



Government of West Bengal

Office of the Superintending Engineer, IT Circle, PWD

KIT Annex Building 5th Floor, India Exchange Place Extension, Kolkata – 700 073,

Phone: 033-22350242, e-mail ID: seitpwd@wb.gov.in

NOTICE INVITING TENDER No.WBPWD/SEITC/NIT-23 (2nd call) OF 2024-2025 OF THE SUPERINTENDING ENGINEER, IT Circle, P.W.D. (Through Pre-qualification)

Memo no.004

Date:02.01.2025

The Superintending Engineer, IT Circle, PWD, invites e-tender for the work-detailed in the table through online bidding.

Sl. No.	Name of Work	Estimated Amount(₹)	Earnest Money (₹)	Cost of Documents (₹)	Period of completion	Name of concerned Division	Eligibility of Bidder
1.	Provision of Stand-by 4K 3D DCI Projector for Mini Auditorium inside Dhana Dhanye Complex.	ITEM RATE	₹2,30,548.00 or @2% of the quoted value, whichever is lower (Exemption applicable for lower EMD than the fixed value) Please see Annexure-I for Online deposit of EMD Tender will be disqualified if EMD is not uploaded.	Cost of tender document and Form 2911(ii) is to be deposited by the lowest Bidder at the time of formal agreement	60 days	Kolkata IT Division	Bonafide, resourceful, experienced and reliable contractor having experience in IT works eligible through pre-qualification

1. In the event of e-filling, intending bidder may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and Bidder should follow the guide line provided in the Government Memorandum with respect to online submission of EMD. Bidder should submit an online EMD through Fund Transfer or NEFT / RTGS for an amount of **₹2,30,548.00** or @2% of quoted value, whichever is lower (Exemption not applicable). Failure to abide by the submission of EMD will be liable for rejection of tender proposal. Bidder will have nothing to object on that score.

2. Both **Technical bid and Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.

3. The Technical Bid and Financial Bid submitted online on or before **04.02.2025, 05:00P.M**
4. The **FINANCIAL OFFER** of the prospective tender will be considered only if the **TECHNICAL Documents** of the tender found qualified by the 'Superintending Engineer, IT Circle, PWD. The decision of the Superintending Engineer, IT Circle, P.W.D will be final and absolute in this respect. The both list of Qualified Bidders will be displayed in the website and also in the Notice Board of the office of the Superintending Engineer, IT Circle, PWD on the scheduled date and time.

5. **Eligibility criteria for participation in the tender.**

Sl. No	Parameter	Supporting documents required when bidding
A	OEM AUTHENTICATION:	
1.	<p>Bidder must be Manufacturer / Authorised System Integrator. In case if there is any written complaint against OEM for not allowing MAF & Price, which in the opinion of Tender Inviting Authority appears as true, then the same OEM brand will not be considered for at-least five consecutive future similar tender.</p> <p>Bidder should upload MAF only in the prescribed format. If there be a case that the OEM does not agree to furnish MAF in terms of tender document, the bidder may bid with any equivalent product and MAF as asked for.</p> <p>N.B: OEM Authorization Form should be duly signed by competent office bearer in India on Company's Letter Head with Rubber stamp and Seal.</p>	<p>Tender specific Authorization letter (MAF of OEM) to be enclosed as per attached pro-forma in this NIT document. It should depicts Tender Id. Product catalogue no, detail Brochure matching with BOQ line items with compliance report on manufacturer letter head, signature, stamp and seal is to be submitted along with the bid.</p>
B	PAST EXPERIENCE CRITERIA	
1	Duration: Should have minimum 3years experience in execution (not as sub vendor), system integration covering Audio-Video system, Data Networking, in Central or State Govt. /PSU or Independent body of famous repute.	Satisfactory completion certificate from original order issuing authority / end user are required to be submitted.
2	<p>The OEM or the BIDDER should not go for any material which is sub-standard. All equipment used should be of the highest quality with local support available throughout the year (24X7). If it is evident to the tender inviting authority, that there is possibility of ring formation, bid will be rejected and decision of tender inviting authority shall be binding on bidder.</p>	

