/2M-10/2012 dt. 21.12.2012 Intending tenderers /Quotationers shall not have to pay the cost of tender Documents for the purpose of participating in e_Tendering.	15 Days	Executive Engineer, Housing Construction Division No. IV	Reputed authorized Godrej Dealer with requisite credentials as mentioned in this e_NIQ

- In the event of e_filling, intending bidder may download the quotation documents from the <http://wbtender.gov.in> directly with the help of Digital Signature and necessary earnest money may be remitted through Demand Draft/ Pay Order issued from any Nationalized Bank in favour of Executive Engineer, Housing Construction Division No. IV Kolkata and also to be documented through e_filling (scan copy is to be submitted). **Only lowest Bidder has to submit the hard copy of the Demand Draft/Pay Order in original against EMD to the office of The Superintending Engineer, Housing Construction Circle No. I, H.D. before issuing of Letter of Acceptance.** Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <http://wbtender.gov.in>. Quotation documents may be downloaded from website and submission of Technical Bid/ Financial Bid as per Important date/Time schedule stated in Sl. No 18.
- The documents submitted by the bidders should be properly indexed and digital signed .
1. Both Technical documents and financial bid are to be submitted in technical (Statutory & Non – Statutory folder) and financial folder concurrently duly digital signed in the web site <http://wbtender.gov.in>

2. The technical document and financial bid are to be submitted online on or before 04/01/2016 upto 12:30 P.M.

3. The Financial offer (Item rate) of the prospective bidder will be considered only if the technical documents of the quotationers found qualified by the Superintending Engineer, Housing Construction Circle no. I, H.D. The decision of the Superintending Engineer, Housing Construction Circle no. I, H.D. will be final and absolute in this respect. Both the list of Qualified Bidders will be displayed in the web site and also in the notice board of the office of the Superintending Engineer, Housing Construction Circle no. I, H.D., on the scheduled date & time.

4. Eligibility Criteria for participation in the Quotation

i) Bonafied, Resource full and reputed authorized Godrej Dealer with credential of supplying different type of furniture, Godrej make of value not less than Rs. 10,00,000/- [Rupees Ten Lakhs only] within last five years from the date of invitation e-Quotation.

ii) Pan card, Professional Tax receipt challan, Vat registration certificate, up to date Income tax return are to be accompanied with the technical bid document.

iii) Joint Ventures will not be allowed.

5. Bids shall remain valid for a period not less than 120 (One Hundred Twenty) from the last date of submission of financial bid / Sealed Bid. If the Quotationers withdraws the bid during the period bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason there of.

6. The intending bidders shall clearly understand that whatever may be the outcome of the present invitation of bids, no cost of bidding shall be reimbursable by the Department. The Superintending Engineer, Housing Construction Circle no. I, H.D. reserves the right to reject any application for purchasing of bid documents and to accept or reject any offer without assigning any reason what so ever and is not liable for any cost that might have incurred by any Quotationers at the stage of bidding.

7. **REFUND OF EMD** : The Earnest Money of all the unsuccessful Tenders deposited in favour of the concerned Executive Engineer along with the tenders will be refunded by the said Executive Engineer on receipt of the application from tenderes on the basis of PWD Accounts Branch notification no

451 - A/PW/O/IOC 35 /10 dt. 26.07.2011 of Secretary to the Government of West Bengal.

8. Prospective Applications are advised to note carefully the minimum qualification criteria as mentioned in "instruction to bidders" before tendering the bids.

9. Conditional / incomplete quotation will not be accepted.

10. The intending quotationers are required to quote their rates online both in figure and in words item wise which will be inclusive of all taxes including delivery, installation and incidental charges if any.

11. During the scrutiny, if it come to the noticed of the quotationer inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that quotationer would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Superintending Engineer, Housing Construction Circle No. I, Housing Directorate. reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.

12. In case if there be any objection regarding prequalifying the Agency that should be lodged to the Superintending Engineer Housing Construction Circle No. I, Housing Directorate within 2 days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Superintending Engineer Housing Construction Circle No. I, Housing Directorate.

