

West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

IT & Communication Cell: 3rd floor, 'D' & 'C'- Block,
Vidyut Bhavan: Bidhannagar: Kolkata-700091,



WBSEDCL

e-TENDER NOTICE
(LOCAL COMPETITIVE BIDDING)

BID DOCUMENT

**For Supply Delivery, Installation & Commissioning of New
LAN items and Annual Maintenance Contract of existing &
New LAN & IT Equipments at IT & C Cell, Vidyut Bhavan.**

e-Tender Notice No: WBSEDCL/ IT&C/ 10.10 / 1960

Dated: 23.08.2017

Issued to:

M/s.

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SECTION: I

INSTRUCTION TO BIDDER (IB)

IB.1. West Bengal State Electricity Distribution Company Limited herein after referred to as WBSEDCL invites through electronic tendering (e-tendering) for Supply Delivery, Installation & Commissioning of New LAN items and Annual Maintenance Contract of existing & New LAN & IT Equipments at IT & C Cell, Vidyut Bhavan, Salt Lake, Kolkata 700 091 as per detail “Scope of Work” and other terms and conditions furnished in the different clauses of the bid document. Instructions/Guidelines for electronic submission of the tender have been mentioned below for assisting the bidders to participate in e-Tendering.

IB.2. Invitation for the Bids:

IB.2.1. Tender is invited by the Chief Engineer, IT&C Cell, 3rd. Floor, “D’-Block, Vidyut Bhavan, WBSEDCL, Bidhannagar, Block-DJ, Sector-II, Kolkata-91 through electronic tendering (e-tendering).

IB.2.2. Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. nCode Solution, Safescrypt, e-Mudhra). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

IB.2.3. Intending bidders desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in> for the tender. The tender can be searched by typing WBSEDCL in the search engine provided in the website. This is the only mode of collection of tender documents.

IB.2.4. Tenders are to be submitted online and intending bidders are to download the tender documents / Forms / Annexure from the website stated above, directly with the help of the e-Token provided.

IB.3. Eligible Bidders:

IB.3.1. The bidder should not have been blacklisted from any Govt. organization across India from the year of 2014 onwards and undertaking in this regard should be provided by the authorized signatory of the bidder. During contract period if the undertaking submitted by the bidder is found to be false, the order issued on vendor shall be terminated with the forfeiture of the Performance Bank Guarantee (PBG).

IB.4. Tender fee: Bidders intended to enroll and submit e-Tender shall have to deposit of ` 6000 /- (Rupees six thousand only) as tender fee. Tender Fee must be submitted in the form of Bank Draft (DD) / Pay order / Bankers Cheque (BC) of any scheduled Bank of India in favour of ‘West Bengal State Electricity Distribution Company Limited’, payable at Kolkata.

IB.5. Earnest money Deposit (EMD) as Bid Guarantee:

IB.5.1. All bids must be accompanied with a refundable earnest money, as “Bid Guarantee”. The bid shall be considered non responsive if the earnest money is not submitted within schedule date.

IB.5.2. The Bid Guarantee is to be submitted in the form of irrevocable Bank Guarantee of ` 27570 (Rupees twenty seven thousand five hundred seventy only) issued by any Branch of any Indian scheduled Bank, in favour of ‘West Bengal State Electricity Distribution Company Limited’, Vidyut Bhavan, Salt Lake City, Kolkata. The Bank Guarantee is to be submitted as per format in ANNEXURE-IV shall remain valid initially for a period of 90 days from the date of opening of the bid document. WBSEDCL may request to extend the validity of the EMD if required so.

IB.5.3. The Bid Guarantee of the unsuccessful Bidders will be returned against their written claim after the placement of order on the successful Bidder.

IB.5.4. The ‘Bid Guarantee’, of the successful Bidder, will be returned after submission of Performance Guarantee as per Performance Guarantee Clause of bid document.

IB.5.5. No interest shall be payable by WBSEDCL on the above Bid Guarantee.

IB.5.6. The EMD shall be forfeited for any of the following reasons:

IB.5.6.1. If during the period of bid validity, the bidder withdraws or modifies the bid in part or as a whole.

IB.5.6.2. If the successful Bidder fails to accept the order unconditionally as per “Acceptance of Order” clause of bid document or fails to furnish the contract performance guarantee as stipulated in PBG clause of bid document.

IB.5.6.3. If the successful bidder fails to extend the validity period of EMD as per “Earnest Money Deposit as Bid Guarantee:” Clause of bid document.

IB.5.6.4. If the undertaking provided on blacklisting is found to be false.

IB.5.6.5. If any cartel is formed by the Bidder in their quotation.

IB.6. Formation of cartel & penal measures: This will be guided by the purchase policy of WBSEDCL available in Company’s website www.wbsedcl.in.

IB.7. Conflict of Interest:

IB.7.1. The Bidder shall not have a Conflict of Interest that may affect the Tendering Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Bid Security of the bidder shall be forfeited for the time, cost and effort of the Authority including consideration of such Bidder’s Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

IB.7.2. Any Bidder found to have a conflict of Interest if his near relative is posted as an employee/officer in any capacity in WBSEDCL, who is associated with the Tender Inviting Authority.

IB.7.3. Any Bidder found to have a Conflict of Interest if any employee of the bidding firm/company has or develops a financial or other interest with any employee/officer of WBSEDCL associated with

the Tender Inviting Authority during execution of the contract.

IB.7.4. Any Bidder has a relationship with another Bidder/Bidders, directly or through common third parties, that puts them in a position to have access to each-others information about, or to influence the Tendering Process of either or each of the Bidder.

IB.8. Key Dates: The schedule of Dates for e-Tendering.