C	RESOURCES	
1	Bidder either OEM or Authorised System Integrator of the manufacturer should have experienced Engineers whose experience profile is to be uploaded.	Self-declaration of list of resources
D	COMPANY CREDENTIALS	
1	The bidder should not have been debarred or blacklisted by any State or Central Govt/PSU in INDIA while executing similar nature of work conforming to the BOQ. If any such dispute is pending at any Court of Law or under any Arbitration/similar process pending decision of debarring/blacklisting, detailed information must be enclosed.	Self-declaration by the bidder required. Authenticated documents required against pending cases. <i>[Work-order will be cancelled at any stage without showing any reason if any suppression of facts detected later.]</i>
E	FINANCIAL CRITERIA	
1	Average annual Total Turnover in the last 3 financial years has to be at least same value of the project for which tender is invited.	Copy of audited annual report
2	Profitability and Net worth of the company to be positive in at least one Financial Year during last 3-year period.	Copy of audited annual report
3	Project Credential: Execution of similar nature of IT work/Audio-Video work valued stated below.	Documentary evidence of project size, with customer details. Satisfactory completion/ongoing certificate from the Client to be enclosed.

- i. The prospective bidders shall be the manufacturer of original product / authorised dealer and bona-fide resourceful contractor (Not a member of joint venture or sub-contractor) and intending bidder should have following credential criteria

(a) Intending tenderer should produce credentials of similar nature of IT work (confirming BoQ major items):having minimum value of **Rs.35,60,937.00** of the estimated amount put to tender during 5 (Five) years prior to the date of issue of the tender notice

Or

(b) Intending tenderer should produce credentials of two IT work (confirming BoQ major items): having minimum value of **Rs.29,67,448.00** of the estimated amount put to tender during 5 (Five) years prior to the date of issue of the tender notice

Or

- (c) Intending tenderer should produce credentials of one single running work of similar nature (conforming to all major components of work as mentioned in the BOQ) which has been completed to the extent of **80%** or more and value of which is not less than the desired value at (a) above

In case of running works, only those tenderer who will submit the certificate of satisfactory running work from the concerned Executive Engineer or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency i.e. the tenderer.

Other terms and condition of credential

- (i) Payment certificate will not be treated as credential.
- (ii) Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertaking, Statutory / Autonomous bodies constituted under the Central / State and Organization of repute, on the executed value of completed / running work will be taken as credential.

N.B.:- Estimated amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate, similar nature of work.

- ii. a) Intending Bidder should have authorised service centre for Office at Kolkata or alternately should submit undertaking in the matter that before award of work order, Bidder should open an office to execute the work as well as to provide after sales service during defect liability period. Also mention complete address telephone number and name of the employee those would be deployed in future.
- b) Any intending bidders who have failed to execute more than one works contract under any Directorate of this Department and was terminated by any sub rule under clause 3 of Tender Form No. 2911 or terminated under any clause of Standard Bidding Document by the Engineer-in-charge / Employer during last 3(three) years will not be eligible to participate in any Directorate under this Department for another 2(two) years from the date of imposition of last termination notice by the Engineer-in-Charge / Employer.
- iii. The contractors who have been delisted or debarred by any government department shall not be eligible in any way.

- iv. The intending bidder must submit in written hard copy stating suggestive changes in the BOQ before the pre-bid meeting and failing to which no request would be taken up for discussion in pre-bid meeting.
- v. The prospective bidders shall have in their full time engagement experienced technical personnel, the minimum being one B. Tech Degree holder in Electrical or Electronics and Telecommunication Engineering or Computer Science or Information Technology (I.T) from AICTE Recognized Institute, preferably with specialized Certification Course conforming to OEM (for vital Networking components) standards. Documentary certification in respect of qualification and engagement shall be furnished for Technical Evaluation.)
[Non statutory Documents]
- vi. Valid upto date clearance of Income Tax return (last three years) / Professional Tax Clearance Certificate / P.T. (Deposit Challan) / Pan Card / GST Registration Certificate / Voter ID Card for self-identification to be accompanied with the Technical Bid Documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted. [Non statutory Documents]
- vii. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated nonresponsive.)
- viii. In case of Proprietorship, Partnership Firms and The Company Tax Audit Report in 3CB Form are to be furnished along with the balance sheet and profit and loss account, and all the schedules forming the part of Balance Sheet and Profit & Loss Account in favour of applicant. No other name along with applicant name, in such enclosure will be entertained. (Non-Statutory documents)
- ix. The prospective bidders should own/ lease/ arrange the required plant and machinery. Conclusively proof of machinery in working condition shall have to be submitted. (Non-Statutory documents)

