

NOTICE INVITING E-TENDER FOR EMPANELMENT

N.I.T No - P- 02/2020-21(PC-I)

Tenders are invited by the Chief Engineer, Procurement & Contracts Department, WBSEDCL, Vidyut Bhavan (4th Floor), Bidhannagar, Block-DJ, Sector-II, Kolkata-91 through electronic tendering (e-tendering) from genuine manufacturers only for **empanelment of manufacturers of following type of meter.**

3phase 4wire 5-30 Amp.DLMS whole current static meter fitted with pilfer proof meter box.

Tender Fee of Rs. 24,000 /- + GST as applicable. and Fixed Earnest Money Deposit amounting to Rs. 5,00,000/- are to be submitted by all bidders as indicated in terms of the tender.

Schedule of Dates for e-Tendering:

Sl. No.	Activity	Date & Time
1	Publishing Date	16.06.2020 at 10.00hrs.
2	Document Download start date	16.06.2020 at 10.00hrs.
3	Last date for sending queries related to the tender document, through e-mail. (Pre bid meeting will not be conducted) <i>See point 3 of Terms & Conditions.)</i>	23.06.2020 upto 5pm.
4	Bid submission start date	01.07.2020 at 12.00hrs
5	Bid submission end date	20.07.2020 at 14.00hrs.
6.	Last date of physical submission of Tender Fee and EMD	21.07.2020 at 16.00hrs.
7.	Sample meter submission at Distribution Testing Dept	21.07.2020 at 16.00hrs.
8.	Technical Bid opening date	22.07.2020 at 14.30 hrs.

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.

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

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Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given in "Instructions to Bidders".

Terms & conditions of the Tender Notice :

1. The e-tender will be of **single part** for empanelment of meter manufacturers. **The empanelment will remain valid for at least a period of two years with provision for further extension of one year.** Interested meter manufacturers should submit their sample meter at our Distribution Testing Department and the relevant papers as per format uploaded in the e-tender should be uploaded in the portal of the e-tender. The sample meter should comply the technical requirements of our technical specification uploaded against the tender.
2. Each Tenderer is to submit Tender Fee for an amount of **Rs. 24,000/- + GST** in the form of CTS 2010 compliant Demand Draft (DD) / Banker's Cheque (BC) **on any Scheduled Bank approved by Reserve Bank of India with validity of 3 (three) months drawn in favour of "West Bengal State Electricity Distribution Company Limited" payable at Kolkata.**
3. **Due to the pandemic for spread of COVID-19, there is restriction in conducting meeting. So, physical meeting for Pre bid discussion will not be held. Queries related to the tender document, should be sent through e-mail to materialcontroller@yahoo.co.in and wbsedcltd@gmail.com . Clarification of queries will be uploaded before the date of submission of bid.**
4. **Fixed Earnest Money Deposit** amounting to **Rs. 5,00,000/-** shall be submitted along with the offer, in the form of CTS 2010 compliant Demand Draft (DD) / Banker's Cheque (BC) **on any Scheduled Bank approved by Reserve Bank of India with validity of 3 (three) months drawn in favour of "West Bengal State Electricity Distribution Company Limited" payable at Kolkata.**
5. The Earnest Money Deposit of the participating manufacturers will be refunded after expiry of the total empanelment period.
6. The bidder shall submit **along with the offer** necessary documents in support of their previous supply of the items of the tender to WBSedCL/Other Power Utilities/Other Govt. Departments.
7. No agent is allowed to participate in the Tender. Original manufacturers will only be allowed in the tender.
8. Techno-commercial evaluation of bid document will be done at Procurement & Contracts Department. The testing of sample meter will be done at our Distribution Testing Department at a pre-scheduled date in presence of the representative of respective meter manufacturer. The list of eligible and qualified meter manufacturers will be finalised by in-house committee, on the basis of sample testing report and techno-commercial evaluation of the bid submitted online.

