



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED
(A Govt. of West Bengal Enterprise)

HABRA DIVISION OFFICE

HIMANGSHU SARANI, JEERAT ROAD, HABRA, NORTH 24 PGS-743263

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NOTICE INVITING e-TENDER

NIT No: DM/HBD/Estb/2023-24/02

Date 10.07.2023.

The Divisional Manager, Habra Division, Habra Division Office, WBSEDCL invites e-tender for the work detailed in the table below.

(Submission of Bid through online)

SUBJECT: Procurement, Delivery And Fixing Of Furniture For Different Units Under Habra Division, WBSEDCL.

The Divisional Manager, Habra Division, WBSEDCL invites e-Tender in Two-Part only from the experience, resourceful, bonafide, working seller, re-seller, supplier and manufacturer resourceful contractors of WBSEDCL, WBSETCL, WBPDC, Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises or Independent agencies.

Sl. No.	Name of the Work	Estimated Amount (Rs)	Earnest Money (Rs)	Period of Completion	Name & address of the Concerned Office
01.	Procurement, delivery & fixing of Office Furniture for different units under Habra Division, WBSEDCL	2,40,349/- (Two Lakhs, Forty Thousands, Three Hundred and Forty Nine Only)	@2% of the estimated cost to be submitted in favor of "West Bengal State Electricity Distribution Company Limited" payable at Kolkata.	20 (Twenty) days from the handover of items at the site.	Habra Division, Himangshu Ghosh Sarani, Zirat Road, Habra, North 24 PGS, Pin-743263

1. In the event of e-filling intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money must be remitted through online by RTGS ICICI payment Gateway.
2. Both Technical Bid and Financial Bid should be submitted in technical and financial folder concurrently duly digitally signed by the Bidder through the website <https://wbtenders.gov.in>.
3. Technical Document and Financial Bid should be submitted online on or before as per the 'Date & Time Schedule' stated in Sl. No.-08.

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4. The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL DOCUMENT of the bidder 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.

5. Eligibility criteria for participation in the tender:

5.1 Technical Requirement:- Experienced, resourceful, bonafide, working seller, re-seller, supplier and manufacturer resourceful contractors of WBSEDCL, WBSETCL, WBPDC, Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises etc. who is technically & commercially qualified and have successfully completed similar nature of work having value not less than 50% (Fifty percent) of the estimated cost cumulatively in last 3(Three) financial years and Commercial QR as detailed in clause 5.2 below. [Submission of Bid through online]

Commercial Requirement:- a) Average annual turnover during last three years shall not be less than 30% of the estimated cost. b) Working capital in the year preceding the year of bid submission shall not be less than 30% of the estimated cost. c) Available credit facility shall also be added to working capital certified by Bank for working capital as noted in (b) above. d) Annual audited Financial Report for last three years to be submitted for verification i.e. bidders for whom audit of accounts is mandatory. For those whose audit of accounts is not mandatory, they shall submit copy of IT return along with related enclosures (Form 3CA and Form 3CB) for last three years.

- 5.2 All intending bidders are required to also produce the following:-

- GSTIN No. According to place of business,
- Vendor GST Classification Licence (Registered/Non Registered/Compounding/PSU Govt.)
- HSN codes & SAC codes for material & service respectively along with the applicable tax rates
- List of Material & Service For Which RCM is applicable,
- Copy of IT return for last three financial years, PAN Card, as applicable.
- Documents in support of credential: Copy of orders & Completion Certificate
- Performance Certificate as Prime Contractor for execution of similar nature of works for last Seven and details of works in hand.

Information regarding any past and current litigation with WBSEDCL/WBSETCL/Govt./PSU in which the bidder is involved, the party is concerned and disputed amount, wherever applicable.

6. No mobilization /secured advance will be allowed.
7. Bids shall remain valid for a period not less than 120 (One hundred twenty) days after date of Bid opening of tender. Bid 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.

8. Date & Time schedule:-

Sl. No.	Particulars	Date & Time
01.	Date of uploading of N.I.T and Tender Documents (online). [Publishing date]	17.07.2023 after 10.00 Hrs
02.	Documents sell / download start date (online).	17.07.2023 after 10.00 Hrs
03.	Bid Submission upload start date (online)	17.07.2023 after 10.00 Hrs
04.	Bid Submission upload end date (online)	31.07.2023 after 15.00 Hrs
05.	Date for opening of Technical bid (online) for the Bidders	02.08.2023 after 15.00 Hrs
06.	Date of uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (online).	To be intimated later.
07.	Date, for opening of Financial Bid (online).	To be intimated later.