- x. Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application. (Non-Statutory documents)
- xi. Declaration regarding Structure and Organisation duly signed by the applicant to be submitted along with application.
- xii. Registered Unemployed Engineers' Co-operative Societies are required to furnish valid By Law, Current Audit Report, Current N.O.C. from A.R.C.S., Minutes of last A.G.M. and also submit documents of the society consists at least 10 (ten) members out of which at least 60% should hold degree or diploma in any branch in Engineering as per memo no 44-A/4M-11/2002 dt. 09.01.2004 of Deputy Secretary-III, P.W.D.
- xiii. A prospective bidder participating in a single job either individually or as partner of a firm shall not be allowed to participate in the same job in any other form.
- xiv. A prospective bidder shall be allowed to participate in a single 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.
- xv. 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.
- xvi. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
- xvii. The intending bidder shall positively mention one telephone number, one mobile phone number and 'e-mail ID' for easy communication as and when required. This should be uploaded as Non-Statutory Document.
- xviii. The intending bidder must have registered office / service centre in Kolkata and address of such office are to be mentioned as Non-Statutory Document.
- xix. The intending bidder shall have to follow the instruction mention hereunder –
“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 an 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. [Vide notification no. 09-W(C)/1M-286/15 dtd. 23.09.2015 of Secretary, PWD]

- xx. The power of attorney shall have to be registered in accordance with the provisions of the **Registration Act 1908.**
 - xxi. **Intending bidder must have thorough knowledge about the sites where actual execution of work will be done. No excuse will be entertained later.**
 - xxii. **Tender will be evaluated item rate basis.**
 - xxiii. **Intending bidder must mention item wise manufacturers / OEM's name or names on the basis of whose Product catalogue no, detail Brochure matching with BOQ line items rate has been quoted at the time of uploading Technical bid. Otherwise same will be treated as informal.**
 - xxiv. **No deviation of product range towards lower version which is mentioned in technical bid will be allowed at the time of execution.**
 - xxv. **If any bidder does not quote any rate against any particular item, it will be considered that the bidder is bound to execute the work upto stipulated quantity free of cost i.e. no amount will be claimed against that item for execution upto stipulated quantity mention in the BOQ.**
 - xxvi. **Intending bidders while attending Pre-bid meeting should come with written document for the points to be discussed and proposed to be incorporated in BOQ / NIT, otherwise no action will be taken for BOQ / NIT modification / corrigendum / addendum as the case may be**
7. **Conditional bid or bid with clause of price variation / escalation will be rejected.**
8. **No mobilisation /secured advance will be allowed.**
9. **Arbitration is not permitted.**
10. **No preference of rates will be allowed to any Bidder as per prevailing Govt. order.**
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 if required.
12. **Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency.**

13. **Bids shall remain valid** for a period not less than **120(One Hundred Twenty) days** after the dead line date for Financial Bid submission. Bid valid for a shorter period shall be rejected by the SEITC, PWD as non-responsive.

13.A. Important Information
DATE AND TIME SCHEDULE:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents (online) (Publishing Date)	07.01.2025 at 06-00 P.M.
2	Documents download/sale start date (Online)	07.01.2025 at 06-30 P.M.
3	Documents download/sale end date (Online)	04.02.2025 at 5-00 P.M.
4	Date & time of Pre Bid Meeting	13.01.2025 At 1-00 P.M.
5	Bid submission start date (On line)	14.01.2025 at 5-00 P.M.
6	Bid Submission closing (On line)	04.02.2025 at 5-00 P.M.
7	Bid opening date for Technical Proposals (Online)	06.02.2025 at 5-00 P.M.
8	Date of uploading list for Technically Qualified Bidder (online)	To be notified later

N.B. : In case of any non-scheduled holiday / bandh / strike on any of the date of opening the next working day will be treated as schedule date for the purpose.

13.B. LOCATION OF CRITICAL EVENT

Pre-bid meeting will be held at Office of The Superintending Engineer, IT Circle, PWD 5th Floor KIT Annex Building, P-16 Indian Exchange Place, Kolkata- 700073.

Bid Opening

-Do-

14. The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost for a period of **3(THREE) years** from the date of completion of the work. If any defect/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Department as deemed fit. The Agency will have to quote his rate considering the above aspect.

Also the Prospective Bidders shall have to execute the work in such a manner so that appropriate service level of the work is kept during progress of work and a period of **3(THREE) year** from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge may be considered towards release of full **Security Deposit**.

