

**WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**

(A Govt. of West Bengal Enterprise)

Office of the Chief Engineer : Procurement & Contracts Department  
Vidyut Bhavan (4<sup>th</sup> Floor) : Bidhannagar : Block-DJ, Sector-II, Kolkata-700 091

Phone No. 033-2359-8397 : Fax No. 033-2359-1921 / e-mail -materialcontroller@yahoo.co.in

CIN- U40109WB2007SGC113473, website: [www.wbsedcl.in](http://www.wbsedcl.in) GSTIN No.19AAACW6953H1ZX**NOTICE INVITING TENDER FOR EMPANELMENT OF VENDORS****N.I.T No – P-11/2020-21/PC-II/DTR/Emplmnt**

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 Vendors for the following items as per the Technical Specification of the N.I.T.

Sl. No	Description of Items
	3-Ph 50HZ Dyn11 ONAN Al wound 11/0.433KV O/D type-
1.	25 KVA Distribution Transformer
2.	63 KVA Distribution Transformer
3.	100 KVA Distribution Transformer
4.	160 KVA Distribution Transformer

The validity of the existing empanelment is going to expire on 31.12.2020. Hence, the existing empanelled vendors can also apply if they wish to get further empanelled after the expiry of the validity of their empanelment.

**Tender Fee: NIL**

**Fixed Earnest Money Deposit** amounting to Rs 5,00,000 (Rupees Five Lac) only are to be deposited by the participating bidders as indicated in terms of the Tender. If the offer is submitted with inadequate Earnest Money as mentioned above, the bid will not be opened.

The Bidder may offer any/ all the items of the tender.

**Schedule of Dates for e-Tendering:**

Sl. No.	Activity	Date & Time
1	Publishing Date	27.07.2020 at 12:30 Hrs
2	Document Download start date	27.07.2020 at 12:30 Hrs
3	Last Date of submission of Pre-Bid query to email ID: <a href="mailto:materialcontroller@yahoo.co.in">materialcontroller@yahoo.co.in</a>	03.08. 2020 at 16:00 Hrs
4	Bid submission start date	07.08.2020 from 14:00 Hrs
5	Bid submission end date	21.08.2020 up to 16:00Hrs
6	Last date of physical submission of EMD	24.08.2020 up to 16:00Hrs
7	Technical Bid opening date	25.08.2020 at 12:30 Hrs.

27/7/2020  
Assistant Engineer (E)  
Procurement & Contract Deptt.  
WBSEDCL  
Vidyut Bhavan, Kolkata-700091

27/7/2020  
Chief Engineer  
Procurement & Contract Deptt.  
WBSEDCL  
Vidyut Bhavan, Kolkata-700091



Intending bidders desirous of participating in the tender are to log on to the website <https://wbtennders.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 they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

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 vendors for Oil cooled Distribution Transformer of rating 11/0.433 KV; 25KVA, 63 KVA, 100 KVA and 160 KVA. The empanelment will remain valid for at least a period of two years with provision for further extension of one year. Interested Distribution Transformer manufacturer should upload the relevant papers as per format uploaded in the e-tender which is uploaded in the portal of the e-tender.

The list of empanelled manufacturer for "Rating wise DTR" will be made available in the WBSEDCL website after completion of empanelment process.

Limited e-Tender among the empanelled vendors will be floated subsequently for confirmation of Schedule of bid (Form I) including Delivery schedule, Declaration Sheet(Form-II), G.T.P.(Form V), submission of Average Annual Turnover for the last three financial years(Form VI), Proforma For Undertaking(Form-IX), Format Of Letter Of Bid(Form-X), the value of Orders in hand to be executed within one year from the date of bid submission for Limited tender and Banker's certificate regarding Financial capability issued within last one year from the date of opening of Limited e-tender, Annexure-I & Annexure-II & Annexure-III, etc and for submission of price bid in financial cover.

There will be no provision for empanelment of vendor under Promotional category. In empanelment process, vendors for normal participation can only apply.

The bidder who has the credentials for execution of promotional order only against WBSEDCL tenders within last three financial years, will be considered as New vendor up to the rating for which the bidder has executed the Promotional Order, provided the bidder fulfils other commercial and technical requirement of the N.I.T for empanelment.

After being eligible for placement of order for the 1<sup>st</sup> time in respect of DTR of a particular rating(s) and successful execution of the Purchase Order for the same in Limited Tender, the vendor may be considered as normal vendor in subsequent limited tenders up to that rating, provided the vendor fulfils other criterion of NIT.