SI No.	Action	Date & time
1.	Publishing Date	25.08.2017 at 11:00 Hrs.
2.	Document Download start date	25.08.2017 at 11:00 Hrs.
3.	Last date of Receiving Pre-Bid Clarification	30.08.2017 at 15:00 Hrs.
4.	Date of Pre-bid Meeting	04.09.2017 at 11:00 Hrs.
5	Bid submission Start date	08.09.2017 at 11:00 Hrs.
6.	Bid submission End date	15.09.2017 at 13:00 Hrs.
7.	Last date of physical submission of Tender Fee and EMD	15.09.2017 at 15:00 Hrs.
8.	Techno Commercial Bid opening date	20.09.2017 at 15:00 Hrs
9.	Financial Bid opening date	Date & Time intimated latter on.

If any 'Strike' or 'Holiday, falls on any of the scheduled date, then the next working day (between mentioned working hours) shall be considered as scheduled date and schedule time.

IB.9. Pre Bid Discussion: Pre bid discussion will be held at WBSEDCL as per schedule indicated in "Key Dates Clause" above to clarify the queries, if any, from the bidders in respect of tender. Non-attendance at the pre bid discussion will not be a cause for disqualification of the bidders.

IB.10. Clarification of Bidding Documents: If there be any discrepancy or obscurity in the meaning of any clause of the bid document, such queries must be sent to the Chief Engineer, IT & Communication Cell, in written form within the date as mentioned in IB.3. of 'Key date' clause. Such query received from bidders prior to pre bid discussion shall only be discussed in the pre bid meeting. No other query except the written submitted ones will be clarified during pre bid discussion.

IB.11. Amendment / Addenda of Bidding Documents:

IB.11.1. At any time prior to the deadline for submission of bids, WBSEDCL may, for any reason, whether at its own initiative, or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.

IB.11.2. The amendment will be notified in writing e-tendering website (<https://wbtennders.gov.in>) and in WBSEDCL's website (<https://www.wbsedcl.in>) to all prospective bidders who have purchased the Bidding Documents.

IB.11.3. In case of any amendment WBSEDCL may at its discretion, extend the deadline for the submission of bids which will be notified in website of WBSEDCL.

IB.11.4. No other communication shall be made afterwards on the issues discussed in the pre bid meeting. The clarification given in pre-bid discussion shall be final and binding on the bidder.

IB.12. Language of the Bid: All correspondences with the bidder and WBSEDCL shall be written in English Language only.

IB.13. Submission of Tender: If there is any deficiency in the submitted/uploaded documents as stipulated in the following clauses, the tender will summarily be rejected.

IB.13.1. General process of submission:

Tenders are to be submitted online through the website <https://wbtennders.gov.in>. Bidders are required to upload all the tender documents/forms/Annexures along with the other documents, filled in strictly as per formats as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders - one is Technical Proposal and the other is Financial Proposal. The Bidder shall carefully go through the documents and prepare /download the required documents/forms/Annexures and upload the scanned documents /filled in forms/Annexures in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid along with the Price Bid sheet of Bill of Quantity (BOQ) duly filled in the rates of items in the designated Cell after downloading the same.

Bidders should take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

IB.13.2. Technical Proposal:

The Technical Proposal shall contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

IB.13.2.1. Statutory Cover

- A. **Contents of "Drafts" folder**
 - i. **Tender Fee:** Copy tender fee document.
 - ii. **EMD:** Copy of Bank Guarantee (BG).
- B. **Contents of "Annexure" folder**
 - i. **Bid Proposal:** Annexure-I
 - ii. **Techno commercial Bid document:** Annexure-II
- C. **Contents of "NIT" folder**
 - i. **Tender Document:** Signed Copy
 - ii. **Addenda/Corrigendum:** Signed copy if published.
- D. **Contents of "Forms" folder**
 - i. **Mandatory Condition:** Form-I
 - ii. **Sheet Containing Document Details:** Form-II

Only downloaded copies of the relevant documents are to be

uploaded, and digitally signed by the bidder.

IB.13.2.2. Non-Statutory Cover (My Document)

- A. **Company Details:** Copy of the following document:
i. **Registration Certificate of the company**
ii. **PAN Card.**
iii. **GST registration certificate.**
B. **Other Documents as declared in Form-I of Mandatory Condition**

IB.13.3. Financial Proposal: Bill of Quantities (BOQ):

The bidder shall quote the rate in the space marked for quoting rate in the Price Bid Sheet of the downloaded BOQ file.

IB.13.4. Submission of documents of Tender Fee and Earnest Money: Original Document **i.r.o.** Tender fee and Earnest Money in original shall be submitted before opening of Techno Commercial Bid as per schedule in the following office.

**To the Chief Engineer, IT & Communication Cell,
West Bengal State Electricity Distribution Company
Limited,
Vidyut Bhavan, 3rd Floor, D-Block,
Bidhannagar, Kolkata - 700091.**

IB.14. Validity of Tender: The offer against tender shall remain valid for a minimum period of 120 (one hundred twenty) days from the next day of opening of Technical proposal 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.

IB.15. Opening and evaluation of tender :

IB.15.1. Technical Proposal:

IB.15.1.1. Technical proposals for those bidders whose original copies of tender fee & EMD have been received will only be opened.

IB.15.1.2. Decrypted (transformed into readable formats) documents of the Statutory and Non-statutory Covers will be downloaded for the purpose of evaluation.

IB.15.1.3. While evaluation, the Tender Inviting Authority may summon of 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 time frame, their proposals will be liable for rejection.

IB.15.2. Financial Proposal:

IB.15.2.1. Financial proposals of the bidders, who are techno-commercially eligible, will only be opened. Date of opening of financial bid will be intimated to such qualified bidders through web portal.

IB.15.2.2. The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.

- IB.15.2.3.** After opening of the financial proposal the preliminary summary result containing inter-alia, name of bidders and the rates quoted by them will be uploaded.
- IB.15.2.4.** For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.
- IB.15.2.5.** Final evaluation of any bidder will be made on the basis of quoted basic prices and quoted tax components against total quantity.
- IB.15.2.6.** WBSEDCL may ask any of the bidders to submit analysis to justify the rate quoted by that bidder.