A retention towards Performance Security amounting to 10 (Ten) percent (including 2% Earnest money) of the billed amount shall be made by the Executive Engineer from 1st R.A. bill to Final bill.

No interest would be paid on the Performance Security Deposit.

15. Site of work will be handed over to the agency phase wise. Copy of the layout drawing shall be submitted by the contractor to the deptt. for approval. No claim in this regard will be entertained.
16. **Earnest Money: Bidder should follow the guide line provided in the Government Memorandum with respect to online submission of EMD.**[Exemption is not applicable].
17. 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.
18. 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, IT Circle reserves the right to reject any application for purchasing Bid Documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at the stage of Bidding.
19. **Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.**
20. **Conditional/ Incomplete tender will not be accepted.**
21. The intending tenderers are required to quote the rate **on line**.
22. Tender inviting authority reserve the right to cancel incumbency of the bidder in case of shortfall of uploading of non-statutory document. Illegible document will not be counted as valid document.
23. During the scrutiny, if 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 Superintending Engineer, IT Circle, P.W.D. reserves to right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

24. In case if there be any objection regarding technical evaluation; that should be lodged to the SEITC, PWD within 24 hours from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the SEITC, PWD.

The Tender Inviting Authority shall have discretion to ignore minor imperfection of documents of technical bids if any or shall obtain shortfall of documents in off-line mode in terms of memorandum no. IM-66/18/71-R/PL Dated-15/01/2019. However, there will be no scope to submit important Tender documents such as NIT, WBF 2911, PQ Application, EMD, Financial Bid, Affidavit, Statutory Declaration.

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

26. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence :-

- i) NIT
- ii) Technical Bid
- iii) Financial Bid
- iv) WBF 2911

27. **Qualification criteria:**

The SEIT Circle, AED directly attached with OFFICE OF THE SEITC, EE of respective IT Division will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria of Tender clause.

The eligibility of a bidder will be ascertained on the basis of the self attested documents in support of the minimum criteria and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. Any document submitted by a bidder, if found either manufactured or false, in such cases the eligibility of the bidder/tenderer will be outrightly rejected at any stage without any prejudice.

**Superintending Engineer
(In Charge),
IT Circle, PWD**

Memo No. : 004/1(1)

Date: 02.01.2025

Copy forwarded to the **Deputy** Director of Information, Information Division, Govt. of West Bengal with a request that wide publicity to the same be given through publication in important daily Newspapers. This matter should be placed in the website of West Bengal Govt. for wide publicity.

**Superintending Engineer
(In Charge),
IT Circle, PWD**

Memo No. : 004/1(5)

Date: 02.01.2025

Copy forwarded for information and wide circulation through Notice Board to:

1. The Chief Engineer (Works) Electrical, PWD along with specification for information.
2. The Superintending Engineer, Kolkata Electrical Circle, Health Electrical Circle, Central Electrical Circle, Southern Electrical Circle, South Western Electrical Circle, Central Electrical Circle, Northern Electrical Circle, PWD. Western Electrical Circle, North Bengal Electrical Circle, PWD
3. The Executive Engineer, IT Division. / The Executive Engineer, BIT Division / The Executive Engineer, NBIT Division
4. Estimating Branch.
5. Notice Board.

**SUPERINTENDING ENGINEER
(IN CHARGE),
IT Circle, P.W.D.**

SECTION A

INSTRUCTION TO BIDDERS
SECTION – A
1. General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

1. 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 web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

2. 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 Information's Centre (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 & Tender Documents electronically from computer once he logs onto the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender 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 of a firm. If it is found to have applied severally in a single job, all his applications will be rejected for that job.

A prospective bidder (including his participation in partnership) shall be allowed to participate in a single work as mentioned in the list of schemes.

5. Submission of Tenders.

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 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).

A. Technical proposal

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

A-1. Statutory Cover/ Technical file Containing

- i. Prequalification Application (Sec-B, Form – I)
- ii. Affidavits (Ref:- format for general affidavit shown in “Y” Part “B”.If it is seen that Affidavit declaration submitted by Bidder is dated prior to NIT date, bid will be considered as informal).
- iii. Tender form No. 2911(ii) & NIT(Properly upload the same Digitally Signed By regd. POA. Notarized POA or POA (specific for other Tender) will not be accepted for any reason what so ever).The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(ii) the tender liable to summarily rejected).
- iv. Unpriced BoQ with product catalogue and compliance of specification on letter head of bidder with rubber stamp, seal and signature.

