



WBSEDCL

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

Office of the Chief Engineer : Procurement & Contracts Department
Vidyut Bhaban (4th Floor) : Bidhannagar : Block-DJ, Sector-II, Kolkata-700 091
Phone No. 033-2359-8397 : Fax No. 033-2359-1921 / e-mail -Procurementdept@wbasedcl.in
CIN- U40109WB2007SGC113473, website: www.wbasedcl.in GSTIN No.19AAACW6953H1ZX

NOTICE INVITING TENDER

N.I.T No – P-17/2023-24/PC-I

Tenders are invited by the Chief Engineer, Procurement & Contracts Department, WBSEDCL, Vidyut Bhaban (4th Floor), Bidhannagar, Block-DJ, Sector-II, Kolkata-91 through electronic tendering (e-tendering) from genuine manufacturers only for manufacture, testing, supply and delivery of the following item as per schedule detailed below.

Sl No	Item & Description of Panel	Quantity (Nos)	Estimated Value (Rs.)	Minimum quantity to be offered by the tenderer
1.	33 KV Outdoor Dead Tank type Current Transformer with CTR : 400-200/1-1 A	200 Nos	71.75 Lac	200 Nos
2.	33 KV Outdoor Dead Tank type Current Transformer with CTR : 200-100/1-1-1 A	200 Nos	98.53 Lac	200 Nos
3.	33 KV Outdoor Potential Transformer	150 Nos	46.68 Lac	150 Nos
	Total		216.96 Lac	

Price: Bidder may offer any/each of the items. Offered quantity shall not be less than the minimum quantity as specified above within WBSEDCL's stipulated Delivery period for normal participation.

However, Bidders applying for Promotional Order shall mention the offered quantity in Annexure-II as per clause no. 20 of Instructions To Bidders of NIT. Further, the bidders who are applying for Promotional Order, the words "**APPLICATION FOR PROMOTIONAL ORDER**" shall be mentioned positively on the top in bold & capital letters in Application for Tender (Vide Annexure-I).

The price to be quoted by the tenderer shall be variable as per IEEMA price variation formula without any ceiling limit in either side with base date 01.06.2023.

Earnest Money Deposit

- The fixed Earnest money deposit of Rs 27120.00 as indicated in e-Tender indicates the amount of EMD to be submitted by the Bidders who will apply for **Promotional Order only**.
- All the Bidders, **except** who are applying for Promotional Order needs to submit **2½% of the pro-rata estimated value of the Item wise offered quantity** as mentioned above.
- If the offer is submitted with **inadequate Earnest Money** as mentioned above, **the bid will not be opened**.

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Schedule of Dates for e-Tendering:

Sl. No.	Activity	Date & Time
1	Publishing Date	10.06.2023 at 12.30 Hrs
2	Document Download start date	10.06.2023 at 12.30 Hrs
3	Date of Pre-bid Meeting	15.06.2023 at 11.30 Hrs
4	Bid submission start date	21.06.2023 from 12.30 Hrs
5	Bid submission end date	08.07.2023 at 17.00 Hrs
6	Last date of physical submission of EMD(if in the form of BG)	10.07.2023 at 16.00 Hrs
7	Technical Bid opening date	11.07.2023 at 14.30 Hrs
8	Financial Bid opening date	To be intimated after evaluation of Technical Proposal

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 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 tenderer or their duly authorized representative **should attend the Pre-bid Meeting** at the stipulated date and time.
2. The bidder shall select the tender to bid and initiate payment of EMD. **Earnest Money Deposit** amounting to 2½% (Two & Half Percent) of the pro-rata estimated value of the Itemwise offered quantity, as mentioned above, shall be submitted individually along with the offer.
3. **Following payment options are available for paying EMD amount through Online mode:**
 - i. **Net-banking** through Payment Gateway.

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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 the e-Procurement portal to continue the bidding process after expiry of a reasonable time to enable the RTGS/NEFT process to be completed.

In case actual **EMD amount** as per NIT is **more than the one shown in e-tender portal**, the bidder shall mandatorily opt for **NEFT/RTGS(Challan mode)**. In that case, the **total actual EMD amount** is to be paid only through NEFT/RTGS mode (Challan mode). Challan, thus generated will contain the amount which has been mentioned in e-tender portal. However, for payment of actual amount calculated as per NIT, bidders shall **strike out** the amount in Challan and **manually put actual EMD amount** while following the due payment procedure at respective Bank.

iii. **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. Bank Guarantee (BG) should be drawn on any Scheduled Bank drawn as per the Proforma of Bank Guarantee for Earnest Money, given with this tender documents vide Annexure-III with initially valid for upto 6 (six) months from the due date of submission of tender and with a claim period of another 3 (three) months, subject to further extension if required, in favour of West Bengal State Electricity Distribution Company Limited payable at Kolkata.

Physical copy of BG shall be submitted at the office of tender inviting authority as per respective clauses of NIT.

