



OFFICE OF THE CHIEF EXECUTIVE OFFICER

Haldia Development Authority (ISO 9001:2015 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 Web: www.hda.gov.in , Toll Free

No.1800-345-3224

NOTICE INVITING OFFLINE TENDER NO: 09/HDA/EC-ELECT/2020-2021.

SCHEDULE OF IMPORTANT DATES OF BIDS

NAME OF SCHEME: Supply Installation, Testing, Commissioning, Operation & Maintenance on Temporary Basis of 15 KVA, 1Ph Green D.G. Set at Office-cum-Residence of C.E.O. / H.D.A.

PARTICULAR		DATE & TIME
Date of Issue of NIT	:	07.10.2020
Date of Publication	:	15.10.2020
Starting date of submission of tender bid	:	03.11.2020 up to 04.30 p.m.
Pre Bid Meeting	:	16.10.2020 at 12:30 p.m.
Last date of submission of Tender	:	09.11.2020 up to 12:30 p.m.
Date & time of Opening of Technical Bid	:	11.11.2020 at 03:00 p.m.
Date & time of Opening of Financial Bid	:	13.11.2020 at 01:00 p.m.
Validity of bid	:	60 days w.e.f the date of opening of the technical bid.
Completion Period of the work	:	15 (Fifteen) Days
Maintenance Period	:	One year (Twelve months) from the date of completion.

NOTICE INVITING OFFLINE TENDER NO: 09/HDA/EC-ELECT/2020-2021

FOR

Supply Installation, Testing, Commissioning, Operation & Maintenance on Temporary Basis of 15 KVA, 1Ph Green D.G. Set at Office-cum-Residence of C.E.O. / H.D.A.

For and on behalf of Haldia Development Authority, the Chief Executive Officer Invites Offline item 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 electrical work or similar nature of work. The details are given below:

1.	Name of work	:	Supply Installation, Testing, Commissioning, Operation & Maintenance on Temporary Basis of 15 KVA, 1Ph Green D.G. Set at Office-cum-Residence of C.E.O. / H.D.A.
2.	Scope of Work	:	Supply Installation, Testing, Commissioning, Operation & Maintenance on Temporary Basis of 15 KVA, 1Ph Green D.G. Set at Office-cum-Residence of C.E.O. / H.D.A., on Turn-Key Basis as per direction of Engineer-in-Charge. a) General checkup & preventive maintenance for the DG set. b) Clearance of any Break Down on emergency basis within 24 hours. c) Lubrication and other requisite maintenance works for smooth functioning of Diesel Generator. d) Only required Diesel will be supplied by HDA. e) Providing skilled personnel for Maintenance and operation. f) Weekly Report of DG Set to the Authority regarding Operation Hour, Oil Top Up etc.
3.	Tender value	:	<u>To be quoted by the bidder.</u>
4.	Completion Period	:	<u>15 (Fifteen) Days.</u>
5.	Maintenance Period or the Defect Liability Period	:	<u>One year (Twelve months) from the date of completion of works.</u>
6.	Security Deposit against work	:	<u>10% of Contract Value.</u>
7.	Bid Inviting Authority	:	Chief Executive Officer Haldia Development Authority City Centre, PO-Debhog, Haldia, 721657 Phone No. 03224 255926 Email ID: ceo.hda@gmail.com
8.	Eligibility Criteria for “Pre Qualification”	:	1. (i) The Agency should have successfully completed a similar work/electrical work of value of at least <u>Rs. 1,00000.00</u> in the last Five years from the date of NIT in any Government / Semi Government / Undertakings/ Statutory bodies / PSU / Local Bodies. Credential of Completion Certificate shall have to be produced in support of the claim. Or (ii) The Agency should have successfully completed 2 (two) similar work/electrical work of completed work of value of at least <u>Rs. 75,000.00</u> in the last Five years from the date of NIT in any Government / Semi Government / Undertakings/ Statutory bodies / PSU / Local Bodies. Credential of Completion Certificate shall have to be produced in support of

