



West Bengal State Electricity Distribution Company Ltd.

(A Govt. of West Bengal Enterprise)

OFFICE OF THE REGIONAL MANAGER, PURULIA REGION,
TARIT BHAVAN, 1ST FLOOR, DESHBANDHU ROAD, PURULIA-723101

E-mail- rm.purulia@wbasedcl.in

Telephone no.: 8900799415

NOTICE INVITING e-TENDER

On line tender (e-Tender) in two parts (Part-I : Techno-Commercial Bid, Part-II : Financial Bid) are invited by the S.E. & Regional Manager, WBSEDCL, Purulia Region, Tarit Bhavan (1st Floor). Purulia-723101(W.B.) from experienced, resourceful, bonafied & working agencies for Engagement of personnel for rendering catering services, housekeeping, gardening, day to day maintenance and other allied services of WBSEDCL's Inspection Bungalow located at Beside Tarit Bhavan, Deshbandhu Road, Near Goshala More, Purulia-723101 under Purulia Region.

Tender Notice No.	Name of the Work	Estimated Amount excluding GST (Rs)	Earnest Money (Rs)	Time Period of Contract
RM/PRO/IB/2023-25/01 dtd. 03.05.2023	Annual maintenance and other allied services of Purulia Inspection Bungalow, Beside Tarit Bhavan, Deshbandhu Road, Near Goshala More, Purulia-723101 under Purulia Region.	Rs. 15,07,475.04 (Rupees fifteen lakh seven thousand four hundred seventy five and four paise only)	Rs.30,149.50	02 years. , Further extension of 01 year upon satisfactory performance

Schedule of Key Dates

SL. No.	Activity	Date & Time
1.	Date of Issue of NIT	: 03.05.2023.
2.	Document download start date	: 08.05.2023 from 5.00 P.M.

Registered office of the Company- Vidyut Bhavan, Block- DJ, Sector- II,
Bidhannagar, Kolkata- 700091.

Corporate Identity Number (CIN) - U40109WB2007SGC113473.

Website of the Company: www.wbasedcl.in



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3.	Pre-bid meeting at the Chamber of Regional Manager, Purulia Region, WBSEDCL.	:	10.05.2023 at 11.00A.M.
4.	Bid submission start date	:	10.05.2023 from 4.00 P.M.
5.	Last date of online submission of Technical Bid and Financial Bid.	:	26.05.2023 upto 4.00 P.M.
6.	Last Date of submission EMD(online)	:	26.05.2023 upto 4.00 P.M.
7.	Opening of Technical Bid at the Office of the Regional Manager, Purulia Region, WBSEDCL.	:	29.05.2023 at 12.30 P.M.
8.	Opening of Financial Bid for technically qualified bidders at the Office of the Regional Manager, Purulia Region, WBSEDCL.	:	To be notified Later
9.	Validity of offer	:	180 days w.e.f the date of opening of financial bid.
10.	Financial Bid	:	Rate shall be quoted in value (Rs) above/ less/ At par against the Estimated value in the BOQ.
11.	Online Bid Submission	:	The Bidders are required to submit the Technical and Financial Bid documents through only ONLINE i.e. uploading the documents complete in all respect by maintaining the Online Bid submission procedure through the Website www.wbtenders.gov.in
12.	These procedure will be followed	:	<ul style="list-style-type: none">• Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal & this office notice board.• The financial bid documents of the technically qualified bidders will only be opened.• List of Financial comparison chart of

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		bidders will be published on the next day after opening. WBSEDCL reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason's whatsoever.
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INVITATION TO BID

1.0 SCOPE OF WORK :

1.1 Engagement of personnel for rendering catering services, housekeeping, gardening, day to day maintenance and other allied services of WBSEDCL's Inspection Bungalow located at Beside Tarit Bhavan, Deshbandhu Road, Near Goshala More, Purulia-732101 under Purulia Region for the contractual period of 02 (Two) years

1.2 **Extension of contract:** One year after the satisfactory completion of initial two years contract.

2.0 REQUEST FOR TENDER :

Tender paper will be available at the Websites www.wbtenders.gov.in.

