

West Bengal Police Housing and Infrastructure Development Corporation Limited

CIN NO: U70109WB1993SGC058358

GSTIN: 19AAACW6099C2Z1

Office of the Chairman and Managing Director

Araksha Bhawan, 3rd Floor, Block – DJ, Sector – II,

Salt Lake City, Kolkata – 700091.

Ph. & FAX . 033 – 23586188, E-mail : tender@wbphidcl.com

Memo No. ENGG/Maint.-KP/Works/120037/2019/204

Date. 14.01.2020

**NOTICE INVITING TENDER NO. – WBPHIDCL/ACE/NIT- 187(e)/2019-2020
of the Assistant Chief Engineer, W.B.P.H&I.D.Corpn. Ltd.**

The Assistant Chief Engineer, W.B.P.H&I.D.Corpn. Ltd. invites Tender for the work detailed in the table below.
(Collection and Submission of Tender is to be made online only)

List of work:-

Sl. No	Name of the work	Estimated Amount put to tender (Rs.)	Amount of Earnest Money (Rs.)	Period of completion of the work	Eligibility of Tenderer
1.	2.	3.	4.	6.	7.
1.	Annual Maintenance Contract for operation, Services and Maintenance work of 13 passenger lift at Amherst Street Police Housing, Kolkata. For a period of 12(Twelve) months from the date of commencement. (1st Call)	7,04,647/-	14,093/-	12(Twelve) months from the date of commencement.	‘Eligibility criteria for participation in the tender’ as stated in Sl. No. 5
2.	Day to day electrical maintenance of electrical installation works including operation of DG set (110KVA), at Amherst Street Police Station Kolkata. For a period of 03 (Three) months from the date of commencement. (1st Call)	1,96,157/-	3,923/-	03 (Three) months from the date of commencement.	

- The intending tenderers shall not have to pay the cost of tender documents for the purpose of participating in e-tendering. Tender documents must be down loaded from the website mentioned above.
- In the event of e-filling, intending bidder may download the tender 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>. The documents submitted by the bidders should be properly indexed. Where an 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 a director or partner, such individual person, either belonging to and appropriate cadre officer of the company or an authorized partner 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. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
- The Technical document and Financial Bid should be submitted online on or before the date and time stated in this NIT.**
- The Financial Offer of the prospective tenderer will be considered only if the Technical Document of the tenderer found qualified by the Tender Inviting Authority. The decision of the Tender 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.

6. Eligibility criteria for participation in the tender:

- i) 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) to be submitted.
- ii) All intending Tenderers under this category shall have satisfactorily completed as a prime agency during the last **5 (Five)** years prior to the date of issue of this Tender Notice at least one building construction/maintenance work having a Value not below **40% (forty percent)** of the Estimated Amount put to Tender in a single Tender 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.

- (iii) The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA).
- (iv) **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.**
- v) **Lending of Credential is not allowed**

7. A prospective Tenderer 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.
8. No conditional / Incomplete Tender will be accepted under any circumstances.
9. **Bidders should submit PF registration as per Govt. norms and requirement before issuance of work order.**
10. No mobilization /secured advance will be allowed.
11. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, Laboratory etc. at their own cost and responsibility.
12. All materials including bitumen (of all grade), bitumen emulsion, cement, Reinforcement etc. shall be of reputed brand as approved by the Engineer-in-Charge in accordance with relevant code of practice and manufacture accordingly and shall be procured and supplied by the agency at their own cost. Authenticated evidence for purchase of bitumen, bitumen emulsion, cement should be submitted along with challan and test certificate. If required by the Engineer- in-Charge, further testing from any Government approved Testing laboratory shall have to be conducted by the agency at their own cost.
13. Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency, 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 Tender Inviting Authority as non-responsive. If the tenderer 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.

16. Technical evaluation will be made on the basis of uploaded documents.

17. If the date of i. Opening of Technical Bid, ii. Uploading the list of Bidders participated in the tender, iii. Date of Uploading the List of Technically Qualified Bidders, iv. Opening of Financial Bid, v. Uploading of List of Bidders along with their Rate Offered fall on holidays or on days of natural calamity, the dates defer to next working day automatically.