		<p>the claim. Or</p> <p>(iii) The Agency is to submit credentials of one single running work of similar work/electrical work which has been completed to the extent of at least 80% or above and value of completed work is at least Rs. 1,00000.00 Credential Certificate of satisfactory running work to the above extent from appropriate authority i.e. not below the rank of Executive Engineer or equivalent of any Government / Semi Government / Undertakings/ Statutory bodies / PSU / Local Body shall have to be submitted in support of the claim.</p> <p>2. Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than Rs. 2,00000.00 from Contracting Business. Audited Balance Sheet (authenticated by a chartered accountant) shall have to be produced in support of the claim.</p> <p>3. Statutory Documents (Self authenticated):</p> <p>a. Latest Income Tax return.</p> <p>b. Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017.</p> <p>c. Audited Balance Sheet of last 3 financial years.</p> <p>d. Pan Card (Xerox Copy)</p> <p>e. Trade License.</p> <p>f. Form-I & Form-II filled and Signed (with agency's seal).</p> <p>g. Others as stated in ITB</p>
9.	Earnest Money Deposit	<p>: Rs. 5000.00.</p> <p>EMD in the form of separate DD/Bank Draft of any Nationalized / Scheduled Bank drawn in favour of Chief Executive Officer, Haldia Development Authority payable at Haldia shall be submitted along with the tender documents.</p> <p>The earnest money of unsuccessful Bidder shall be returned back not later than 30 days from the bid validity period without interest.</p>
10.	Last date for submission of Tender.	<p>: Up to 12.30 pm on 09.11.2020 at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657</p>
11.	Pre bid Meeting	<p>16.10.2020 at 12:30 p.m. at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657</p>
12.	Submission of Bid Documents	<p>: Tender documents should be submitted in sealed envelope properly marked as NIT No, Bid name and the Name of work along with Name and Address of the Bidder. Bidder shall also submit DD/Bank Draft from any Nationalized/Scheduled Bank for EMD along with the tender document.</p>
13.	Date and time of opening of Techno-Commercial Bid	<p>: 11.11.2020 at 3.00 pm at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657</p>
14.	Date and time of opening of Financial Bid	<p>: 13.11.2020 at 01.00 pm at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657</p>
15.	Financial Bid	<p>: Lump Sum Amount shall be quoted by the bidder.</p> <p>The Financial Bid shall be submitted in the prescribed Financial Bid Format (Annexure-I). The bidders shall properly assess the total work and quote the rate against the total work including applicable GST in the Financial Bid format. The quoted rate shall</p>

			include the scope of one-year defect liability period. No separate payment shall be made against the any defect repairing. The cumulative amount based on the estimated quantity mentioned in the format shall be taken in evaluation for L1 bidder. Incomplete Financial bid shall be rejected.
16.	Validity of Bid	:	60 days
17.	Important Instructions	:	<ul style="list-style-type: none"> • Applicable GST and other taxes, payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. • The financial bid documents of the technically qualified bidders will only be opened. • The intending bidders are requested to inspect the locations before bidding.

Sd/-

**Chief Executive Officer
Haldia Development Authority**

INFORMATION TO THE BIDDERS (ITB)

1. **Application for Tender**

Request for tender paper is to be placed to the office of the CEO, HDA.

2. **Submission of Tender**

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

Cover A: The Technical bid having the DD of EMD along with all the mandatory documents complete in all respect shall be submitted in a sealed **COVER-A**. This shall be marked as Technical Bid along with NIT No., Name and address of the bidder.

Cover B: The Financial Bid in the prescribed format complete in all respect shall be submitted in a sealed **COVER-B**. This will be properly marked as Financial Bid along with NIT No., Name and address of the bidder.

Both Cover A and Cover B shall be placed within a larger cover. It shall be properly marked with NIT No., Name and address of the bidder over the cover. The tender document shall be dropped in the Tender box kept at the office of the Chief Executive Officer, Haldia Development Authority, City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur. Bidders can also send the documents to this office through registered post / courier.

2.1 **TECHNICAL BID:**

2.1.1 **Receiving of documents:**

Relevant tender documents shall be submitted within stipulated date and time.

Mandatory Documents:

If the mandatory documents are not submitted within the stipulated date & time, then bid of the applicant shall summarily be cancelled and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

Mandatory Documents (Self Authenticated):

1. 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.
2. Completion certificate filled in **Form – I** 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.
3. Latest Income Tax return
4. Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017.
5. Audited Balance Sheet of last 3 financial years.
6. Pan Card (Xerox Copy)
7. Trade License
8. Other as stated in ITB.

Note: The application will be summarily rejected if any of these documents are missing in the envelope. Original documents shall be produced by the bidder for its verification, as required by the authority.

2.1.2 **Receiving of Earnest Money Deposit (EMD):**

EMD in the form of separate DD/Bank Draft of any Nationalized / Scheduled Bank in favour of Chief Executive Officer, Haldia Development Authority, Haldia payable at Haldia has to be deposited along with Financial Bid.

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 hard copy of the said certificate under their signature along with the tender documents. The execution of water supply maintenance, repairing or 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.

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.

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

2.1.4 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 Tender platform up to 2 (two) years.

2.2 FINANCIAL BID:

1. **Lump Sum rate shall be quoted by the bidder.** The Financial Bid shall be submitted in the prescribed Financial Bid Format (**Annexure-I**). The bidders shall properly assess work and quote the rate including applicable GST against the total work in the Financial Bid format. The quoted rate shall include the scope of supply. No separate payment shall be made against the one-year O&M of the completed project. The lowest amount based on the estimated quantity mentioned in the format shall be taken in evaluation for L1 bidder. Incomplete Financial bid shall be rejected.
2. The rate is to be quoted clearly in the specified space of the Tender form/ Financial bid Form.
3. The rate quoted by tenderer shall be inclusive of GST and all elements of taxes and duties, demands, etc.
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 whatsoever in this account shall be entertained.

2.3 Site inspection before submission of tender:

Before submitting any tender, the intending tenderer should make them selves 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.