3.0 SUBMISSION OF TENDER:

The tender will be submitted in two bid systems i.e. Techno-Commercial bid & financial bid, online only through the Website www.wbtenders.gov.in

4.0 ELIGIBILITY CRITERIA OF THE BIDDER:

4.1 Technical :

A bidder shall be considered technically eligible, with experience of having successfully completed works in Similar related field for 01 (one) year.

4.2 Commercial & Financial :

4.2.1 The average annual turnover of the bidder during last three years shall not be less than 30% of the estimated cost. (Annexure-I).

4.2.2 Working capital in the year, proceeding the year of bid submission shall not be less than 30% of the estimated cost.

4.2.3 In case documents certifying credit facility from a scheduled bank is submitted, the requirement given in cl 4.2.2 shall be judged by adding available credit facility and working



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capital taken together (Financial Capability proof certificate from bankers, one year from date of Publication of NIT).

4.3 The Bidder must submit documents/order copy to substantiate the qualifying requirement of the technical bid

4.3.1 Annual Audited Financial Report for last two years to be submitted for verification in respect of bidders for whom audit of account is mandatory. For those whose audit of accounts is not mandatory, they shall submit copy of IT returns along with related enclosures for last two years

4.3.2 Photocopy of following documents:

- ✓ GST Registration certificate.
- ✓ Current Challan for depositing GST & return filed for the last two years.
- ✓ Copy of IT return for last two financial years, PAN Card, as applicable.
- ✓ Professional Tax (PT) receipt challan
- ✓ EPF, ESI/Mediclaim, certificate of compliance of statutory obligations
- ✓ Information regarding any past and current litigation with WBSEDCL/WBSETCL/Govt./PSU in which the bidder is involved, the party's concerned and the disputed amount.

4.4. All documents must be self authenticated.

4.5. Notwithstanding anything stated above, the owner (WBSEDCL) reserves the right to assess the Capacity and capability of the bidder to execute the work, should the circumstances warrant such assessment in the overall interest of the owner.

4.6. Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have,

4.6.1. Made misleading or false representation in the forms, statements and attachments Submitted in proof of the qualifying requirements and/or

4.6.2. Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completions, litigation history or financial failure.

5.0 Pre-Bid Meeting:

5.1. Pre bid meeting will be held on 10.05.2023. at 11-00 hours at the Office of the Regional Manager, Purulia Region, WBSEDCL.

5.2. Any change in date shall be available in website of www.wbtenders.gov.in.

5.3. Non attendance at the Pre-bid meeting will not be a cause for disqualification of bidders.

5.4. If there be any discrepancy or obscurity in the meaning of any clauses of the bid document or if there be any query of the intending bidder, the bidder may submit their queries to the tendering authority on or before 10.05.2023. The clarification given in the



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pre-bid discussion shall be final and binding on the bidder, being a part of the original Bid Documents.

Note:

1. WBSEDCL reserves the right to reject or accept any Bid or part thereof or all Bids received at its sole discretion without assigning any reason(s) whatsoever.
2. WBSEDCL reserves the right to go to divisible contract, if necessary.
3. WBSEDCL is not necessarily bound to accept the lowest offer.
4. Tender cost /Tender Fee is abolished. All participating bidders are therefore exempted from payment of tender free.
5. No interest shall be payable for Bid Guarantee/EMD.
6. Any extraneous conditions will be treated as non-responsive.
7. The Bids must be submitted in prescribed proforma only, where indicated i.e. Annexure, BOQ and Rate.
8. Bidders shall ensure that all pre-requisites are duly fulfilled by them and if there be any dispute regarding non-submission of any document, WBSEDCL reserves the right to cancel the Bid unilaterally without assigning any reasons.
9. The bidder is expected to examine carefully all instructions, conditions, forms schedules terms, annexure, specifications and drawings of the bidding document. Bids, which are determined to be not substantially responsive to the requirement of the bidding document, may lead to rejection.
10. Earnest Money (EMD) : Earnest Money Deposit shall be submitted through online mode through the e-Tendering portal (<https://wbtenders.gov.in>). All offline instruments like Bank Draft, Pay order etc. will be stopped for e-tender procurement. In case of unsuccessful/ rejected bids, the EMD shall be refunded directly from the e-Tendering portal. However for successful bids, the EMD will be refunded by WBSEDCL as per norms.

