



Government of West Bengal
Urban Development & MA Department
Office of the Executive Engineer
Central Mechanical Division
Nirman Bhawan, Salt Lake, Kolkata-700091

e-Notice Inviting Quotation

NIQ NO.:UD/e-NIQ/CMD/09/2017-18 OF EXECUTIVE ENGINEER , Central Mechanical Division

Memo No:1048

Dated: 24.10.2017

Notice Inviting Quotation are invited by the Executive Engineer, Central Mechanical Division on behalf of the Governor of West Bengal for the works mentioned below, through electronic tendering (e-Tendering) from **Air conditioner Manufacturer (Hitachi /Daikin / Mitsubishi /Toshiba/ Carrier) or their authorised dealer** having sufficient credential and financial capability for execution of works of similar nature.

Intending bidders desirous of participating in the tender are to log on to the website www.wburbandev.gov.in . and to participate log on to the website www.wbtenders.gov.in .

Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India (viz. NIC, nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

NIQ are to be submitted online and intending bidders are to download the documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of documents. Details of submission procedure are given below under "General terms and conditions and information".

Name of Work:- Introduction of HVAC system in connection with SITC of HVAC system & Electrical Power including stage lighting and props at Bidhan Bhavan in Kalyani.

Last date & time of submission of bids online is 07.11.2017 : 1400 hrs

The intending bidder must read the terms and conditions of the NIQ carefully. He should particularly go through the eligibility criteria required and satisfy himself of the requirements for eligibility. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

All information posted on the website consisting of NIQ and related documents, Form 2911(ii), BOQ, Corrigendum etc. and Drawings, if any, shall form part of the tender document.

General Terms & Conditions and Information

1. Eligibility for participation

Air conditioner Manufacturer or their authorised dealer (Hitachi /Mitsubishi /Daikin /Toshiba/ Carrier) having OEM responsibility and Manufacturer's Tender authorization certificate & also E.S.I & P.F. Registration including sufficient credential and financial capability for execution of works of similar nature are eligible to participate, depending on the criteria as detailed below. Joint venture firms are not eligible to participate.

Note: *In case of consortiums, maximum number of constituents shall be restricted to 5 (five) and each constituent must have at least some credential and also at least 10% turnover in contracting business. Individual constituent of a consortium cannot be another consortium.*

2. SCOPE OF WORK:

Introduction of HVAC system in connection with SITC of HVAC system & Electrical Power including stage lighting and props at Bidhan Bhavan in Kalyani.

No deviation is allowed for material & work specification. All the participants are requested to go through entire document & upload again in stated folder as described in 3.2A & 3.3. **INTENDING PARTICIPANTS ARE REQUESTED VISIT THE SITE ON ANY WORKING DAYS PRIOR TO SUBMITTING BID BY CONTACTING EXECUTIVE ENGINEER, CENTRAL MECHANICAL DIVISION, NIRMAN BHAVAN (1ST FLOOR), SALT LAKE, KOLKATA- 700 091 (PHONE NO. 033-2337-0318).**

N.B.: The quantity of items in BOQ may increase or decrease.

3. Submission of NIQ

3.1 General process of submission

Participants are to be submitted online through the website stated above. All the documents uploaded by the NIQ Inviting Authority form an integral part of the contract. Participants are required to upload all the documents along with the other documents, as asked for in the NIQ, through the above website within the stipulated date and time as given in the NIQ. Participants are to be submitted in two folders for the work, First one Technical Proposal and the second one is Financial Proposal. The Participant shall carefully go through the documents and prepare the required documents, and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items individually in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Participants should specially take note of all the addendum / corrigendum related to the NIQ and upload the latest documents as part of the NIQ.

3.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or declarations in the following standardised formats in two covers (folders).

A. Technical File (Statutory Cover) containing,

- i. **Application for NIQ (Vide Form-1) & Declaration against common interest (Vide Form-2) (to be submitted in "Forms" folder)**
- ii. **Tender Form No.2911(ii) (to be submitted in "2911" folder)**
- iii. **Addenda / Corrigenda :** If published.
- iv. **NIQ along with Tech specification & Drawing to be uploaded in 'NIT' folder.**
- v. **Tender authorisation & OEM responsibility of manufacturer to be submitted in**

Authorization" folder.