13 Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential and other documents of the lowest quotationer if necessary. After verification if it is found that the documents submitted by the lowest quotationer is either manufactured or false in that case work order will not be issued in favour of the said quotationer under any circumstances.

14. The Successful quotationer will have to purchase quotaion documents to execute contract in WBF No. 2908 in three copies & two nos. in plain papers along with other documents (free of cost) within Seven (7) days from the date of letter of acceptance/work order.

15. No work shall be commenced or liability incurred until the work –order issued.

16. The acceptance of the quotation will rest with the Executive Engineer, Housing Construction Division No. II, who does not bind himself to accept the lowest quotation & reserve the authority to reject any or all the quotations received without assigning any reasons.

17. Technical Proposal:

The Technical Proposal should contain scanned copies of the following further two covers (Folders)

A.1 Statuary Cover Containing:

- i) Demand Draft/ Bankers cheque towards earnest money (EMD) as prescribed in the N.I.Q. against the work in favour of Concerned Executive Engineer of Housing Directorate.
- ii) Tender Form No. 2908 & NIQ with all agenda & corrigendum (Download & Upload the same Digitally Signed ,quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2908 the quotation liable to summarily rejected).

A.2 Non Statuary Cover Containing :

- i) Pan card, Professional Tax receipt challan , Vat registration certificate , up to date Income tax return are to be accompanied with the technical bid document.
- ii) Registration Certificate under Company Act, if any.
- iii) Power of Attorney (for Partnership Firm/ Private Limited Company, if any) .

18. Important information

Date & Time Schedules

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIQ documents (online) (Publishing date)	19/12/2015 at 6:30 P.M.
2.	Documents download/ sale start date (online)	20/12/2015 from 12:30 P.M.
3.	Documents download /sale end date (online)	04/01/2016 upto 12:30 P.M.
4.	Bid Submission start date (online)	20/12/2015 from 12:30 P.M.
5.	Bid submission closing (online)	04/01/2016 upto 12:30 P.M.
6.	Bid Opening date for Technical Proposal (online)	05/01/2016 at 12:30 P.M. Office of the Superintending Engineer, Housing Construction Circle No. I, P7 & 8 C.I.T. Road (1 st Floor) Kolkata 700014.
7.	Date of uploading list of Technical Qualified Bidders (online)	To be notified accordingly
8.	Date & Place for opening financial proposal (on line)	To be notified uploading of technical evaluation & list of Tenders (online)

Memo No: 1600/1/1B-577

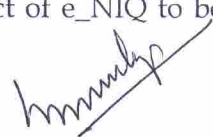
Date: 18/12/2015

Copy forwarded through e-mail to the Deputy Director of Information & Cultural affairs Department, Govt. of West Bengal with a request for circulation in three nos. widely circulated dally News Paper, in Bengali, English and Hindi and send the New paper cutting alongwith the Bills in duplicate to this office within 7(Seven) days from the date of Publication. As per relevant G.O. of Finance Department, publication of NIQ in News paper in respect of Quoatation Notice shall be published at least 14(Fourteen) days before of Bid siubmission. Hence the NIQ shall be published as early as possible from his end. Abstract of e_NIQ to be published.

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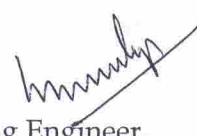
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Memo No: 1600/2[20]/1B-577


Superintending Engineer,
Housing Construction Circle no. I
Housing Directorate.
Date: 18/12/2015

Copy forwarded for favour of kind information to :-

- 1) The Chief Engineer, Housing Directorate (in duplicate)
- 2) The Joint Secretary, Housing Department for display on the Website of Housing Department.
- 3) The Superintending Engineer, Housing Construction Circle No. II/North Circle, H.D. / New Town Construction Circle/ Eastern Circle/ Presidency Circle.
- 4) The Executive Engineer, Housing Construction Division No. I/II/III/IV/V/VI/VII/VII (Extra copy of Housing Construction Division No. IV).
- 5) The Assistant Engineer, Housing Construction Sub Division No. X.
- 6) Notice Board of this Office.
- 7) Estimating Branch of this office for information.


Superintending Engineer,
Housing Construction Circle no. I
Housing Directorate.

