

**West Bengal Police Housing and Infrastructure Development Corporation Limited**

CIN NO: U70109WB1993SGC058358

GSTIN: 19AAACW6099C2Z1

**Office of the Chairman and Managing Director**  
**Araksha Bhawan, 3<sup>rd</sup> Floor, Block – DJ, Sector – II,**  
**Salt Lake City, Kolkata – 700091.**

Ph. & FAX . 033 – 23586188, E-mail : [tender@wbpidcl.com](mailto:tender@wbpidcl.com)

Memo No. ADMN/PUR/8016(Pt.-III)/2013/74

Date.06.01.2020

**NOTICE INVITING e-QUOTATION NO. – WBPIDCL/ CP&AO /NIQ- 37(e)2019-2020**  
**of Chief Personel & Administrative Officer, W.B.P.H&I.D.Corp. Ltd. (1st call).**

The Chief Personnel & Administrative Officer, W.B.P.H &I.D.Corp. Ltd. invites e-Quotation for the work detailed in the table below from reputed agency. (Collection and Submission of Quotation is to be made online through the website <http://wbtenders.gov.in> only)

**List of work:-**

Sl. No	Name of the work	Earnest Money to be deposited (Rs.)	Cost of Quotation Documents (Quotation fees) (Rs.)	Period of completion of the work	Eligibility of Quotationer
1.	2.	4.	5.	6.	8.
1.	<b>Supply and Installation of 22 nos. (Twenty two) Desktop Computer and 23 nos. (Twenty three) UPS for office use at West Bengal Police Housing and Infrastructure Development Corporation Limited., Araksha Bhawan, 3<sup>rd</sup> Floor, Block DJ, Sector II, Salt Lake City, Kolkata – 91. (Enclosed un-priced BOQ &amp; Item Rate BOQ)</b>	23,000/-	NIL	15 (Fifteen Days)	as per 'Eligibility criteria for participation in the Quotation' stated in Sl. No. 7

- The intending Quotationer shall not have to pay the cost of Quotation documents for the purpose of participating in e-Quotationing.
- In the event of e-filling, intending bidder may download the Quotation documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate & necessary **earnest money** should be remitted through online process as per Finance Department Order No. 3975-F(Y) dated 28.07.2016. **Earnest Money Deposit exemption is allowed as per G.O. No. 4245-F(Y) dated 28.05.2013, 6718-F(Y) dated 08/09/2015 & 6417-F(Y) dated 26/08/2015 of Finance Department Government of West Bengal.**
- Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <http://wbtenders.gov.in> Quotation document may be downloaded from website & submission of Technical Bid/Financial Bid as per Quotation time schedule stated in this NIQ. The documents submitted by the bidders should be properly indexed & digitally signed.
- Both Technical Bid and Financial Bid should be submitted in technical and financial folder concurrently and separately duly digitally signed by the Quotationer through the website <http://wbtenders.gov.in>
- The Technical document and Financial Bid should be submitted online on or before as per the 'Date & Time Schedule' stated in SL.No.-17.

6. The FINANCIAL OFFER of the prospective quotationer will be considered only if the TECHNICAL Document of the quotationer found qualified by the Quotation Inviting Authority. The decision of the Quotation Inviting Authority will be final and absolute in this respect. The both list of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the office of The **West Bengal Police Housing & Infrastructure Development Corporation Limited**, on the scheduled date and time.
7. **Eligibility criteria for participation in the Quotation:**
- i) **All bidders should be manufacturers/authorized agencies/authorized dealers of the articles to be supplied.**
  - ii) Valid PAN issued by the IT. Dept, Govt. of India, Valid Professional Tax Receipt Challan, Trade Licence, Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017, are to be accompanied with the Technical Bid document. Income Tax Acknowledgement Receipt for assessment year(2018-2019/2019-2020) to be submitted.
  - iii) All intending Bidders shall have satisfactorily completed as a prime agency during the last **5 (Five)** years prior to the date of issue of this NIQ at least one work of similar nature having a Value not less than Rs. 6,50,000/- (Six lacs Fifty Thousand) in a single tender/quotation under the authority of Government Department, Zilla Parisad, Government undertaking / Statutory Bodies constituted under the statute of the Government or Reputed Private Company. **The Completion Certificate** indicating Value of work-done as per final bill, Date of Commencement of work, Actual Date of completion of the work and detail communicational address along with contact number of the Client should be treated as valid Credential. **(ITB, Section-B, Form – III).**  
  