The bidder who has the credential of supplying DTR of any of the rating to WBSEDCL as a regular vendor within the last three financial years, may be eligible for empanelment as vendor up to one step higher rating of DTR in the empanelment category from the rating of DTR which the bidder has supplied to WBSEDCL, even if the bidder does not have the credential for supplying DTR of those rating to Power Utilities/Government Departments within last three financial years, provided they fulfil other commercial & technical criterion of NIT.

However, the bidder will be eligible as new vendor in respect of the rating of DTR which is one step higher than the maximum rating of DTR as credential of supply to WBSEDCL. After being eligible for placement of order for the 1<sup>st</sup> time in respect of DTR of one step higher rating and successful execution of the Purchase Order for the same in limited tender, the vendor may be considered as normal vendor in subsequent limited tenders for that rating, provided he fulfils other criterion of NIT.



For limited tender, the existing Purchase Policy and Purchase Procedure, with latest amendments thereof and the Office Order No. 1252 dated 29.08.2017 of Director (HR), WBSEDCL, as uploaded in WBSEDCL website, are to be followed. In case of subsequent Limited Tender, Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons.

2. The tenderer or their duly authorized representative should **attend the Pre-bid Meeting** at the stipulated date and time.
3. Fixed **Earnest Money Deposit** amounting **Rs 5,00,000/-** (Rupees Five Lac only) in the form of CTS 2010 compliant Demand Draft (DD) / Pay Order favouring **“West Bengal State Electricity Distribution Company Limited”** or **“WBSEDCL”** and payable at Kolkata on any scheduled Bank approved by Reserve Bank of India.
4. The Earnest Money Deposit of the participating bidders will be refunded to empanelled vendors after expiry of “Total Empanelment Period”. However the Earnest Money Deposit will be refunded to the unsuccessful bidder for empanelment after the empanelment process against the NIT is complete. No interest on above Earnest Money Deposit will be paid.
5. 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 in earlier occasions.
6. The bidders applying for empanelment shall have minimum average Annual Turnover of Rs 5.0 Crores (Rupees Five Crores) for a period of last three preceding financial year.
7. No agent is allowed to participate in the Tender. Original manufacturers will only be allowed to participate in the tender.
8. WBSEDCL reserves its right to take decision keeping its financial interest. The Purchase Policy of WBSEDCL along with the provisions of Vendor Rating & Holiday Listing, as effective from 01.09.2012 and the subsequent amendment effective from 18.03.2013, will be applicable.
9. 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.
10. The offer shall remain valid for a **minimum** period of 120 days from the next day of opening of the tender.
11. Any evidence of unfair Trade Practices including cartel etc. as defined in various statutes, will automatically disqualify the bidders.
12. Any bidder against whom FIR/ Complaint is lodged with Police by WBSEDCL shall not be eligible to participate in the bidding process.
13. 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, the Revised Purchase Policy of WBSEDCL with latest amendment and Office Order No.1252 dated 29.08.2017 of Director (HR), WBSEDCL.
14. Any further information along with WBSEDCL's Revised Purchase Policy may be had from the website: **www.wbsedcl.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. 033-23197565/399*

*23/7/2020  
Assistant Engineer (B)  
Procurement & Contract Deptt.  
WBSEDCL  
Vidyut Bhavan, Kolkata-700091*

## 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 Last three financial years, certified by the Auditor appointed under Companies Act, 2013 should be submitted for enlistment.
- iv) The bidders applying for empanelment shall have minimum average Annual Turnover of Rs 5.0 Crores (Rupees Five Crores) for a period of last three preceding financial years.

During subsequent Limited tender for procurement, pro-rata annualized value of the orders in the bidder's hand corresponding to the contract period of subsequent Limited tender along with the estimated value of the offer of the bidder should not exceed 150% of their 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.

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:**

#### **6.1 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. Tenders are to be submitted in single folder i.e. Technical Proposal. 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 / Annexure, 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.

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## 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. Fixed Earnest Money Deposit (EMD)

Scanned copy of Demand Draft (DD) / Pay Order towards EMD as prescribed in the NIT, in favour of "West Bengal State Electricity Distribution Company Limited" or "WBSEDCL" payable at Kolkata.

#### b) To be submitted in "Annexures" folder

##### i. Application for Empanelment (Vide Annexure -I)

##### ii. Schedule of offer for Empanelment (Vide Annexure -II)

The bidder is to mention name of the items specifying the rating of DTR as "Yes/No" for which they are seeking empanelment in the Annexure -II.