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9. **Earnest Money / Bid Guarantee & Tender fee:** 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.
10. **Specification of Work:** The work should conform to WBSEDCL's general conditions of contract, standard specification, approved drawing of the WBSEDCL satisfying relevant provisions of I.E. rules.
11. **Supply of Materials:** The complete cost of delivery of materials to the mentioned site must be borne by the vendor.
12. **Tools & Tackles:** You shall be equipped with reliable sets of tools and tackles in sufficient quantities so as to complete the work entrusted with you as to complete the work entrusted with you as expeditiously as possible.
13. **Penalty for delay in Completion:** In case of failure to complete the work within time, you will be liable to pay penalty from 1/2% to 2.5% (depending upon the nature of non performance) of the executed work within the stipulated rate @ 1/2% for every fortnight.
14. **Penalty for Damages:** In case of any damages incurred during delivery or installation of the materials, those should be replaced by the vendor within stipulated time period decided later by the tender inviting authority.
15. **Site Visit:** The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing Bid and entering into an agreement for the work / works as mentioned in the NIT, before submitting offer with full satisfaction. The costs for visiting the working site shall be at the bidder's own expense.
16. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of the Bid, no cost of Bidding shall be reimbursable by the Tender Inviting Authority. The Tender Inviting Authority reserves the right to accept or reject any / all offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by the Bidder at the stage of Bidding.
17. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instruction to bidders' stated in Section - 'A' before tendering the bids.
18. Payment of work will be depended on availability of fund. Intending bidders may consider this criteria while submission of tender and quoting their rate through online. **The Divisional Manager-Habra Division, WBSEDCL shall act as Controlling Officer and the Manager(HR&A), Habra Division shall act as Consignee respectively.**
19. **The AM (F&A), Habra Division, WBSEDCL shall be the Paying Authority.**
20. No Conditional Bid / Incomplete Tender will be accepted under any circumstances.
21. The intending bidder(s) required to quote the rate (percentage above/below/at par) over the total estimated cost put to tender online considering that no escalation and / or price adjustment will be allowed by the department under any circumstances.
22. At any stage during scrutiny, if it is found that the credential or any other papers which the Bidder uploaded during Bidding process, found incorrect / manufactured / fabricated, that bid will be considered a nonresponsive and outright rejected with forfeiture of Earnest Money and action will be taken as per stipulation of IT Rules in force.
23. Before issuance of Letter of Acceptance / Work order, the tender accepting authority may verify the credential & other documents of the lowest bidder so uploaded online if found necessary. If it is found such document

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incorrect / manufactured / fabricated, Letter of Acceptance / Work order will not be issued in favor of the bidder under any circumstances and action will be taken accordingly.

24. The Tender Inviting Authority reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
25. WBSEDCL, who do not bind itself to accept the lowest tender, reserves the right to accept or reject any bid and to annual the Bidding processes and reject all Bids at any time prior to the Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for WBSEDCL's (Tender Accepting Authority) action.
26. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors, who resort to canvassing will be liable to rejection.
27. Bids shall remain valid for a period not less than 120 (One hundred twenty) days after date of Bid opening of tender.

28. LOSS AND DAMAGE OF MATERIALS:

The contractor shall be responsible for safe custody of all materials until the installation is officially taken over by the Company. For any loss including theft/pilferage/damage during the period of transportation, storage, erection, jointing, reinstatement etc. the same shall be made good by the contractor at his own cost and arrangement.

29. STORAGE CUM ERECTION INSURANCE

"Loss" mentioned in 29.0 of this specification shall also include theft. In case of any theft, the contractor shall lodge FIR with the Police Station within 24 hours of occurrence of the incidence with intimation to the Site Engineer with copy of the FIR. The contractor shall obtain Insurance Policy for all such materials which shall be issued by the Company for the erection of cable and other installation works from the time of taking over the materials from the Company up to the time of taking over of the completed installation work by the Company. The contractor will obtain Insurance in the name of "WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED" with a General Insurance Company. In the event of any loss/damage or both, the contractor shall lodge claim with the Insurance Company and take necessary measures to realize claim from them on behalf of WBSEDCL. The payment received from the Insurance Company against such loss/theft shall be deposited to WBSEDCL.

However, for timely completion of work, the materials may be issued to the contractor by the Company against a receipt of fresh requisition from the contractor on that effect. In spite of the Insurance being made by the contractor, some special security arrangement will have to be ensured by the contractor to prevent theft of Company's property during storage/erection/installation and the cost of such arrangement shall be borne by the contractor. It may be noted neither any materials can be issued by the Company nor the contractor will be allowed to take up the work unless the Insurance coverage obtained. The contractor at his own cost makes adequate arrangement to safeguard the materials. Such arrangement is maintained round the clock along with the entire stretch to eliminate any attempt of damage/pilferage of materials already utilized by them. The damages required to be covered under the Insurance shall include, Fire and allied risk, misc. accidents, (erection risk, workman compensation risk, loss or damage in transit, theft, pilferage etc.) as per project requirement.