Note: Contractors are to keep track of all the Addendum / Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIQ. Bidders submitted without the Addendum / Corrigendum will be treated as informal and liable to be rejected.

NO Tender cost required

vi. **Earnest Money Deposit (EMD)**

Rupees 5000 thousand only, towards EMD, in favour of the Executive Engineer Central Mechanical Division has to be submitted as EMD as per the procedure given below.

Earnest Money Deposit (EMD) Procedure:

Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Pay order, Bankers Cheque etc. has been completely dispensed with for all e-tenders/e-procurements of the State Government, w.e.f 1st September, 2016. Intending bidders desiring to make payment of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated in the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT.

A. Login by bidder:

a. A bidder desirous of taking part in a e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password by using valid DSC.

b. He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-tender by selecting from either of the following payments modes:

i. Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;

ii. RTGS/NEFT in case of off-line payment through bank accounts in any Bank approved by RBI in India.

B. EMD payment procedure:

a. Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway website along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.

ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

iii. Bidder will receive a confirmation message regarding success/failure of the transaction.

iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the tender authority.

v. If the transaction is failed, bidder will again try for payment by going back to the first step.

b. Payment through RTGS/NEFT:

i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using the respective bank account.

iii. Once payment is made, the bank would provide an "UTR remittance number" for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days after the NEFT/RTGS process to complete, in order to verify the payment made to the Government in his/her bidding process.

iv. If verification is successful, the fund get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD.

v. Hereafter, the bidder can go to e-Procurement portal for final e-submission of his/her bid within pre-assigned deadline of submission of e-tender.

vi. If the payment is successful, the amount will be returned automatically by the system to the bidder's account.

Note: EMD payment made through RTGS/NEFT would require additional 2 to 3 bank

working days after date of transaction in the bank before the procedure is completed for enabling the bidder to comply with the bidding process in the on-line e-tender final bid submission. This procedure is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed within last date of online submission of his/her tender. However, Net-banking transaction through ICICI bank payment gateway could be on real time basis.

C. Refund/Settlement Process for EMD:

- i. After opening of his/her bids and technical evaluation of the same by the Tender Inviting Authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bid as successful or unsuccessful which will be reflected through the details of the unsuccessful bidders to ICICI Bank by the e-Procurement portal through its web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund through an automated process the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the EMD on-line transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the Tender Inviting Authority.
- iii. Once the financial bid is electronically processed in the e-Procurement portal, EMD of the technical bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the L1 bidder is successful.
- iv. If the L1 bidder account is not found and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his/her bank account from which he/she made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on Award of Contract (AOC) is uploaded to the e-Procurement portal by the Tender Inviting Authority.
- v. As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal and the same to Government Receipt under Public Accounts through GRIPS where the EMD deposit will also be collected in connection with the work.
- vi. All refund will be credited to the Bank account from which the payment of EMD and Tender Fees was made.
- vii. If the e-tender is rejected, the EMD would be reverted to the original bidders account automatically through the e-Procurement portal in order is affected online by the Tender Inviting Authority.

Note: Bids are to be rejected if any item in the Statutory Cover is missing.

B. Minimum Statutory Cover) containing,

- i. Application for registration of Partnership Firm / Consortiums from Registrar of Assurances having office at Tech Mansion, Kolkata. Mere application for registration will not be sufficient. However, in cases where the applicant is yet to receive registration certificate from Tech Mansion, the applicant is to submit an affidavit in Non-Judicial Stamp Paper along with the application pledging that "the registration certificate of the Partnership Firm would be submitted to the Tender Inviting Authority by the applicant in agreement with the Tender Accepting Authority in case he is found eligible for award of contract".

inordinate delay in submitting the document, his bid is liable to be forfeited. The amount deposited will stand forfeited to Government. Any change in the constitution of Consortium / Partnership Firm should also be registered from the Office of Registration, Kolkata, prior to the date of application of tender otherwise his application will be rejected.

Note: Declaration regarding authorized user of DSC for Consortiums and a declaration of DSC authorization for Limited Companies is to be submitted.

2. Trade License for Partnership Firms.
 3. Form 10A for Limited Companies.
 4. Statutory Bye-Laws for Cooperative Societies.
- iii. **Credentia** (in support of credential submitted under Statutory Cover above.
- iv. **Other** (in support of other Certificate.

