



HOOGLY RIVER BRIDGE COMMISSIONERS

(A STATUTORY ORGANISATION UNDER GOVT. OF WEST BENGAL)

HRBC BHAVAN

ST. GEORGES GATE ROAD (MUNSHI PREM CHAND SARANI)

KOLKATA-700 021

Ph. No.: 033-2253-4134; Fax No.: 033-2248-5833

Email: dydir1.pldn@gmail.com

Notice Inviting e-Tender (NIeT)

Memo No. HRBC/2M-26/2020/170320-1

Date: 17.03.2020

NIeT No. HRBC/02/2nd Call/DYDRPL/19-20 dt. 18.03.2020

Deputy Director, (Pl. & Dn.) HRBC, invites e-tender for the work detailed in the table below.

(Submission of Bid through online)

List of Schemes:

Sl. No.	Name of the work	Tentative Tended Amount (Rs.)	Earnest Money/ Bid Security (Rs.)	Tender Fee (Rs.)	Period of Completion	Name of the Concerned Officer	Eligibility of Bidder
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Design, Development, Hosting & Maintenance of HRBC Website	To be quoted by the bidder	10,000/-	1,000/-	410 (four hundred ten) days	Deputy Director (Planning & Design), Hooghly River Bridge Commissioners	Bonafide, resourceful outsiders (Ref : S1 5 of this NIeT)

- To participate in the bid, an intending bidder is required to deposit online a Bid Security/Earnest Money of the amount specified in the NIeRFP and proceed to submit the bid through the Government of West Bengal e-procurement portal viz. <https://wbtenders.gov.in> with the help of Digital Signature Certificate using his login ID and password. The process of receipt and refund of Bid Security/EMD shall be as per the procedure prescribed in the memorandum no. 3975-F(Y) dated 28.07.2016 of the Finance Department, Audit Branch, Govt. of West Bengal.

The bidder will select the tender to bid and initiate payment of pre-defined EMD and Tender Fees for that tender by selecting from either of the following payment modes:

- Net banking (any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank Payment Gateway;
- RTGS/NEFT in case of offline payment through bank account in any bank.

The fixed amount of Earnest Money/Bid Security has been considered for tendering purpose only having no relation to the prospective Contract Price.

- The Bid/Proposal is to be submitted in two parts. The two parts of the proposal are :-

- Part – 1 : Technical proposal
- Part – 2 : Financial proposal

3. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed by the tenderer through the website <https://wbtenders.gov.in> as per “Date & Time Schedule” as stated in Sl. No. 8 of this NIEt.
4. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No.8 of this NIEt.
5. **Eligibility criteria for participation in the tender:**

The eligibility of a bidder will be judged on the basis of the document(s) in support of the minimum criteria as mentioned below:

- 5.1. (i) The firm should have a minimum of 1(one) year of experience in providing maintenance services of websites, preferably with experience of managing server service for Domain and Hosting during the last 5 years. (Refer **Form-IV**)
- (ii) The firm should have designed and developed at least 02 (two) websites during the last 5 years, the URL’s of which should be mentioned. At least one of them should be running successfully at present. (Refer **Form-IV**)
- (iii) Technical Submission by the bidder in PDF format containing a write-up giving an outline of the bidder’s vision **about the proposed new HRBC website** as per Sub-Clause 9.1.2 (vi) of tender document.

[Non-statutory documents]

N.B.: The agency should be submit certificate of completion / on going work from the competent authority. Tendered amount, Date of Completion of Project and detailed communicational address of client must be indicated in the Credential Certificate. **Submitting work orders/agreements in lieu of certificate of completion/ongoing work will not be considered as compliance of eligibility criteria.**

5.2. Joint Ventures will not be allowed.

5.3 General Criteria

The bidder should submit the following documents :

- 5.3.1 Copies of Pan Card, GST Registration Certificate, Professional Tax Certificate with latest challan and latest IT Return are to be accompanied with the Technical Bid Document.

[Non-statutory documents]

- 5.3.2 The bidder should submit a written power of attorney authorizing the signatory of the bid to commit the bidder. In case of proprietorship firm, the bidder should submit appropriate document like Trade License etc. and the proprietor should sign the bid and all documents.

