



**WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**  
(A Govt. of West Bengal Enterprise)  
**OFFICE OF THE DIVISIONAL MANAGER : HABRA DIVISION**

HIMANGSHU SARANI, JEERAT ROAD, HABRA, DIST. : NORTH 24 PARGANAS, PIN :  
743263 TELE : 03216 – 237014 / 237170 / 237110 , FAX : 03216 – 237014 e-mail :  
dm.habra@wbasedcl.in

**NOTICE INVITING e-TENDER**

NIT No.: DM/HBD/TECH/2023-24/05

Date: 04.09.2023

Tender is invited by the Divisional Manager, Habra Division, North 24 Parganas, WBSEDCL, Himangshu Sarani, Jeerat Road, Habra, Dist: North 24 parganas, 743263 through electronic tendering (e-tendering) from manufacturers/Distributors for items as per schedule detailed below:

**DESCRIPTION OF ITEMS TO BE SUPPLIED AND INSTALLED:**

Sl No.	Description of Item	Unit	Qty	Estimated Cost	Earnest Money	Completion Time	Name & Address of the Concerned Office
1	Supply and delivery of LT distribution KIOSK Box made of SMC thermosetting plastic fitted with Aluminium bus bar for Double feeder system for 63 KVA DTR along with Complete fittings with 120 Aluminium cable socket (long barrel) for PVC cable.	Nos	70	Rs. 793,800/- (Rupees Seven Lakhs, Ninety Three Thousands and Eight Hundred Only)	2% (Two Percent) of the Estimated Cost	20 days (From the date of issuance of Purchase Order)	Habra Division, Himangshu Ghosh Sarani, Zirat Road, Habra, North 24 PGS, Pin-743263

**Scope:** - The materials are to be procured for Habra Division. The supply of the materials will be directly at Habra Divisional Store. Necessary Challan, E-Way Bills are to be provided at Habra Divisional Store.


**Delivery Address:** Habra Divisional Store, Banipur Chowmatha, Banipur, Habra, North 24 PGS, Pin-743233.

- For e-filling of tender, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).
- Both Technical Bid and Financial Bid should be submitted in technical and financial folder concurrently and duly digitally signed by the prospective bidder through the website <https://wbtenders.gov.in>.
- Technical Document and Financial Bid should be submitted online on or before the 'Date & Time Schedule' stated in Serial Number (13).

- The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL DOCUMENT is found qualified by the Tender Inviting Authority. The decision of the Tender Inviting Authority will be final and absolute in this respect. The list of Responsive and Non-Responsive Bidders will be displayed in the website.

**Terms & conditions of the Tender Notice :**

1. Eligibility criteria for participation in the tender:
  - 1.1. Bonafide, experienced & resourceful Original Equipment Manufacturers/ Authorized Distributors who have successfully supplied same or similar nature of Electrical items to Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises etc. and also have satisfying credential criteria as specified in SI No. 3 of the Table (Submission of Tenders) of Section- A (INSTRUCTION TO BIDDERS). Bidders are required to upload scanned copy of the following documents against the eligibility criteria
    - I. Completion Certificate/Payment Certificate of the ordering authority i.f.o. the Bidder/OEM (Mandatory).
    - II. Performance Certificate against the above (if any).
    - III. Payment Certificate against the above (if any).
  - 1.2. All intending Bidders are required to produce valid copies of current GST Registration certificates, Professional Tax (PT) receipt challan along with PAN Card / IT return as well as EPF, ESI & certificate of compliance of statutory obligations (to be documented through e-filing).
2. Successful bidder(s) shall have to mandatorily create Vendor ID through WBSEDCL Web Portal Vendor Corner, if not created earlier.
3. The bidder should submit along with the offer necessary documents in support of their previous supply. Of the items of the tender to WBSEDCL in earlier. Occasions and financial capabilities to the extent of the estimated financial amount of their offer.
4. a) No agent is allowed to participate in the Tender. Only Manufacturer or authorized distributor is allowed to participate in the bidding process.  
  
b) Bid Specific Authorization certificate from the OEM is to be submitted by the bidder along with credential documents.
5. One Sample of Each Material is to be submitted at Habra Divisional Store physically strictly as per the 'Date & Time Schedule' stated in Serial Number (13). The tag with the sample should contain the name of the sample along with the Brand name, name of the manufacturing company as well as the name of the vendor/bidder; for a valid tender, sample has to be approved by the Divisional Authority (Sample Approval Committee). The Financial Bid of the bidders, whose samples aren't approved, will not be opened for Financial Evaluation & henceforth they will be deemed disqualified. Rejected Samples can be taken away by the respective vendors. After LOA is awarded, the awardees can adjust the sample with the delivered material lot.
6. **Validity of Bids:** Bids shall remain valid for a period not less than 120 (One hundred twenty) days after date of opening of bids of the tender. Bids valid for a shorter period shall be rejected by the Tender Inviting Authority as non-responsive. If the bidder withdraws the bid before the period of bid validity without giving any satisfactory explanation for such withdrawals, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
7. The quoted rates should be inclusive of all taxes & duties (except GST), freight, incidental charges and any other charges up-to delivery of the Goods. The quoted rate should be excluding GST charges. GST will be paid as applicable.