Note: Failure to submit any one of the above mentioned documents will render the bid liable to summary rejection.

3.3 Financial Proposal

The financial proposal should contain the following document in one cover (Folder).

i. Bill of Quantity

The contractor should quote the rate online through computer in the space marked for quoting rate in the BQ. Copies of the above documents are to be uploaded, virus scanned and duly signed by contractor.

N.B.: Rate should be inclusive of all Taxes & duties transportation handling scaffolding etc. inclusive of Warranty, and also inclusive of Oil, Gas etc with testing and commissioning. Submitting the offer, the intending quotationers should make themselves thoroughly, with local condition prevailing, by actual inspection to the site for consideration all aspects. Only a comprehensive rate should be provided.

4. Eligibility

4.1 Completion

- i. Contractor should have fully (100%) completed works for 50 ton of Split/Cassette Air Conditioner in single order during the current year and last five financial years. Certificates issued for partly completed works will not be considered.
- ii. Contractor should have executed works in Irrigation & Waterways Department will be considered. Works executed in other Departments of Central or State Government like Public Works & Public Works (Roads) Department, Public Health, Sundarban Affairs Department and various other State Departments, Panchayats, Panchajanya, Parishads, West Bengal Housing Infra-structure Development Corporation, West Bengal State Electricity Distribution Company Limited, Urban Development Authority (KMDA), Kolkata Metropolitan Water Supply & Sewerage Board, Kolkata Municipal Corporation (KMC), Hooghly River Bridge Engineering Departments & PSU of Central Government and Flood Control & Irrigation Project (FBP) Authority, Railways, Kolkata Port Trust and other works managed by the State Government, i.e. Mackintosh Burn

Ltd., ... by ... may also be
 certificates are to be issued by an officer not below the rank of
 Engineer / District Engineer / Project Manager of the other
 departments / Organisations. Such certificates are further to be
 superior authority of the Issuing Authority for all cases other than
 Government Departments and Railways.

4.2 PAYMENT

- b. ... availability of fund.
- d. ... are liable to summary rejection

5. Opening

5.1 Opening

- i. ... will be opened by the undersigned or his authorised representative ... using their Digital Signature Certificate.
- ii. ... present if they so desire.
- iv. ... documents (vide Clause 3.2.A) will be opened first and if found in ... Documents (vide Clause 3.2.B) will be opened. If there is ... Documents, the tender will summarily be rejected.
- v. ... (in suitable formats) documents of the Non-statutory Cover will be ... the Tender Evaluation Committee.

5.2 Opening of Technical Proposal

- i. ... declared technically eligible by the undersigned will be ... by the Tender Inviting Authority from the web portal stated above on the ...
- ii. ... decrypted and the rates will be read out to the contractors ...
- iii. ... proposal the preliminary summary result containing inter- alia, ... is quoted by them will be uploaded.
- iv. ... is satisfied that the rate obtained is fair and reasonable ... lowering down of rate, he may after having the comparative ... Divisional Accountant / Divisional Accounts Officer attached to ... to upload the final summary result containing the name of ... by them against each work after acceptance of the rate.
- v. ... for lowering down of rates in the opinion of the Tender ... will be notified through the website to attend sealed bids ... held at the office of the Tender Accepting Authority in his ... name, which will be done offline, i.e. as manually, as per present ...
- vi. ... result after acceptance of the rate by the Tender Accepting ... added in the web portal.
- vii. ... may ask any of the tenderers to submit analysis to justify the ...

6.0 Proceed / two technically qualified / tender

- a. Financial bids of single / two tenderers may not be opened immediately.
- b. 2nd stage bids may be opened immediately after technical evaluation, after reviewing the credential criteria if required, to the extent deemed necessary by the Tender Inviting Authority in the widely circulated newspapers.

7. Bid Validity

The Bids shall remain valid till the date of opening of the financial bid

8. Acceptance

Lowest priced tender shall be accepted. However, the Tender Accepting Authority does not have the right to reject any or all the tenders, for valid reasons and also reserve the right to award the work amongst more than one tenderer.

8.1 Tendering Authority

Executive Engineer, Technical Division, U.D. Department, Govt. Of W.B.