[Non-statutory documents]

5.3.3 Registered Partnership Deed for Partnership Firm is to be submitted. Companies shall furnish the Article of Association and Memorandum.

[Non-statutory documents]

5.3.4 The firm should have a office in Kolkata. Details of firm shall be furnished by the firms as per format given in **Form No. II**.

[Non-statutory documents]

6. A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

7. Bids shall remain valid for a period of 120 (one hundred and twenty) days after the date of Bid opening specified in Sl. 8 below.

8. **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIEt, Tender documents & other documents (online) (Publishing Date)	18/03/2020 at 10:00 AM
2	Documents download / sale start date (online)	18/03/2020 at 10:00 AM
3	Bid submission start date (online)	18/03/2020 at 10:00 AM
4	Bid Submission closing date (online)	01/04/2020 at 10:00 AM
5	Bid opening date for Technical Proposals (online)	03/04/2020 at 01:00 PM
6	Date of uploading list for Technically Qualified Bidder (online)	After evaluation of Technical Proposal
7	Date for opening of Financial Proposal (online)	To be notified at the time of publishing Technical Evaluation Summary in the e-procurement portal only.

9. Conditional/Incomplete tender will not be accepted under any circumstances.

10. The intending bidders are required to fill in the rates for all items described in BOQ in the following manner: they shall download the template (Excel Sheet) for BOQ, duly fill it up with their offered rate in the space marked and upload the same digitally signed.

The bidders quoted rate shall be deemed to have included all duties, taxes and other levies including Educational Cess etc., as imposed by Govt. of India & Govt. of West Bengal valid on date of bidding, payable by the Contractor under the Contract, or for any other cause. HRBC will not make any payments towards taxes, duties, levies etc for the entire contract period except GST as applicable.

11. During scrutiny, Tender Inviting Authority (TIA) may verify genuineness of credentials and if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

12. HRBC reserves the right to cancel the NIEt or tendering process and also any or all tenders at any stage without assigning any reason to the applicant and no claim in this respect will be entertained.
13. Before issuance of the Letter of Acceptance/Work Order, the tender inviting authority may verify the credential and other documents of the lowest bidder if found necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances.
14. The Earnest Money of all the unsuccessful bidders will be refunded by automated process as stated in the Government Order referred to in Sl. 1 of the NIEt while the Earnest Money of the successful bidder will be converted to a part of Security Deposit. The successful bidder shall have to deposit the balance amount which together with the EMD amount already submitted will constitute 2% of the Contract Price, i.e. the total price quoted by the bidder within 7 (seven) days of the issue of LOA.

Deduction will be made subsequently @ 8% from each R/A Bill towards Security Deposit. The total Security Deposit being 10% of the Contract Price shall be refunded with adjustments of dues if any, 2(two) months after successful completion of the work.

The EMD may be forfeited -
 - (a) if the bidder withdraws his bid during the period of bid validity;
 - (b) in the case a successful bidder fails within the specified time limit to -
 - (i) sign the Agreement or
 - (ii) furnish the balance amount of EMD as mentioned above.
15. This NIEt shall form a part of the contract document. The successful bidder on acceptance of his bid by the Accepting Authority, shall have to sign the contract consisting of NIEt, Instruction to Bidders & Terms and Conditions of Contract. Financial Offer or the Bill of Quantities and other documents, if any, forming part of the bid as uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto and duly filled in form of agreement as per format given in **Form No. III**.
16. There shall be no provision of arbitration. However, all disputes shall be settled through the Dispute Redressal committee of HRBC.
17. In the event of furnishing false/incorrect information by the agency, the bid security in respect of such agency shall be forfeited. Further during the performance of the contract, if it is detected that the contract has been obtained by furnishing the false/incorrect information in the tender, the agreement is liable to be terminated and security money and other payments due to the agency shall be forfeited and the agency is liable to be blacklisted for a considerable period.
18. Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act'2017.

.....
Deputy Director (PI & Dn), HRBC