



## OFFICE OF THE CHIEF EXECUTIVE OFFICER

Haldia Development Authority (ISO 9001:2008 Certified)

(A Statutory Authority under Government of West Bengal)

City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur

Ph.: (03224) 255926, Fax-255927, e-mail : [ceo.hda@gmail.com](mailto:ceo.hda@gmail.com) Web.: [www.hda.gov.in](http://www.hda.gov.in) , Toll Free No.1800-345-3224

### NOTICE INVITING ONLINE TENDER (E-TENDER) NO.: 77/HDA/EC OF 2017 – 2018

### SCHEDULE OF IMPORTANT DATES OF BIDS

**Name of Scheme: RENOVATION AND REPAIRING WORK OF TRIBENI SANGAM GUEST HOUSE AT GEONKHALI UNDER MAHISHADAL BLOCK.**

<b>PARTICULAR</b>	<b>DATE &amp; TIME</b>
Date of Issue of NIT.	: <b><u>Date 1<sup>st</sup> February, 2018</u></b>
Document download start date.	: <b><u>02.02.2018</u></b>
Document download end date & time.	: <b><u>19.02.2018 upto 2:30 p.m.</u></b>
Pre-bid meeting in the Board Room of the office of CEO, HDA, Haldia.	: <b><u>12.02.2018</u> at 03.00 p.m</b>
Bid submission start date.	: <b><u>13.02.2018</u> at 10.00 a.m</b>
Last date of Online submission of Technical Bid and Financial Bid.	: <b><u>19.02.2018</u> up to 03:30 p.m.</b>
Opening of Technical Bid at the Office of the CEO, HDA Haldia.	: <b><u>21.02.2018</u> at 04.00 p.m.</b>
Opening of Financial Bid at the Office of the CEO, HDA Haldia.	: <b><u>To be intimated through On-line after evaluation of Technical Bid,</u></b>
Validity of bid.	: <b><u>120 days</u> w.e.f the date of publishing this NIT</b>
Completion Period of the work	: <b><u>06(Six) Months</u></b>
Maintenance Period	: <b><u>03 (Three) Years after the date of completion of construction works.</u></b>

**NOTICE INVITING ONLINE TENDER (E-TENDER) NO.: 77/HDA/EC OF 2017 – 2018**

**FOR**

**RENOVATION AND REPAIRING WORK OF TRIBENI SANGAM GUEST HOUSE AT GEONKHALI UNDER MAHISHADAL BLOCK.**

For and on behalf of Haldia Development Authority, the Chief Executive Officer invites Online (e-Tender) percentage rate tenders in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:

1.	Name of work	:	<b>Renovation and repairing work of Tribeni Sangam Guest House at Geonkhali under Mahishadal Block.</b>
2.	Location of Work	:	<b>Under Mahishadal Panchyat Samity, Purba Medinipur district.</b>
3.	Scope of Work	:	<ul style="list-style-type: none"><li>• Concrete work.</li><li>• Brick work.</li><li>• Plaster and finishing work.</li><li>• M.S.or W.I. Ornamental grill work.</li><li>• Painting work.</li><li>• Maintenance for 3 years.</li><li>• Other works as per the estimate, drawings and as instructed by the authority.</li></ul>
4.	Estimated Cost of work	:	<b><u>₹ 43,50,640.00 (Rupees forty three lakh fifty thousand six hundred and forty) only (including GST and Labour Welfare Cess).</u></b>
5.	Completion Period	:	<b><u>6(Six) months.</u></b>
6.	Maintenance Period or the Defect Liability Period	:	<b>03 (Three) years from the date of completion of construction works.</b>
7.	Security Deposit against work	:	<b><u>10% of Contract Value</u></b>
8.	Bid Inviting Authority	:	Chief Executive Officer Haldia Development Authority City Centre, PO-Debhog, Haldia, 721657 Phone No. 03224 255926 Email ID: <a href="mailto:ceo.hda@gmail.com">ceo.hda@gmail.com</a>
9.	Eligibility Criteria for “Pre Qualification”	:	<b>1. The Agency should have successfully completed (100%) similar nature of work having single tender value of at least <u>40%</u> of the tendered value in a single contract i.e. <b><u>Rs. 17,41,000.00 (Rupees seventeen lakh forty one thousand) only.</u></b></b> <p align="center"><b>OR</b></p> <p>The Agency should have successfully completed (100%) 2(two) Nos. similar nature of work having single tender value of at least <b>30%</b> of the tendered value each in a single contract i.e. <b><u>Rs. 13,06,000.00 (Rupees thirteen lakh six thousand) only.</u></b></p> <p align="center"><b>OR</b></p>