8.2 Execution

The tenderer, if accepted, shall within 15 days of the receipt of Letter of Acceptance, execute 'Formal Agreement' with the Tender Accepting Authority, as per Form B.F. No 2911(ii) which may be purchased on cash payment / in accordance with clause 4(i) from the office of the Executive Engineer concerned with the work.

9. Return of Bid

Please return the bid to the successful tenderer(s)

10. Payment

The payment for the work will be made according to the availability of funds. Payment will be entertained.

11. Withdrawal

If any tenderer, after the opening of the financial bids withdraws his tender before the stipulated time without giving any satisfactory explanation for such withdrawal, he shall be liable for making any tender to the department for a minimum period of one year. If the Tender Accepting Authority has reason to doubt the bonafide of such tenderer, he may refer the matter to the Chief Engineer concerned in all details for issuance of such Order. Copy of such Order should invariably be communicated to the other Chief Engineers, Engineering Department. Copy of such Order should invariably be communicated to the other Chief Engineers, Engineering Department of this Department with a request to upload the same in the Departmental Website.

12. Schedule

Sl. No.	Date & Time
1.	24.10.2017 : 1800 hrs
2.	24.10.2017 : 1800 hrs
3.	26.10.2017 : 1800 hrs
4.	07.11.2017 : 1400 hrs
5.	07.11.2017 : 1400 hrs

6.		ing date	09.11.2017 : 1400 hrs
7.		of qualified bidders	To be notified later
8.		Technically qualified	To be notified later
9.			To be notified later
10.		valuation sheet	To be notified later

Terms & Conditions

1. The Executor of the contract shall be the Engineer-in-Charge in respect of the contract and all similar in nature. The Engineer-in-Charge shall be responsible for the execution of above works, till the completion of the work. The Engineer-in-Charge shall be responsible for the supervision of the work and the workmanship of the work.
2. The contractor shall have the right to distribute the work between two or amongst more than two contractors. The contractor shall not be allowed to accept any tender without assigning reason thereof. The contractor shall not be allowed to reject any or all tenders without assigning any reason thereof.
3. The Bidder shall be bound by the provisions of (a) Contract Labour (Regulation & Abolition) Act, 1948 or the modification thereof or any other laws relating to contract labour.
4. The contractor shall not claim whatsoever from the contractor for payment of compensation on any ground including non-possession of land.
5. The contractor shall be liable for any compensation due to machines becoming idle for any reason such as breakdowns, other natural calamities, strike, etc.
6. The contractor shall be liable for any compensation whatsoever of its nature (after work order / Commencement of work) for any loss or damage to the property of the contractor by the bidder. Original Challans of those materials, which are procured by the contractor, shall be submitted for verification.
7. The contractor shall be liable for any cess @ 1% on the Gross Value of the Bill in terms of the Government Order No. 853-F dated 01.02.2006. Also it is instructed to register his firm with the competent registering authority, i.e. Assistant Labour Commissioner of the region concerned.
8. No mobilization charges shall be allowed unless specified otherwise.
9. VAT/Sale Tax, Toll Tax, No extra charges shall be levied on these items. The rates of supply and finished work items are inclusive of these taxes.
10. All works of construction of vats and platforms will have to be arranged by the contractor.
11. The contractor shall be liable for providing bamboos, ropes, pegs, flags etc. for laying out the work and for which no extra payment will be made.