In case of manufacturers who deposit "sample meter" and fail in 1st sample testing, they will get a chance to improve their product and offer for retesting at our Distribution Testing Department through a prayer to be submitted at Procurement & Contracts Department. Retesting may be done after expiry of at least three months from the date of completion of entire 1st sample testing. **Sample for retesting may be submitted maximum upto two times during the entire period of empanelment.** For retesting of sample meter, non-refundable amount of Rs.20,000/-+GST, will have to be deposited by the respective meter manufacturer. The approved meter will be kept as 'Prototype Sample' of individual manufacturers for the entire period of empanelment. List of empanelled manufacturers for a particular type of meter, will be

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posted in WBSEDCL website. Limited tender will be floated later on, among empanelled vendors, for procurement of meters of that type, as per site requirement for six months consumption.

9. The offer shall remain valid for a minimum period of 120 days from the next date of opening of the tender.
10. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL shall not be eligible to participate in the bidding process.
11. Other information as well as terms and conditions, which are not covered above, will be available in Instructions to Bidders, General Conditions of Contract of this tender and the Revised Purchase Policy of WBSEDCL.
12. Any further information along with WBSEDCL's Revised Purchase Policy may be had from the website: www.wbsecl.in and the following office :

*Office of the Chief Engineer (Procurement & Contracts),
West Bengal State Electricity Distribution Company Limited,
Vidyut Bhavan, 4th Floor,
Bidhannagar, Kolkata - 700091.
Phone No. 033-2319-7563, 7449300279*

Instructions to Bidders

1. Eligibility for participation :

- i) Original manufacturers of the tendered items will only be eligible in the tender.
- ii) The bidders shall have credential for supply of the tendered items to WBSEDCL / other Power Utilities / other Govt. Departments in earlier occasions within last three financial years.
- iii) Summary statement (*Vide Form-VI*) of average annual turnover for a period of the last three financial years, certified by the Auditor appointed under Companies Act, 2013, should be submitted for enlistment.
During tender for procurement, pro-rata annualised value of the orders in bidder's hand corresponding to the contract period of the tender alongwith the estimated value of the offer of the bidder should not exceed 150% of the Average Annual Turnover of the last three completed financial years.

2. General guidance for e-Tendering :

Instructions/Guidelines for electronic submission of the tenders 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.

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5. The bidder can search and download NIT & Tender Documents electronically from the website mentioned in Clause 4 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
6. **Submission of Tenders :**

7.1 General process of submission

Tenders are to be submitted online through the website <https://wbtenders.gov.in>. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents 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. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.

The bidder needs to download the Forms / Annexures, fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid.

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

7.2 Technical Proposal

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

A. Statutory Cover

a) To be submitted in "Drafts" folder

i. Tender Fee

Scanned copy of CTS 2010 complaint compliant Demand Draft (DD) / Banker's Cheque (BC) **on any Scheduled Bank approved by Reserve Bank of India with validity of 3 (three) months drawn in favour of "West Bengal State Electricity Distribution Company Limited" payable at Kolkata.**

ii. Earnest Money Deposit (EMD)

Scanned copy of CTS 2010 compliant Demand Draft (DD) / Banker's Cheque (BC) **on any Scheduled Bank approved by Reserve Bank of India with validity of 3 (three) months drawn in favour of "West Bengal State Electricity Distribution Company Limited" payable at Kolkata.**

b) To be submitted in "Annexures" folder

i. Application for Empanelment (Vide Annexure -I)

c) To be submitted in "NIT" folder

i. Notice Inviting Tender (NIT)

ii. Addenda/Corrigenda: if published.

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Note: Bidders are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and are liable to be rejected.

d) To be submitted in "Forms" folder

i. Schedule of Bid

The bidder needs to download the form for "Schedule of Bids" (*Vide Form-I*), fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. Submission of incomplete "Schedule of Bids" will render the tender liable to summary rejection.

ii. Declaration Sheet (*Vide Form-II*), Deviation Sheet (*Vide Form-III*) and Check List (*Vide Form-IV*), Proforma for undertaking to be submitted by the Bidders (*Vide Form-IX*) and Format of Letter of Bid (*Vide Form-X*).

iii. Guaranteed Technical Particulars

The bidder needs to download the form for "Guaranteed Technical Particulars, (*Vide Form-V*), fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. Submission of incomplete "Guaranteed Technical Particulars" will render the tender liable to summary rejection.

iv. Summary statement (*Vide Form-VI*) of average annual turnover for a period of the last three financial years, certified by the Auditor appointed under Companies Act, 2013. In case the bidder is not a company, certificate of Tax Auditor may be submitted.

v. Statement of orders executed during last three financial years (*Vide Form-VII*).

vi. List of Type Test Reports carried out within five years as on date of bid submission (*Vide Form-VIII*).