IB.16. Time Schedule: Delivery of the material including Switch etc. and installation of the new LAN work shall be done as per scope and as per actual requirement of WBSEDCL. The details of the job to be executed will be intimated to Vendor as and when required and the same need to be completed in all respect within seven (7) days from the date of placement of such requirement by WBSEDCL in writing.

IB.17. Price:

- IB.17.1.** Price offer shall be submitted in the prescribed format only.
- IB.17.2.** No deviation in any form in the Price Bid Sheet of BOQ is acceptable.
- IB.17.3.** The quoted price shall remain firm throughout the period of the contract and no adjustment shall be made to the contract price in respect of rise or fall in cost of Installation & Commissioning Charge.

IB.18. Taxes, Duties and other levies: GST will be paid as per prevailing rate.

IB.19. Statutory Obligations: Statutory obligations as per law of the land are to be complied.

IB.20. Insurance: The Contractor at his own cost shall arrange, secure and maintain all insurance as may be pertinent to the Work and obligatory in terms of law to protect his interest and interests of WBSEDCL against all perils. The Contractor's failure in this regard shall not relieve him of any of his contractual responsibilities and obligations. The Contractor shall, however, be authorized to deal directly with the Insurance Company or Companies and shall be responsible in regard to maintenance of all insurance covers.

IB.21. Right to reject Bids : 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 Contract, 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.

IB.22. Issue of LOA : WBSEDCL will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily. WBSEDCL shall be the sole judge in this regard.

IB.23. Acceptance of LOA: The successful bidder shall submit written unconditional acceptance of LOA within 7 (seven) days from date of issue

of the same. Submission of conditional acceptance of LOA shall be treated as non-compliance of this clause.

IB.24. Completion time: Delivery of the material including Switch etc. and installation of the new LAN work shall be done as per scope and as per actual requirement of WBSEDCL. The details of the job to be executed will be intimated to Vendor as and when required and the same need to be completed in all respect within seven (7) days from the date of placement of such requirement by WBSEDCL in writing.

IB.25. Disqualification of Vendors: Adverse report / remark on AMC against the order from WBSEDCL may disqualify the candidature of the vendor at any point of time.

IB.26. Variation during execution: No. of locations as incorporated in this tender are provisional, which may vary up to +/- 25% of the ordered quantity during course of execution of the contract as per actual requirement and decision by WBSEDCL. WBSEDCL shall communicate such variation of quantity to the successful bidder in writing. The unit price to be quoted by the bidder and incorporated in the order would remain valid for such variation of quantity.

IB.27. Communication: The successful bidder, for communicating with WBSEDCL, for this job may use the following modes.

FAX- (033) 2358 9244.

Telephone - (033) 2319 7805, 2319 7424.

SECTION: II
Scope of Work [SW]

- SW.1.** Bidders shall supply, deliver, install & commission and complete the cabling job of Local Area Network(LAN) with the materials supplied as per requirement of WBSEDCL. Details of materials & labour is stipulated in BOQ i.e. Annexure-III.
- SW.2.** Bidders should be capable to provide the following services to keep the entire IT system operational round the clock for entire AMC period. Detail list of equipment / items and technical specification of the equipment /item is furnished in Annexure-II.

SW.2.1. Repair & Maintenance of the Computer Hardware and Peripherals.

- SW.2.1.1.** Scheduled preventive maintenance must be made for all items once in every quarter to avoid breakdown/ failure of the equipment / systems. The list of activities that will be carried is to be submitted with bids.
- SW.2.1.2.** The contractor shall provide unscheduled on call and corrective remedial maintenance service to set right malfunctioning of the equipment/ systems within the acceptable downtime as specified in the clause No. GCC.8. This includes replacement of unserviceable parts with new spare parts free of cost. The new replacing parts will be equivalent to the original parts both in performance and durability.
- SW.2.1.3.** After each maintenance activity (breakdown or preventive), contractor should ensure trouble free operation for at least subsequent one month.

SW.2.2. Maintenance of the OS , RDBMS and Office Automation Software :

- SW.2.2.1.** Scheduled preventive maintenance must be for all items once in every quarter to avoid breakdown /failure of the equipment /systems. The list of activities that will be carried is to be submitted with bids.
- SW.2.2.2.** The contractor shall provide unscheduled on call and corrective remedial maintenance service to set right any operational problem (including virus problem) of the operating system software namely Linux, Windows within the acceptable downtime as specified in the clause No. GCC.8. The contractor shall also install /reinstall the above mentioned software as and whenever necessary.

- SW.2.2.3. The contractor shall provide unscheduled on call and corrective remedial maintenance service to set right any operational problem of the relational data base management system software namely oracle 9.1 etc within the acceptable downtime as specified in the clause No. GCC.8. The contractor shall also install / reinstall the above mentioned software as and whenever necessary.
- SW.2.2.4. The contractor shall provide unscheduled on call and corrective remedial maintenance service to set right any operational problem of software and MS Office within the acceptable downtime as specified in the clause No. GCC.8. The contractor shall also install /reinstall the above mentioned software as and whenever necessary.

SW.2.3. Repair & Maintenance of the Local Area Network Systems :

- SW.2.3.1. Scheduled preventive maintenance must be made for all items once in every quarter to avoid breakdown /failure of the equipment/systems. The list of activities that will be carried is to be submitted with bids.
 - SW.2.3.2. The contractor shall provide unscheduled on call and corrective remedial maintenance service to set right any problem on the LAN backbone , UTP CAT 6 cable, Hubs, Switches, connectors and outlets within the acceptable downtime as specified in the clause No. GCC.8. the new replacing parts will be equivalent to the original parts both in performance and durability.
 - SW.2.3.3. After each maintenance activity (breakdown and preventive), contractor should ensure trouble free operation for at least subsequent one month.
- SW.2.4.** Existing LAN cable shall be dressed and numbered properly. In addition to that Racks to be mounted where ever necessary for keeping the Switches.
- SW.2.5.** The contractor shall be liable to dismantle the existing LAN cable as desired by the WBSEDCL. Labour Charge shall be given as per BOQ to the contractor for dismantling those existing LAN connections if the same dismantled LAN cables shall be re-used for further new execution work. If the new execution works shall be done without LAN cable then only labour charge shall be given to the contractor.