12. The contractor shall inspect the condition and nature of works and ascertain difficulties that might be encountered in carrying materials to the site of work, availability of water, power, etc. before submitting the tender.
13. A machine book (with triplicate copy) will have to be maintained at site by the contractor. It got to be issued from the Engineer-in-charge before the work starts. All observations given by inspecting officers will be recorded in this book and the contractor shall take action taken by him in this connection as quickly as possible.
14. The contractor shall complete the work within the time mentioned in the tender notice. A suitable work programme shall be submitted to the Engineer-in-charge within 7 (Seven) days from the date of receipt of the tender. The contractor should inform in writing the limit of completion. The contractor should inform in writing the date of completion of the work, sign measurement book, bills and other documents within 7 (Seven) days from the date of receipt of the work.
15. No claim for extension of time shall be entertained on account of delay in payment of bills or on other reasons such as variation of price index.
16. All provisions for the safety of the people and workforce deployed at the site of work shall be the responsibility of the contractor. He must deal with such cases as promptly as possible. First aid, fire, etc. practice will have to be made by the contractor at his own cost.
17. The contractor shall employ qualified technical employees and/or Apprentices at site as per the provisions of the Environmental Rules & Orders circulated from time to time.
18. The contractor shall complete the work programme and priority of work fixed by the Engineer-in-charge. The contractor shall ensure that critical and/or vulnerable items be completed before the date needed for the start of monsoon or rise of water level or for other reasons.
19. The quantities mentioned in the tender schedule or in Work Order are only tentative. The contractor shall not claim considerably. Payment will be made on the basis of works actually executed. No claim will be entertained for reduction of quantities in some items or for execution of quantitative excess in any item beyond 10% or more. The approval of the Superintending Engineer / Chief Engineer would be required for any variation. The contractor shall accept the Superintending Authority, before making payment.
20. All materials used by the contractor must be subject to approval of the Engineer-in-charge. The contractor shall submit the samples drawn by the contractor from the site at his own cost within 24 hours. The rates in the schedule are inclusive of cost and carriage. The contractor shall ensure that all materials will be supplied in phase with due intimation to the Engineer-in-charge. The contractor shall conform with the progress of the work. For special type of materials like HPE Bags, Geo Textile Filter, Geo Jute Filter, etc. if any, the contractor shall submit the name of the Manufacturers, Test Report, etc. will also be submitted to the Engineer-in-charge. The Engineer-in-charge may conduct independent test on the samples drawn by the contractor. The contractor shall ensure that the materials are used using the materials at site. In this regard decision of the Engineer-in-charge shall be final.

Executive Engineer
Central Mechanical Division

Memo No.: 1048/3

Date: 24.10.2017

Copy submitted

- 1) Joint Secretary
- 2) Special Officer
- 3) Chief Engineer

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and necessary action to the:-
Nagaryan Bhawan, Kolkata – 700091
W. Circle, Nirman Bhawan, Kolkata – 700091
Salt Lake Project), Nirman Bhawan, Kolkata – 700091

/
Executive Engineer
Central Mechanical Division
Urban Development & MA Department

Memo No.: 1048/3/8

Date: 24.10.2017

Copy forwarded

- 1) Executive Engineer, Nirman Bhawan, Kol-91
- 2) Executive Engineer, Mechanical Division, Nirman Bhawan, Kol – 91
- 3) Executive Engineer, Mechanical Division, Nirman Bhawan, Kol – 91
- 4) S.D.O/Superintendent, Mechanical Division, Nirman Bhawan, Kol – 91
- 5) S.D.O/Superintendent, Mechanical Division, Nirman Bhawan, Kol – 91
- 6) Accountant, Mechanical Division, Nirman Bhawan, Kol - 91
- 7) Computer Operator, Urban Development & MA Department, Nagaryan Bhawan, Kol - 91
- 8) Notice Board, Mechanical Division, Nirman Bhawan, Kol - 91


Executive Engineer
Central Mechanical Division
Urban Development & MA Department
24/10/17

FORM - 1

APPLICATION FOR TENDER

To
The Executive Engineer
Central Mechanical
Nirman Bhawan
Kolkata-700 001

Dear Sir,

Having read the Statutory, Non statutory & NIQ documents, I/We hereby like to state that I/We have accepted your conditions and offer to execute the works as per NIQ No. _____, and I/We also agree to remedy the defects after/during execution of the above work in accordance with the conditions of contract, specifications, drawings, bill of quantities and _____.

Dated this _____ of _____ 201_____

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized
and on behalf of
(In BLOCK letters)

Office Address

Telephone No.

Mobile No.

Fax No.

E mail ID

FORM - 2

Declaration against Common Interest

I/We, Sri/Smt. _____, the authorized signatory of _____ do hereby affirm that _____ any of the member of _____ bidding against _____ do not have any common interest either as a partner on any _____ Firm / Consortium as a Proprietor / Owner of any other firm in the same series _____ want to participate.

Date:

Signature of bidder

Validity unknown

Digitally signed by ABHJIT PAL
CHAUDHURI
Date: 2017.10.24 17:56:48 IST
Location: West Bengal