A-2. Non statutory / Technical Documents

- i. Latest Professional Tax(PT) deposit receipt challan, Pan Card, ITR return (last three financial years), GST Registration Certificate, GST Return copy, Voter card or Aadhar card of the POA or Proprietor.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum
- iv. Registered Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Tax Audited Report in 3 CB Form along with Balance Sheet & Profit & Loss A/c for the last three years (year just preceding the current Financial Year will be considered as year – 1)
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.- Op.(S)
- vii. List of Technical staffs along with structure & organization (Section – B, Form – III).
- viii. Credential for completion of at least one similar nature of work as per NIT clause.
- ix. Manufacturer Authorization (pro-forma enclosed at the end of this document).
- x. **Note:-** Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.
- xi. Bank Solvency Certificate (issued in the current financial year i.e., 2023-24).
- xii. Details specification of BoQ items for compliance.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE ORDER OF SEQUENCE

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	GST REGISTRATION CERTIFICATE(latest) & ACNOWLEDGEMENT 2. PAN 3. P TAX (Latest) 4. IT RECEIPT (Last three yrs) 5. IT WORK(latest) 6. Bank Solvency Certificate (issued in the financial year i.e 2023-2024).
B.	COMPANY DETAILS	COMPANY DETAILS 1	1. PROPRIETORSHIP FIRM (TRADE LICENCE) 2. PARTNERSHIP FIRM (PARTNERSHIP DEED, TRADE LICENCE) 3. LTD. COMPANY (INCORPORATION CERTIFICATE/MOA, TRADE LICENCE) 4. SOCIETY (SOCIETY REGISTRATION COPY, TRADE LICENCE) REGISTERED POWER OF ATTORNEY (REGD) MANUFACTURER AUTHORIZATION FORM (MAF)
C.	CREDENTIAL	CREDENTIAL1 CREDENTIAL2	1. IT WORK DONE BY BIDDER & COMPLETION CERTIFICATE WHICH ARE MANDATORY FOR ELIGIBILITY IN THIS TENDER
D.	FINANCIAL (INFO)	WORK IN HAND	1. AUTHENTICATED DOCUMENT
	2019-2020	P/L AND Audited BALANCE SHEET	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXTURE AND 3CB FORM IN CASE OF TAX AUDIT)
	2020-2021	P/L AND Audited BALANCE SHEET	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXTURE AND 3CB FORM IN CASE OF TAX AUDIT)
	2021-2022	P/L AND Audited BALANCE SHEET	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXTURE AND 3CB FORM IN

Sl. No.	Category Name	Sub Category Description	Details
			CASE OF TAX AUDIT)
E.	MAN POWER	TECHNICAL PERSONNEL	LIST OF TECHNICAL STAFFS ALOGNWITH STRUCTURES & ORGANZATION (ASPER NIT)
F.	TECHNICAL SPECIFICATION	BOQ MAJOR ITEMS	FOR COMPLIANCE.

B. Tender evaluation committee(TEC)

- i. **Opening of Technical proposal:-**Technical proposals will be opened by the Superintending Engineer,IT Circle, P.W. Directorate and his authorized representative electronically from the web site stated using theirDigital Signature Certificate.
- ii. Intending tenderers may remain present if they so desire.
- iii. Cover(folder) statutory documents(vide Cl. No. 5.A-1) should be open first & if found in order, cover(Folder)for non statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutorydocuments the tender will summarily be rejected.
- iv. The Evaluation Committee Members will download Tender documents from portal for cross examination of documents with Tender clauses and will recommend the evaluation sheet duly filled in. The SE, IT Circle as Chairman of Committee will have discretionary authority to change or amend the recommended evaluation sheet by the committee and Upload the details with signature, stamp and rubber seal.
- v. While evaluation the committee may summon of the Bidders& seek clarification / information or additionaldocuments or original hard copy of any of the documents already submitted & if these are not produced withinthe stipulated time frame, their proposals will be liable for rejection.

C. 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 rateonline through computer in the spacemarked for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by thecontractor.
- iii. **The audited Balance sheet for the last three years**, net worth bid capacity etc. are to be submitted which mustdemonstrate the soundness of Bidder's financial position.

6. AWARD OF CONTRACT

The Bidder who's Bid has been accepted will be notified by the Executive Engineer of respective Division. The notification of award will constitute the formation of the Contract.