SECTION: III

General Conditions of Contract [GCC]

GCC.1. General Terms:

- GCC.1.1. The WBSEDCL reserves the right to reject the supplied item, even after delivery, if any deviation from tendered specifications is found in the supplied materials at any point of time.
- GCC.1.2. The vendor will ensure supply and delivery of necessary spares required for the equipments of their make for whole AMC period.
- GCC.1.3. The Company reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.

GCC.2. Force Majeure :

- GCC.2.1. The vendor shall be under no liability if the vendor is prevented from carrying out any of the vendor's obligations by reason of war, Invasion, act of foreign country, hostilities, riots, civil commotion, mutiny, accident, earthquake, fires, floods, orders and / or restrictions and other cause beyond the reasonable control of the vendor. However, such force majeure circumstances are to be intimated immediately and to be established subsequently with proper documents / proofs to the entire satisfaction of WBSEDCL.
- GCC.2.2. WBSEDCL will not take any additional liability towards enhanced taxes, duties and price variation due to force majeure condition.

GCC.3. Cancellation/Termination of Order: WBSEDCL shall have the right to repudiate the contract for the following causes and may also led to cancellation of LOA.

- GCC.3.1. Non acceptance of LOA as per "Acceptance" clause.
- GCC.3.2. Non submission of Performance BG within time.
- GCC.3.3. If failed to maintain the terms & conditions of LOA.
- GCC.3.4. In each above cases 15 days termination notice shall be issued prior to termination of LOA

GCC.4. Performance Guarantee:

- GCC.4.1. For Supply Delivery Installation and Commissioning of all equipments: As contract security, the successful bidder shall furnish a performance Guarantee in the form of Bank Guarantee on non-judicial stamp paper of Rs.100/- by any Schedule Bank in India, as per format enclosed (ANNEXURE-V). The BG shall be submitted to the CE, IT&C Cell, 3rd Floor, 'D' Block, Bidyut Bhawan, WBSEDCL. As Performance BG, 10% of Contract Value to be submitted within one month from the date of issue of LOA. Validity of BG will be 3 years 6 months from the date of LOA.

GCC.5. Arbitration & Legal Jurisdiction:

- GCC.5.1. During execution of this contract, if any dispute arises thereby, shall be settled amicably between WBSEDCL and yourself to the extent possible.

GCC.5.2. All disputes or differences in respect of which the decision if any has not become final shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act – 1996 or any statutory modification thereof. The venue of Arbitration shall be Kolkata only.

GCC.5.3. The necessary legal affairs and / or court case shall be exclusively within the jurisdiction of High Court at Kolkata only.

GCC.6. Delivery & Storage of Equipment:

GCC.6.1. The entire responsibility of materials and equipments delivered at site i.r.o. proper storage, handling and insurance against all risks would be vested with the contracting agency and WBSEDCL will not be responsible for any loss, theft or damage of equipment in any manner whatsoever till the same are installed and commissioned and taken-over by WBSEDCL. Once delivered, the contracting agency will not be permitted to take away such materials / equipment without written permission of WBSEDCL.

GCC.7. Call registration and complain:

GCC.7.1. In case of failure of any item as per scope of work, the concerned officer will inform the same to you over telephone or by fax or e-mail / letter. Systematic registration of all calls should be maintained at your end to record the calls. Each and every call shall be acknowledged with a unique docket number. This docket number shall be used for further reference.

GCC.7.2. In addition, any change in telephone numbers, Fax number, e-mail / postal address from existing ones shall be provided, as back up arrangement for booking calls.

GCC.7.3. Completion of call shall be certified by the Supervising Officer. This will be used to work out the down time for LD calculation.

GCC.8. Response & Down time :

GCC.8.1. The maximum response time for attending complaint i.e. time required by the service engineer to report after a request call is made shall not exceed 24 (Twenty Four) hours excluding Sunday and Holiday.

GCC.8.2. The day on which the call is registered will not be counted for down time calculations. Down Time calculation will be started from Zero hours of following date. The Maximum acceptable downtime will be 24 hours.

GCC.9. Recording of Maintenance Work:

GCC.9.1. WBSEDCL will keep record of machines failure including the nature of failure, date and time of booking complaint as well as when the system was put back into the service and the total down time . You will record all the above mentioned particulars for un-scheduled on call and corrective remedial maintenance service as well as particulars for scheduled preventive maintenance services against your engineers' visit, prepare report and get it jointly signed by both your service engineers as well as Supervising Officer of WBSEDCL.

GCC.9.2. If the maintenance or repair works involve shifting of any equipment from one place to other place, then any loss for damage arising out of dismantling /loading /unloading/transporting shall be borne by you.

GCC.10. Liquidated damage: The timely completion of the job as per "Completion Time" Clause and completion of breakdown as per "Response & Down Time" Clause is the basic consideration and essence of the contract and WBSEDCL reserves the right to repudiate the contract if the successful bidder fails to complete the work within stipulated period. However, the ordering authority may at his discretion waive this condition with imposition of liquidated damage indicated herein below:

GCC.10.1. Delay in completion: If the successful bidder fails to complete the work on the basis of requirement of WBSEDCL within the completion time as stated in the Clause of "Completion Time", a L.D. at the rate of ½% of ordered value i.r.o. particular item or part thereof subject to a maximum of 10% of total LOA material value shall be imposed on the successful bidder. L.D. if applicable will be deducted from bills on delivery of material or bills on installation & commissioning.

