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**NOTICE INVITING TENDER****A. PREFACE:**

Electronic Bids/e-Tenders in prescribed forms on Percentage Rate Basis (i.e. % rate Below, Above or At Par of the Estimated Cost put to the Tender) are hereby invited by ICMARD – A Training Institute of The WBSCARD Bank Ltd., ICMARD Building, 3<sup>rd</sup> Floor, Block – 14/2, C.I.T. Scheme – VIII (M), Ultadanga, Kolkata – 700 067 from the eligible/bonafide and resourceful Contractors/reputed Engineering Firms/Companies / Engineers' Co-operative Societies having adequate credentials for execution of the Repairing & Renovation work of Wooden Furniture at Hostel Rooms and Dormitories at ICMARD Building, which are summarised hereunder in the Table below.

**B. DETAILS OF WORK:**

Sl. No.	Name of the Work with Location	Estimated Amount put to Tender (Tender Value) (Rs.)	Earnest Money (EMD) (Rs.)	Time Allowed for completion of the work	Eligibility of the Contractor for participation	Name & Address of the inviting Organisation
01.	Repairing & Renovation work of Wooden Furniture at Hostel Rooms and Dormitories at ICMARD – A Training Institute of The WBSCARD Bank Ltd. located at ICMARD Building, 3 <sup>rd</sup> Floor, Block – 14/2, C.I.T. Scheme – VIII (M), Ultadanga, Kolkata – 700067	<p>(i) Total Estimated Cost (Basic Value) for Items of work :- <b>Rs. 5,39,706/-</b></p> <p>(ii) Add for GST @ 18% (CGST &amp; SGST @ 9% each) on the Total Estimated Cost = <b>Rs. 97,147/-</b></p> <p>(iii) Add for Labour Welfare Cess @ 1% on (Basic Estimated Value + GST as above) = <b>Rs. 6,369/-</b></p> <p>Total Estimated Cost put to Tender (Tender Value) (i + ii + iii) = <b>Rs. 6,43,222/-</b></p>	12,864/-	60 (Sixty) days from the date of issue of Work Order	Bonafide and resourceful Contractors/ reputed Engineering Firms / Companies / Engineers' Co-operative Societies having adequate credentials.	ICMARD – A Training Institute of The WBSCARD Bank Ltd., ICMARD Building, 3 <sup>rd</sup> Floor, Block – 14/2, C.I.T. Scheme – VIII (M), Ultadanga, Kolkata – 700 067.



### **C. IMPORTANT DATES:**

Sl. No.	Particulars / Activity	Date & Time
01.	Date of Publishing of e-NIT at the Govt. portal: <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> and at the Notice Boards of the Head Office and ICMARD and websites of The WBSCARD Bank Ltd. and ICMARD	01.07.2025
02.	Date for commencement of downloading the Tender documents and Bid submission through online	01.07.2025 at 03:00 PM
03.	Last Date for submission of Bids through online	15.07.2025 at 04:00 PM
04.	Date and Place for Opening of Technical Bids/ Proposals through Online with Preliminary Result based on Technical Bid Opening (TBO) Sheet	19.07.2025 at 04:00 PM at ICMARD ICMARD Building, 3 <sup>rd</sup> Floor, Block – 14/2, CIT Scheme – VIII (M), Ultadanga, Kolkata- 700 067
05.	Date of uploading of the Final List of the Technically Qualified Bidders as per TBO sheet	To be suitably decided by the authority of ICMARD
06.	Date of opening of Financial Bids based on FBO (i.e. Financial Bids opening) sheet	Do
07.	Uploading of Award of Contract – AOC (i.e. Work Order)	Do

### **D. GENERAL TERMS AND CONDITIONS FOR PARTICIPATION IN THE NIT PROCESS WITH RESPECT TO SELECTION OF BIDDER: -**

1. In the event of e-Filing, the intending Tenderers/Bidders may download the Tender Documents directly from the Website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in) in the e-Tendering Portal of the Government of West Bengal with the help of Digital Signature Certificate as per the above Time Schedule stated herein above Clause No. C and Earnest Money of Rs. 12,864/- will have to be deposited by the Bidders electronically online through his/her/its Net Banking enabled Bank Account, maintained with any Bank or Offline through any Bank by generating NEFT/RTGS Challan from e-Tendering Portal, to the Bank Account No. 101005427736 of The WBSCARD Bank Ltd. held with the WBSCB Ltd., Kolkata Main Branch, having IFSC WBSCO000001. The Clause is applicable to all categories of applicants excepting those that are exempted as per prevailing Government Order.

2. Both Technical Bids and Financial Bids are to be uploaded in the [www.wbtenders.gov.in](http://www.wbtenders.gov.in), the e-tendering Portal of the Government of West Bengal. The Technical Bid and Financial Bid are to be submitted Online within the time limit mentioned in the e-NIT. Documents submitted by the Bidders should be properly indexed & digitally signed.