**N.B. Work Completion Certificate without Signature & Date of the concerned officer not below the rank of Executive Engineer or equivalent officer or Drawing and Disbursing Officer will not be entertained.**
  - iv) **Lending of Credential is not allowed.**
  - v) **Office situated must be at Kolkata and Manufacturer's Authorization Form must be submitted.**
  - vi) **Where an individual person holds a Digital Signature Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any Quotation for and on behalf of such company or firm, invariably upload 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 upload such Quotation. The Power of Attorney shall have to be registered in accordance with the provisions and revisions of the Registration Act, 1908.**
  - vii) **In case of Proprietorship and Partnership Firms and Company, the Tax Audited Report in 3CD Form is to be furnished along with Balance Sheet & Profit and Loss A/c. for the last 5 (five) years (year just preceding the current Financial Year will be considered as the Fifth year). The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.)**
8. A prospective **Quotationer** shall be allowed to participate in single job either in the capacity of individual or as a partner of a firm. If he is found to have applied severally same job, all his applications will be rejected for that job.
9. No conditional / Incomplete Quotation will be accepted under any circumstances.
10. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

11. No mobilization /secured advance will be allowed.
12. Delivery of the articles to be made by the agency at its own cost at the office of WBPBIDCL situated at “Araksha Bhawan, 3<sup>rd</sup> floor, Block DJ, Sector II, Salt Lake City, Kolkata 700 091”
13. GST, Royalty & all other statutory levy/Cess will have to be borne by the contractor & the rate in the schedule of rates is inclusive of all such taxes and cess as stated above. The quoted rate should be inclusive of GST.
14. In connection with the work, Arbitration will not be allowed.
15. Bids shall remain valid for a period not less than 120 (One hundred twenty) days after last date of submission of bid. Bid valid for a shorter period shall be rejected by the Quotation Inviting Authority as non-responsive. If the **Quotationer** withdraws the bid before the period of bid validity without giving any satisfactory explanation for such withdrawals, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

N.B.- **The technical papers which will be uploaded by the bidder will be treated as final Quotation documents by the Quotation committee and no claim in contrary in this regard will be entertained.**

**16. Important information:-**

If the date of Opening of Technical Bid, Uploading the list of Bidders participated in the Quotation, Date of Uploading the Final List of Technically Qualified Bidders, Opening of Financial Bid, Uploading of List of Bidders along with their Rate Offered, Fall on holidays or days of natural calamity, the dates defer to next working days automatically

**17. Date & Time schedule:-**

Sl. No	Particulars	Date & Time	
1.	Date of Publishing of NIQ online through the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	<b>06.01.2020 at 18:55 Hrs</b>	
2.	Date & Time for downloading of Quotation Documents from the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	Start	<b>06.01.2020 at 18:55 Hrs</b>
		End	<b>25.01.2020 at 16:00 Hrs</b>
3.	Date & Time of Submission of Quotation through the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	Start	<b>13.01.2020 at 18:00 Hrs</b>
		End	<b>25.01.2020 at 16:00 Hrs</b>
4.	Date, Time & Place of opening of Technical Bid through the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	<b>27 .01.2020 at 16:00 Hrs</b> Office of the West Bengal Police Housing And Infrastructure Development Corporation Limited Araksha Bhawan, 3rd Floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.	
5.	Date of Uploading the Final List of Technically Qualified Bidders through the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	To be informed later	
6.	Date of Uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation through the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> after disposal of appeals, if any.	To be informed later	
7.	Date, Time & Place of opening of Financial Bid through the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	To be informed later	
8.	Date of Uploading of List of Bidders along with their Rate Offered through the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	To be informed later	

18. All Quotationers are requested to be present at the Office of the WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED during opening of the Quotation.

19. **Earnest Money** : The amount of Earnest Money as given in the List of Work to be submitted through online.
20. **Security Deposit**: In respect of successful Quotationer, the Earnest Money after acceptance of Quotation shall be converted as a Security Deposit.
21. **Refund of Security Deposit: The security deposit will be released after 1(one) Year from the date of completion or warranty onsite by the manufacturer whichever is later for the supplied items as mentioned in the BOQ.**
22. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting e-Quotation, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
23. The Quotation Inviting Authority 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 Quotationer at the Bidding stage.
24. **Refund of EMD** : The Earnest Money of all the unsuccessful Quotationers deposited along with the Quotations will be refunded by as per norms and without any interest.
25. The intending Quotationers are required to quote the rate online.
26. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948(d) the employee provident funds and Miscellaneous provision act 1952 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
27. **If any defect is detected in the item supplied within the warranty period, the concerned agency will replace the items at his/ their own cost.**
28. **The selected agency should submit warranty related documents in original to this corporation while supplying the items.**
29. In case of ascertaining authority of intending bidders at any stage of Quotation process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Quotation Inviting & Accepting Authority / Engineer -in-Charge.
30. During the scrutiny, it come to the notice to Quotation inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the Quotation and that application will be out rightly rejected without any prejudice. The Quotation Inviting Authority reserves the right to cancel the N.I.Q without assigning any reason, whatsoever, to the bidders and no claim in this regard will be entertained.
31. List of Technically Qualified Bidders will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore Bidders are requested to view the Quotation Status on a regular basis. In case if there be any objection regarding prequalification/ list of “Technically Qualified Bidders”, that objection should be lodged through e-mail **tender@wbphidcl.com** to the Chairman of Tender Committee **within 48(forty-eight) hours** from the time of initial publication of list of Technically Qualified Bidders and beyond that time schedule no objection will be entertained. Objection send via any other means than e-mail to the given e-mail ID shall not be entertained.
32. Before issuance of the WORK ORDER, the Quotation inviting authority may verify the credential and other documents in original of the lowest Quotationer if necessary. After verification if it is found that the documents submitted by the lowest Quotation err is either manufactured or false in that case the work order will not be issued in favour of the said Quotationer under any circumstances and the Earnest Money deposited by the Quotationer will be forfeited by the Quotation Inviting Authority without assigning any reason threrof.