GCC.10.2. During AMC Period: If the Vendor fails to set right the malfunctioning of the system within schedule downtime as indicated in "Response & Down Time" clause, WBSEDCL may recover from the vendor @½% (half percent) amount of AMC order value per day or part thereof as Liquidated Damage. The maximum value of LD would be 10% (ten percent) of AMC order value. In case of termination of LOA as per termination clause, WBSEDCL will engage third party for the maintenance of supplied and installed items and related service. The difference in cost of AMC for engagement of third party will be deducted from outstanding bill /BG lying / to be lying with WBSEDCL.

GCC.10.2.1. The equipment should run at least 30 days after each on call service. Otherwise the entire period would be treated as down time.

GCC.11. Steps to be taken to avoid any damages of WBSEDCL installation: Vendor shall see that no damages are caused to Electrical Cables, wires, station installations, communication lines, electric devices. If any damage is caused to or suffer or and in general to WBSEDCL Equipments or any property or by the consequences of the acts of unlawful omission of the contractor, its employees and workmen or other person connected with it, necessary repairs or replacements shall be effected by WBSEDCL at the risk and cost of the contractor. The expenses shall be recovered from the money due and payable to the contractor or by other appropriate processes.

GCC.12. Liability for Accident: If any accident occurred during the time of the execution of the work by your employee, all cost to be borne by you.

- GCC.13. Risk Purchase / Performance:** Adherence to time schedules mentioned in the foregoing clauses shall be deemed as the essence of contract and if the vendor fail to complete the job, WBSEDCL shall be entitled to execute the job through the best and nearest substitute available elsewhere on the account and at the risk of the contracting agency or to cancel the contract and the contracting agency shall be liable to compensate for any loss or damage which WBSEDCL may sustain by reason of such failure on the part of the Contracting Agency.
- GCC.14. Contract Period:** You shall maintain the system for a period of three (3) year from the date of acceptance of the LOA by the Vendor. The same may be extended for further one (1) year on satisfactory performance.
- GCC.15. Quantity Variation:** The quantity as incorporated in this tender are provisional, which may vary up to $\pm 25\%$ of the ordered quantity during course of execution of the contract as per actual requirement and decision by WBSEDCL.
- GCC.16. Submission of bills for payment:** All the bills in triplicate with relevant papers, documents are to be submitted to the IT & C Cell.
- GCC.17. Terms of Payment:**
- GCC.17.1. For Delivery & Installation of Switch, LAN etc.:** 100% Payment shall be released after successful completion of the job as per requirement of WBSEDCL time to time on the basis of actual quantity involved for execution of said the job. Bill in triplicate with relevant documents to be submitted to the IT & C Cell.
- GCC.17.2. For AMC:** Payment will be released quarterly after providing AMC service for the particular quarter on pro-rata basis. Bill to be submitted in triplicate after completion of a quarter and bill should be submitted supported with performance certificates as per Annexure-VI.
- GCC.18. WBSEDCL personnel for liaison :**
- GCC.18.1. Controlling Officer:** Superintendent Engineer (E), IT & C Cell. - He would issue the successful completion certificate.
- GCC.18.2. Consignee & Supervising Officer:** Divisional Engineer (E), IT & C Cell - He shall be the Consignee and Supervising Officer.
- GCC.18.3. Paying Authority:** Manager (F&A), Establishment-Corporate, Bidyut Bhawan, WBSEDCL.

Enclosure:

- | | |
|------------------|---|
| 1. Annexure-I: | Format of Bid Proposal. |
| 2. Annexure-II: | Techno-commercial bid sheet. |
| 3. Annexure-III: | BoQ: Price Bid Format. |
| 4. Annexure-IV: | Format of Bid Guarantee. |
| 5. Annexure-V: | Format for Bank Guarantee for contract performance. |
| 6. Annexure-VI: | Performance Certificate. |
| 7. Form-I: | Mandatory condition |
| 8. Form-II: | Declaration of mandatory condition. |


 23/8/17
Chief Engineer,
IT & C. Cell, WBSEDCL

BID PROPOSAL**From**

Bidder's Name and Address :

Contact person :

Designation :

Telephone No.(Land Line & mobile) :

Fax :

Tender Reference :

To
The Chief Engineer,
IT & C Cell,
West Bengal State Electricity Distribution Company Limited,
3rd Floor, Block'D', Vidyut Bhavan.,
Bidhannagar,
Kolkata- 700 091.

**Sub: For Supply Delivery, Installation & Commissioning of New
LAN items and Annual Maintenance Contract of existing &
New LAN & IT Equipments at IT & C Cell, Vidyut Bhavan.**

Dear Sir,

1. We the undersigned Bidder/(s), having read and examined in details the specifications and other documents of the subject Tender, do hereby propose to execute the contract as per specification as set forth in your Bid-Documents.
2. **PRICES AND VALIDITY :**
 - 2.1. The ex-works prices of all items/equipments and rate of erection, commissioning etc. stated in the bid are FIRM during the entire period of contract irrespective of date of completion and not subject to any price adjustment as per in line with the Bidding Documents. All prices and other terms and conditions of this proposal are The offer against tender shall remain valid for a minimum period of 120 (one hundred & twenty) days from the next day of opening of Technical proposal of the tender We further declare that prices stated in our proposal are in accordance with your bidding.
 - 2.2. We confirm that our bid prices include all other taxes and duties and levies applicable on bought out components, materials, equipments and other items and confirm that any such taxes, duties and levies additionally payable shall be to our account.
 - 2.3. GST is payable as per prevailing rate if applicable.

3. BID GUARANTEE :

We have enclosed a Bid Guarantee in the form of Bank Guarantee fromdrawn in favour of WBSEDCL for an amount of Rs.....

4. DEVIATIONS :

We declare that contract shall be executed strictly in accordance with the specifications and documents except for the deviations, all of which have been detailed out exhaustively in our deviation schedules, in volume irrespective of whatever has been stated to the contrary any where else in our proposal.

Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our Deviation Schedules, save that pertaining to any rebates offered, shall not be given effect to.