(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder)

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

B. Non-Statutory Cover (My Document)

i. Company Details:

Proof of Original Equipment Manufacturer.

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) GSTIN registration certificate.
- 4) Banker's certificate regarding financial capability issued within last one year from the date of opening of tender.
- 5) Exemption Certificate, if any, issued by any competent authority.

iii. Financial Info :

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

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iv. **Credential:**

Documents in support of supply of the tendered items to WBSEDCL / other Power Utilities / other Govt. Departments in earlier occasions within last three financial years as mentioned below:

- 1) Purchase Orders, Inspection Offer letter, Despatch Instructions, Signed Challans etc. for completing supply of the item against a particular contract.
- 2) Type Test Reports carried out within last five years from the date of opening of tender.

v. **Declaration :**

- 1) List of Orders in hand

The bidder shall submit the list of orders in his hand mentioning the order value to be executed within one year from the date of submission of bid.

- 2) Others : Any other documents found necessary.

Note : Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection.

7. **Submission of original copies of documents of Tender Fee and Earnest Money Deposit :**

- i. **Mode of Payment:** Tender Fee must be submitted in the form of in the form of CTS 2010 compliant Demand Draft (DD) / Banker's Cheque (BC) **on any Scheduled Bank approved by Reserve Bank of India**. EMD must be submitted in the form of CTS 2010 compliant Demand Draft (DD) / Banker's Cheque (BC) **on any Scheduled Bank approved by Reserve Bank of India** Payment in any other form will not be accepted.
- ii. **Place of submission:** The original copies of the DD/BC/BG, towards Tender Fee and Earnest Money Deposit shall be submitted in the following office:

Office of the Chief Engineer,
Procurement & Contracts Department,
West Bengal State Electricity Distribution Company Limited,
Vidyut Bhavan, 4th Floor, D-Block,
Bidhannagar,
Kolkata – 700091.

- iii. **Time of submission:** The original copies of DD/BC/BG towards Tender Fee and EMD shall be submitted in a sealed envelope in the office as stated above within the date and time as specified in the NIT. If the bidder fails to submit the original copies within the due date and time his tender will not be opened and his bid will stand rejected.

8. **Conditional and incomplete tender :**

Conditional and incomplete tenders are liable to summary rejection.

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

12.1 **Opening of Technical Proposal**

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- i. Technical proposals will be opened by the Tender Inviting Authority or his authorised representative electronically from the website stated above, using their Digital Signature Certificate.
- ii. 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 opened and will stand rejected.
- iii. Intending tenderers 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.

10. Techno-commercial Evaluation of Tender

- i. While evaluation, the Tender Inviting Authority or his authorised representative may summon the tenderers 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 tenderers, whose bids will be found techno-commercially eligible, will be uploaded in the web portals.

11. Holiday Listing and Vendor Rating

Holiday Listing & Vendor Rating will be applicable according to the "Holiday Listing & Vendor Rating" policies of the Revised Purchase Policy, which is posted in website of WBSEDCL (www.wbsedcl.in).

Performance of the bidders, who supplied materials/equipment to WBSEDCL previously, will be evaluated for their Vendor Rating according to the said Vendor Rating policy and their Vendor Rating will be taken into consideration at the time of evaluation of Technical and Financial Proposals of the tender.

12. Refund of Earnest Money

The empanelment will remain valid at least for a period of two years with provision for further extension of one year. The Earnest Money Deposit of the participating manufacturers will be refunded after expiry of the total empanelment period.

Sd/-
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