3. The intending Bidders are required to quote the rate in proper space of BOQ/Priced Schedule of Work in percentage (i.e. % Rate Below, Above or At Par of the Estimated Cost put to Tender). No Offline Tender will be entertained.

4. Contract documents, specifications, Terms & Conditions, schedule of various items of work along with conditions of the Contract, as laid down in this e-NIT, are to be strictly adhered to by the Bidders and if any clarification is deemed necessary, the Office of the ICMARD may be contacted.

5. Non-remittance/payment of Earnest Money will lead to rejection of Tender.

6. The Financial Offer/Bid of the prospective Bidders will be considered only if the Technical Documents forming part of Technical Bids submitted by the Bidders are found qualified by the ICMARD. The decision of the ICMARD will be absolutely final and binding in this respect. The list of the Technically Qualified Bidders will be

uploaded in the Govt. Portal: [www.wbtenders.gov.in](http://www.wbtenders.gov.in).





7. Where there is any discrepancy between the **Unit Rate** and **Total Amount** resulting from multiplying the Unit Rate by the Quantity, the Unit Rate quoted shall override.
8. The Bids should remain valid for a period of not less than **90 (Ninety) days** since date of opening of Financial Bid. If the Bidder withdraws the Tender/Bid during the validity period of Bid without sufficient and valid reasons, the Earnest Money as deposited will be forfeited forthwith and the Bidder will be debarred for a period of one year from participating in any Tender issued by the ICMARD or The WBSCARD Bank Ltd.
9. The intending Bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of bidding shall be reimbursable by the authority of the ICMARD.
10. In case of successful Bidder whose Tender is accepted, the Earnest Money Deposit [EMD] @ 2% (Two Per Cent) so deposited by him/her/it as per Clause No. 1 will be converted into a part of Security Deposit. The balance Security Deposit @ 8% (Eight Per Cent) of the amount of each Running Account Bill will be deducted so as to make the Total Amount of Security Deposit to 10% (Ten Per Cent) of the Total Value of Work to be executed actually. Documents containing UTR No. and necessary details evidencing deposit of Earnest Money of Rs. 12,864/- should be uploaded along with the Bid Documents.
11. **Refund of EMD:** The Earnest Money of all the unsuccessful Bidders will be refunded to respective Bidder's Account from which they made the payment, through necessary formalities, on receipt of request letters from them in that regard.
12. During scrutiny, if it comes to the notice of the Tender Inviting Authority (TIA) of the ICMARD that the credential (s) and or any other paper (s) of any Bidder is/are incorrect/manufactured/fabricated, that Bidder will not be allowed to participate in the Tender and that applications will be cancelled/rejected outright by the authority of The WBSCARD Bank Ltd./ICMARD without assigning any reason thereof. The authority of The WBSCARD Bank Ltd./ICMARD reserves the right to cancel the e-NIT and no claim in this respect will be entertained.
13. Objection, if any, regarding Pre-Qualifying of an Agency, should be lodged to the Principal, ICMARD within 3 (three) days from the date of publication of the list of qualified agencies and beyond that time schedule, no objection will be entertained.
14. The authority of the ICMARD may verify the hard copy of credential (s) and/or all other document (s) of the Bidders, if it is felt necessary.
15. On verification, if it is found that the document (s) submitted by the Bidder is/are either manufactured/fabricated or false, no Work Order will be issued in favour of the said Bidder. Submission of false document (s) by the Bidder is strictly prohibited and if anybody found to do so, such action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of Earnest Money forthwith.
16. Acceptance of the Tender vests with the authority of ICMARD.
17. For Partnership Firm, copy of the Registered Partnership Deed is to be submitted. For Companies, copies of the Articles of Association and Memorandum of Associations are to be submitted. Where an individual person holds a Digital Certificate in his own name duly issued to him/her by the Company or the Firm of which he/she happens to be a Director or Partner or an Officer, and also holds Registered Power of Attorney empowered by the Board or by the Firm, shall invariably upload a copy of Registered Power of Attorney showing clear authorisation in his/her favour to upload such Tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
18. The intending Bidders are required to quote the Rate the % (Per Cent) above (+) or below (-) or at par over the Total Estimated Cost put to Tender at the specified place of the BOQ considering that no Escalation and/or price adjustment will be allowed by the authority of the ICMARD under any circumstances.
19. Conditional and incomplete Bid/Tender will be rejected straightway.
20. No Mobilisation Advance/Secured Advance will be allowed.
21. Income Tax/TDS will be deducted from each Running Account Bill as well as Final Bill of the Bidder (Selected Contractor) as per applicable rate and Rules of IT Deptt. in force. Necessary deduction on account of GST will be made as per the GST Act, 2017.