5. WORK SCHEDULE :

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal, we fully understand that the work completion schedule stipulated in the proposal is the essence of the Contract, if awarded. The completion schedule of the various major key phases of the work will be as per time Schedule submitted by us and approved by WBSEDCL in order to maintain the completion time schedule of bid documents.

6. CONTRACT PERFORMANCE GUARANTEE :

We further agree that if our proposal is accepted, we shall provide a Contract Performance Guarantee of value, equivalent to ten percent (10%) of the Contract Price as stipulated in Bid document in the form of Bank Guarantee (Please specify the form of guarantee) in your favour and enter into a formal agreement with you within 15 (Fifteen) days from the date of placement of Letter of Award.

Dated.....this.....day of.....2017

Thanking you, we remain,

Yours faithfully,

Date _____

Place _____

(Signature) _____

(Printed Name) _____

(Designation) _____

(Common Seal) _____

Business Address:

Name & Address of Authorized Signatory:

West Bengal State Electricity Distribution Company Limited

Tender Notice No. WBSEDCL/IT & C /10.10/1960 dtd. 23.08.2017

Technical Specification of IT items covered under AMC

Sl.No.	Features	Specification
1	IBM-X236 Server	Make:IBM, Model:IBM-Xseries236, Sl.No.99KZC84,Processor:XeonIntel 3.6GHz., Cache:2MB, RAM:2GB, HDD:73.4 +146.8GB, OS:RedHatLinuxVer4.5,DAT Base: Oracle 9.2.
2	HP-SERVER (S&LP)	Model-HPML350T06 SAS LFF, Sl.No.SGH115XAM2, Model:P410i Type-RAID, Processor: Quad Core Intel Xeon Processor E5530(2.3 GHz, 8MB cache, QPI5.86GT/s) RAM:16GB DDR3 133 RDIMM ,HDD:4 X 300 GB 10K SFF Hot swappable SAS.,CD ROM:ATAPI Model:DVD A DH16ABLU,PCI device-HP smart array G6 controller Ethernet :Broadcom Corp. Net XtremeBCM715GB, USB: HP Proliant L02/iL03 virtual USB OS:Red Hat interprise LINUX server release 6.0(Santiago), DATA Base: Oracle10g
3	IBM-Server X236 (MIS Cell)	System Typ/model-884145A,Bios ver-1.05/2005, Sl.No.99KYD66, Xeon Processor 1 -F43, 3.6GHz./800, L2Cache memory-2MB,RAM-2GB DDR-II, Master device CD-ROM, O/S-RHL,Data Base: Oracle9i
4	IBM Server226- R&MP SERVER	IBM Server226-(MT-M8648-I5S),Processor-Intel Zeon 3.0Ghz,1Core 2logical processor,Chipset-Intel®E7520,Fsb800MGz.RAM-2GB DDR-II 400, HDD:2X73 GB RAID1 SCSI, OS:Windows Server2008 Standard edition 32bit SPI
5	DELL-Desktop (7nos)	Model:Inspiration660S, Processor:Intel Corei3-3220, 3.1GHz, Cache:3MB,and1066MHz FSB or higher,Chipset:Intel Q75Series on OEM Mother Board,Memory:2GB 800MHz DDR3 8GB expendable,HDD:320GB/500GB 7200RPM SATA.Port:6-USB, DVD-ROM:8X or Better DVD ROM drive.Net Work:10/100/1000 on board integrated port,OS: Windows 7/8,Monitor: 47cm LCD Monitor
6	IBM-Desktop (1no.)	Intel P-IV 1.7GHZ, PCI 256 SDRAM, 133MGH, Cache Memory256KB, 40GBHardDisk, 48X CD ROM Drive Ethernet10/100MBPS, PIC,32,Port- 2Serial, 1-Parallel, 4USB, Windows–XP OS,
7	HCL Desktop (6nos.)	P-IV 2.5 GHz, FSB 400 MHz, Intel 845 GV Motherboard, RAM 1GB DDR- 333, 80 GB SATA HDD, 52X CDROM, Windows XP/Win7,color TFT Monitor

Sl.No.	Features	Specification
8	Wipro Desktop (2nos.)	Intel Pentium-Core 2 duo,2.66 GHZ.No.E6 700, Intel R 975 X,Express Chipset, 4 MB L2 Cache, 1 GB DDR 400/333 upgradable to 2 GB, 80 GB SATA HDD, 10/100 Mbps 32 bit PCI Ethernet UTP port with WOL support integrated on the motherboard, 1 Serial, 1 Centronics Parallel Port & 4 USB Ports, 52 X DVD Read-CD Write Read Combo Drive, USB & PS-2 Complaint Mouse, 104 Key PS/2, Keyboard, 17” color TFT Monitor, MPR-II Certified.
9	Laptop-Genius (1no.)	Intel Core to Duo Processor T 2700 @ 2.33 Ghz, 667 Mhz FSB, Intel 950 Express Chipset, 1 GB DDR-2 SDRAM, 60 GB SATA
10	Laptop-HP (2nos.)	Model:HSTNN-C83C
11	LaserJet Printer(HP) (1no.)	HP- Model: 4250 (Network printer) Sl.No.-CNRYCO1414
12	LaserJet Printer(Canon)	CANON-LBP3200
13	HP-Deskjet D4368 (1no.)	Model Deskjet D4368, Sl. No.TH89H121R2, Cartige-860&861
14	Scanner-Canon (1no.)	Canon-LiDE110-Flat bed
15	Scanner-HP (1no.)	Model:5590 Regulatory Model FCLSD-0407, Sl.No.L1911B / MY5109R078
16	Switch(Un Managed) 8-Port/ 16-Port/ 24- Port (48nos.)	8 port-20nos, 16 Port-18nos 24 Port 10 nos. of DLINK/CISCO/HP/HCL-make
17	LAN -Points Maintanance	300 nos. old LAN point maintainence with I/O, RJ-45, CAT-6 Cable

Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: Chief Engineer , IT& C, WBSEDCL