18. Date & Time schedule:-

Sl. No	Particulars	Date & Time	
1.	Date of Publishing of NIT online through the website https://wbtenders.gov.in	14.01.2020 at 18:55 Hrs	
2.	Date & Time for downloading of Tender Documents from the website https://wbtenders.gov.in	Start	14.01.2020 at 18:55 Hrs
		End	25.01.2020 at 16:00Hrs
3.	Date & Time of Submission of Tender through the website https://wbtenders.gov.in	Start	18.01.2020 at 18:00 Hrs
		End	25.01.2020 at 16:00 Hrs
4.	Date, Time & Place of opening of Technical Bid through the website https://wbtenders.gov.in	27.01.2020 at 16:00 Hrs 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 List of Bidders participated in the Tender through the website https://wbtenders.gov.in	To be informed later	
6.	Date of Uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation through the website https://wbtenders.gov.in	To be informed later	
7.	Date, Time & Place of opening of Financial Bid through the website https://wbtenders.gov.in	To be informed later	
8.	Date of Uploading of List of Bidders along with their Rate Offered through the website https://wbtenders.gov.in	To be informed later	

Note:- If the dates fall on holidays or in a day of natural calamity, the dates will be deferred to next working days.

19. **Defect Liability Period:** The successful Tenderer will be liable for maintenance of the work during the defect Liability period to the satisfaction of the Engineer-in-Charge at his own cost.
20. All Tenderers are requested to be present at the Office of the WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED during opening of the Tender.
21. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
22. **Earnest Money :** The amount of Earnest Money as given in the List of Work to be submitted through online process as per Finance Department Order No. 3975-F(Y) dated 28.07.2016.
23. **Additional Performance Security:** If the quoted rate by the successful bidder is found to be **80(eighty) % or less on the estimated amount put to tender**, an **additional performance security** in the form of bank guarantee from any scheduled bank **amounting to 10 (ten) % of the tendered amount** shall be submitted by the successful bidder **within 7 (seven) days from the issuance of AOC (or LOA) through online process**. Work order may be issued only after submission of the said performance bank guarantee. If the lowest bidder fails to submit the said additional performance security within the prescribed time, his bid may be cancelled and his earnest money deposit may be forfeited without any further communication. The said bank guarantee shall be valid up to the end of the Contract Period and shall have to be renewed in accordance with the extension of time granted, if any. The said bank guarantee shall be returned to the contractor after successful completion of the work. If the contractor fails to complete the work successfully, the additional performance security shall be forfeited at any time during the pendency of the contract after serving notice to the contractor. **In case of non-deposit of additional performance**

security by the successful bidder, the tender will be cancelled. The defaulting bidder may be black listed and debarred from participating in future tender process of this corporation for 3 (three) years.

24. **Security Deposit:** In respect of successful Tenderer, the Earnest Money after acceptance of Tender shall be converted as a part of the Security Deposit. The successful Tenderer who deposited Earnest Money @ 2% of the amount put to the Tender, balance of necessary 10% (Ten percent) Security Deposit shall be realized by recovering from the progressive bill @ 8% (Eight percent) of the amount of each such bill. In all cases the amount of recovery of the Final Bill will be so adjusted as to make the total amount of Security Deposit equivalent to 10% (Ten percent) to the Value of work so executed.
23. 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 Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
24. The Tender 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 Tenderer at the Bidding stage.
25. **Refund of EMD :** The Earnest Money of all the unsuccessful Tenderers deposited along with the Tenders will be refunded on receipt of application form the respective bidder without any interest.
26. **Refund of Security Deposit:**

100% of the security deposit shall be refunded to the contractor on expiry of the defect liability period.

The **defect liability period** will be considered to be expired on the date of completion of the work as recorded in the Measurement Book & certified in the final bill’.