22. A Cess of 1% (one Per Cent) will be deducted from the Bidder's/ Selected Contractors' Bill on account of the "Building & Other Construction Labour Welfare Cess Act, 1996" (Act 28 of 1996) as per prevailing Circular of PWD, GoWB.

23. **The Defect Liability Period** : The prevailing rules and norms of the Government of West Bengal under this Clause as in force shall be strictly followed by the selected Bidder/Contractor or his/her/its workmen or authorised representatives and in the event of any loss, breakdown, damage, destruction, injury to lives and property during execution of the work, the selected Bidder/Contractor shall remain solely liable and responsible and will have to make good whatever the compensation at his/her/its own expenses and the cost to be incurred shall be recovered/realised from the amount of Security Deposit lying with the authority of the ICMARD and/or from the amount of the Running Account Bill/Final Bill of the selected Contractor/Bidder. All risks on account of any incidental events in respect of carriage, loss or damage of vehicles, materials or labours will have to be borne by the selected Bidder/Contractor. For this Tender, the Defect Liability Period will be 1 (One) year from the date of actual completion of the work.

24. No extension of time will be allowed after the stipulated date. If any date falls on Holiday or on day of bandh, natural calamity; the date would be deferred to the next working day. In the case of retardation of progress of works due to any unavoidable circumstances, the time for the period lost will be granted by the concerned authority on receipt of application from the selected Bidder/Contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment cost, cost of materials & labour and hire charges for tools & plants etc. would be entertained under any circumstances. The selected Bidder should consider the above factors while quoting the rate.

25. If any inadvertent typographical mistake is found in the specific price schedule of rates, the same will be treated to be so corrected as to conform to the prevailing relevant schedule of rates and/or technically sanctioned Estimate.

26. No interest would be paid on Security Deposit or Earnest Money or any other deposit made by the selected Bidder in connection with the above scope of work.

27. Bidders quoting Un-workable and Absurd Rates in Tenders will be treated as informal and liable to be rejected.

28. Canvassing in connection with the Tenders is strictly prohibited and the Tenders submitted by the Bidders/ Contractors who are involved in canvassing, will be liable to rejection.

29. Contractors must satisfy to the authority of the ICMARD about the payment of their Income Tax and GST. Necessary Challans and Clearance Certificate from the respective Department need to be submitted when asked for in that regard.

30. The Notice Inviting Tender will also form a part of the Tender.

31. Bidders should also please note that as soon as the Work Order will be issued to the Selected Bidder/ Contractor, the site will be made available to them and the work need be started immediately.

32. The working Contractor may fix up Informative Signboard at the site of construction, if deemed necessary, at his/her/its own cost.

33. Running Account Bills may be made on demand during progress of the work maintaining the programme.

34. The selected Bidder/ Contractor shall have to make all necessary arrangements at his/her/its own cost for examination of the works, executed/to be executed by the Inspecting Engineers. The quantity mentioned under different items of work as per B.O.Q may vary and the contractor should be bound to execute any quantity, as required and directed, in the same rate quoted by him/her/it.

35. The Bidder who/which submits false credentials or is found to provide any false information regarding his/her/its completed projects or is found to have disrupted awarded work earlier in this organisation should be barred from participation in the Tender and in this case, the Earnest Money deposited by the contractor shall stand forfeited & be absolutely at the disposal of the ICMARD.

36. The ICMARD without prejudice to any other remedy for breach of contract by written notice of default sent to the selected Bidder/ Contractor, may terminate the contract, in whole or in part if -





(i) At any time during the course of contract, it is found that the selected Bidder/ Contractor has obtained the contract based on misinformation or falsification,

And/or

(ii) The contract is assigned or sublet without specific order from the ICMARD in respect of a specified Sub-Contract,

And/or

(iii) If the selected Bidder/ Contractor becomes insolvent or commence any insolvency proceeding or make any composition with his creditors or attempts to do,

And/or

(iv) The selected Bidder/ Contractor is guaranteed a moratorium or a stay or is declared insolvent,

And/or

(v) The selected Bidder/ Contractor makes an assignment for the benefit of one or more of its creditors,

And/or

(vi) A Receiver is appointed on account of the insolvency of the selected Bidder/ Contractor,

And/or

(vii) The selected Bidder/ Contractor offers a settlement in lieu of bankruptcy or receivership,

And/or

(viii) The selected Bidder/ Contractor fails to deliver any or all of the service within the period specified in the contract,

And/or

(ix) The selected Bidder/Contractor fails to perform any other obligation under the contract.

37. The Contract will not attract any Arbitration Clause and the contract will not include any clause towards Escalation of price. Also, before submission of the Tender, the Contractor must visit the site to assess the local conditions from all corners and no plea/complaint about the site will be entertained afterwards. It will be presumed that the selected Bidder/Contractor offered the Tendered rate after review of entire position of the work site and no claim on this ground will be entertained in future.

