

## **GUIDENINE TO BIDDERS FOR SUBMISSION OF BIDS**

General process of submission, Bids are to be submitted online through **Central Public Procurement Portal (CPPP) website - <https://eprocure.gov.in>** stated above in two folders at a time, one in Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non-readable formats).

### **A. Technical Proposal**

The Technical Proposal should contain scanned copies of the following further two covers (folders).

#### **A-1. Statutory Cover Containing**

- i) Cost of Bid Document to be remitted through Electronic Mode in PAO's Bank Account through 'Non Tax Receipt Portal' of Govt. of India in <https://bharatkosh.gov.in>. For the purpose of online payment for Cost of Bid Document, the bidder/depositor should select 034756-PAO(NH), Kolkata as Pay & Account Office (PAO) and 234759 – The Chief Engineer – Civil Ministry of Road Transport and Highways Kolkata as Drawing & Disbursing Officer (DDO) from the dropdown list(s) for this project.
- ii) Bank Guarantee/Demand Draft, ~~Fixed Deposit Receipt~~ towards cost of Bid Security in favour of **"Executive Engineer, National Highway Division No.-I", P.W. (Roads) Directorate, Payable at "Alipore, Kolkata"** from any Nationalised Bank as BID SECURITY in the shape of Financial Instrument(s) as per stipulation of bid document should be submitted physically in a separate sealed cover specified for respective work super-scribed as "BID SECURITY. This Guarantee shall be transmitted through SFMS Gateway to the designated bank of **State PWD, GoWB**, details of which is as under:

Sl. No.	Particulars	Details
1.	Name of Beneficiary	WB Govt Pooling A/C For Performance Guarantee
2.	Name of Bank	ICICI Bank, 22, R.N.Mukherjee Road, Kolkata-700001.
3.	Account No.	000605030134
4.	IFSC Code	ICIC0000006

In this regard, No. 1M-47/2016/253(11)-R/W dtd. 29.08.2017 of Chief Engineer (NH), P.W. (Roads) Directorate, Govt. of West Bengal along with Memorandum No. 2691-F(Y) dtd. 02.05.2017 of Finance Department, Audit Branch, Govt. of West Bengal (copies of both attached herewith) is to be followed.

- iii) Standard Bidding Document and NIB (**Properly upload the same Digitally Signed. Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case of quoting any rate in SBD, the Bid liable to summarily rejected.**)
- iv) Assessed available bid capacity. [Cl. 4.7 of ITB]
- v) An undertaking as to validity of Bid upto 120 days.

#### **A-2 Non-Statutory Cover Containing**

- i) Registration Certificate under Companies Act. (if any).
- ii) Professional Tax Clearance Certificate (PTCC) for financial year **2025-26**, PAN Card, IT, Saral for the Assessment Year **2025-26, GST Registration Certificate.**
- iii) Registered Deed of Partnership Firm / Articles of Association and Memorandum.
- iv) Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v) The Bidder should own or should have assured ownership to the following key items of equipment, if full working order and must demonstrate that based on known commitments; they will be available for use in the proposed contract.
- vi) All the Plant & Equipments are required for proper execution of item of work as per BOQ and mentioned in cl. 4.5.5 of Section-1, Instructions to Bidders (ITB) ~~and proposed detailed methodology~~ of the work.
- vii) List of Laboratory Instrument along with authenticated Tax Invoice and Delivery Challan.
- viii) List of Technical Staff (Prime/Alternate) along with structure and organisation.
- ix) **Credential for completion of at least one similar nature of work** as a prime Contractor of

- any one contract of ~~repairing/restoration, rehabilitation of Bridge road work~~ of at least 40% of the value of proposed contract within last 5 (five) years (value of work indicate in Appendix to ITB). Scanned copy of Original Credential Certificate to be furnished.
- x) Certificate from CA towards turnover from **Civil Engineering Construction Works** furnished for **2020-21 to 2024-25**. (Para-1.2 of Qualification Information). All data duly certified by Statutory Auditor should be made available through UDIN Verification and the Statutory Auditor should mention the corresponding UDIN in the certificate.
  - xi) Average Annual Turnover from Civil Engineering Construction Work updated to Current Price Level over the last 5 years is equal to or more than the specified amount [Cl. 4.5.3 of SBD].
  - xii) **Financial Reports of 2020-21 to 2024-25**. [Cl. 4.3(f) of SBD].
  - xiii) **Particulars about liquid assets and credit facilities** provided and the same are equal to or more than the specified amount [Cl. 4.6 of SBD].
  - xiv) Certificate of revolving line of credit by the Bank (if any).
  - xv) ~~Proposed methodology and~~ Programme of construction [Cl. 4.1 of SBD]
  - xvi) An affidavit made that no adverse report against the bidder. [Cl. 4.8 of SBD]
  - xvii) An affidavit made that no Litigation furnished with the Deptt. [Cl. 4.3(j) & Cl. 4.6.2 of SBD].
  - xviii) Furnish details about existing commitments and ongoing works.
  - xix) Furnish details of works for which bids submitted.
  - xx) Affidavits to be submitted by the bidder (if any).