27. All the forms attached with this NIT should be filled up properly.
28. 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.
29. Guiding schedule of rates: the PWD (W.B.) Schedule of Rates for the working area published by Public Works Department, Government of West Bengal including upto date addenda and corrigenda, if any, to be applicable on the date of issue of this notice.
30. Unless otherwise stipulated all the works are to be done as per General Conditions and General Specifications in the relevant PWD (W.B.) Schedule of Rates for the working area including upto date addenda and corrigenda, if any, published by Public Works Department, Government of West Bengal. The project should be executed as per IS CODE /IRC/MOST/MORTH standards regarding the quality of materials and execution of various item of works.
31. In case of ascertaining authority of intending bidders at any stage of tender process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Tender Inviting & Accepting Authority / Engineer -in-Charge.
32. During the scrutiny, it come to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Tender Inviting Authority reserves the right to cancel the N.I.T without assigning any reason, whatsoever, to the bidders and no claim in this regard will be entertained.
33. List of Technically Qualified Bidders will be published in the Office Notice Board only. Financial Bid will be opened within a short period after such publication. Therefore Bidders are requested to view the Office Notice Board 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.

34. **Special Terms & Condition**
A) **For Serial No. 1**

Allocation:	Amherst Street Police Housing, Kolkata.
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SCOPE OF WORK:-

1.	<p>The scope of work covers all comprehensive, preventive & corrective maintenance of lifts incl. V3F Drive & ARD (wherever applicable) incl. repairing of the same within the entire premises. Routine maintenance includes testing, adjusting etc. for maintaining trouble free & smooth running of the lifts and to prevent the possibilities of accidents on the part of the users. Lift attendant has to be provided round the clock as a precautionary measure from the view point of rescue in the event of accident.</p> <p>The scope of work also covers necessary lubricating to all moving parts & replacement of gear oil, restoration of the lift by rewinding the burnt out windings of hoist way motor as and when required, replacement of fused lamps/flurocent tubes, chokes, starter etc. of the lift shaft & cage by supplying materials from the end of agency. Unserviceable materials will have to be returned to the concerned SubAssistantEngineer.</p>
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TERMS & CONDITIONS:-

- 1.0 The agency shall employ sufficiently knowledgeable technicians with valid licence/certificate issued by the appropriate authority under guidance of supervisor having requisite license for the work.
- 2.0 Adjusting all wire ropes as often as required to maintain an adequate factor of safety, to equalize the tension of all hoisting ropes, repair or replace conductor cables and machine room elevator wiring.
- 3.0 Furnish lubricants compound to stringent specifications.
- 4.0 Examine periodically all safety devices and governors and make all customary safety tests.
- 5.0 Systematically examine and adjust the following components.
- 6.0 Regular cleaning inside and outside of the car, floor, indicating lamps of landing and the car to the maintained in proper conditions.
- 7.0 Regular cleaning of the hoistway enclosures incl. lift pit is also within the scope of work.
- 8.0 The agency shall periodically inspect all safety devices, to ensure proper working order and to replace all spares and materials as required.
- 9.0 The agency shall furnish guarantee to provide original/genuine parts of spares which are being replaced by us for smooth running of the lift during the contractual period.
- 10.0 The agency must have our own tools and tackles.
- 11.0 The agency shall have to maintain 2(two) log books for each alternative months recording routine maintenance work, periodically inspection etc. carried out by us.
- 12.0 The agency shall responsible for damages caused to the lifts or any part there of cause due to mal-handling/mal-operation and the same shall be recovered from our bill as per direction of E.I.C also the accused technicians is to be replaces forthwith. Decision of the department in this respect will be final and binding to the agency.
- 13.0 In case the major maintenance/repair works the lift has to remain shut off a period not exceeding 3(three) days continuously. In case we fails to attend the defect of the lift throughout Any day no payment will be paid for that days, in addition a sum equivalent to 5% of the charge per day will be deducted as fine from the bill.