A) The bidder shall deposit the requisite earnest money through online mode only (Bank Name-ICICI Bank Ltd., A/C No.-193405000657, Account Title- West Bengal State Electricity Distribution Company Ltd, Account Type -Current, IFSC Code- ICIC0001934, MICR Code-700229096, Bank Address-ICICI BANK LTD., BLOCK-4A, ECOSPACE BUSINESS PARK, RAJARHAT, KOLKATA-700156.) Following payment options are available for online payment of EMD, for the intending bidders,

i) Net-banking through Payment Gateway.

ii) RTGS/NEFT Payment: On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account. Once the payment is made, the bidder will come back to e-procurement portal to continue the bidding process after expiry of a reasonable time to enable the RTGS/NEFT process to be completed.

11. Performance Bond/Security Deposit:

In respect of successful Bidder, the Earnest Money (@ 2%) after acceptance of Tender shall be converted as a part of the Security Deposit. The total Security Deposit shall be of 10% of the

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contract price (to be mentioned in the Order to guarantee the faithful performance and security of the contract in accordance with all the conditions and terms stipulated herein and the relevant format attached. Performance Bond will also have the guarantee for successful and satisfactory performance of the materials supplied under the contract till the expiry of the contract period as stated herein before.

11.01. The Performance guarantee is to be submitted to the Controlling Officer of the work immediately on receipt of the order.

In exceptional cases

Submission of EMD through BG: For submission of EMD in the form of BG, bidders will have to opt for EMD Exemption in e-tender portal and upload scanned copy of BG in the EMD exemption document upload section. Physical copy of BG shall be submitted at the office of tender inviting authority as per respective clauses of NIT. EMD amount can be paid either in online mode or submitted through Bank Guarantee (BG) in full. Partial payment through online mode and remaining submission through BG is not allowed.

B) GENERAL INSTRUCTIONS FOR ONLINE PAYMENT OF EMD:

- i) The bidder will have to mandatorily pay through Net-banking facility once Net-banking mode is opted for payment.
- ii) Status of NEFT/RTGS payment through Challan for a bid may take time for bank settlement which is updated in 24 Hrs. (approx.). As such bidders opting to pay through NEFT/RTGS mode shall make payment well before 24 Hrs. to avoid any complicity.
- iii) In case actual EMD as per NIT is more than the one shown in E-tender Portal, bidders will have to opt for NEFT/RTGS mode (challan mode). In that case the total actual EMD amount is to be paid only through NEFT/RTGS mode (challan mode).
- iv) The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which payment of EMD has been initiated.

C) REFUND OF EMD AMOUNT:

- i) For unsuccessful bidders, EMD amount submitted against the tender shall be refunded automatically through an automated process, by NIC portal on receipt of updated status of any bid.
- ii) For successful Bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following due procedures.
- iii) The bank account used for payment of EMD by bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.
- iv) For any queries related to payment and refunds, bidders will have to communicate with ICICI Customer Support, viz., 033-40267512/13 since payment gateway facility used by E-tender portal is maintained by ICICI.


(R.K. Tikader)

S.E & Regional Manager
Purulia Region, WBSEDCL

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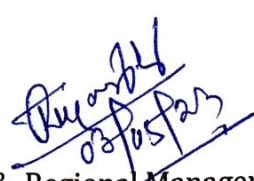
E-mail- rm.purulia@wbasedcl.in

Telephone no.: 8900799415

Memo No.: RM/PRO/ESTB/IB/ 423
Copy forwarded to for information:

Dtd: 03.5.23

- i. The ACE & Zonal Manager, Midnapore Zone, WBSEDCL
- ii. The Manager (HR&A)/ (F&A), Purulia Region, WBSEDCL- with the request to attend during tender opening
- iii. The Asst. Engineer (Civil), Purulia Region, WBSEDCL- with the request to attend during tender opening
- iv. NOTICE BOARD


S.E & Regional Manager
Purulia Region, WBSEDCL

S. E & Regional Manager
Purulia Regional Office
W.B.S.E.D.C.L