33. Work Order & Payment of work will depend on availability of fund. Intending Quotationers may consider this criteria while submission of Quotation and quoting their rate through online.
34. The successful Quotationer will have to submit **4 (Four)** sets of all the Quotation Documents along with BOQ in connection with this Quotation in hard copy within 10 (Ten) days from the date of receipt of Letter of Acceptance cum Work Order of the Quotation (through e- Quotating System or otherwise). Failure to do so will be liable to termination/rejection of Quotation with forfeiture of Earnest Money without any reference to the Contractor.
35. The successful Quotationer will have to start the work as per work order to commence the work. Failing to do so will constitute a violation of the contract stimulation as regards progress and timely completion of the work and the contractor will thereby make himself liable to action as per stipulation of this Notice Inviting e-Quotation.
36. **Eligibility criteria:-**  
The Quotation inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding.
- a) Financial Capacity.  
b) Technical Capability comprising of personnel & equipment capability.  
c) Experience/Credential.
- The eligibility of a Quotationer will be ascertained on the basis of the digitally signed documents submitted by a Quotationer in support of the eligibility criteria as mentioned in a, b, c above. If any document submitted by a Quotationer is incorrect/ manufactured/fabricated or false, in such cases the eligibility of the bidder/ Quotationer will be out rightly rejected at any stage and a legal and Administrative action will be taken against him.
37. Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax changed in accordance with the provisions of GST Act, 2017.
38. The quoted rate should be inclusive of GST and other taxes as applicabie.

SD/-  
**Chief Personnel and Administrative Officer,  
W.B.P.H.&I.D.Corpn. Ltd.**

**Memo No. ADMN/PUR/8016(Pt.–III)/2013/74**

**Date.06.01.2020**

Copy forwarded for favour of kind information & wide circulation to the:-

01. The Chairman & M.D. W.B.P.H.I.D.Corpn. Ltd. Araksha Bhawan, Salt Lake City, Kolkata – 700091.
02. The Chief Engineer, W.B.P.H.I.D.Corpn. Ltd, Araksha Bhawan, 3rd Floor, Salt Lake City-700091.
03. The Additional Chief Engineer, W.B.P.H.I.D.Corpn. Ltd, Araksha Bhawan, 3rd Floor, Salt Lake City-700091.
04. The F.A. & C.A.O. WEST W.B.P.H.I.D.Corpn. Ltd. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
05. The Executive Engineer (H.Q.), W.B.P.H.I.D.Corpn. Ltd, Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
06. The Assistant Engineer (System), W.B.P.H.I.D.Corpn. Ltd, Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
07. Notice Board.
08. Office Copy.

SD/-  
**Chief Personnel and Administrative Officer,  
W.B.P.H.&I.D.Corpn. Ltd.**

**FORM-I**

**INSTRUCTION TO BIDDERS (ITB)  
SECTION – B**

**APPLICATION**

To  
Chief Personnel and Administrative Officer,  
W.B.P.H&I.D. Corpn. Ltd

Subject : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Name of work)

Ref :- N.I.Q. No -----

Dear Sir / Madam,

Having examined NIQ documents, I /we hereby submit all the necessary information and relevant documents for evaluation. 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 are attached herewith.

I / We are interested in Bidding for the work mention above subject.

I / We understand that :-

- a) Quotation Inviting and Accepting Authority can amend the scope & Value of the contract bid under this NIQ.
- b) Quotation Inviting and Accepting Authority reserve the right to reject any Quotation without assigning any reason.

The application is made by me / us on behalf of..... In the capacity..... duly authorized to submit the Quotation.

Thanking you,

Encl :-

- a) Technical Bid.
- b) Financial Bid.

Dated : \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant including title  
and capacity in which application is made and  
the name of the Firm with Seal.