- 14.0 Payment will be made on half yearly basis after satisfactory and successful completion of work on submission of bill duly supported by signed challan/log book by the concern S.A.E or A.E along with the documents in support of payment of wages to the concern workers engaged to the job in particular in each month as per wages as fixed by the labour department Govt. of W.B. This should strictly be complied with.
- 15.0 The report of the department inspector of lifts will be final and binding on the part of U/S. Making necessary arrangement for inspection of the lift by the departmental lift inspector will be responsibility will be us not withstanding any content in the terms and conditions.
- 16.0 Space for siting accommodation for staff will be provided by the department and any arrangement towards storing of the materials will be responsibility of the agency.
- 17.0 2(two) nos Log books signed by the lift maintenance have to be maintained by the agency in such a manner that atleast one of these will be available during duty hours at site and all the entries in Log book, which is also counter signed by agency and the SAE/AE.
- 18.0 The agency should be responsible for any damages caused to lifts or any parts there of caused due to mishandling/mal-operation the cost depending on the gravity of the situation which will be recovered from the bill as per direction of EIC and the accused operator, if found guilty should be replaced immediately, and negligence on the part of agency is subject to unilateral penalty decided by the Engineer-In-Charge, be it detected on the spot or thereafter(evenafter payment of the bill of the agency).
- 19.0 The agency must have an office an telephone contact point at Kolkata.
- 20.0 To keep close watch on overall condition of the lift and performance of different accessories periodical reported to the SAE.
- 21.0 Technically the decision of the EIC would be a binding to the agency.
- 22.0 The contracts may be terminated with clear one month notice from either side.
- 23.0 The department will not bear any responsibility for any accident of the lift maintenance staffs and thereby no claim for compensation in any shape from this department will be entertained.
- 24.0 The philosophy of 'Public Interest' would be THE MOTTO of this attendant/operation offered; any deviation may be viewed otherwise.
- 25.0 The agency should depute lift operator as per time schedule mentioned and will follow the instruction of the SAE/AE incl. of all holidays, Saturday & Sunday.
- 26.0 The lift operator on duty should have relevant valid lift operator license issued by the Directorate of Electricity, Govt of W.B. All the relevant document should be submitted by the agency to SAE/AE under letter head of agency on commencement of work, else the work commencement will not take effect.
- 27.0 The agency has to attain the site keep proper records of his attendance (In a attendance register) duly signed by the authorized representatives and countersigned by the concerned SAE which is to be produced along with bill. The agency & the lift operator cum attendant engaged by the concern would equally responsible for any damage of lift owing to mal operation or willful damage of lift.
- 28.0 The agency and operators should be available over telephone and the telephone/mobile number should be submitted to SAE/AE under the letter head of agency.
- 29.0 The agency should submit 2(two) nos. of passport size photograph for each person for issuance of Photo Identity Card, Photocopy of Voter Identity Card and engagement letter of worker under letter head of agency.
- 30.0 The maintenance contract may be terminated at one month's notice by the EE/KNED, W.B.P.H.I.D.C.L.

- 31.0 Payment will be made on half yearly basis on submission of bills in triplicate supported by signed challans & log book by the concern SAE/AE.
- 32.0 The agency should pay at least the minimum wages to workers engaged as per prevailing State Govt. law. It is desirable that age of workers engage.
- 33.0 The agency/Lift operator should report to the concern SAE/AE/Maintenance Agency in case of Lift become out of order.