  
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 Divisional Manager  
 Habra Division, (N) 24 Pgs.  
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8. The ordered materials should be delivered within 20days from the handover of the site; otherwise, penalty may be imposed as per rule of WBSEDCL for delay of delivery of ordered materials.
9. The necessary documents along with bill are to be submitted at Habra Divisional Office. The SRV will be issued from Habra Divisional Store, WBSEDCL.
10. At the time of placing purchase order, the quantity mentioned in the Tender Document may vary upto +/- 25%.
11. Other information as well as terms and conditions, which are not covered above, will be available in Instructions to Bidders, General Conditions of Contract of this tender and the Revised Purchase Policy of WBSEDCL.
12. **Delivery of material:** The materials as mentioned in schedule have to be delivered to the location of delivery as mentioned in the scope.
13. **Schedule of Key Dates & Time:**

Sl. No.	Particulars	Date & Time
01.	Date of uploading of N.I.T and Tender Documents (online). [Publishing date]	11.09.2023 after 10:00 hrs
02.	Documents sell / download start date (online).	11.09.2023 after 10:00 hrs
03.	Bid Submission upload start date (online)	11.09.2023 after 10:00 hrs
04.	Bid Submission upload end date (online)	25.09.2023 up to 15:00 hrs
06.	Date for opening of technical bid (online) for the Bidders	27.09.2023 after 15:00 hrs
07.	Start date for submission of sample (Refer to Clause 8 above).	29.09.2023 after 10:00 hrs
08.	End date for submission of sample (Refer to Clause 8 above).	03.10.2023 up to 15:00 hrs
09.	Date of uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (online).	To be intimated later
10.	Date, for opening of Financial Bid (online).	To be intimated later

14. **Earnest Money Deposit (EMD):** The amount of Earnest money @2% of the estimated amount through online by RTGS ICICI payment Gateway. No interest shall be payable by WBSEDCL on the above EMD.
15. **Forfeiture of Earnest Money Deposit (EMD):** Earnest money deposit / bid guarantee shall be forfeited in case of the following situations:
  - If during the period of validity, the bidder withdraws / modifies its bid as a whole or in part.
  - If the bidder deviates from any clarification/confirmation given by him sub-sequent to submission of his bid.
  - In the case of successful bid, if the bidder fails:
    - To accept LOA / Order unconditionally and sign contract.
    - To furnish contract performance bond as per standard proforma.
16. WBSEDCL reserves its right to take decision keeping its financial interest. The Purchase Policy of WBSEDCL along with the provisions of Vendor Rating & Holiday Listing, as effective from 01.09.2012 and the subsequent amendment effective from 18.03.2013 will be applicable.
17. If the offer is submitted without or inadequate Earnest Money, the bid will not be opened. In case of incomplete offer, the tender will be liable for rejection and Earnest Money Deposit will be forfeited.
18. **Right to reject Bids:**
  - I) WBSEDCL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of the Order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSEDCL's action.
  - II) Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes will automatically disqualify the bidders.

III) Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL/Other Utility/Govt. Semi Govt. or Govt. undertaking Dept. shall not be eligible to participate in the bidding process.

19. **Cancellation of Tender:** WBSEDCL reserves the right to cancel the tender at any time under unavoidable circumstances in interest of WBSEDCL, without owing any explanation to the Bidders.
20. The company reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
21. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL/Other Utility/Govt. Semi Govt. or Govt. undertaking Dept. shall not be eligible to participate in the bidding process.
22. **WARRANTY PERIOD:** Warranty Period of supplied material should be one year from the date of delivery of the said materials. In case of any adverse report from store or defect found in site, materials have to be replaced or it would affect the vendor rating.
23. **Additional Performance Security** which shall be equal to 10% of the tendered amount must be furnished by the successful bidder if the accepted bid value is 80% or less of the estimate put to tender (L1 bid in the range of -20% to -80%). The additional Performance Security shall be submitted in the form of Bank Guarantee from any scheduled bank valid for a period of 1 (one) year, as per specific format which will be provided by the Tendering Authority, before issuance of the Work Order. This is in compliance of the terms of Memorandum No. 4608-F(Y) dated 18.07.2018 of the Finance department, Government of West Bengal.