Note : Failure of submission of any of the above mentioned documents will render the Bid liable to summarily rejected for both statutory and non-statutory cover.

**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 Documents” 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 Description	Details
A.	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none"> <li>1. Registration certificate under Company’s Act.</li> <li>2. GST Registration Certificate and acknowledgement.</li> <li>3. PAN.</li> <li>4. P. Tax (Challan) FY: (2025-26)</li> <li>5. Latest IT receipt.</li> <li>6. IT-Saral for Assessment Year 2025-26.</li> <li>7. Certificate of revolving line of credit by the Bank (if any).</li> </ol>
1.	COMPANY DETAILS	COMPANY DETAILS 1	<ol style="list-style-type: none"> <li>1. Partnership Firm (Trade Licence)</li> <li>2. Partnership Firm (Partnership Deed, Trade licence).</li> <li>3. Ltd. Company (incorporation certificate, trade licence).</li> <li>4. Power of Attorney.</li> </ol>
A.	CREDENTIAL	CREDENTIAL 1	<ol style="list-style-type: none"> <li>1. Similar nature of work done and completion certificate which is applicable for eligibility in this bid.</li> </ol>
B.	EQUIPMENTS	<ol style="list-style-type: none"> <li>1. PLANT &amp; MACHINERIES</li> <li>2. LABORATORY</li> </ol>	<ol style="list-style-type: none"> <li>1. The Bidder should own or should have assured ownership to the <del>following</del> key items of equipment, if full working order and must demonstrate that based on known commitments; they will be available for use in the proposed contract. All the Plant &amp; Equipments are required for proper execution of item of work as per BOQ <del>and proposed detailed methodology</del> of the work.</li> <li>2. List of laboratory Instrument along with authenticated Tax Invoice &amp; Delivery Challan.</li> </ol>

C.	FINANCIAL (INFO)	WORK IN HAND	Authenticated.
		PAYMENT CERTIFICATE 1 PAYMENT CERTIFICATE 2	<ol style="list-style-type: none"> <li>1. Only payment certificate not the TDS certificate.</li> <li>2. Tax audited report in 3 CB &amp; 3 CD form along with balance sheet and profit and loss a/c for the last 5 years (year just preceding the current financial year will be considered as year – 1.</li> <li>3. Average annual turnover from civil engineering construction work updated to current price level over the last 5 years is equal to or more than the specified amount [Cl. 4.5.3 of SBD]</li> <li>4. Whether maximum value work as a prime contractor of any one contract of <del>Temporary Rectification of Black Spots</del> Road works completed during 2020-21 to 2024-25 updated to Current price level. [Cl. 4.5.3 of SBD]. Experience in successfully completing or substantially completing at least one contract of (repairing/restoration, rehabilitation of R.C.C. Bridge) road work of at least 40 percent of the value of proposed contract within the last five years (value of work indicate in Appendix to ITB).</li> <li>5. Financial reports of 2020-21 to 2024-25 to be furnished. [Cl. 4.3(g) of SBD].</li> <li>6. Particulars about liquid assets and credit facilities provided and the same are equal to or more than the specified amount. [Cl. 4.6 of SBD].</li> </ol>
		P/L AND BALANCE SHEET 2020-21 to 2024-25.	Profit & Loss and Balance Sheet (with annexure and 3 CB & 3 CD Form in case of Tax Audit).
D.	MAN POWER	TECHNICAL PERSONNEL (PRIME & ALTERNATE)	List of Technical Staffs.
E.	DECLARATION	STRUCTURES & ORGANISATION	<ol style="list-style-type: none"> <li>1. Details of structures and organisation.</li> <li>2. <del>Proposed methodology and</del> Programme of construction. [Cl. 4.1 of SBD].</li> <li>3. An affidavit made that no adverse report against the bidder. [Cl. 4.8 of SBD].</li> <li>4. An affidavit made that no litigation furnished with the Dept. (Cl. 4.3(j) &amp; Cl. 4.6.2 of SBD).</li> <li>5. Furnish details about existing commitments and ongoing works.</li> <li>6. Furnish details of works for which bids submitted.</li> <li>7. Affidavits to be submitted by the bidder (if any).</li> </ol>