B) For Serial No. 2

Terms & Condition.	
1	The agency should depute manpower to execute the work in the following manner and will follow instruction given by SAE/AE concerned as per necessity of site condition. 6.00 a.m-2.00 p.m Semi-Skilled 01 no. 2.00 p.m-10.00 p.m Semi-Skilled 01 no. 10.00 p.m-6.00 a.m Un-Skilled 01 no. 10.00 a.m-6.00 p.m Skilled 01 no.
2	The agency must have separate contact telephone numbers for his office and maintenance team deputed at Amherst Street P.H.E. so that the agency may be communicated in case of any urgency.
3	The space for sitting accommodation for the staff og the agency inside the Amherst Street P.S./ P.H.E. premises will be provided by the WBPH&IDCL Electrical Department
4	The agency will have to attend the break down/fault of any nature involving electrical installations with the specified area of contract and restore the same with its own manpower, tools and tackes incl. inferred thermometer keeping entries in log books mentioning type of faults, nature of work done, fault clearance time etc.
5	Materials requires as replacement during maintenance of electrical installations except minor ones like fuse wires, screws, nuts, bolts washers, dusters etc. will be supplied departmentally so far as practicable maintaining a separate issue register.
6	The replaced/dismantled materials generated for carrying out breakdown or preventive maintenance are to be carried out and deposited to the respective Section office or any other locations within said premises by the agency by its own labour/ arrangements/tools and tackles as per the direction of the Assistant Engineer concerned. If needed the agency will have to dismantle existing electrical installations in connection of any civil renovation/dismantling work and deposit the same to convenient locations as per the direction of the Assistant Engineer concerned by its own labour/arrangements/tools and tackles.
7	Any fault of electrical installation starting from HT supply end (except the installations of CESC) to light, fan, call bell and plug points i.e. HT switch gears, transformers , HT/LT cables, LT Overhead lines, compound light fittings, LT cables and all sub-panels, distribution boards, related main switches, isolators, earthing attachments, compound lights etc has to be detected, attended and restored by the agency by its own man power with the help of the materials (Cables, main switches, DBs, wires, HRC fuses etc.) available from the department or as per the terms & conditions of this contract. The maintenance includes periodical cleaning and checking of all accessories (Fan, fittings, panel, BDB, timers of A.C.Machin & other installations) including cleaning of over head lines by cutting of branches of trees and plants as required (at least once in every two months during a year).
8	Routine checking and preventive maintenance of the electctical installatiiona has to be carried out by the agency mainting a register under signature of respective Sub-Assistant Engineer and Assistant Engineer with a view to ensure uninterrupted power supply within the Amherst Street P.S./P.H.E. CAMPUS. any NEGLIGENCE IN THE PART OF THE AGENCY IN COMPLYING WITH any of the above described terms and conditions causing inconveniences to public service will be viewed otherwise and is subject to unilateral penalty, be it detected on the spot or thereafter (even after payment).
9	In case of any breakdown caused by cable fault etc.. If situation demands the agency will have to restore the power supply temporarily either with the materials available with this department or arranging the same temporarily at gis own cost and to maintain the same temporary installation upto a maximum of (fifteen) days till completion of original restoration works.
10	The agency will be responsible for any damage in the installation due to mis-handaling or mal-operation. If it be so, the cost of rectification or replacement will be recovered from the bill propotionately and the incident will be counted while issuing the performance report. The Agency shall be responsible for any damage, loss or pilferage etc. caused for his activities and the agency is to compensate the loss.