All cost on account of insurance liabilities covered under the contract will be to contractor's account. It is the responsibility of the contractor to keep the policy alive throughout the desired period and adequate premium should be paid by them time to time. The policy should cover the material and labor cost of the entire contract. The insurance policy has to be handed over to the Ordering Authority before first lot of material is issued to the contractor.

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30. Bidder should provide the rates for erection work without GST. Applicable GST will be paid in extra.

31. Consignee: The Manager(HR&A), Habra Division, WBSEDCL.

All correspondences with regard to above shall be following address:-
The Divisional Manager,

Habra Division Office, WBSEDCL

Himangshu Ghosh Sarani, Zirat Road, Habra, North 24 Pgs. District, Pin 743263.

Email:-dm.habra@wbasedcl.in/hra.habrdiv@wbasedcl.in

32. **Delivery Address:** Delivery address of each item in specific quantity shall be mentioned in the AOC. However the address will be among th several units under the jurisdiction of Habra Division. The quoted rates must be inclusive of all charges, WBSEDCL shall not bare any additional delivery cost.

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SECTION – A INSTRUCTION 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 Contractor:

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 intending bidder 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 I.T.return for last 3 (three) financial years, PAN.
- b) GST registration certificate.
- c) Professional Tax Clearance Certificate / Professional Tax(PT) deposit receipt challan for the last month.
- d) Requisite Credential Certificate for completion of at least one similar nature of work in any Govt./PSU department having a magnitude of at least 50%(Fifty percent) of the estimated amount of the work put to tender within last 3 (three) 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 None Statutory Documents**” to send the selected documents to Non-Statutory folder. Next Click the tab “**Click to Encrypt and upload**” and then click the “**Technical**” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-category Description	Details
01.	Certificates	Certificates	a) PAN Card. b) Copy of I.T. return for last 3 (three) financial years. c) GST registration certificate. d) Professional Tax Clearance Certificate for the last month.


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02.	Company Detail(s)	Company Detail	Address & Contact Number.
03.	Credentials	Credential	<p>a) Performance as prime contractor 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.</p> <p>b) Documents of Credential (in the form of work completion certificates and payment certificates) of executing similar nature of works of Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises etc. in last five years of not less than -</p> <p>i. 3 nos works (similar nature of work not less than 30% of the estimated cost) or</p> <p>ii. 2 nos works (similar nature of work not less than 40% of the estimated cost) or</p> <p>iii. 1 no similar nature of work not less than 50% of the estimated cost.</p>
04.	Financial Information	Financial Information	<p>a) Copy of IT returns for last 3 financial years.</p> <p>b) Annual Audited Financial Report for last 3 years to be submitted for verification in respect of bidders for whom Audit of Accounts is mandatory. For whose Audits of accounts is not mandatory, they shall submit copy of IT returns along with related enclosures (Form 3CA and Form 3CB) for last 5 years. [Non-statutory documents]</p> <p>c) Average annual turnover during last 3 years shall not be less than 30% of the estimated cost.</p> <p>d) Working capital in the year, proceeding the year of bid submission shall not be less than 30% of the estimated cost.</p> <p>e) In case documents certifying credit facility from a scheduled bank is submitted, the requirement given in clause above (d) shall be judged by adding available credit facility and working capital taken together.</p>
05.	Earnest Money & Tender fee	Earnest Money & Tender fee	a) Through online payment gateway only.

4.2. Financial proposal:

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). The contractor is to quote the rate (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 contractor

5. Opening and evaluation of tender:

5.1 Opening of Technical Proposal

- 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.
- Technical proposals for those tenders whose original copies of DD/BC/BG towards tender Fee & EMD have been received will only be opened. Proposals corresponding to which original copy of DD/BC/BG towards tender fee & EMD has not been received, will not be

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opened and will stand rejected.

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

iv. Cover (Folder) for Statutory Documents (vide Clause 7.2.A) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 7.2.B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.

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

5.2 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.

5.3 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. 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 interalia, name of bidders and the rates quoted by them will be uploaded.

iv. The Tender Accepting Authority may ask any of the bidders to submit analysis to justify the rate quoted by that bidder.

6. 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.

7. Penalty for suppression / distortion of facts:

If any bidder fails to produce the original hard copies of the document like Completion Certificate and any other documents on demand of the department within a specified time frame or if any deviation is detected in the original copies from the uploaded soft copies, it may be treated as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

9. Rejection of Bid:

The Employer (Tender Accepting Authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (Tender Accepting Authority) action.

8. Award of Contract:

The bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through Acceptance Letter / Letter of Acceptance. The notification of award will constitute the formation of the contract.

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