

 WBSEDCL	WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED (A Govt. of West Bengal Enterprise)	
	Office of the Chief Engineer : Procurement & Contracts Department	
	Vidyut Bhavan (4 th 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 GSTIN No.:- 19AAACW6953H1ZX	

NOTICE INVITING TENDER

N.I.T No - P-34/2023-24/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 manufacture, testing, supply and delivery of the following items as per schedule detailed below.

Item No.	Description of items	Quantity (Nos.)	Estimated Value (Rs. in crore)	Minimum quantity to be offered by the tenderer
1.	Polycarbonate Security Seal (Patented), Light Green Colour, without barcode, with 20 cm. long wire.	50,00,000	2.45	50,00,000
Tender Fee : NIL				
Price: The price is FIRM.				
i) The fixed EMD of Rs 30625/- as mentioned in the e-tender, indicates the amount of Earnest Money Deposit to be submitted by the bidders who will apply for Promotional Order only. ii) All the bidders except those who are applying for Promotional Order, needs to submit Earnest Money Deposit @ 2½ % of the pro-rata Estimated Value of the itemwise offered qty, as mentioned above. iii) If the offer is submitted with inadequate Earnest Money as mentioned above, the bid will not be opened.				

Schedule of Dates for e-Tendering:

Sl. No.	Activity	Date & Time
1	Publishing Date	01.09.2023 at 17.00 hrs.
2	Document Download start date	01.09.2023 at 17.00 hrs.
3	Date of Pre-bid Meeting	11.09.2023 at 14.30hrs.
4	Bid submission start date	13.09.2023 at 14.00 hrs.
5	Bid submission end date	03.10.2023 upto14.00hrs.
6	Last date of physical submission of EMD	04.10.2023 upto16.00hrs.
7	Last date of submission of sample seals at DTD	04.10.2023 upto16.00hrs.
8	Technical Bid opening date	05.10.2023 at 14.30hrs.
9	Financial Bid opening date	The date & time will be intimated after evaluation of Technical Proposal

Handwritten signature and date 17/9/23

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 Item-wise 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.
 - 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.
 - 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. 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: Punjab National Bank
Branch: PNB 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.**



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. 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. 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, and "Revised procedure for procurement of single phase & three phase whole current energy meters through the process of empanelment" as per Office Order 1703 dated 23.09.2019, of the Director(HR), WBSEDCL, will be applicable.
11. The offer shall remain valid for a minimum period of 120 days from the next day of opening of the tender.
12. At the time of placing purchase order, the quantity mentioned in the Tender Document may vary up to $\pm 25\%$.


1/9/23

13. Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.
14. WBSEDCL is not bound to accept the lowest tender and reserves the right to cancel any or all the tenders unilaterally.
15. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL shall not be eligible to participate in the bidding process.
16. 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.
17. 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- 23197563*

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 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

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.

11/1/23

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. 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.

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

(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. Certificates:

- 1) Current Professional Tax (PT) submission Challan. Application for such addressed to the competent authority may also be considered.
- 2) 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.
- 3) Exemption Certificate, if any, issued by any competent authority.

ii. Financial Info :

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

iii. 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.

1/12/23

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 case 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.
- iii. **Time of submission:** The original copies of BG 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 & 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.

1/9/23

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

- 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. Date of opening of financial bid will be intimated to the techno-commercially qualified tenderers.

12.3 Opening and evaluation of Financial Proposal

- i. Financial proposals of the tenderers 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 inter- alia, name of bidders and the rates quoted by them will be uploaded.
- iv. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

13. 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.

14. In case the 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.

11/12/23

15. Acceptance of 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.

16. Purchase Order

WBSEDCL will communicate acceptance of tender to the successful bidder by a Purchase Order. The successful tenderer shall communicate the acceptance of the purchase order.

17. Concession

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.

18. 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.

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

For return of the Earnest Money of the unsuccessful tenderers, he/she/they is/are to apply for the same to the Chief Engineer, Procurement & Contracts, WBSEDCL, giving the reference to the NIT No., date of Tender, amount and mode of Earnest money deposited- all in a complete form, if the EMD has been submitted in the form of BG. Details of refund/settlement of EMD amount is mentioned in Clause 7 of the Terms & conditions of the NIT.

20. Promotional order

To develop new vendors, promotional orders on new units will be placed for the quantity upto 5% of the total quantity for which Purchase Order would be issued against the tender.

The original equipment manufacturers, who intend to participate in the tender to introduce their new units, may apply for promotional order by submitting Earnest Money on estimated value of 5% of item wise tendered quantity **Earnest Money, in the form of BG only.**

For submission in Statutory Cover as stated in Clause No. 7.2 A, in Application for Tender (Vide Annexure-I) "**APPLICATION FOR PROMOTIONAL ORDER**" shall be written on the top in bold & capital letters in case of original equipment manufacturers intend to apply for promotional order as mentioned above.

If the bid of the new vendor is found techno-commercially eligible, their offer for promotional order will be processed separately after finalization of original tender subject to acceptance of the lowest evaluated rate of the tender by the vendor.

Financial proposal of the bidder for promotional order shall not be opened. Order may be placed at the discretion of WBSEDCL, at the lowest evaluated rate of the Purchase Order against the original tender.

However, placement of promotional order is not mandatory for each tender and shall be processed at the discretion of WBSEDCL.

11/9/23