		<p>The Agency should produce credential of one single running work of similar nature which has been completed to the extent of <b>80% or more</b> and value of which is not less than the <b>40%</b> of the tendered value (In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, 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/ tenderer) in the last Five Financial years from the date of issue of NIT in any Government/Semi Government /Undertakings/ Autonomous/ Statutory bodies/ Local Bodies. Credentials/completion certificate/ payment certificate of any sub-contract work shall not be accepted.</p> <p>N.B.:- Nature of work, Estimated amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate.</p> <p>2. Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than <b>Rs. 30.00 lakh</b> from Contracting Business. Audited Balance Sheet (authenticated by a chartered accountant) shall have to be submitted in support of Annual Turnover.</p> <p><b>3. Statutory Documents:</b></p> <ol style="list-style-type: none"> <li>a. Work Completion Certificate as Credential</li> <li>b. Filled up Form-I</li> <li>c. Filled up Form-II</li> <li>d. Filled up Form-III</li> <li>e. Filled up Annexure-I</li> <li>f. Copy of pan card</li> <li>g. Latest Income Tax return</li> <li>h. GST registration No. with relevant document.</li> <li>i. Audited Balance Sheet of last 3 Financial years.</li> </ol>
10.	Earnest Money Deposit	<p><b><u>Rs. 88,000.00 (Rupees eighty eight thousand only).</u></b>  <b><u>THE EARNEST MONEY SHALL BE DEPOSITED BY THE BIDDER ELECTRONICALLY:</u></b></p> <p>The Earnest Money shall be deposited by the bidder online-through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT /RTGS challan from the e-tender portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank to the Beneficiary Bank Account No. The name of Beneficiary bank (at present ICICI Bank), Account No. &amp; IFSC Code are given in the e-tender portal. The details of deposition of EMD can be obtained from the following link, <b>“wbtenders.gov.in → Home Page → Bidders Manual Kit</b></p>

		<p><b>→Help for on-line receipt and refund of EMD”</b>  Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.  Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD and Bid can be submitted only after receipt of EMD.  <b>NOTE:</b> Earnest money through offline instruments like Bank Draft, Pay Order etc. will not be accepted for e-tender procurement of this office.</p>
11.	Bid document Requisition	: Bid Document is available in the HDA’s official website, <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> . Bidders who have registered with <b>National Informatics Centre (NIC)</b> can participate in the tender. Interested bidders shall register with NIC in advance. Necessary assistance can also be obtained from the Office of the CEO, HDA. Document requisition shall be done as per instruction given in ITB.
12.	Document download start date	: <b><u>02.02.2018</u></b>
13.	Document download end date & time	: <b><u>19.02.2018 upto 2:30 p.m.</u></b>
14.	Date of Pre Bid meeting	: <b><u>At 3.00 pm on 12.02.2018</u> in the Board Room of Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657</b>
15.	Bid submission start date	: <b><u>Within 10.00 p.m. on 13.02.2018 through E-portal.</u></b> It may be reiterated that the bidders shall submit the technical and financial bid only through online by following online bid submission procedure.
16.	Last date of Online submission of Technical Bid and Financial Bid.	: <b><u>On 19.02.2018 at 3.30 pm</u></b> at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657.
17.	Opening of technical bid	: <b><u>On 21.02.2018 at 4.00 pm</u></b> at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657
18.	Technical Bid Evaluation	: The technical bid will be evaluated by the tender evaluation committee of HDA. Originals shall be shown if required.
19.	Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	: <b><u>To be intimated through On-line after evaluation of Technical Bid,</u></b>
20.	Financial Bid	: Rate shall be quoted in <b>percentage above/less/at par</b> against the tender value
21.	Validity of Bid	: 120 days.