11	The agency will keep clean all the HT Sub-Station rooms, HT switches gears, Transformers, LT panel rooms, LT panel, other LT Switches, Distribution Boards, D.G.Set etc.
12	The agency will check and clean all the light fittings, ceiling fans, exhaust fans etc. Excluding those of residential complexes to prevent falling down of those as a measure of safety and maintain a register mentioning fan numbers etc. Including keeping those light fitting and fans clean as per the direction of assistant engineer or respective junior engineer. the agency will have to follow the guide lines provided time to time by the superior authority in the public interest within the scope of cotract and unchanged contractual amount.
13	The checking & repairing of different type of light fittings, ceiling fans, exhaust fans etc has to be done by the agency at his own cost (except rewinding of ceiling fans and exhaust fans) including dismantling and-fixing of the same.(major materials to be supplied by department).
14	In case of power failure or development of any unfavourable situation the agency will have to communicate with CESC and extend help or cooperation to CESC under intimation to the respective Assistant Engineer / Sub-Assistant Engineer in restoration of power supply . in the meanwhile the agency will have to operate the switching mechanisms of interconnections among available sources at suitable locations to maintain power supplies at important locations by roistering of electrical loads in consulation with the Sub-Assistant Engineer & Assistant Engineer.
15	The agency will maintain one attendance register as site to record the attendance which will be verified by the Sub-Assistant Engineer & Assistant Engineer.
16	Separate manpower (i.e.- Highly skilled , semi -skilled & unskilled) with authentic identity are to be provided for each separate shift.
17	On getting selected the agency will have to furnish the names of the staffs in writing with proper Identity and address proof before commencing the work to the Assistant Engineer.
18	Separated identity cards by name of the workers are to be issued by the agency on agency's own cost which has to get countersigned by the Assistant Engineer.
19	The agencym will have to maintain log books in such a manner so that at least one log book may be made available at site as and when asked for.
20	Bill should be bimonthly/quarterly as per direction of EIC, keeping at least one spare log book at sitre. Payment will be made as per WBPH&IDCL norms against placement of bills supported by log book duly verified by the Sub-Assistant Engineer/Assistant Engineer.
21	Maintenance materials to be collected by the agency from Sub-Assistant Engineers & replaced and damaged materials are to be deposited to the concerned Sub-Assistant Engineers.
22	The philosophy of "Public Interest" would be the MOTTO of this maintenance contract. Any deviation would be viewed therwise.
23	The contract may be terminated with one month notice on either end.
24	The selected agency has to satisfy his staffs/workers as per labour commission, W.B. rate irrespective of the quotated amount.
<u>Terms & Conditions for 110 KVA D.G Set</u>	
1	The Generator has to operate 3 shifts per day throughout the year.
2	Diesel oil and Lub oil will be supplied departmentally as per actual requirement.
3	The contractor men should maintain routine inspection, cleaning, pouring fuel, changing Lub oil, tadiator water including handling fuel drums etc.
4	The contractor's men should have sufficient knowledge regarding operation of the D.G set, repairing the accessories including the operation of generator panel, change over switch etc.
5	The operator should maintain a trial run of the D.G set for 10 minutes on no load condition once in seven days if the D.G set has not worked during last 7 days.
6	In case of major maintenance / repair work when the D.G set will remain shut off for a period of 15 days continously no charge will be paid for that period.
7	The operator should maintain 2 log books, one for Electrical works, one for operation of D.G sets duly signed by Sub-Assistant Engineers / Assistant Engineers.

35. **If any document submitted by a bidder is found to be either fabricated, tampered or false, in such cases, the eligibility of the bidder will be out rightly rejected at any stage without any prejudice and the firm/company shall also be liable to be 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 or Security Deposit as the case may be and also may be Debarred for participating in tender of this Corporation for a period as determined by the Corporation.**

36. Work Order & Payment of work will depend on availability of fund. Intending tenderers may consider this criteria while submission of tender and quoting their rate through online.
37. The successful Tenderer will have to submit **Four** sets of all the Tender Documents along with BOQ in connection with this Tender in hard copy within 7 (seven) days from the date of receipt of Letter of Acceptance of the Tender (through e-Tendering System or otherwise). Failure to do so will be liable to termination/rejection of Tender with forfeiture of Earnest Money without any reference to the Contractor.
38. **The Earnest Money may be forfeited –**
a) If the Bidder withdraws the Bid during the period of Bid validity.
b) In case of a successful Bidder, if the Bidder fails within the specified time limit to Sign the agreement. During scrutiny or at any stage of bidding or even after award of contract, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated
39. **Qualification Criteria**
The Tender Inviting & Accepting Authority through a ‘Bid 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 comprising of personnel & equipment capability**
c) **Experience**
The eligibility of a bidder will be ascertained on the basis of the self certified documents digitally signed in support of the minimum criteria as mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.
40. For electrical work the agency should engage Electrical Supervisor, who will hold the valid and requisite part of Supervisory Competency Certificate (SCC) issued by the West Bengal Licensing Board under the department of Power and Renewable Energy Source, Govt. of West Bengal. The agency should show the said the Supervisory Competency Certificate (SCC) as and when required by the corporation.
41. I. **Electrical work:** The Contractor after completion of the job will prepare and submit the “as built” drawing, both the Hard Copies duplicate (not by Ammonia or Blue print) and also the soft copy by CD. The drawing will show the place of all the Electrical Utilities as installed with the standard Legend, the route of UG Cable (if any) and the point of Earthing Electrodes. Also they will have to submit the “Single Line Power Diagram” (SLPD) drawing if demanded by this Corporation, by same way as above “as built” drawing.
II. **Civil work:** The Contractor after completion of the job will prepare and submit the “as built” drawing, both the Hard Copie duplicate (not by Ammonia or Blue print) and also the soft copy by CD.
42. 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.
43. **The quoted rate should be inclusive of GST.**
44. **All disputes arising out of or in any way connected with this contract/ tender shall be deemed to have arisen in Kolkata and only courts in Kolkata shall have jurisdiction to determine the same.**