Name of Work: For Supply Delivery, Installation & Commissioning of New LAN Items and Annual Maintenance Contract of existing & New LAN & IT Equipments at IT & C Cell, Vidyut Bhavan

Tender Notice No: WBSEDCL/IT&C/10.10/1960 dtd. 23.08.2017

Bidder Name :							
PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	GST rate in %	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	20	53	55
1.01	Material of UTP CAT-6 CABLE (D-Link)	10000.00	Mtrs.			0.00	INR Zero Only
1.02	Material of Rj-45 Connector ((D-Link))	1200.00	Nos.			0.00	INR Zero Only
1.03	Material of Casing-1 inch width	1000.00	Mtrs.			0.00	INR Zero Only
1.04	Material of Casing-3/4 inch width	1000.00	Mtrs.			0.00	INR Zero Only
1.05	Material of PVC conduit pipe-3/4"	1000.00	Mtrs.			0.00	INR Zero Only
1.06	Material of PVC conduit pipe-1"	1500.00	Mtrs.			0.00	INR Zero Only
1.07	Material of Flexible pipe 1" dia.	700.00	Mtrs.			0.00	INR Zero Only
1.08	Material of I/O box Set (Box,Faceplate &Connector)	400.00	Nos.			0.00	INR Zero Only
1.09	Material of Patch Chord CAT-6(D-Link) 3 Mtr.	150.00	Mtrs.			0.00	INR Zero Only
1.1	Material of 8-Port Unmanaged switch (D-Link)	10.00	Nos.			0.00	INR Zero Only
1.11	Material of 16-Port unmanaged Switch (D-Link)	15.00	Nos.			0.00	INR Zero Only
1.12	Material of 8-Port 10/100/1000 Mbps Unmanaged switch (D-Link)	4.00	Nos.			0.00	INR Zero Only

NUMBER	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	GST rate in %	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	20	53	55
1.13	Labour of UTP CAT-6 CABLE (D-Link)	10000.00	Mtrs.			0.00	INR Zero Only
1.14	Labour of Rj-45 Connector ((D-Link))	1200.00	Nos.			0.00	INR Zero Only
1.15	Labour of Casing-1 inch width	1000.00	Mtrs.			0.00	INR Zero Only
1.16	Labour of Casing-3/4 inch width	1000.00	Mtrs.			0.00	INR Zero Only
1.17	Labour of PVC conduit pipe-3/4"	1000.00	Mtrs.			0.00	INR Zero Only
1.18	Labour of PVC conduit pipe-1"	1500.00	Mtrs.			0.00	INR Zero Only
1.19	Labour of Flexible pipe 1" dia.	700.00	Mtrs.			0.00	INR Zero Only
1.2	Labour of I/O box Set (Box,Faceplate &Connector)	400.00	Nos.			0.00	INR Zero Only
1.21	Labour of Patch Chord CAT-6(D-Link) 3 Mtr.	150.00	Mtrs.			0.00	INR Zero Only
1.22	Labour of 8-Port Unmanaged switch (D-Link)	10.00	Nos.			0.00	INR Zero Only
1.23	Labour of 16-Port unmanaged Switch (D-Link)	15.00	Nos.			0.00	INR Zero Only
1.24	Labour of 8-Port 10/100/1000 Mbps Unmanaged switch (D-Link)	4.00	Nos.			0.00	INR Zero Only
1.25	Labour of Dismantle of old LAN Connection	1000.00	Mtrs.			0.00	INR Zero Only
1.26	Quarterly AMC service charge as per Anexuture-II	12.00	LS			0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only					

West Bengal State Electricity Distribution Company Limited
Tender Notice No. WBSEDCL/IT&C /10.10/1960 dtd. 23.08.2017

PROFORMA OF BANK GUARANTEE
FOR BID GUARANTEE (Earnest Money)
(To be stamped in accordance with Stamp Act)

Ref. No. :

Date :

To
The West Bengal State Electricity Distribution Company Limited
Vidyut Bhawan
DJ Block, Sector -II
Salt Lake, Kolkata -700091

Dear Sirs,

In accordance with your Notice Inviting Tender (NIT) No. _____ dtd. M/s _____ having its Registered Head Office at _____ (herein after called the Bidder) wish to participate in the said Tender for _____.

As an irrevocable Bank Guarantee against Bid Guarantee for an amount of ----- is required to be submitted by the Bidder as a condition precedent for participation in the said Tender, which amount is liable to be forfeited on the happening of any contingencies mentioned in the Tender Documents.

We, the _____ Bank at _____ having our Head Office at (Address of Bank) guarantee and under take to pay immediately on demand by West Bengal State Electricity Distribution Company Limited the amount of _____ (in words and figures) without any reservation, protest, demur and recourse. Any such demand made by said Purchaser shall be conclusive and binding on us irrespective of any dispute of difference raised by the Bidder.

This Guarantee shall be irrevocable and shall remain valid up to ** _____. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from M/s _____ on whose behalf this Guarantee is issued.

All rights of West Bengal State Electricity Distribution Company Limited under this Guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities thereunder unless WBSEDCL enforces a claim under this Guarantee against the Bank within three months from the above mentioned expiry date of validity or, from that of the extended date.

In witness where of the Bank, through its authorized Officer, has set its hand and stamp on this _____ Day of _____ 2017 at _____.

WITNESS:

(Signature)

(Signature)

(Name)

(Name)

(Official address)

(Designation with Bank Stamp)

Attorney as per Power of Attorney No. _____

Date _____

** This date should be initially for ninety (90) days and maybe extended from time to time.

ANNEXURE-V

PROFORMA FOR BANK GUARANTEE FOR CONTRACT PERFORMANCE

(To be stamped in accordance with Stamp Act)

Bank Guarantee No. _____

Ref No. _____

Date : _____

To
The West Bengal State Electricity Distribution Company Limited,
Vidyut Bhavan, Salt Lake,
DJ Block, Sector-II,
Kolkata -700 091 (India).