22.	E-Tender registration and bidding	<p><b><u>ONLINE BIDS:</u></b></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> <li>• Agencies/Bidders who are interested in participating HDA’s e-tenders are requested to contact the representatives of <b>NIC</b> for registration, computer setting and clarification on e-tendering.</li> <li>• Training on e-tender can also be availed from Office of the CEO, HDA if desired by the bidder during office hours.</li> <li>• Online Tenders can be submitted by logging in <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> or through the official website of HDA i.e. <a href="http://www.hda.gov.in">www.hda.gov.in</a></li> </ul> <p><b><u>ONLINE BID SUBMISSION:</u></b></p> <p>The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>
23.	Training on E-tender	: Training on e-tendering will be given to the bidders on request.
24.	Important Instructions	<ul style="list-style-type: none"> <li>• Names of the technically qualified bidders as per the bid criteria after verification with original &amp; evaluation will be displayed in the e-portal, this office notice board and official website.</li> <li>• The financial bid documents of the technically qualified bidders will only be opened.</li> <li>• List of Financial comparison chart of bidders will be published on the next day after opening. CEO HDA reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason’s whatsoever</li> <li>• All duties, taxes, royalties, cess, including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills.</li> </ul>

		<ul style="list-style-type: none"> <li>• To keep the <b>work</b> in good condition during the <b>next 3 years</b> after the completion of the construction work if any additional / excess work is required over the stipulated quantity in the schedule for routine maintenance work, the same will be treated as defect liability and the Contractor has to do the maintenance work at his own cost.</li> <li>• The intending bidders are requested to inspect the work site before quoting their rates.</li> </ul>
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**Chief Executive Officer  
Haldia Development Authority**

**Memo No.:** 2735(13)/HDA/IX-C-646

**Dated : 31/01/2018**

Copy forwarded for information to:

1. Chairman, Haldia Development Authority
2. The District Magistrate, Purba Medinipur, Tamluk.
3. The M.L.A., Mahishadal, A.C.
4. The Savapati, Mahishadal Panchayet Samiti.
5. The Joint Secretary, Urban Development & Municipal Affairs Department, Town & Country Planning Branch, NAGARAYAN, DF-8, Sector-I, Bidhannagar.
6. The Additional District Magistrate & Additional Executive Officer, Purba Medinipur Zilla Parishad, Tamluk, Purba Medinipur.
7. The Sub-Divisional Officer, Haldia, P.O.- Khanjanchak, Purba Medinipur.
8. The Block Development Officer, Mahishadal Panchayet Samiti & Executive Officer, Mahishadal Panchayet Samity.
9. The District Information & Cultural Officer, Purba Medinipur
10. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
11. The System Analyst, H.D.A. with a request to arrange to publish it in the website of HDA and make arrangement to send the same to DIO, NIC by e-mail.
12. CA to the CEO, HDA
13. Reception / Notice Board.

**Chief Executive Officer  
Haldia Development Authority**

## **INFORMATION TO THE BIDDERS (ITB)**

**1. Request for Tender**

Request for tender paper is to be placed online only through the Website [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

**2. Submission of Tender**

The tender will be submitted in two bid system i.e. Technical bid & Financial bid.

**3. Online Bid submission procedure**

- i. *Registration of Contractor:* Agencies/Bidders who are interested in participating HDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. They are requested to contact to the toll free **Help-line No. 1800 3070 2232 of National Informatics Centre** for registration, computer setting and other clarification on e-tendering.
- ii. *Digital Signature certificate (DSC):* Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. *Submission of Tenders:* General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**A. Technical Bid:**

The Technical bid should contain scanned copies of the following (**all in PDF file**) and uploaded under "Other Important Document (OID)" of the e-tender portal.