38. No additional or substituted item of work will be executed by the selected Bidder without prior approval of the ICMARD. Additional or substituted items will be paid at rate as per schedule of rates of PWD, GoWB, in vogue at the time of entering into contract. If the rate of such items does not appear in the schedule of PWD, GoWB, or cannot be derived from them, the Technical Cell will decide the rate on the basis of market rate of various components with 10% (Ten Per Cent) profit & overhead charges and the decisions of the Technical Cell of ICMARD/The WBSCARD Bank Ltd. will be final and binding.

39. The ICMARD shall have the power to make omissions or additions to or substitution from the original specifications, drawing and instruction, that may appear to him to be necessary or advisable during the progress of the work and the contractor shall be bound to carry out the work in accordance with any instruction which may be given to him/her/it in writing signed by the appropriate authority and such alterations, commissions, omissions, additions or substitutions, shall not invalidate the contract but shall be deemed to have formed as work included in the original Tender and any altered, additional or substituted work which the Contractor may be directed to do in the manner above specified as part of the work shall be carried out by the Contractor on the same condition in all respects on which he/she/it agreed to do the main work and at the same rates, if any, may be specified in the Tender for the main work provided there is no change in the nature of work.

40. The Contractor shall not be entitled to any compensation or any loss suffered by him/her/it due to delay arising out of modification of work, due to non-delivery of possession of site and/or modification of drawing and design.

41. In the case of any class of work for which there is no mention of specification, such work shall be carried out in accordance with IS specification and in the event of there being no specification, the work shall be carried out in all respects in accordance with the instructions and requirement of the Technical Cell of ICMARD/The WBSCARD Bank Ltd.





42. The Contractor or any of his/her/its Employee or relative should not have a conflict of interest.
43. All the materials for the proposed work shall be of specified grade and approved brand in conformity with the relevant code of practice (latest revision) & manufacture and shall be procured and supplied by the Contractor at his/her/its own cost including all Taxes and incidental or transportation and all such overhead charges related thereto.
44. The work must have to be completed in all respects within the time specified in the e-NIT from the date of issue of Work Order. The time period for completion as specified in the Tender shall be deemed to be the essence of the contract. For any delay beyond the stipulated time frame for completion of work, the Contractor shall have to pay compensation an amount equal to 1% (One Per Cent) or such any amount that may be decided by the appropriate authority of the ICMARD.
45. The Selected Bidder/Contractor will have to execute a formal Agreement, as per prescribed format available with the office of the ICMARD on Non-Judicial Stamp Paper worth Rs. 50/- (Rupees Fifty) only within 7 (seven) working days from the date of issue of Work Order.
46. Notwithstanding anything contained in this Notice Inviting Tender, the other Terms and Conditions as laid down in the guideline of PWD, GoWB, will be binding upon all concerned.

## **E. ELIGIBILITY CRITERIA FOR PARTICIPATION OF WORK UNDER THIS e-NIT:**

- a) All intending Bidders shall have completed as a prime Agency during the last 3 (Three) years prior to the date of issue of this Tender Notice, at least two works of similar nature having a magnitude not below 60% (forty Per Cent)/at least one work of similar nature having a magnitude not below 100% (hundred Per Cent) of the Estimated Amount put to this e-NIT under the authority of State/Central Government, Undertaking/Statutory Bodies constituted under the statute of the State/Central Government. Completion/Experience Certificates should contain all specific required information in the Table prescribed in "Experience Profile" in Form – III under Section – B annexed herewith.
- b) In case of running works of Tender, amount not less than as stated above, only those Bidders who will submit the Certificates of satisfactory running works from the concerned authority, will be eligible for the Tender. In the required Certificate, it should be clearly stated that at least 80% (Eighty Per Cent) of the work has been completed satisfactorily and also that no penal action has been initiated against the executing agency i.e. the Bidder.
- c) All categories of prospective Bidders shall have to submit valid up to date Professional Tax Receipt Challan, Trade Licence, GSTIN Registration Certificate and Income Tax Returns for the last 3 (Three) years, PAN Card issued by the Income Tax Department, Voter ID Card in respect of the prospective bidder.
- d) Neither prospective Bidder nor any of the Constituent Partners should have been barred to participate in any Tender by the Government Department during the last 3 (Three) years prior to the date of this e-NIT. Such debarring will be considered as disqualification towards eligibility.
- e) In case of Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies, besides documents mentioned in item (c) above, following documents should be submitted through:- Certificate of Registration and Certificate of Validity for Registration from the respective authority in the Co-operation Department.
- f) The prospective Bidder or any of their Constituent Partners shall neither have abandoned any work nor any of their contract had been rescinded during the last 3 (Three) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

## **F. INSTRUCTIONS TO BIDDERS: -**

### **SECTION-A**

**General Guidance for e-Tendering:** Instructions / Guidelines 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 and registered with the Government e-Procurement System, through logging on to Govt. Portal: [www.wbtenders.gov.in](http://www.wbtenders.gov.in). 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 Informatics Centre (NIC) on payment of requisite amount. DSC is given as a USB e-Token.