#### c) To be submitted in "NIT" folder

##### i. Notice Inviting Tender (NIT)

##### ii. Addenda/ Corrigenda: if published.

**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 liable to be rejected.

#### d) To be submitted in "Forms" folder

##### i. Schedule of Bids

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).

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(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 Chalan. 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) MSME Certificate, if any.

iii. Financial Info :

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

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) 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.**

**8. Submission of original copies of documents of Fixed Earnest Money Deposit:**

- i. **Mode of Payment:** EMD must be submitted in the form of Demand Draft (DD) / Pay Order of 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/Pay Order, towards 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, 4<sup>th</sup> Floor, D-Block,  
Bidhannagar, Kolkata – 700091.

- iii. **Time of submission:** The original copies of DD/Pay Order towards 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.

27/1/2020  
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**9. Conditional and incomplete tender:**

Conditional and incomplete tenders are liable to summary rejection.

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

The offer against tender 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.

**11. Earnest Money Deposit (EMD) :**

- (a) Fixed **Earnest Money Deposit** amounting **Rs 5, 00,000/-** (Rupees Five Lacs only) shall have to be deposited.
- (b) Earnest Money shall be in the form of DD/Pay Order of any scheduled Bank approved by Reserve Bank of India, drawn in favour of "WBSEDCL" or West Bengal State Electricity Distribution Company Limited payable at Kolkata. Tenderer shall not claim any interest on Earnest Money Deposit.
- (c) The Earnest Money Deposit of the participating manufacturer will be refunded to empanelled vendors after expiry of "Total Empanelment Period". However the Earnest Money Deposit will be refunded to the unsuccessful bidder for empanelment after the empanelment process against the NIT is complete. No interest on above Earnest Money Deposit will be paid.
- (d) Both the Earnest Money submitted during empanelment as well as Limited E-Tender will be liable for forfeiture as well as the cancellation of empanelment along with other penal measures as stipulated in the Purchase Policy in case of the following:
  - (i) If the empanelled vendors on whom the order is placed fail to accept Purchase Order/ LOI issued within their offered validity period.
  - (ii) For failure to submit specified Security Deposit within time limit indicated in the Purchase Order / LOI.
  - (iii) If any cartel is formed by the tenderer in their quotation.
  - (iv) If there is any evidence of unfair trade practices including overcharging, price fixing etc.

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

**12.1 Opening of Technical Proposal**

- 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/Pay Order towards EMD have been received will only be opened. Proposals corresponding to which original copy of DD/ Pay Order towards 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.

## 12.2 Techno-commercial Evaluation of Tender

- i) While evaluation, the Tender Inviting Authority or his authorised representative may summon of 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.

13. In case of subsequent Limited Tender, tenderer becomes eligible for placement of purchase order on them for the first time, the tenderer will get order upto 30% of their offered quantity. If the tenderer is of National / International repute or if the tenderer had supplied the item of the tender in a single order to any Power Utility / Govt. Department in earlier occasion within last three financial years for a minimum quantity equivalent to 80% of the quantity of this tender, the bidder may get order upto maximum 50% of their offered quantity.

## 14. Acceptance of Limited Tender

In case of subsequent Limited Tender, Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons.

## 15. Concession

In case of subsequent Limited Tender, No price preference will be allowed to any tenderer based on the size of the industry or its geographic location. Co-operative Society will not be considered with separate status.

## 16. 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](http://www.wbsedcl.in)).

For allotment of quantities to eligible bidders during subsequent Limited Tender, 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 subsequent Limited Tender.

## 19. Return of Earnest Money of the unsuccessful tenderer(s)

The Earnest Money Deposit of the participating manufacturer will be refunded to empanelled vendors after expiry of "Total Empanelment Period". However the Earnest Money Deposit will be refunded to the unsuccessful bidder for empanelment after the empanelment process against the NIT is complete. No interest on above Earnest Money Deposit will be paid.

## 20. Submission of User ID of the NIC Web-Portal:

The empanelled vendors shall have to submit their user ID of the NIC web-portal within 10(Ten) days from the next date of intimation for empanelment failing which their empanelment may be liable for cancellation.

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**NOTE:-**

1. **GCC** clause no. 10, 18, 19, 20 & 6(c) will be modified as per present tax structure.
2. **GSTIN** no. of factory premises, from where goods will be dispatched and relevant HSN code of the material, are to be mentioned in a separate sheet and uploaded in the bid.
3. Evaluation of the price bids will take into account in the subsequent Limited Tender on the basis of Unit Landed Cost of the material/equipment at the final destination. For the purpose of evaluation, the Unit landed cost will be arrived at by adding the Ex-works, F&I charges and GST as applicable.

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