SD/-

**Assistant Chief Engineer,
W.B.P.H.I.D.Corpn. Ltd**

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

01. The Director General & Inspector General of Police, West Bengal, Bhawani Bhawan, Alipore, Kolkata – 700027
02. The Chairman & M.D. WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
03. The Inspector General of Police, (Mod. & Co-ord), W.B., Bhabani Bhawan, Kolkata – 700 027.
04. The Commissioner of Police, Kolkata Police Commissionerate, 18 Lalbazar Street, Kolkata - 700001.
05. Shri N.Ghoshal, The Special Secretary to the Govt. of West Bengal, Home (Police) Department, Nabanna, 325, Sarat Chatterjee Road, Mandirtala, Howrah – 711102.
06. The Chief Engineer, WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED. Araksha Bhawan, 3rd Floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
07. The F.A. & C.A.O. WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED. Araksha Bhaban, 3rd floor, Block – DJ, Sector – II, Salt Lake City, Kolkata – 700091.
08. The Executive Engineer-(Zone-VII), WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED.
09. The Executive Engineer (Electrical), WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED.
10. The Assistant Engineer (System), WEST BENGAL POLICE HOUSING & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED.
11. Notice Board.
13. Office Copy.

SD/-

**Assistant Chief Engineer,
W.B.P.H.I.D.Corpn. Ltd**

FORM-I

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

APPLICATION

To
Assistant Chief Engineer,
W.B.P.H&I.D. Corpn. Ltd

Subject : Tender for the work -----

(Name of work)

Ref :- N.I.T. No -----

Dear Sir / Madam,

Having examined the Statutory, Non statutory and NIT 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) Tender Inviting and Accepting Authority can amend the scope & Value of the contract bid under this NIT.
- b) Tender Inviting and Accepting Authority reserve the right to reject any Tender without assigning any reason.

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

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-II

Affidavit in non-judicial stamp paper certified by notary public or 1st 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.T.
2. The undersigned would authorize and request any Band, 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 undersigned do certify that I/we shall not sublet any portion of the work.
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.

FORM-III

EXPERIENCE PROFILE

LIST OF COMPLETED PROJECTS OF SIMILAR NATURE HAVING PROJECT COST MORE THAN 40 % OF ESTIMATED AMOUNT PUT TO TENDER EXECUTED DURING THE **LAST FIVE YEARS.**

Name of Client	Name, Location & nature of work	Name of project Engineer (Client) responsible for Supervision	Estimated Value Rs.	Tendered Amount Rs.	Value of work done Rs.	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.

TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME : When a Contractor, whose tender 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 tender be annulled and his Security Deposit will be forfeited.

FORM-IV

MANPOWER AND ORGANISATIONAL STRUCTURE

1. Name of Applicant (Tenderer) :
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.

DECLARATION BY THE TENDERER

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 Tender and other tender documents mentioned therein along with the drawing attached. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender 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
Tenderer

Signature of Tender of the
Accepting Authority