**3. Search and Download:** The Contractor can search and download N.I.T. & Tender Document (s) electronically from Computer once he logs on to the Website mentioned in Clause-A.1 using the Digital Signature Certificate. This is the only mode of obtaining/collection of Tender documents. Search, view and download could be done as Guest Viewer.

**4. Participation in one work as more than one Bidder:** A prospective Bidder shall be allowed to participate in the job either in the capacity of individual or as a Partner of a Firm or Company or the Successor of such Firm or Contractor or as a Registered Unemployed Engineers' Co-operative Societies or a Registered Labour Co-operative Societies. If found to have applied severally, all his/her/its applications will be rejected for that job.

**5. Submission of Tenders:** Tenders are to be submitted through online in two folders at a time for each work, one in **Technical Bid** & the other is **Financial Bid** before the prescribed date and time using the Digital Signature Certificate (D.S.C.). The documents are to be uploaded in scanned copy duly digitally signed. The documents will get encrypted (transformed into non-readable formats). **The rate will be quoted in the B.O.Q. / Price Schedule of Work in the specified place. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case of quoting any rate other than in the specified place, is liable to be summarily rejected.**

**a. Technical Proposal/Bid:** The Technical Proposal/Bid should contain scanned copies of the following documents in two Covers (Folders).

**I. Statutory Cover should contain the following documents which are enclosed herewith: -**

Sl. No.	Details of document to be properly filled up with authorised signature & seal and to be enclosed along with the Tender
i)	Prequalification Application (Sec-B, Form-I) ---Prescribed Format should not be changed at all.
ii)	Affidavit "Y" (Sec B) ---To be furnished in the Non- Judicial Stamp Paper of appropriate value duly notarized.
iii)	Structure and Organisation (Sec-B, Form-II) --- Prescribed Format should not be changed at all.
iv)	Experience Profile (Sec-B, Form-III) ---- Prescribed Format should not be changed at all. Copies of Completion Certificates etc. as per Clause – E (a) of different Govt./ Semi Govt. / Private companies shall have to be produced in support of experience for the last 5 (five) years.
v)	Documents containing UTR No. and necessary details evidencing deposit of Earnest Money of Rs. <b>12,864/-</b> should be uploaded along with the Bid documents.
vi)	Tender documents should be downloaded properly and uploaded after putting signature on every page. The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. There is no provision for quoting rate/any other information in the Tender Documents /NIT. In case of quoting any rate other than in the specified space, the Tender is liable to be summarily rejected.
vii)	The Tender papers will consist of NIT, Tender Documents, General Terms & Conditions of Contract and Schedule of Works with specification shown in the B.O.Q. downloaded properly and to be uploaded Digitally Signed in a separate folder.

**II. Non-Statutory Cover should contain the following documents: -**

- Trade License from the respective Municipality/Panchayat/Municipal Corporation or any other competent Authority.
- Professional Tax Clearance Certificate / Professional Tax (PT) Deposit Receipt Challan for the Financial Year as applicable, PAN Card, GST related documents / GST Identification Number, Acknowledgement Receipt of I.T. Return for the last 3 (Three) Financial Years.
- Registered/Partnership Deed in the case of Partnership Firm or relevant part of the Constitution in the case of Registered Company along with Power of Attorney.



- Voter ID Card, Aadhaar Card if any, for any Contractor having individual ownership.

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER: -**

Click the Check Boxes beside the necessary documents in the My Document List and then click the tab 'Submit Non-Statutory Document' to send the selected documents to Non-Statutory Folder. Next click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Name	Details of Document to be submitted
i)	Certificate(s)	Certificate(s)	a) Copy of RTGS /NEFT Challan b) Professional Tax (PT) Deposit Receipt Challan for the Financial Year 2023-2024. c) PAN Card and Acknowledgement Receipt of I.T. Return for the last 3 (Three) Financial Years d) GSTIN Registration Certificate.
ii)	Company Details	Company Details-I	a) Registration Certificate under Company Act, Memorandum of Association, Articles of Associations. b) Trade License issued by Municipality/Panchayat/ Municipal Corporation or any other competent authority. c) Registered Deed of Partnership Firm/Article of Association & Memorandum and Registered Power of Attorney (For Partnership Firm / Private Limited Company).
		Company Details-II	i) Validity Clearance Certificate from A.R.C.S. are to be submitted by the Registered Labour Co-operative and Engineers Cooperative Societies. ii) Resolution copy of Annual General Meeting (where power has been delegated to the Society Members on behalf of the respective Society to use Digital Signature Card), Registration Certificate/Bye Laws issued by the Co-operative Department to the respective Societies are to be submitted by the Registered Unemployed Engineers' Cooperative Societies and Registered Labour Cooperative Societies.
iii)	Credential	Credential	The prospective Bidders shall submit, attested photocopies/Original documents of credentials showing satisfactory completion of similar nature of work in a single work as stated in this NIT.
iv)	Financial Information	Audit Report /Profit & Loss A/c and Balance Sheet (Last 3 years)	Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies must furnish Audit Report audited by the Co-operative Department with Fees Challan.