**FORM-III  
EXPERIENCE PROFILE**

Name of Client	Name, Location & nature of work	Name of project Engineer (Client) responsible for Supervision	Quotation Value Indian Rs.	Actual Value of Work	Original date of start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion of work	Reasons for delay in completion of work (if any)

- Note :
- a) Certificate from the Employers to be attached.
  - b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

Dated : \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant including title  
and capacity in which application is made and  
the name of the Firm with Seal.

QUOTATION FOUND TO HAVE SUBMITTED UNDER FALSE NAME : When a Contractor, whose Quotation has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the Quotation be annulled and his Security Deposit will be forfeited.

**FORM-V**

**MANPOWER AND ORGANISATIONAL STRUCTURE**

1. Name of Applicant (Quotationer) :
2. Office Address :
3. Telephone No. :
- Mobile No. :
- Fax No. :
4. Name and address of Bankers. :
5. Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :

SL NO	NAME OF THE PERSONNEL	AGE	QUALIFICATION	DATE OF ENGAGEMENT	EXPERIENCE IN YEARS

Dated : \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant including title  
and capacity in which application is made and  
the name of the Firm with Seal.



**Affidavit – Y**

**Affidavit in non-judicial stamp paper certified by notary public or 1<sup>st</sup> class magistrate**

1. The undersigned also hereby certifies that neither our firm M/S. \_\_\_\_\_  
\_\_\_\_\_ nor any of constituent partner had been debarred to participate in tender by any Government Department during last 5 (five) years prior to the date of this N.I.Q.
2. The undersigned would authorize and request any Brand, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED to verify this statement.
3. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED
4. Certified that I have applied in the tender in the capacity of individual / as a partner of a firm & I have not applied severally for the same job.
5. The Contractor shall not sublet any portion of the work. If it is found that the contractor has sublet the whole or any part of the work the contract will be cancelled and the EMD of the contractor will be forfeited.
6. The undersigned do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found/ascertain to be incorrect/fabricated/misrepresented/fraudulent etc. accordingly tender will be liable to be cancelled/terminated immediately & I/my firm/company shall also be liable to prosecuted under section 197,199&200 of Indian Penal Code, 1860 along with section 71 & Section 73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/Security Deposit.

Dated : \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant including title  
and capacity in which application is made and  
the name of the Firm with Seal.

**DECLARATION BY THE QUOTATIONER**

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting e-Quotation and other Quotation documents mentioned therein. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our Quotation is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting e-Quotation to complete the proposed construction as per drawings referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and to carry out and complete the work to the full satisfaction of the Engineer-In-Charge.

I/We also agree to procure tools and plants, at my/our own cost required for the work.

Signature and Address  
QUOTATIONER

Signature of Quotation of the  
Accepting Authority

**Un-Priced BOQ**

**Name of the work : Supply and Installation of 22 nos. (Twenty two) Desktop Computer and 23 nos. (Twenty three) UPS for office use at West Bengal Police Housing and Infrastructure Development Corporation Limited., Araksha Bhawan, 3<sup>rd</sup> Floor, Block DJ, Sector II, Salt Lake City, Kolkata – 91.**

Sl. No	Item description	Compliance (Yes / No)
1	<p><b><u>Desktop Computer (Make HP - 280 G4 MT i5 WIN 10 P 413 with N220) :</u></b>                      1. CPU : Intel Core i5 8500 (8th Generation,                      2. Chipset : Intel chipset H Series, H370                      3. Number of Cores per processor : 6                      4. Processor Base Frequency (GHz) : 3 and Cache (9 MB)                      5. Memory : 4 GB DDR4 RAM,                      6. Hard Disk Drive : 1000 GB                      7. Monitor : 47 cm (18.5 inch) LED Digital Colour Monitor TCO-05 certified.                      8. Keyboard : Latest Qwerty Keyboard,                      9. Mouse : Optical with USB interface.                      10. Ports : 6 USB Ports or more (at least 2 USB with 3.0),1 Display port/VGA port, audio ports for microphone and headphone in front.,                      11. Networking facility : 10/100/1000 on board integrated Network Port .,                      12. Operating System : Windows 10 Professional preloaded with Media and Documentation and Certificate of Authenticity.,                      13. OS Certifications : Windows 10 Pro.OS or higher certification.,                      14. Warranty : 3 Years onsite.                      ***Desktop Computer Model must not be under its EOL (End-of Lifecycle).</p>	
2	<p><b><u>UPS ( Make - APC 600 VA ) :</u></b>                      Colour : Black, Item Height : 21.8 Centimeters                      Item Width : 10.7 Centimeters, Item Weight : 4.7 Kg, Product Dimensions : 23.7 x 10.7 x 21.8 cm, Warranty for 1 (one) year / As per OEM whichever is higher.</p>	

Dated : \_\_\_\_\_

\_\_\_\_\_  
 Signature of applicant including title  
 and capacity in which application is made and  
 the name of the Firm with Seal.