



West Bengal State Electricity Distribution Company Limited
(A Government of West Bengal Enterprise)
Office of the Chief Engineer : Procurement & Contracts
Vidyut Bhavan (4th Floor) : Bidhannagar : Block-DJ, Sector-II,
Kolkata-700 091 ,Phone No. 033-2359-8397 :: Fax No. 033-2359-1921

NOTICE INVITING TENDER

N.I.T No –P- 39 /2019-20/PC-IV/ Scrap dated 27.12.2019.

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) for engagement of service provider for disposal of various scrap materials lying at different stores/ establishments of WBSEDCL through e-auction.

The engagement will be initially for a period of one year with provision for further extension.

Schedule of Dates for e-Tendering:

Sl. No.	Activity	Date & Time
1	Publishing Date	06.01.2020 at 12.00 Hrs
2	Document Download start date	06.01.2020 at 12.00 Hrs
3	Bid submission start date	21.01.2020 from 14.00 Hrs
4	Date of Pre-bid Meeting	17.01.2020 at 11.30 Hrs
5	Bid submission end date	04.02.2020 at 16.00 Hrs
6	Last date of physical submission of Tender Fee and EMD	05.02.2020 up to 16.00 Hrs
7	Technical Bid opening date	06.02.2020 at 12.00 Hrs
8	Financial Bid opening date	To be intimated after evaluation of Technical Proposal
9	Tender fee	Rs 6000/-+GST=Rs.7080

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. Each Tenderer is to submit Tender Fee in the form of CTS 2010 complaint Demand Draft (DD) / Banker’s Cheque (BC) on any Scheduled Bank approved by Reserve Bank of India. drawn in favour of “West Bengal State Electricity Distribution Company Limited” payable at Kolkata.
2. The tenderer or their duly authorized representative should **attend the Pre-bid Meeting** at the stipulated date and time.
3. **Earnest Money Deposit** amounting to Rs. 2,50,000/- (Rupees Two lakh fifty thousand only) , shall be submitted individually along with the offer. The Earnest Money Deposit shall be submitted by CTS 2010 complaint Demand Draft (DD) / Banker’s Cheque (BC) on any Scheduled Bank in favour of **West Bengal State Electricity Distribution Company Limited /WBSEDCL**. Earnest Money Deposit in any other form or amount will not be accepted.
4. The bidder shall submit **along with the offer** necessary documents in support of their previous experience of providing such type of services to WBSEDCL /Other Govt. Departments in earlier occasions.
5. No agent is allowed to participate in the Tender. Original service-providers will only be allowed in the tender.
6. WBSEDCL reserves its right to take decision keeping its financial interest.
7. 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.
8. The offer shall remain valid for a minimum period of 120 days from the next day of opening of the tender.
9. Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.
10. WBSEDCL is not bound to accept the lowest tender and reserves the right to cancel any or all the tenders unilaterally.
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
12. Any further information 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. 033-2359-8017*

Instructions to Bidders

1. Eligibility for participation :

- i) Original service providers of e-auction of scrap items will only eligible in the tender.
- ii) The bidders shall have undertaken similar job under WBSSEDCL or other Govt. Departments for last five years. Total value of sale should not be less than 15 crore in any of the last three financial years. The bidder should also have experience for disposal of Hazardous item and e – waste.
- iii) Average annual turnover in the last three financial years should not be less 3(three) crore.
- iv) The bidder should have standardisation Testing and Quality certification (STQC) issued by Govt. Of India for the software used for e-auction.

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 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 / Annexure, fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. He needs to download the 'Price Bid', fill up the service charge on percentage basis 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.

6.2 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 Demand Draft (DD) / Banker’s Cheque (BC) towards tender fee as prescribed in the NIT, in favour of West Bengal State Electricity Distribution Company Limited payable at Kolkata.

ii) Earnest Money Deposit (EMD)

Scanned copy of Demand Draft (DD) / Banker’s Cheque (BC) towards EMD as prescribed in the NIT, in favour of West Bengal State Electricity Distribution Company Limited payable at Kolkata.

b) To be submitted in “Annexures” folder

i. Application for Tender (*Vide Annexure -I*)

ii. Price Bid (unpriced) (*vide 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. 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 Bid” will render the tender liable to summary rejection.

ii. Declaration Sheet (*Vide Form-II*),

iii. Deviation Sheet (*Vide Form-III*)

iv. Check List (*Vide Form-IV*).

v. *Certificate regarding summary statement of Annual Turn Over.(Form-V)-Certified by the Auditor appointed under Companies’ Act’2013, in case the bidder is not a company, certificate of Tax auditor may be submitted.*

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

vii. *Proforma of Undertaking to be submitted by the bidder. (Vide Form-VII).*

viii. *Format of letter of bid (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. Certificates(Scan Copy)

- 1) PAN Card details.
- 2) Current Professional Tax (PT) submission Chalan. Application for such addressed to the competent authority may also be considered.
- 3) GST registration certificate
- 4) Audited balance sheet/Statement of Annual turnover certified by auditor appointed under companies Act'2013 for last three financial years.
- 5) Exemption Certificate, if any, issued by any competent authority.

ii. Credential:

- i) Scan Copy Documents in support of providing e-auction service to WBSEDCL other Govt. Departments in earlier occasions within last three financial years.
- ii) Scan Copy of standardisation Testing and Quality certificate (STQC) for the software used for e-auction

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

6.3 Financial Proposal

The financial proposal should contain the following documents in one cover (folder). The bidder should quote his service charge on sale value (excluding GST). GST on the above will be paid extra as per prevalent rate and rules.

i) Price Bid

The bidder is to quote the rate online through computer in the space marked for quoting the rate of service charge in percentage and other particulars(*Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder*).

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

- i. ***Place of submission:*** The original copies of the DD/BC, 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,
Bidhannagar,
Kolkata – 700091.

- ii. ***Time of submission:*** The original copies of DD/BC of 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. 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.

10. Earnest Money Deposit (EMD) :

- (a) Amount of earnest money deposit shall be 2,50,000/ (Rupees two lakh fifty thousand only)
- (b) Earnest Money shall be in the form of CTS 2010 complaint Bank Draft / Banker's Cheque of any scheduled Bank drawn in favour of WBSEDCL payable at Kolkata, Tenderer shall not claim any interest on Earnest Money Deposit.
- (c) Earnest money will be refunded to the unsuccessful Tenderers after finalization of the tender and in case of successful Tenderers; EMD will be refunded only after submission .of Performance Guarantee.
- (d) Earnest Money submitted will be liable for forfeiture,
 - (i) If the successful tenderers fail to accept Order / LOI issued within their offered validity period.
 - (ii) For failure to submit specified Performance guarantee 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 DD/BC towards EMD have been received will only be opened. Proposals corresponding to which original copy of DD/BC 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 6.2.A) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 6.2.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.

15. Acceptance of Tender

Lowest valid percentage rate of service charge will 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. Letter of Award

WBSEDCL will communicate acceptance of tender to the successful bidder by a Letter of Award (LOA). The successful tenderer shall communicate the acceptance of the order.

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

For return of the Earnest Money of the unsuccessful tenderer(s), 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. The Earnest Money of all tenderers other than the successful tenderer(s) may be refunded, after issuance of LOA to the successful tenderer(s).