1. NIT (Properly upload the same Digitally Signed).
2. Condition of Contract
3. Scanned Copy of Bank Draft towards Earnest Money Deposit (EMD) as prescribed in the NIT
4. Duly filled in **FORM-I** (Declaration for Credential)
5. Duly Filled in **FORM-II** (Declaration for Turn-Over)
6. Duly Filled in **FORM-III** (Details of bidder)
7. Duly Filled in Affidavit as given under Annexure-I

AND

All the documents as given under **TECHNICAL BID (Clause 3.1.1 Mandatory Documents)**

**Note: - Failure of submission of any of the above mentioned documents (as applicable) will render the tender is liable to be rejected.**

### **B. Financial Bid:**

The financial proposal should contain the following documents in **one cover** (folder) i.e. **Bill of quantities (BOQ)**:

The contractor is to quote the rate (**Offering Above/Below/At par**) online through Computer only in the space marked for quoting rate in the **BOQ**. Only downloaded copies of the above documents are to be uploaded in (**Excel file**) Digitally Signed by the contractor.

## **3.1 TECHNICAL BID**

### **3.1.1 Mandatory Documents**

Relevant documents must be uploaded online for participating in this tender. If the relevant documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i) Copies of original documents defining the constitution or legal status, Name and address, registration detail of Firm / Company / Agency, place of registration, and principal place of business, name of proprietor and written power of attorney of the signatory of the Bid to commit the Bidder.
- ii) Completion certificate along with details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies/ Local bodies, with requisite single tender value (in accordance with **Clause 3.1.5.1**).
- iii) GST registration No with relevant document
- iv) Audited Balance Sheet of last three Financial Years (**authenticated by a Chartered Accountant**) for establishing average Annual Turnover in contractual business.
- v) PAN Card (Xerox Copy)
- vi) Income Tax return of last financial year.

**Note: The tender will be summarily rejected if any of these documents are not submitted online.** Originals shall be shown if required by the authority.

### **3.1.2 Additional Documents for the Bid (to be submitted in Non-Statutory Cover, A-2)**

- i) Registration details with any Government or Semi-Government or other organization.
- ii) Information regarding any litigation or arbitration during the last five years in which the Bidder is involved, the parties concerned, the disputed amount, and the matter;
- iii) Documents of proof of ownership or hire of the machineries/equipments.
- iv) Any other information to indicate Technical management competence.

### **3.1.3 THE EARNEST MONEY SHALL BE DEPOSITED BY THE BIDDER ELECTRONICALLY:**

The Earnest Money shall be deposited by the bidder online-through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT /RTGS challan from the e-tender portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank to the Beneficiary Bank Account No. The name of Beneficiary bank (at present ICICI Bank), Account No. & IFSC Code are given in the e-tender portal. The details of deposition of EMD can be obtained from the following link, "**wbtenders.gov.in → Home Page → Bidders Manual Kit → Help for on-line receipt and refund of EMD**"



Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.

Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD and Bid can be submitted only after receipt of EMD.

**NOTE:** Earnest money through offline instruments like Bank Draft, Pay Order etc. will not be accepted for e-tender procurement of this office.

### **3.1.4 Average Annual Turnover**

Average Annual Turnover during last 3 (three) years should be more than **Rs 30.00 lakh.**

### **3.1.5 CREDENTIAL**

#### **3.1.5.1 Technical :**

The Agency should have successfully completed (100%) similar nature of work having single tender value of at least **40%** of the tendered value in a single contract i.e. **Rs. 17,41,000.00 (Rupees seventeen lakh forty one thousand) only.**

**OR**

The Agency should have successfully completed (100%) 2(two) Nos. similar nature of work having single tender value of at least **30%** of the tendered value each in a single contract i.e. **Rs. 13,06,000.00 (Rupees thirteen lakh six thousand) only.**

**OR**

The Agency should produce credential of one single running work of similar nature which has been completed to the extent of **80% or more** and value of which is not less than the **40%** of the tendered value (In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, 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/ tenderer)

in the **last 5 (five) financial years** from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies. Credential/completion certificate/ payment certificate of any sub-contract work shall not be accepted.

The work completion certificate (100 %) shall specify detailed similar nature of work completed, value of work done, date of commencement of work and the date of completion of the work. Copy of the **Work Order and Work Schedule/ BOQ of the similar nature of work shall have to be uploaded along-with the Completion Certificate**, in the technical bid for verification of the credential. In addition, Payment certificate may also be submitted for successfully completed work along with the said certificate. **The Technical Bid may be declared non-responsive if the requisite documents are not furnished by the bidder for ascertaining the Technical Credential.**

**NOTE: Similar Nature of Work:** Building Construction/repairing work.

**Note: The rate/Quantity of any item may be change as per the vetted estimate. If there will be such changes that will be incorporate in the contract document and accordingly contract amount will be determine.**

**3.1.5.2 Form – I for fully (100 %) completed works during the last 5 (five) years from the date of NIT will only be accepted.** The tenderer should attach the said certificate under their signature along with the tender documents. The similar nature of work is mentioned in the Form-I, therefore agencies who have completion certificate against any of the works mentioned in Form-I shall be eligible for this tender.