4. For submission of EMD / Security Deposit in the Form of BG, the particulars of the Banker of Procurement & Contracts Department, WBSEDCL are given below:

Bank Name: **Punjab National Bank**
Branch: **Mayukh Bhavan**

Cash Credit A/c No.: **1096250031709**

IFSC Code: **PUNB0109620**

MICR Code: **700024307**

5. 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.

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6. General Instructions for Online Payment:

- The bidder will have to mandatorily pay through Net-banking facility once Net-banking mode is opted for payment.
- Status of NEFT/RTGS payment through Challan for a bid may take time to be 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.
- In case actual **EMD amount** as per NIT is **more than the one shown in e-tender portal**, the bidder shall mandatorily opt for **NEFT/RTGS(Challan mode)**. In that case, the **total actual EMD amount** is to be paid only through NEFT/RTGS mode (Challan mode). Challan, thus generated will contain the amount which has been mentioned in e-tender portal. However, for payment of actual amount calculated as per NIT, bidders shall **strike out** the amount in Challan and **manually put actual EMD amount** while following the due payment procedure at respective Bank.
- 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 the payment of EMD has been initiated.

7. Refund/Settlement of EMD Amount:

- For unsuccessful bidders EMD amount submitted against the tender shall be refunded automatically(except EMD submitted in the form of BG), through an automated process, by NIC portal on receipt of updated status of any bid.
- For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following due procedures.
- 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 the payment of EMD has been initiated.
- For any queries related to payments 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.

8. Successful bidder(s) shall have to mandatorily **create vendor id through WBSEDCL Vendor Corner**, if not created earlier. This is an essential step for accounting of EMD in SAP ERP system.

9. 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

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Utilities/Other Govt. Departments in earlier occasions and financial capabilities to the extent of the estimated financial amount of their offer.

10. No agent is allowed to participate in the Tender. Original manufacturers will only be allowed in the tender.
11. 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.
12. 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.
13. The offer shall remain valid for a minimum period of 120 days from the next day of opening of the tender.
14. At the time of placing purchase order, the quantity mentioned in the Tender Document may vary up to $\pm 25\%$.
15. Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.
16. WBSEDCL is not bound to accept the lowest tender and reserves the right to cancel any or all the tenders unilaterally.
17. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL shall not be eligible to participate in the bidding process.
18. 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.
19. 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. 033-23197561/563*

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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) The bidder shall have adequate financial capability to the extent of the estimated value of their offer. For the financial eligibility of the bidder, pro-rata annualized value of the orders in the bidder's hand corresponding to the contract period of this 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. Minimum quantity for offer:

- i) Tenderers are required to submit their offer for the quantity not less than the minimum quantity as specified in Notice Inviting Tender (NIT).

Note: Tenders will be summarily rejected if the quantity offered by the bidder is less than the minimum quantity as specified in the NIT.

- ii) At the time of placing purchase order, the quantity mentioned in the Tender Document may vary upto $\pm 25\%$.

3. 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.

4. 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>.

5. Digital Signature certificate (DSC) :

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

6. 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.

7. 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

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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 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. He 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). 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: Not Applicable.

ii. Earnest Money Deposit (EMD):

As prescribed before about payment options in the NIT.

b) To be submitted in "Annexures" folder

i. Application for Tender (Vide Annexure -I)

ii. Price Schedule in unpriced condition (Vide Annexure -II)

The bidder is to mention offered quantity and applicable percentage only in respect of SGST, CGST or IGST as applicable, in the space marked for 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.

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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 Chalan. Application for such addressed to the competent authority may also be considered.
- 3) GSTIN registration certificate.
- 4) Banker's certificate to the Chief Engineer, P&C Department or in a generalised format 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

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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.

7.3 Financial Proposal

The financial proposal should contain the following documents in one cover (folder). Bill of Quantities (BOQ)

The bidder is to quote the rate 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 and digitally signed by the bidder).

8. Submission of original copies of documents of Earnest Money Deposit (in terms of BG):

i. **Place of submission:** The original copies of the BG, if so, 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, 4th Floor, D-Block,
Bidhannagar,
Kolkata –
700091.

ii. **Time of submission:** The original copies of BG, if so, 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.

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 &

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conditions of the offer.

11. Earnest Money Deposit (EMD) :

- (a) Amount of earnest money deposit shall be 2.5% (two and half percent) of the **pro-rata estimated value of the Item wise offered quantity specified in the NIT.**
- (b) Earnest Money shall be paid as mentioned before in detail .Earnest Money shall (if, in the form of Bank Guarantee) to be submitted as per the proforma of Bank Guarantee for Earnest Money, given with this Tender Document vide Annexure-III, with validity up to 6 (six) months from the due date of submission of tender and with a claim period of another 3(three) months.
- (c) Tenderer shall not claim any interest on Earnest Money Deposit.
- (d) Earnest money will be refunded as per Clause 7 of Terms & Conditions of the Tender NIT.
- (e) Earnest Money submitted will be liable to forfeiture,
 - (i) if the successful tenderers 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.

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 BG towards EMD have been received or payment **successfully** received through Net- Banking & RTGS/NEFT as described before will **only** be opened. If the offer is submitted with **inadequate Earnest Money, the bid will not be opened.**
- 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

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