

WEST BENGAL STATE ELECTRICITY DISTRIBUTION CO. LTD.  
(A Govt. of West Bengal Enterprise)  
DIVISION OFFICE, COOCHBEHAR



Tele-fax: 03582-222375

email Id: [dm.coochbehar@wbasedcl.in](mailto:dm.coochbehar@wbasedcl.in)

Ref No.DM/CBD/E-Tender/05/(2023-24) / 505

Dated: 11.10.2023

**TENDER NOTICE INVITING TENDER –Tender No:- CBD/e-Tender/05(23-24)**

Tender is invite by the Divisional Manager, Coochbehar Division, W.B.S.E.D.C.L, Coochbehar ,Pin-736101 through electronic tender (e-tender) from manufacturers/Distributor for sample approval, supply and delivery of the following item as per schedule detailed below.

SL No.	Description of Item	Unit	Qty	Estimated money	Earnest money	Completion time
1	High Voltage Detector	Nos	14	4,00,000/-	8,000/-	15 days

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

Intending bidders desirous of participating in the tender are to log on to the website

SL. NO	Particulars	Date	Time
1	Date of uploading of N.I.T and Tender Documents (Online).	12-10-23	6am
2	Documents sell/ download start date(Online)	12-10-23	10am
3	Bid submission upload start date(Online)	12-10-23	10am
4	Bid submission upload end date(Online)	27-10-23	5pm
5	Date for opening of Technical bid(Online) for the bidders	30-10-23	10am
6	Date of uploading the Final List of Technically qualified bidders after technical bid evaluation (Online)	01-11-23	10am
7	Date, for opening of Financial Bid (Online)	02-11-23	10am

<https://wbttenders.gov.in> for the tender. The tender can be searched by typing WBSEDCL in the search Engine provided in the website.

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. Code solution, safes crypt, e-Mudhra). DSC e-Token. After obtaining the class 2 or class 3 Digital Signature Certificate (DSC) from the approval Certifying Authority they are required to register the fact of possessing the Digital Signature Certificate through the registration system available in the website.

Tender are to be submitted online and intending bidders are to download the tender documents from the website stated above. This is the only mode of collection of tender documents. Details of submission procedure is given in "Instruction to Bidders".

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

1. Earnest Money Deposit amounting to 2%(Two Percent) of the Estimated Cost. As mentioned above, shall be submitted individually along with the offer. Necessary earnest money may be remitted through online mode of opted for BG, it may be submitted physically at Coochbehar Division. The scan copy of BG is to be uploaded by selecting offline mode.
2. The bidder shall 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.
3. No agent is allowed to participate in the Tender.
4. 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.
5. One Sample of Each Material is to be submitted at Coochbehar Divisional Store physically within the closing date of Tender. The tag with the sample should contain the name of the sample as well as the name of the vendor/bidder. For a valid tender, sample has to be approved by the Divisional Authority. The approval or rejection of sample will be communicated via mail/electronically subsequently. The technical evaluation of the bidders, whose samples aren't approved, will not be opened & henceforth they will be deemed disqualified. Rejected samples can be taken away. After LOA is awarded the awardees can adjust the sample with the delivered material lot & the remaining materials can be taken back by the respective vendors.
6. The offer shall remain valid for a minimum period of 120 days from next day of opening of the Tender.
7. **The quoted rates should be inclusive of all taxes & duties, freight and incidental charges. The quoted rate should be excluding GST charges. GST will be paid as applicable.**
8. The ordered materials should be delivered & installed within 15 days from the date of pO, 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 Coochbehar Division Office. The SRV will be issued from Coochbehar Divisional Store. WBSEDCL.
10. At the time of placing purchase order, the quantity mentioned in the Tender Document may vary up to +/-25%.

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11. Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc, as defined in various statutes will automatically disqualify the bidders.
12. The company reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
13. Any bidder against whom FIR/Complaint is lodged with police by WBSEDCL/ Other Utility/ Govt. Sami Govt, or Govt, Undertaking Dept, shall not be eligible to participate in the process
14. Other information as well as terms and conditions, which are not covered above, will be available in instruction to Bidders, General Conditions of Contract of this tender and the Revised Purchase policy of WBSEDCL.
15. **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 stores\_ in \_ charge 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.
16. **WARRANTY PERIOD:** Warranty period of supplied material will 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.
17. **PAYING AUTHORITY:**

Manager (F&A), Coochbehar Division, WBSEDCL, will be the paying Authority.
18. **CONSIGNEE:**

The name of the consignee will be The Store-In- Charge, Coochbehar Division Store.
19. **LIQUIDATED DAMAGE FOR DELAY IN DELIVERY:**

The time of delivery (successfully 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 his discretion waive this condition and accept the material with imposition of liquidated damage@ 1/2% of the value of the material beyond the schedule delivery period for each week of delay subject to maximum of 5% of the particular lot and accept the goods the stipulated period.

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20. Any further information along with WBSEDCL's Revised purchase policy may be had from the website: [www.wbasedcl.in](http://www.wbasedcl.in) and the following office:

Office of the Chief Engineer ( Procurement & Contracts),  
West Bengal State Electricity Distribution Company Limited,  
Vidyut Bhavan, 4<sup>th</sup> Floor,  
Bidhanagar, Kolkata-700091.  
Phone No: 300-2319-7563

21. Documents to be submitted in Technical bid- please refer sl no.6.2 of "Instruction to Bidders" in page 8 of NIT
22. The specification of the item.