Dear Sir,

In consideration of West Bengal State Electricity Distribution Company Limited (hereinafter referred to as WBSEDCL) which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns having awarded to M/s _____ with its Registered/Head Office at _____ (hereinafter referred to as the 'Contractor') which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns, a Contract by issue of Order No. _____ dated _____ valued at _____ for _____ (Scope of Contract) and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equipment to *----%(percent) of the value of the entire system vide Order No. _____ date _____ (reference of original order), against Contract to WBSEDCL.

We _____ (Name and Address) having its Head Office at _____ hereinafter referred to as the 'Bank') which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns do hereby guarantee and undertake to pay WBSEDCL, on demand any and all moneys payable by the Contract to the extent of _____ as aforesaid at any time up to (day/month/year) without any demur, reservation, contest recourse or protest and or without any reference to the Contractor. Any such demand made by WBSEDCL on the Bank shall be conclusive and binding notwithstanding any difference between WBSEDCL and the Contractor or any dispute pending before any before any Court, Tribunal or any other Authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of WBSEDCL and further agrees that the guarantee herein contained shall continue to be enforceable till the WBSEDCL discharges this guarantee.

WBSEDCL shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time extend the time for performance of the Contract by the Contractor. WBSEDCL, shall have the fullest liberty, without affecting this guarantee to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor and to exercise the same at any time and any manner, and either to enforce or to forbear to enforce any covenants, contained or implied in the Contract between WBSEDCL and the Contractor or any other course of remedy or security available to WBSEDCL. The Bank shall not be released of its obligations under this presents by any exercise by WBSEDCL of its liberty with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of WBSEDCL or any other indulgence shown by WBSEDCL or by any other matter or thing whatsoever which under the law would but for this provisions have the effect of relieving the Bank.

The Bank also agrees that WBSEDCL at its option shall be entitled to enforce this guarantee against the Bank as a Principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that WBSEDCL may have in relation to the contractor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to _____ and shall remain in force up to and including _____ and shall be extended from time to time for such period, as may be desired by M/s. _____ to whose behalf this guarantee has been given.

All rights of WBSEDCL under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities there under unless the WBSEDCL enforce a claim under this guarantee against the Bank within three months from the above mentioned date or from the extended date.

Dated this _____ day of _____ 2017 ___ at _____

Witness :

(Signature)

(Signature)

(Name)

(Name)

(Official address)

(Designation with Bank Stamp)

Attorney as per Power of

Attorney No. _____

Date _____

ANNEXURE- VI

PERFORMANCE CERTIFICATE

Subject: Annual Maintenance Contract in respect of Server, PC, Printer, Peripherals, LAN, communication items, OS and RDBMS etc. under IT& C Cell, WBSEDCL for 3(three) years.

LOA Memo No.

Name of the Agency :

Name of the Office:

Performance certificate for the year _____ starting from _____ to _____

Certified that M/s. ----- has performed the maintenance work during the year starting from _____ to _____ as per terms & condition of the order mentioned above.

The Detail of break down calls with date during this year is given hereunder:-

SL No.	Defective Item	Docket No.	Date of Booking of Call	Date of Rectification	Status / Remarks.

The calls not closed in the above statement will be carried over to next quarter furnishing date of rectification.

The Detail of Preventive maintenance with date during this year is given hereunder:-

SL No.	Item as per Annexure-I	Docket No.	Date of Booking of Call	Date of maintenance	Status / Remarks.

(Signature of Supervising Officer)
DE, IT&C Cell

(Signature of Controlling Officer)
SE, IT&C Cell

FORM-I

Mandatory
Condition

SI No.	Requisite Credential	Requisite Supporting document	Submitted Yes/No
1.	Annual Turn Over for each of last three financial years i.e. 2014-15, 2015-16, 2016-17 must be at least 25 Lakhs.	Provide the turnover in a separate sheet (as per FORM-II) with Auditor's signature along with copy of balance sheet for mentioned years as supporting document duly attested	
2.	Financial Capability to handle a Project of 10 Lakhs.	Average working capital of Rupees 10 Lakhs as per balance sheet for last 3 years.	
3.	Must have capability to maintain installed System efficiently. The Bidder must have Phone Number for service support where user shall log complaints. Must have service centre at Kolkata	i. Call log-in facility along with phone no. for WBSEDCL. ii. Address of Kolkata Service Centre.	
4.	Must Comply with all statutory obligations.	Provide the following required nos. in a separate sheet (as per FORM-II) duly attested with following supporting documents. i. Copy of PF registration ii. Copy of PAN Card iii. GST registration certificate iv. Registration no of the company	

Sl No	Requisite Credential	Requisite Supporting document	Submitted Yes/No
5.	Working experience with having a minimum value of ` 10 lakhs (Rupees ten lakhs only) in one order / two orders for supply and installation and commissioning of similar item.	i. The bidder shall submit the documentary proof of orders received. ii. Certificate mentioning order reference from Ordering Authority with satisfactory completion / ongoing during last three years. (above details as per <u>FORM-II</u>)	

N.B. : Each page of all the documents/copy of certificates should be submitted with attestation by the authorized signatory and with seal & date.

Signature of the bidder with Office Seal

FORM-II

Details of information to be provided in support of Mandatory condition
(copy of supporting document to be submitted with the bid)

Sl. No.	Item Details	Details		
1	Contact Person with Telephone No. Mobile No. E-mail ID and FAX			
2	Communication details of Service Centre at Kolkata			
3	PF Registration No.			
4	Permanent Account No.(PAN)			
5	GST Registration No.			
6	Company Registration No.			
7	Annual turnover for each of last three financial years (must be at least 25Lacks)	2014-15(in Lacks)	2015-16(in Lacks)	2016-17(in Lacks)
8	Orders received and executed by the bidder	Organization where worked with Contact Telephone No. and	Order No. and Date with Value of the Order	Completion/ongoing Certificate with date (indicating order

Signature of the Bidder with Seal