**3.1.5.3** The Completion Certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

#### **3.1.5.4 Financial**

The average Annual Turn Over from contracting business for the past three financial years of the firm should be more than **Rs. 300.00 lakh** of the aggregate cost of works in which the contractor intends to participate. Annual Turnover statement shall be submitted in the Form-II in addition to the Audited Balance Sheet of the last three financial years authenticated by Chartered Accountant.

**3.1.6** If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

#### **3.1.7 Penalty for suppression / distortion of facts :**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 2 (two) years. .

#### **3.2 FINANCIAL BID:**

1. Single rate (**percentage above or below or at par**) shall be quoted in the Financial bid
2. The rate is to be quoted both in words and figures clearly in the specified space of the Tender form/ Financial bid Form.
3. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc **but excluding GST and Labour welfare Cess, as in the BOQ of the financial bid separate provision for GST and Labour Welfare cess has been kept.** The tenderer shall include income tax as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
4. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.

5. **Tax Invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.**
6. If the lowest rate comes to below 10% of the estimated value then performance security @2.5% of the contract value should be paid in the form of Demand Draft in favour of CEO, HDA, within 3 days after opening of financial bid. The same may be released after completion of the work.
7. The Quoted price is firm, inclusive of all applicable taxes and no escalation will be admissible during the pendency of the contract in the event of any increase of prices of materials or as a result of Government Notification.

### **3.3 Taxes & duties to be borne by the Contractor :**

It may again be reiterated that Income Tax, Royalty, Construction Workers Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the contractor while executing the work.

### **3.4 Site inspection before submission of tender :**

Before submitting any tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on these account afterwards.

#### **3.4.1 Conditional and incomplete tender :**

Conditional and incomplete tenders shall be summarily rejected.

### **4. Acceptance of Tender :**

Lowest valid rate may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserves the right to split the work amongst more than one Tenderer.

### **5. Payment**

The progressive and stage-wise payment will be made depending upon the executed work as follows:

<b>Sl No.</b>	<b>Payment Bill</b>	<b>Stage of Completion of Work</b>
1	1 <sup>st</sup> R.A Bill	After complete execution of 40% of Contract Amount.
2	2 <sup>nd</sup> R.A Bill	After complete execution of 60% of Contract Amount.
3	3 <sup>rd</sup> R.A Bill	After complete execution of 80% of Contract Amount.
4	4 <sup>th</sup> & Final Bill	After execution of balance work and successful completion of the scheme.

The payment of final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.

## 6. Security Deposit

6.1 The bidder shall be required to properly maintain the work including all its components for a period of **03 (three) years** from the date of completion of the whole work recorded in the MB. 10% will be deducted from each RA bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactorily for the entire security period. Failure to execute proper maintenance of the work will **lead to forfeiture of the security deposit.**

6.2 An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority at least 2 (two) months prior to the last date of defect liability period with an undertaking that the work is maintained properly as per the terms of contract.

6.3 The schedule for release would be as below:

- i) **After 1<sup>st</sup> year from the date of completion of work – 30% of SD.**
- ii) **After 2<sup>nd</sup> year from the date of completion of work – 30% of SD.**
- iii) **After 3<sup>rd</sup> year from the date of completion of work – 40% of SD.**

## 7. Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

## 8. Other Terms & Conditions:

### 8.1 E-Tendering:

#### **ONLINE BIDS:**

The bidders interested to submit the bid Online shall get registered and obtain a digital signature as per the procedure prescribed below:

Agencies/Bidders who are interested in participating HDA's e-tenders are requested to contact to the toll free **Help-line No. 1800 3070 2232 of National Informatics Centre** for registration, computer setting and other clarification on e-tendering. Shri Atanu Moitra, System Analyst, HDA (Mobile No. 8170045634) is stationed at the office of the Haldia Development Authority during working hours. The agencies/bidders can visit the office and get assistance.