2.3.1 Conditional and incomplete tender:

Conditional and incomplete tenders shall be summarily rejected.

3. 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.

4. Return of Earnest Money of the unsuccessful tenderer(s):

The earnest money of unsuccessful Bidder shall be returned after finalization of the tender.

5. Completion Period: The Successful bidder shall complete the execution of work within **15 days** from the date of issue of Work Order. Penalty as prescribed in this tender shall be imposed for every week delay in completion of the work.

6. Payment:

- Payment will be made quarterly basis depend upon the availability of fund and no financial claim in case of any delay in payment will be entertained.
- The Contractor will notify the authority regarding the work being completed. The quantity and quality of executed work will be taken into account for the preparation of bill. The engineers of HDA shall field verify the work executed.

7. Security Deposit:

- 7.1 The bidder shall be required to properly maintain the work including all its components for a period of **One year (Twelve months)** from the date of completion of the whole work recorded in the MB. 10% will be deducted from each Qtr. 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**.
- 7.2 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.
- 7.3 **The schedule for release would be as below:**
1. **One year (Twelve months) from the date of completion of work – 100% of SD.**
8. **Withdrawal of tender:**
A tender once submitted shall not be withdrawn within a period of 60 days from the day of the opening of the technical bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.
9. **Other Terms & Conditions:**
- 9.1 Tenderers requested to be present in person during the opening of bid.
 - 9.2 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.
 - 9.3 The agency may ask any questions related to work on or before the pre bid meeting.
 - 9.4 Earnest money will be refunded to unsuccessful tenderer after issuance of work order to the successful bidder within the tender validity period.
 - 9.5 HDA takes no responsibility for any delay/loss/non-receipt of tender document or any other letter sent by post either way.
 - 9.6 Tenderer can approach only the Executive Engineer (Electrical) / Assistant Engineer (Electrical), HDA for any clarification with respect to this tender.
 - 9.7 The decision of authority with respect to this tender is final and binding.
 - 9.8 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.
 - 9.9 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.
 - 9.10 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.
 - 9.11 All materials & workmanship shall be as per the approved quality and methodology.
 - 9.12 No advance will be paid to the contractor.
 - 9.13 No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.
 - 9.14 Original copy of all certificates shall be produced for checking and verification of all supporting documents on request of HDA.
 - 9.14.1 **The Emergency Services:** The awarded agency will have to attend all complains for any break down, malfunctioning of the completed works **within 24 hours** on call over telephone/mobile/e-mail from HDA & also will have to restore the system without any delay. For any non satisfactory service the work order of the agency shall be cancelled and EMD and SD will be forfeited. No separate payment shall be made.
 - 9.15 **Penalty:** Time is the essence of any contract and any deviations from completion time will attract penalty @ 0.5% per week delay and maximum of 10% for the non-execution of the work.

9.16 HDA reserves the right not to allow the agency to participate in future tenders under the following circumstances.

- (i) Delay in completion of job.
- (ii) Performance in terms of either quality of materials and workmanship.

9.17 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.
- V)** For termination of the contract/work, the authority will issue a 7 days' notice to the agency/contract 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.

9.17.1 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 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.

Sd/-

**Chief Executive Officer
Haldia Development Authority**

Dated: 07 /10 /2020

Dispatch No.: I/102274/2020

Copy forwarded for information to:

1. The Chairman, Haldia Development Authority.
2. The District Magistrate, Purba Medinipur.
3. The Additional District Magistrate & Additional Executive Officer, Purba Medinipur Zilla Parishad, Tamluk, Purba Medinipur.
4. The Sub-Divisional Officer, Haldia, Purba Medinipur.
5. The S.E.-in-Charge (Civil), Haldia Development Authority.
6. The District Information & Cultural Officer, Purba Medinipur.
7. The System Analyst, H.D.A.
8. CA to the CEO, HDA with a request to make necessary arrangements for publishing advertisement in news papers.
9. Reception.
10. Notice Board.

Sd/-

**Chief Executive Officer
Haldia Development Authority**

FORM – I
COMPLETION 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 –	:	

Note: In case of completion of multiple natures 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
	Year	Turnover (rounded of)	
1	2017-2018		
2	2018-2019		
3	2019-2020		
Total			
Average Turnover			

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

ANNEXURE-I

FINANCIAL BID FORMAT

NIT NO: 09/HDA/EC-ELECT/2020-2021

1. Lump sum Rate against NIT:

Supply Installation, Testing, Commissioning, Operation & Maintenance on Temporary Basis of 15 KVA, 1Ph Green D.G. Set at Office-cum-Residence of C.E.O. / H.D.A.

Sl. No.	Description of Work	Total Amount including all applicable Taxes & Charges for One Year. (in Rs.)
A	Supply Installation, Testing, Commissioning, Operation & Maintenance on Temporary Basis of 15 KVA, 1Ph Green D.G. Set at Office-cum-Residence of C.E.O. / H.D.A., on Turn-Key Basis as per direction of Engineer-in-Charge.	

Total amount Rupees (in Words)

Signature of Bidder with seal & stamp.