

**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	Detail(s)
A.	Certificate(s)	Certificate(s)	a. GSTIN Certificate with Latest Challan. b. PAN. c. Professional Tax Certificate with deposit receipts Challan Latest. d. IT-Saral for Assessment year Latest. e. OEM authorization for 10 KW Solar PV power project along with Test Certificate & 3 years warranty declaration. f. Electrical Contractors’ License with full time engagement of an Electrical Supervisor Competency on the parts 1, 2, 3, 6(A), 6(B),7(A), 7(B),10, 11 & 12 by concern authority.
B.	Company Detail(s)	Company Detail	a. Proprietorship Firm (<i>Trade License</i>) b. Partnership Firm (<i>Partnership Deed, Trade License</i>) Ltd. c. Company (<i>Incorporation Certificate, Trade License</i>) d. Co-Operative Society (<i>Society Registration Copy, Trade License, Audit report</i>) Power of Attorney. Authorized dealer or Channel partner of respective OEM.
C.	Credential	Credential (As per Clause no-5)	Prescribed type of work (i.e. On Grid Solar System) done & completion certificate from competent authority which is applicable for eligibility in this tender. (Original Scanned copy of Credential Certificate) during the last 3 (three) years.
D.	Man Power	Technical Personnel	List of Technical Staffs along with Structures & Organization (<i>as per N.I.T. Form No. III</i>)
E.	Declaration(s)	Declaration(s)	Fill-up all the details with Seal and signature for Section-B ; Form NO.- I to V and Affidavit “X”,”Y”& “Z”

i. Tender Evaluation Committee (TEC)

1. Opening of Technical Proposal:

Technical proposals will be opened by The General Manager (North), WBTDCL. And his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

2. Intending tenderers may remain present if they so desire.

3. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

4. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

5. Summary list of technically qualified tenderers will be uploaded online.

6. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

Seal and Signature of the Tenderer

- 7. During evaluation the committee may summon of the tenderers & seek clarification / 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.

ii. Financial Proposal

- I. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / below / at per) online through computer in the space marked for quoting rate in the BOQ.
- II. Financial capacity of abider will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.T. to be derived from the information furnished in FORM-I&II (Section-B) i.e., Application for Pre-qualification & Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he / they may include with the application a letter of guarantee issued by a nationalized bank / authorize bank of RBI to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting/Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-in-Charge/Employer. The audited Balance sheet for the last **3(three) years**, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years.
- III. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- IV. Penalty for suppression / distortion off acts:
 - a. If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
- V. Rejection of Bid:
 - a. Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without

Thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.
- VI. Award of Contract:
 - a. The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through **acceptance letter / Letter of Acceptance.**
 - b. The notification of award will constitute the formation of the Contract.
 - c. The Agreement in Tender From will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents duly purchased from the office of the WBTDCL as stated in concerned.

SECTION – B

FORM – I

PRE-QUALIFICATION APPLICATION

To

The General Manager (North)
West Bengal Tourism Development Corporation Limited

Ref : Tender for (Name of
work):-

e-N.I.Q. No.: 04/WBTDCL/GM(North) OF 2021-22 dated 10.05.21

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. 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 authorized 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 is attached herewith.

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

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 reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filing:-

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date:

Signature of applicant including title and capacity in which application is made.

SECTION – B

FORM – II

FINANCIAL STATEMENT

B. 1 Name of Applicant:

B. 2 Summary of assets and liabilities on the basis of the audited financial statement of the last **03 (three)** financial years.

(Attach copies of the audited financial statement of the last three financial years)

	Year (Rs. in lakh)	Year (Rs. in lakh)	Year (Rs. in lakh)
(a) Current Assets: (It should not include investment in any other firm)			
(b) Current liabilities: (It should include bank overdraft)			
(c) Working capital : (a) – (b)			
(d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Resource & surplus)			
(e) Bank Loan / Guarantee :			

Seal and Signature of the Tenderer

B.3 Annual value of construction works undertaken:

Work in hand i.e. Work order issued	As on	As on	As on

Work in progress				Work order issued but work not started		
Sl. No.	Name of the work with Tender No.	Estimated Amount	% of work executed	Sl. No.	Name of the work with Tender No.	Tendered Amount

B.4 Bid Capacity:

[A.N.2 –B]

- A = Maximum value of work done in a single year during last 3 (*three*) years.
- B = Value at current price level of existing commitments and ongoing works to be completed in the next N years.
- N = Time of completion of the work in years for which tender has been invited.

N.B. The Audited Balance Sheet and Profit & Loss Account with all the schedules and annexure forming part of the Balance Sheet and Profit & Loss Account for the last 3(*three*) years should be given. All these Financial Statements should be signed by a competent authority for the last 3 (*three*) years.

.....
Signed by an authorized officer of the firm.

.....
Title of the officer

.....
Name of the Firm with Seal

.....
Date:

SECTION – B

AFFIDAVIT – “X”

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

Work in progress				Work order issued but work not started		
Sl. No.	Name of the work with Tender No.	Estimated Amount	% of work executed	Sl. No.	Name of the work with Tender No.	Tendered Amount

.....
Signed by an authorized officer of the firm.

.....
Title of the officer

.....
Name of the Firm with Seal

Date:

SECTION – B

AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S..... nor any of constituent partner had been debarred to participate in tender by the West Bengal Tourism Development Corporation Limited Department during the last 5 (five) years prior to the date of this N.I.T.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the WBTDCL to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the WBTDCL.
- 5) Certified that I 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.

.....
Signed by an authorized officer of the firm.

.....
Title of the officer

.....
Name of the Firm with Seal

.....
Date:.....

SECTION – B

AFFIDAVIT – “Z”

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

PROFORMA FOR LEGAL BINDING AGREEMENT BETWEEN OEM AND THEIR AUTHORIZED SYSTEM INTEGRATOR

This agreement is made on day of....., 2021 betweenand, a firm having it’s..... (Hereinafter called the system integrator) of the other part.

Whereas, the OEM has designed, developed and manufactured Solar PV module which is the key component to be used in Solar Power Plants.

Whereas, the System Integrator has the expertise in installation and commissioning of Solar Power Plants and desires to quote, represent and obtain order of Supply, Installation, Testing and commissioning of Solar Power Plants from WBTDC against Notice Inviting Tender e-NIQ no. 04 /WBTDC/GM(North) OF 2021-22 dated 10.05.21

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. The system integrator shall submit Performance Bank Guarantee if any as per NIT of WBTDC and shall meet the entire Warranty related obligation as per the terms and condition of bid documents.
2. The OEM undertakes to give back to back support and ensure that the Warranty Commitments by the System Integrator would meet for the entire warranty period of 5 years.
3. The OEM assures that in the event of the system Integrator not being able to fulfil its obligation, the OEM would continue to meet the support obligation as per standard terms directly or through alternate arrangements and also provide spares for the warranty period.
4. The Original Equipment Manufacturer (OEM) shall continue to be liable for the equipments designed, supplied, installed, tested and commissioned during the warranty period in consultation with the system integrator.
5. That the material will bear ISI/MNRE accreditation laboratory Certificate.

IN WITNESS WHEREOF THE parties herein have set their hands and seals the date and year above written.

Signed on behalf of the OEM
Designation

Signed on behalf of System Integrator
Designation