Online Tenders can be submitted by logging in [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

#### **ONLINE BID SUBMISSION:**

The Bidders are required to submit the Technical and Financial Bid documents ONLINE by following the Online Bid submission procedure.

8.2 The amount put to tender may vary at any point of time before finalization of the tender.

8.3 Tenderers requested to be present in person during the opening of technical and financial bids.

8.4 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.

8.5 Questionnaire for the pre-bid meeting if any shall be forwarded to this office on or before **12.02.2018**

- 8.6** The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, HDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.
- 8.7** The successful Tenderer is to obtain license from the Registering Officer and Assistant Labour Commissioner, Haldia, Purba Medinipur under the contract labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act, as well as any other laws and statutes as applicable.
- 8.8** Initial Employment is to be made from the Local Employment Exchange as will be available in forms of Para – 6(b) of 1700/EMP dated 03.08.1989.
- 8.9** HDA takes no responsibility for any delay/loss/non-receipt of tender document or any other letter sent by post either way.
- 8.10** Tenderer can approach only the Executive Engineer (Civil), HDA for any clarification with respect to this tender.
- 8.11** The decision of authority with respect to this tender is final and binding.
- 8.12** All corrections in the tender should be signed with date by the Tenderer. Each of the Tender document and drawings must be signed by the Tenderer.
- 8.13** The Contractor, whose tender is accepted shall within 15 (fifteen) days of issue of an intimation to that effect by this office obtain additional one set of contract documents on production of proof of payment of tender papers in favour of Chief Executive Officer, Haldia Development Authority in Nationalized Bank and submit the same duly signed by him to this office for formal agreement. If the contractor fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited.
- 8.14** Tenderers who will sign on Tender on behalf of a company or Firm must produce the “Registered documents” in respect of their competency to do so, failing which their tender will not be considered.
- 8.15** After receipt of the Work Order, the successful Tenderer shall submit the work programme, Bar chart of execution of the work, establish site office and deploy Site Engineers. He shall also maintain Work Order Copy, Drawings, schedule of work and tools & tackles at site to assist HDA Engineers to carry out necessary checking and supervision of the work.
- 8.16** It has been observed that the successful bidders deploy unqualified engineers and supervisor during execution of work. Therefore, the successful bidder shall ensure that qualified engineers are deployed to carry out the works as per the specification and drawing.
- 8.17** **The construction shall carryout the relevant testes of materials/work executed as per the relevant IS codes at their own cost.**
- 8.18** If substandard works during the execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again, check the qualification of engineers and supervisors, penalize the agency etc.
- 8.19** The successful Tenderer shall have to start the work at site within 7 days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with HDA without assigning any reason.

- 8.20** Sub-letting of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited.
- 8.21** All materials & workmanship shall be as per the approved quality and methodology.
- 8.22** If there will be any ambiguity against any item of work and rate mentioned in the BOQ, then the corresponding item and its rate given in the latest PWD schedule of rates shall be considered for execution and payment thereof.
- 8.23** An amount equal to 1% of the contract amount will be deducted from the RA bill / final bill on account of “the building and other construction work (regulation of employment and condition of service) Act, 1996” and “The building and other construction work welfare cess Act, 1996” apart from other statutory deductions from bills/ payment due.
- 8.24** No mobilization advance will be paid to the contractor. The contractor will pay minimum wages to his workmen.
- 8.25** Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld / not made on average or poor quality of job. If the agency gets average or poor grading of work quality, he may be debarred for one year from the tender of HDA.
- 8.26** Defect liability period starts from the date of completion of the work and release of Security Money (10% of the contract value) will be done as per the date of completion of the work.
- 8.27** For the scheme of work value more than 50 lakh, the contractor should establish a laboratory with relevant equipment at the site for testing of the materials etc. The contractor should submit an undertaking with the technical bid that unless the laboratory will be established at site, no bill will be paid to him. The tests which can not be performed in the site laboratory those are to be under taken in other laboratory approved by HDA and the agency will bear the cost.
- 8.28** In case of earth work in formation/ development filling, the contractor will take up such filling in layers not exceeding 250 mm in each layer. The necessary compaction test will be carried out and the report will be submitted to the department before payment of bill similarly for each sequence of repairing work the contractor will take clearance in writing from the department, failing which action as deem fit will be taken against him.
- 8.29** No escalation of cost is permissible and the Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.
- 8.30** Original copies of all certificates shall be produced for checking and verification of all supporting documents on request of HDA.
- 8.31 Penalty for Delay:** The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date on which the order to commence work is given to the contractor. The work shall throughout the stipulated period of the contract be proceeded with all due diligence (time being deemed to be the essence of the contract, on the part of the contractor) and the contractor shall pay as **compensation an amount equal to one percent or such smaller amount as the Authority (whose decision in writing shall be final) may decide, on the amount of the tendered amount of the whole work as shown in the tender for everyday** that the work remains uncompleted, or unfinished after the proper date. The contractor shall commence execution