INSTRUCTION TO BIDDERS SECTION -A

1. General guidance for e- Tendering / Quotaion

Instruction/Guidelines for tenders/ quotationers for electronic submission of the tenders/quotationers online have been annexed for assisting the contractors to participate in e-tendering /quotationer

1. Registration of Contractor:

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

2. Digital Signature certificate (DSC)

Each contractor having valid Digital Signature Certificate (DSC) for submission of tenders/quotationers , from the approved service provider of the National Information's Center (NIC) on payment of requisite amount details are available at the Web Site stated in Clause -2 of Guideline to Bidder DSC is given as a USB e-Token.

3. The Contractor can search & download NIT/NIQ & Tender / Quotation documents electronically from computer once he logs on to the website mentioned in Clause -2 using the Digital Signature Certifiате . This is the only mode of collection of Tender/Quotation Documents.

4. 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 o a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

5. Submission of Tenders/ Quotaions:

General process of submission , Tenders/ Quotations are to be submitted through online to the website stated in statutory cover which consist of two folder 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 Digital Signed. The documents will get encrypted (transformed into non readable formats).

6. "Where on individual person holds a digital certificate in his own name duly issued to him by the company or the firm of which he happens to be director or parter, shch individual person, wither belonging to an appropriate cadre officer of the company or an authorized parter of a firm , having a registered power of attorney empowered by the Board or by the firm, shall invariably upload a copy of registered power of attorney showing clear authorization in his favour, to upload such tender/quotaion.

The Power of attorney shall have to be registred in accordance with the provisions of the Registration Act, 1908."

A-1 Technical Proposal (in Statutory cover - Folder No. 1)

A1.1 - 1st Cover Consist of following documents (Technical file).

Statuary Cover Containing:

- i) Demand Draft/ Bankers cheque towards earnest money (EMD) as prescribed in the N.I.Q. against the work in favour of Concerned Executive Engineer of Housing Directorate.
- ii) Tender Form No. 2908 & NIQ with all agenda & corrigendum (Download & Upload the same Digitally Signed ,quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in2908 the quotation liable to summarily rejected).

A1-2 – Financial proposal (in Statutory Cover folder no. 2)

The rate will be quoted in the B.O.Q. alongwith the name of the agency in a particular space provided in the B.O.Q. quoted rate will be encrypted in the B.O.Q. under financial bid.

A.2 Non Statuary Cover Containing :

- i) Pan card, Professional Tax receipt challan , Vat registration certificate , up to date Income tax return are to be accompanied with the technical bid document.
- ii) Registration Certificate under Company Act, if any.
- iii) Power of Attorney (for Partnership Firm/ Private Limited Company , if any) .

A. Tender evaluation by the Superintending Engineer Housing Construction Circle No I, Housing Directorate.

- i. Opening & evaluation of tender:-
- ii. Opening of Technical proposal :- Technical proposals will be opened by the Superintending Engineer, Housing Construction Circle No I, Housing Directorate and his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- iii. Intending tenderers/quotationers may remain present if they so desire.
- iv. Cover (folder) statutory documents should be open first & if found in order, cover(Folder) for non statutory documents) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- v. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the Superintending Engineer Housing Construction Circle No I, Housing Directorate.
- vi. Uploading of summary list of technically qualified tenderers.
- vii. Pursuant to scrutiny & decision of the Superintending Engineer Housing Construction Circle No I, Housing Directorate the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- viii. While evaluation the Superintending Engineer Housing Construction Circle No I, Housing Directorate may summon of the tenders & 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.

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(Presenting Item wise) 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.

6. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Superintending Engineer Housing Construction Circle No I, Housing Directorate within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer/quotationers will be suspended from participating in the tenders on e-Tender platform for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Housing Directorate may take appropriate legal action against such defaulting tenderer.


The 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.

7. AWARD OF CONTRACT

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

The notification of award will constitute the formation of the Contract.

The Agreement in W.B.F.No.-2908 will incorporate all necessary documents e.g. NIQ, all addenda corrigenda, special terms & conditions, specification of work, different filled-up forms and in the same will be constituted between the Tender Accepting Authority and the successful Bidder.


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Housing Construction Circle No I,
Housing Directorate