**24. Terms of Payment:**

- a) 90% payment of bill will be made within 45 (Forty-Five) days from the date of submission of bill against: Original receipted Challan/Invoice signed by an officer in the rank Sr. SAE/Jr. Manager (Stores) attached to the respective stores. And
- b) Balance 10% payment will be made within 45 (Forty-Five) days of submission of bills along with SRV after expiry of warranty period.
- c) Work Order & Payment of work will depend on availability of fund. Intending bidders may consider this criterion while submission of tender and quoting their rate through online.
25. **PAYING AUTHORITY:** The Assistant Manager (F&A), Habra Division, WBSEDCL, will be the Paying Authority.
26. **CONSIGNEE:** The JE(E) Gr-I & Store In Charge, Habra Divisional Store, WBSEDCL will be the consignee.
27. **LIQUIDATED DAMAGE FOR DELAY IN DELIVERY:** The time of delivery (successful offer for inspection) of the equipment/materials are to be treated as an essence of the contract and the WBSEDCL reserves the right to repudiate the contract, if the equipment / materials are not physically delivered within stipulated period as per physical delivery clause. But WBSEDCL may at its discretion waive this condition and accept the material with imposition of liquidated damage @ 1/2% of the Value of the materials beyond the schedule delivery period for each week of delay Subject to maximum of 5% of the particular lot and accept the goods beyond the stipulated period.
28. Any further information along with WBSEDCL's Revised Purchase Policy may be had from the Website: [www.wbsedcl.in](http://www.wbsedcl.in) and the following office:

Office of the Chief Engineer (Procurement & Contracts),  
West Bengal State Electricity Distribution Company Limited,  
Vidyut Bhavan, 4th Floor,



Bidhannagar, Kolkata - 700091.  
Phone No. 033-2319-7563

29. Documents to be submitted in Technical bid- Please refer Sl no. 4.1 of Section A of "Instruction to Bidders" of NIT.
30. The Specific Technical Criteria required for the item have been attached along with. The brand of the should have the original Type Test Report (CPET) satisfying the criteria mentioned in the Specification.
31. Bid evaluation will be conducted only on the basis of final documents uploaded by the bidders within last date and time of online submission. Under no circumstances the bidder will be given any further chance to upload any document (online) after opening of technical bid.

## Instructions to Bidders

### A. General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

1. **Registration of Vendors:**  
Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbttenders.gov.in> (the web portal). 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 Information's Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e-Token.
3. The vendors can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
4. **Submission of Tenders:**  
Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & 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).
- 4.1. **Technical proposal:**  
The Technical proposal should contain scanned copies of the following in two covers (folders).
  - 4.1.1. Non-Statutory / Technical Document Cover File Containing:
    - a) Copy of Audit Reports / IT return for last 3 (three) financial years,
    - b) PAN.
    - c) GST registration certificate.
    - d) Professional Tax Clearance Certificate / Professional Tax (PT) deposit receipt challan for the last month.
    - e) Requisite Credential Certificate for completion of at least one similar nature of work in any Govt. department having a magnitude of at least 80 % (Eighty percent) of the estimated amount of the work put to tender within last 5 (Five) years.

- f) Requisite Credential Certificate for completion of at least Two similar nature of work in any Govt. department having a magnitude of at least 70 % (Seventypercent) of the estimated amount of the work put to tender within last 5 (Five) years.
- g) Requisite Credential Certificate for completion of at least Three similar nature of work in any Govt. department having a magnitude of at least 60% (Sixtypercent) of the estimated amount of the work put to tender within last 5 (Five) years.

**Note:** Failure of submission of any of the above mentioned documents will render the tender liable to be rejected for both statutory & 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 NoneStatutory Documents**" to send the selected documents to NonStatutory 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
01.	Certificates	Certificates	a) PAN Card. b) Current Professional Tax (PT) submission Challan cleared up to last month. Application for such addressed to the competent authority may also be considered. c) GST Registration Certificate. d) Bid Specific Authorization Certificate from the OEM. f) <b>Type Test Report (CPET)</b> in favour of the Brand satisfying the criteria mentioned in specification.
02.	Company Detail(s)	Company Detail	(a) Trade Licence (b) Certificate of incorporation of company (if applicable).
03.	Credentials	Credential	a) Performance as a vendor for execution of similar nature of work of Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises etc. for last 5 (five) years and details of work in hand. b) Documents in support of supply of the tendered items to WBSEDCL/Govt./Semi Govt./PSU, in earlier occasions within last 5(five) financial years as mentioned below: <ol style="list-style-type: none"> <li>1. 1 No Completion Certificate or Payment Certificate of the said materials having financial involvement of not less than 80% of the estimated value of the said item(s). OR</li> <li>2. 2 Nos Completion Certificate or Payment Certificate of the said materials having financial involvement of not less than 70% of the estimated value of the said item/item(s). OR</li> <li>3. 3 Nos Completion Certificate or Payment Certificate of the said materials having financial involvement of not less than 60% of the estimated value of the said item/item(s).</li> </ol>
			<b>[N.B. Credential of the OEM shall be treated as credential of OEM]</b>