The Agreement in W.B.F.No.-2911will incorporate all agreements between the Tender AgreementAuthorityand the successful Bidder.

**Superintending Engineer
(In Charge),
IT Circle, PWD**

SECTION – B
FORM-I
PRE-QUALIFICATION APPLICATION

To
The Superintending Engineer,

Ref:- Tender
for.....
(Name of work).....
.....
.....
.....

Dear Sir,

Having examined the pre-qualification documents (N.I.T. & Volume-I), I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of.....

In the capacity.....duly
authorized to submit the order.

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 is attached herewith.

We are interested in bidding for the works given in Enclosure to this letter.

We understand that :

- (a) Engineer -in-Charge/ Employer can amend the scope & value of the contract bid under this project.
- (b) Engineer -in-Charge/ Employer reserves the right to reject any application without assigning any reason .

Encl:-

1. Prescribed forms duly filled in duplicate.
2. Evidence of authority to sign.
3. Latest brochures.

Date :-

**Signature of applicant including title
and capacity in which application is made.**

AFFIDAVIT- 'Y'
(To be furnished in Non-judicial Stamp paper
of appropriate value duly notarized)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/S _____ nor any of constituent partner had been debarred to participate in tender by the P.W. Department during the last 5 (five) years prior to the date of this NIT.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
5. 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.

Signed by an authorised officer of the firm

Title of the Officer

Name of Firm with Seal

Date

SECTION – B
FORM-III
STRUCTURE AND ORGANISATION

A. 1. Name of Applicant (Firm) :

Office Address :

Telephone No. :

Mobile No. :

Fax No. :

A. 2. Office Address

Telephone No. :

Mobile No. :

Fax No. :

A. 3. Name and address of Bankers. :

A. 4. Attach an organisation chart showing structure of the company with names of Key personnel and technical staff with Bio-data. :

SECTION-B
FORM-V
EXPERIENCE PROFILE

Name of the Firm :

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT.DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY UP TO AVALUE OF 40% OF THE ESTIMATED VALUE PUT TO TENDER

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Original date of Start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion the work	Reasons for delay in completion (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.

- (c) No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein is liable to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.
- (d) Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.
- (e) No alteration shall be permitted to be made by the tenderer in any tender after its submission.

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.

Signature and address of Tenderer of the Tenderer Accepting Authority

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 work.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

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

Signature of Tenderer
Postal address of the Tenderer

Superintending Engineer
IT Circle, P.W.D.

All Bidders are hereby informed that the bidder should follow these points.

- Upload un-priced BOQ with model no/cat no of equipment of OEM & compliance report of equipment in the following format in bidder's letterhead; with signature seal and rubber stamp.

Sl no.	BOQ Specification	Manufacturer Name and Equipment model no.	Remark/Compliance of the product specification with BOQ. Attach document in support of judgement
1.			
2.			
3.			
4.			
5.			

Manufacturer's Authorization Form (MAF)

Dated: _____

Tender Reference No. & Tender ID. _____

Dear Sir,

We _____ (OEM) who are established and reputed manufacturers of _____ (Equipments) having Factories at _____ and _____ confirms that, M/S. _____

(Name and address of Bidder herein after called as partner) wishes to participate the Bid or Project stated above and enter into agreement for the purchase and resale of _____ (OEM) Products and Service. The Partner is entitled and authorised to the following.

- (a) Resale and/or distribute _____ (OEM) products and/or services in India to end users within that Territory.
- (b) Bid, negotiate and conclude a contract with _____ for the above products/services manufactured or supplied by _____ (OEM).

_____ (OEM) will, within the scope of its agreement with its authorized channels, provide product warranty services and technical support for _____ (OEM) products obtained through its authorized channels for a defect liability period mentioned in the Tender document referred above, from the date of installation at _____ (Work-site name),

_____ (OEM) certify that, the equipments being sold would not be declared End of Sale (EoS) within defect liability period and that _____ (OEM) shall supply suitable substitute in case EoS of equipments. Also _____ (OEM) certifies that the products being sold would be covered under Warranty /Technical Support and technical support will be available for defect liability period from the date of installation at _____ (Work-site name),

If you need any additional information, please contact Mr./Ms. _____ at _____ (Mobile No.) or _____ (E-mail ID).

Yours faithfully,

Name of the person:
For and on behalf of M/s.

Designation:

Contact Details:

Date:

Place:

(Name of Original Equipment Manufacture-OEM) (Seal of OEM)