**As per specification mentioned in BOQ**

**Instructions to Bidders**

**1. Eligibility for participation:**

- Original manufactures /Distribution of the tender items will be eligible in the tender.
- The bidders shall have credential for supply of the tender items to WBSEDCL other Govt. Department in earlier occasion within last three financial years.

**2. General guidance for e-Tendering:**

Instruction/ Guidelines for electronic submission of the tender have been mentioned below for assisting the bidders to participate in e- Tendering.

**3. Registration of bidder:**

Any bidder willing to take part in the process of e- Tendering will have to be enrolled & registered with the e- procurement system, through logging on to <https://wbtenders.gov.in>

**4. Digital Signature certificate (DSC):**

Each bidder is required to obtain a class-II or class-III Digital Signature Certificate(DSC) for submission of tenders.

5. The bidder can search and download NIT& Tender Documents electronically from the websit Mentioned in clause 3 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

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**6. Submission of Tenders:**

**6.1 General process of submission**

Tender are to be submission online through the website <https://wbtenders.gov.in>. All the Documents uploaded by the tender inviting authority from an integral part of the contract. Tenders are required to upload all the tender document along with the other documents, 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 tender shall carefully go through the documents and prepare the required documents and upload the scanned document (Credentials, certificates, EMD Draft/PO) in portable document format (PDF) to the portal in the designated locations of Technical Bid. The bidder needs to download the BOQ, fill up the rates of items in the BOQ in the designated Cell and upload the same in the designated location of Financial Bid.

The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenders should take note of all the addendum/ corrigendum related to the tender and upload the latest documents as part of the tender

**6.2 Document to be submitted:**

**I. Company Details:**

**II. Certificates:**

1. PAN Card details.
2. Current professional Tax (PT) submission Challan. Application for such addressed to the competent authority may also be considered.
3. GST registration certificate.

**III. Financial Info:**

Annual turnover for a period of the last three financial years.

**IV. Credential:**

1. Documents in support of supply of the tender items to WBSEDCL, in earlier occasion within last three financial years as mentioned below:
  - a. 1 nos purchase order for completing delivery of the said materials having financial involvement of not less than 50% of the estimated value of the said item(s).
  - b. 2 nos purchase order for completing delivery of the said materials having financial involvement of not less than 30% of the estimated value of the said item/item(s).

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2. Self Declaration certificate as per Annexure 1.(Mandatory format)
3. Others: Any other documents found necessary.

**7. Conditional and incomplete tender:**

Conditional and incomplete tenders are liable to summary rejection.

**8. Validity of Tender and Offer:**

The offer against tenders 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.

**9. Opening and evaluation of tender:**

**9.1 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. The technical proposals for those tenders whose original copies of BG towards tender Fee or EMD have been received will only be opened. Proposals corresponding to which original copy of BG towards tender fee or EMD has been received, will not be opened and will stand rejected.
- iii. Intending tenders may remain present if they so desire.

**9.2 Techno-commercial Evaluation of Tender**

1. While evolution, the Tender Inviting Authorized representative may summon the tenders 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, there proposals will be liable for rejection.
- ii. The summary list of tenders, whose bid 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 tenders.

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**9.3 Opening and evaluation of Financial proposal**

- i. Financial proposals of the tenders declared techno-commercially eligible, will be opened electronically by the tender inviting authority from the web portal stated above on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.
- iii. After opening of the financial proposal the preliminary summary result containing interlaid, name of bidders and the rates quoted by then will be uploaded.

- 10 Revision/withdrawal of Financial proposal by the bidder after opening of Technical proposal of the tender will not be allowed if it not sought by the tender inviting authority.

**11 Acceptance of Tender**

Lowest valid rate should normally be accepted. However, the tender accepting authority dose not bin himself to do so and reserves the right to reject or all the tenders for valid reason.

**12 Purchase Order**

WBSEDCL will communicate acceptance of tender to the successful bidder by a purchase order. The successful tenders shall communicate the acceptance of the purchase order.

**13 Concession**

No price preference will be allowed to any tender based on the size of the industry or its geographic location, Co-operative Society, will be considered with separate status.

**14 Holiday Listing and vender 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.wbasedcl.in](http://www.wbasedcl.in)) performance of the bidders, who supplied materials/equipment to WBSEDCL previously, will be evaluated for their vendor rating according to the said vender rating policy and their vender Rating will be taken into consideration at the time of evaluation of Technical and Financial proposals of the tender.

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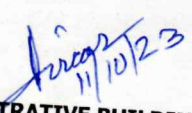
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**15 Return of Earnest Money of the unsuccessful tender(s)**

The Earnest money of the unsuccessfully tender (s), will be refunded as per e-tender norms.

  
DE & DIVISIONAL MANAGER  
COOCHBEHAR DIVISION  
WBSEDCL

  
Office: N.N.ROAD BY LANE,ADMINISTRATIVE BUILDING,2<sup>ND</sup> FLOOR,POWER HOUSE CAMPUS, COOCHBEHAR-736101

Registered office: Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700 091  
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**WBSEDCL**