			<b>authorized bidders]</b> c) Documents in support of credential: Completion or payment Certificate must be submitted.
04.	Financial Information	Financial Information	a) Annual Audited Financial Report for last 3 (three) years to be submitted for verification in respect of bidders for whom Audit of Accounts is mandatory. For whom Audit of Accounts is not mandatory, they shall submit copy of Income Tax Returns along with related enclosures (Form 3CA and Form 3CB) for last 3 years. [Non-statutory documents] b) Average annual turnover during last 3 years shall not be less than 30% of the estimated cost. c) Working capital in the year, proceeding the year of bid submission shall not be less than 30% of the estimated cost. d) In case documents certifying credit facility from a scheduled bank is submitted, the requirement given in clause above (c) shall be judged by adding available credit facility and working capital taken together.
05.	Earnest Money	Earnest Money	Online payment gateway only. Payment acknowledgment receipt should be uploaded with other requisite documents.

#### 4.2 Financial proposal:

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). The vendor is to quote the rate (Offering above / below / at par) online through Computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the

#### 5. Conditional and incomplete tender:

Conditional and incomplete tenders are liable to summary rejection.

#### 6. Validity of Tender and Offer:

The offer against tender should remain valid for a minimum period of 120 days from the next day of opening of the tender. However, WBSEDCL may, on the merit of case, request for extension of validity of the offer for a further suitable period without any change in terms & conditions of the Offer.

#### 7. Opening and evaluation of tender:

##### 7.1 Opening of Technical Proposal

i. Technical proposals will be opened by the Tender Inviting Authority or his authorized Representative electronically from the website stated above, using their Digital Signature Certificate.

ii. Intending bidders may remain present if they so desire.

##### 7.2 Techno-commercial Evaluation of Tender

i. While evaluation, the Tender Inviting Authority or his authorized representative may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

ii. The summary list of bidders, whose bids will be found techno-commercially eligible, will be uploaded in the web portals. Date of opening of financial bid will be intimated to the Techno-commercially qualified bidders.



### **7.3 Opening and evaluation of Financial Proposal**

- i. Financial proposals of the bidders declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
  - ii. After opening of the financial proposal the preliminary summary result containing interlaid, name of bidders and the rates quoted by them will be uploaded.
  - iii. The Tender Accepting Authority may ask any of the bidders to submit analysis to justify the rate quoted by that bidders.
8. Revision/withdrawal of Financial Proposal by the bidder after opening of Technical Proposal of the tender will not be allowed if it is not sought by the Tender Inviting Authority.
- 9. Acceptance of Tender**  
Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons.
- 10. Purchase Order**  
WBSEDCL will communicate acceptance of tender to the successful bidder by a Purchase Order. The successful bidder shall communicate the acceptance of the purchase order.
- 11. Concession**  
No price preference will be allowed to any bidder based on the size of the industry or its geographic location. Co-operative Society, will not be considered with separate status.
- 12. Holiday Listing and Vendor Rating**  
Holiday Listing & Vendor Rating will be applicable according to the "Holiday Listing & Vendor Rating" policies of the Revised Purchase Policy, which is posted in website of WBSEDCL([www.wbsedcl.in](http://www.wbsedcl.in)). Performance of the bidders, who supplied materials/equipment to WBSEDCL previously, will be evaluated for their Vendor Rating according to the said Vendor Rating policy and their Vendor Rating will be taken into consideration at the time of evaluation of Technical and Financial Proposals of the tender.
- 13. Return of Earnest Money of the unsuccessful bidder(s)**  
For return of the Earnest Money of the unsuccessful bidder(s), he/she/they is/are to apply for the same to the Divisional Manager, Habra Division, WBSEDCL, giving the reference to the NIT No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all bidders other than the successful bidder(s) may be refunded, after issuance of Purchase Order to the successful bidder(s).
- 14. Bid evaluation will be conducted only on the basis of final documents uploaded by the bidders within last date and time of online submission. Under no circumstances the bidder will be given any further chance to upload any document (online) after opening of technical bid.**

*Handwritten signature*  
41913  
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