of such part of the work as may be notified to him within 7 days from the date of the order for commencement for work and diligently continue such work and further, to ensure good progress during the execution of the work, he shall be bound in all cases in which the time allowed for any work exceeds one month, to complete one-fourth of the whole of the work before one-fourth of the whole time allowed under the contract has elapsed; one half of the work, before one-half of such time has elapsed, and three-fourth of the work before three-fourth of such time has elapsed. In the event of the contractor failing to comply with any of the conditions herein he shall be liable to pay as compensation an amount equal to one percent or such smaller amount as the Authority, (whose decision in writing shall be final) may decide on the said tendered cost of the whole work for everyday that the due quantity of work remains incomplete; PROVIDED ALWAYS that the entire amount of compensation to be paid under the provisions of this clause shall not exceed ten percent of the tendered amount of the work as shown in the tender.

- 8.32** The agency should possess the requisite and relevant equipments and machineries for the work. If equipments and machineries are not deployed as per the undertaking given by the contractor, the Engineer in charge is authorized to stop the work and direct the contract to deploy them immediately. If the contractor fails to carry out the direction, then the authority may take appropriate action including forfeiture of EMD and cancellation of the work order.
- 8.33** Registration of all workers engaged in building and other construction workers to be done under the Building and other Construction Workers' (RE & CS) Act, 1996 and the State Rules, 2004 framed there under to provide for their safety, health and welfare measures.
- 8.34** Credibility of the agency engaged for more than two works in HDA will be evaluated by the tender committee and whether to allow the agency to participate in further tenders of the authority will be decided by the committee. Decision of the authority is final and binding on the concerned agency.
- 8.35** The contractor shall collect photography/video photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages of work and lastly after the completion of the work. The photographs shall have date digital date printed. A minimum of 10 such photographs should be submitted at the time of submission claim for payment. No separate payment will be made to the contractor for this purpose. Payment shall not be made without submitting the photographs/video photographs.
- 8.36** Keep on record that the agency is the employer and the workers / labourers, if any, to be engaged for the work will be treated as the workers/ labourers of him. Agency is the principal employer in this regard.
- 8.37** The scheme/ work are taken up by the authority for rural area development and the work order is issued in the interest of **public service & social welfare**.
- 8.38** The personnel/workers engaged for the work shall be the employees of the Agency/ Contractor and will take their remuneration/wages/ statutory benefits from the agency/ Contractor. They will have no claim and liabilities of whatsoever nature including monetary claims or any other claim or benefits from the Authority. Any liability arising under Municipal, State or Central Govt. laws and regulations will also be the sole responsibility of the concerned Agency/ Contractor and the Authority shall not be responsible for such liabilities.