**Note:**

1. Failure of submission of any of the above-mentioned documents will render the Tender liable to be rejected for both Statutory and Non-Statutory cover.
2. Any amendment issued shall be part of the Bidding documents and shall be communicated to the Bidders by posting the same on the website/ Govt. Portal: **www.wbtenders.gov.in**. It shall be the Bidders responsibility to keep himself/herself/itself updated of all possible amendments or clarifications to the Bid document.
3. To give prospective Bidders reasonable time to take an amendment into account in preparing their Bids, the ICMARD authority may at its own discretion extend the deadline for the submission of Bids.
4. A CERTIFICATE (attached at the end of the Tender documentation) is to be submitted by the Bidder in the Letter Head duly signed by the authorised signatory with seal.



### III. Tender Evaluation:-.

#### i) Opening & Evaluation of Tender:-

If any Contractor is exempted from payment of EMD, copy of relevant Government Order need to be furnished.

#### ii) Opening of Technical Proposal/Bid:-

Technical Proposal/Bid will be opened by the ICMARD electronically from the above stated Website using its Digital Signature Certificate.

iii) Cover (Folder) for Statutory Documents should be opened first & if found in order, Cover (Folder) for Non-Statutory Documents will then be opened. If there is any deficiency in the Statutory Documents, the Tender will summarily be rejected.

iv) Decrypted (transformed into readable format) documents of the Non-Statutory Cover will be downloaded & handed over to the appropriate authority of the ICMARD.

v) Summary List of Technically Qualified Bidders will be uploaded online as well as summary list of the qualified Bidders with respect to Financial Bids will also be uploaded online subsequently as per time Schedule mentioned above.

vi) Pursuant to scrutiny & decision of the appropriate authority of the ICMARD, the Summary List of eligible Tenders & the Serial Numbers of their proposals will be considered for uploading in the web portals.

vii) During evaluation, the appropriate authority of the ICMARD may summon the Bidders & seek clarifications/information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### IV. Financial Proposal:-

The Financial Proposal should contain the documents as have already been mentioned in one Cover (Folder) i.e. Bill of Quantities (BOQ). The Contractor is to quote the rate (Percentage Above/Below/At Par) online through Computer in the space marked for quoting rate in the BOQ.

**G. SAFETY CODE:** The Prospective/Selected Contractor must have to adopt all kinds of safety measures for his/her/its Workmen/Labourer at the site of construction during execution of the Work. Also, the selected Bidder shall have to keep constant vigil/attention so that any kind of accidental hazards does not occur during execution of work to any Visitor/Official attending at the site of Construction. All facilities/amenities to be provided to the Workmen/ Labourer during execution of work at own cost of the Bidder.

  
(Chinmoy Gupta)  
Managing Director  
The WBSCARDB Ltd.







**SECTION – B**

**FORM – I**

**PRE-QUALIFICATION APPLICATION**

To  
The Managing Director,  
The WBSCARD Bank Ltd.,  
ICMARD Building, 6<sup>th</sup> Floor,  
Block-14/2, CIT Scheme – VIII (M),  
Ultadanga,  
Kolkata: 700067

Ref. No. 2300/Part-I/Admn./25-26/486 Dated June 30, 2025

**Sub:- Tender for Repairing & Renovation work of Wooden Furniture at Hostel Rooms and Dormitories at ICMARD – A Training Institute of The WBSCARD Bank Ltd. located at ICMARD Building, 3<sup>rd</sup> Floor, Block – 14/2, C.I.T. Scheme – VIII (M), Ultadanga, Kolkata – 700067**

Dear Sir,

Having examined the Statutory, Non-Statutory, Instruction to Bidders & e-NIT Documents, 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 authorised 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 are attached herewith.

I/We are interested in bidding for the work(s) given in Enclosure to this letter.

I/We understand that:-

- (1) Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the Scope & Value of the Contract Bid under this project.
- (2) Tender Inviting & Accepting Authority / Engineer-in-Charge reserves the right to reject any application without assigning any reason.