- 8.39** The Agency shall comply with all the rules and regulations regarding safety, security and other statutory obligations of its workers and the Authority will in no way be responsible in any manner in case of any miss-happening with their workers at any place.
- 8.40** HDA reserves the right not to allow the agency in technical bid of the tender under the following circumstances.
- (i) Delay in completion of any job under HDA due to poor performance of the agency.
  - (ii) Poor performance in terms of either quality of materials and workmanship in any job under HDA.
- 8.41** In case of any modification in drawings & estimate etc., it shall be notified to the vendors during pre-bid meeting or through corrigendum.
- 8.42** The scope of work may be modified as per the discretion of the Tender inviting Authority and the contractor has to accept that modification. That is, it may be phased, revised, modified, curtailed or enhanced at any point of time by the Tender inviting Authority and no cost escalation or claim by the contractor will be allowed due to such modification.
- 8.43 Termination of Contract/ Work Order:** The authority may terminate the contract/work order due to the following reasons.
- i)** Poor Progress of work.
  - ii)** Poor Quality of work.
  - iii)** Adoption of any unfair means during execution of work.
  - iv)** Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 7 days notice to the agency/contractor to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

- 8.44** Discretion of the authority inviting tender - The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of work indicated above is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the Chief Executive Officer, HDA. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.

**Chief Executive Officer  
Haldia Development Authority**



**FORM – I**  
**CREDENTIAL CERTIFICATE**  
**(100 % PHYSICAL COMPLETION)**

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill or RA bills for – Building Construction/repairing work.	:	

**Note: In case of completion of multiple nature of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.**

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

**(Signature of the bidder)**

Note:

1. While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub-items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
2. Completion Certificate (s) should be supported by BoQ(s).
3. Completion Certificate for fully (100%) completed works will only be considered.

## FORM – II

### STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of ..... for the three consecutive years.

Sl. No.	Financial		Remarks
	Assessment Year	Turnover (rounded of)	
1	2015-2016		
2	2016-2017		
3	2017-2018		
<b>Total</b>			
<b>Average Turnover</b>			

Note :

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

**Signature of the Bidder**

**FORM-III**  
**DETAILS OF THE BIDDER**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)	
2	Name of Proprietor / Director of Company/ Firm / Agency	
3	Full Address of Registered Office, if any	
(i)	Telephone No./ FAX	
(ii)	Mobile No.	
4	Full Address of operating/ Branch Office	
(i)	Telephone No./ FAX	
(ii)	Mobile No.	
5	E-mail Id	
6	Banker of Company/Firm/ Agency with full address (Attach evidence)	
7	PAN No. (Attach self attested copy)	
8	GST Registration No.	
9	E.P.F. Registration No. (Attach self attested copy) , if any	
	E.S.I. Registration No. (Attach self attested copy) , if any	

\_\_\_\_\_  
**(Signature of the Bidder with date and Seal)**

## ANNEXURE-I

### SAMPLE FORMAT FOR AFFIDAVIT

I, Sri.....,S/o Sri....., aged.....Years, Residing at....., Proprietor/Partner/Director of....., do hereby solemnly affirm and declare in connection with “**Renovation and repairing work of Tribeni Sangam Guest House at Geonkhali under Mahishadal Block**” NIT No.- 77 /HDA/EC of 2017 – 2018 as follows:

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. If the contract is awarded to us, we will deploy at site all necessary T&P, equipments and Laboratory with minimum testing equipments / apparatus as listed below immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the Engineer in Charge.

Sl No.	Plant, Machineries and Equipments	Make	Availability (owned or hired)
1	Mixer Machine or Mini Batching Plant		
2	Needle vibrator		
3	Digital Balance		
4	Sieves: as per IS standard		
5	Standard Proctor and Core Cutter with Rapid Moisture Meter		
6	Standard measures for volume and length		
7	Compression Testing Machine		
8	Cube Moulds – 2 sets		
9	Equipment for Slump test		

3. We would deploy at site all necessary Technical Personnel as listed in ITB for efficient contract management and supervision of works with a view to achieving best quality of works at site.

<b>Sl. No.</b>	<b>Personnel</b>	<b>Required Qualification</b>	<b>Minimum Experience</b>	<b>No. of Persons</b>
1.	Site Engineer	B.E./Diploma in Civil; Engg.	3 years	
2.	Site Supervisor	Graduation in any discipline (Minimum)	1 year	
3.	Laboratory Assistant	Passed 10+2 Level (Minimum)	1 year	

4. We would carry out all necessary tests of all major items at frequency spelled out in the contract document / MORD Specification book / SP 20/SP 72 to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
5. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority's decision will be final and binding.
6. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

**Signature of the Contractor**

**Name:**

**Place:**

**Date:**