\_\_\_\_\_  
**Signature of Applicant including Title and Capacity  
in which the application is made**

DATE: \_\_\_\_\_



**SECTION – B**

**AFFIDAVIT – “Y”**

(To be furnished in the Non- Judicial Stamp Paper of appropriate value duly notarized)

- i) I/We, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false, or concealed; the application may be rejected and No-Objection /Claim will be raised by the undersigned.
- ii) The undersigned also hereby certifies that neither our Firm M/s \_\_\_\_\_ nor any of Constituent Partner had been debarred to participate in the Tender by the Government or any other Statutory Department during the last 5 (Five) years prior to the date of this e-NIT.
- iii) The undersigned would authorise and request any Bank, Person, Firm or Corporation to furnish pertinent information as deemed necessary and /or as requested by the Department to verify the statement.
- iv) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- v) Certified that, I/We have applied in the Tender in the capacity of Individual/ as a Partner of a Firm and I have not applied severally for the same job.
- vi) Certified that, I/We have applied in the Tender in the capacity of Individual/ as a Partner of a Firm and I/We have applied for the works under this e-NIT restricted to maximum works stipulated in the Scope of Works (i.e. in the column of “Name of Work”).

\_\_\_\_\_  
**Signed by an authorised Officer of the Firm**

\_\_\_\_\_  
**Title of the Officer**

\_\_\_\_\_  
**Name of the Firm with Seal**

**Date** \_\_\_\_\_





**SECTION - B**

**FORM -II**

**STRUCTURE AND ORGANISATION**

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1) Name of Applicant :

2) Office Address :

Telephone No. :

Fax No. :

E-Mail ID No. :

3) Name and Address of Banker :

4) **Attach an Organisation Chart showing the infrastructure of the Company with names of the key personnel and Technical Staff**

*Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.*

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**Signature of Applicant**  
**including Title and Capacity in which Application is made**

**DATE:** \_\_\_\_\_



## SECTION – B

### FORM –III

#### EXPERIENCE PROFILE

Name of the Firm (s): \_\_\_\_\_

List of Projects completed that are similar in nature to the works having not less than 40% (Forty Per Cent) of the Project Cost executed during the last 5 (Five) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for supervision	Contract Price in Indian Rs.	Percentage of participation of company	Original date of start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion of work	Reasons for delay in completion (if any)

**Note:**

- 1) Certificate from the Employers to be attached.
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the Firm.

\_\_\_\_\_  
Signature of Applicant  
including Title and Capacity in which Application is made  
DATE :





(The following Certificate should be signed by the Bidder unconditionally before submission of the Tender)

### **CERTIFICATE**

I/We have inspected the site of works and have made me/us fully acquainted with the local condition in and around the site of works. I /we shall be bound by conditions, as laid down in this Notice Inviting Tender, Special Terms & Conditions and specifications, specified Priced Schedule of Works and as also General / Terms & conditions / instructions, Clauses etc. I/We have gone through the current PWD Schedule of Rates, PWD General Specifications in force in the PWD Schedule, Govt. of W.B. I/we also uniformly maintain such progress with the works as may be directed by the authority of The WBSCARD Bank Ltd. to ensure completion of the same within the target date stipulated in the Tender.

**Date:**

**Signature of the Tenderer**



**ABSTRACT OF ESTIMATED COST IN TERMS OF BOQ/ Priced Schedule of Work**

Sl. No.	Name of the Work with Location	Estimated Amount put to Tender (Tender Value) (Rs.)	Total Estimated Amount put to Tender (i.e. Basic Value of Estimate + GST+ Labour Welfare Cess ) as indicated in the previous column --- Total Work Value / Total Cost Involvement (Rs.)	Remarks
01.	Repairing & Renovation work of Wooden Furniture at Hostel Rooms and Dormitories at ICMARD – A Training Institute of The WBSCARD Bank Ltd. located at ICMARD Building, 3 <sup>rd</sup> Floor, Block – 14/2, C.I.T. Scheme – VIII (M), Ultadanga, Kolkata – 700067	<p>(i) Total Estimated Cost (Basic Value) for Items of work :- <b>Rs. 5,39,706/-</b></p> <p>(ii) Add for GST @ 18% (CGST &amp; SGST @ 9% each) on the Total Estimated Cost = <b>Rs. 97,147/-</b></p> <p>(iii) Add for Labour Welfare Cess @ 1% on (Basic Estimated Value + GST as above) = <b>Rs. 6,369/-</b></p> <p>Total Estimated Cost put to Tender (Tender Value) (i + ii + iii) = <b>Rs. 6,43,222/-</b></p>	<p><b>Total Estimated Cost put to Tender (Tender Value) =</b> <b><u>Rs. 6,43,222/-</u></b></p> <p><b>Earnest Money Deposit (EMD) =</b> <b><u>Rs. 12,864/-</u></b></p>	Please refer current PWD Schedule of Rates (Civil Works vol - i november_2017) Govt. of West Bengal for description of items of work including Rates put to Tender for any clarification. NIT, Tender documents and General Terms & Conditions of Contract to be downloaded properly and to be uploaded digitally duly signed in a separate folder as already mentioned. The Rate to be quoted in the B.O.Q./ Price Schedule in the specified space provided and to be encrypted in the Financial Bid. In case of quoting any rate without specified space is liable to be summarily rejected.
<b>Total Estimated Amount put to Tender</b>			<b>Rs. 6,43,222/-</b>	



### BOQ – PRICE SCHEDULE

Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	6	53	55
1	French polishing to wood work including preparing surface (ordinary gloss) On old French polished surface including complete removal of the old polish.	184.132	Sq.M	538.00	99063.02	INR Ninety Nine Thousand & Sixty Three and Paise Two Only
2	Supplying fitting, fixing decorative lamination conforming to IS: 2046 : 1995 as per approved make, brand, finish and thickness with fitting, fixing the same on Particle/MDF / Ply Boards with recommended / approved adhesive with proper clipping the sides for better attachment as per direction of Engineer-in-charge. The rate includes the cost of labour, adhesive and all incidental charges thereof. In ground floor Glossy/Matt/Suede excluding surface texture or metallic lustre. Thickness of laminate 1 mm	150.128	Sq.M	688.00	103288.06	INR One Lakh Three Thousand Two Hundred & Eighty Eight and Paise Six Only
3	Supplying wooden moulding slanting beat of size 37mm X 18mm (finished) of approved design to finish the joint between wooden frame of door/window with masonry in true line and level fitted & fixed with adhesive and head less pins complete as per direction of Engineer -in-charge. Kappoor wood beat	246.000	Mtr	75.00	18450.00	INR Eighteen Thousand Four Hundred & Fifty Only
4.01	Supplying, fitting and fixing boiling waterproof ply conforming to IS:710-1977 bonded with phenol formaldehyde synthetic resin conforming to IS:848-1974 of approved make and brand fitted and fixed as per design as per approval and direction of Engineer-in-Charge. [excluding the cost of supporting framework and teak wood batten/ Lipping]. In Ground Floor. 12 mm Ply	110.514	Sq.M	1709.00	188868.43	INR One Lakh Eighty Eight Thousand Eight Hundred & Sixty Eight and Paise Forty Three Only
4.02	4 mm Ply	102.807	Sq.M	923.00	94890.86	INR Ninety Four Thousand Eight Hundred & Ninety and Paise Eighty Six Only

4.03	6 mm Ply	2.247	Sq.M	1122.00	<b>2521.13</b>	INR Two Thousand Five Hundred & Twenty One and Paise Thirteen Only
4.04	19 mm Ply	1.240	Sq.M	2420.00	<b>3000.80</b>	INR Three Thousand and Paise Eighty Only
5	M.S. works in brackets made from flats, angles, tees etc. to sizes specially bent, twisted, forged; making holes drilled and fitted to rafter of trusses with necessary bolts, nuts, washer or screws etc. (length of straight not less than 230 mm)	97.600	Kg	73.35	<b>7158.96</b>	INR Seven Thousand One Hundred & Fifty Eight and Paise Ninety Six Only
6	Wood work in posts, post plates, rafters, battens, truss members, purlins etc. fitted and fixed complete (excluding the cost of bolts, paints, but including the cost of nails, screws etc.) Sal : Local.	0.215	Cu.M	77735.00	<b>16713.03</b>	INR Sixteen Thousand Seven Hundred & Thirteen and Paise Three Only
7	Iron butt hinges of approved quality fitted and fixed with steel screws, with ISmark. 50mm. X 37mm. X 1.50mm.	32.000	Each	17.00	<b>544.00</b>	INR Five Hundred & Forty Four Only
8	Supplying, fitting and fixing Godrej Multi Lock or equivalent.	28.000	Each	136.00	<b>3808.00</b>	INR Three Thousand Eight Hundred & Eight Only
9	Anodised aliminium D-type handle of approved quality manufactured from extruded section conforming to I.S. specification (I.S. 230/72) fitted and fixed complete: With round base 75 mm grip x 10 mm dia rod.	28.000	Each	50.00	<b>1400.00</b>	INR One Thousand Four Hundred Only
10	Add GST @ 18%	1.000	Each	539706.29	<b>97147.00</b>	INR Ninety Seven Thousand One Hundred & Forty Seven Only
11	Add LW Cess @ 1%	1.000	Each	636853.29	<b>6369.00</b>	INR Six Thousand Three Hundred & Sixty Nine Only
<b>Total in Figures</b>	INR Six Lakh Forty Three Thousand Two Hundred & Twenty Two and Paise Twenty Nine Only				<b>643222.00</b>	

