



WEST BENGAL STATE ELECTRICITY DISTRIBUTION CO. LTD.

(A Govt. of West Bengal Enterprise)

OFFICE OF THE CHIEF ENGINEER: PROCUREMENT & CONTRACT DEPARTMENT

VIDYUT BHAVAN (4TH FLOOR) :: BLOCK-DJ :: SECTOR-II :: BIDHANNAGAR

KOL KATA-700091 :: Phone No. : 033-2359-8397:: Fax No. : 033-2359-1921

CIN - U40109WB2007SGC113473 / www.wbsecl.in / materialcontroller@yahoo.co.in

NIT NO.: P-39/ PC-IV/2018-19/ASV Due on : 26/02/2019

- 1. Name and location of work :** Engagement of Professional firms for conducting Annual Physical Verification of store items and other allied activities at different store units of WBSEDCL.
- 2. Date of receipt of application :** 01.02.2019 to 17.02.2019, Time: 11 hours to 16.00 hours (Except Sunday and Holiday, Saturday up to 13.30 Hrs.) and up to 14.00 hrs on 18.02.2019
- 3. Last date of Sale of Tender Paper:** 18.02.2019 up to 16.00 hours.
- 4. Pre-bid meeting:** 21.02.2019 at 11.30 hours.
- 5. Last date of submission of Tender:** 26.02.2019 up to 14.00 hours.
- 6. Date of opening of Technical Bid:** 26.02.2019 at 15.00 hours.
- 7. Opening of Price Bid of successful bidders to be communicated later on.**
- 8. Address for Tender submission:** Chief Engineer, P&C Dept. Vidyut Bhavan
4th Floor, Bidhannagar, Block – DJ, Sector- II
Kolkata - 700091



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DETAILED NOTICE INVITING TENDER

NIT NO: P-39/P&C/PC-IV/2018-19/ASV

Sealed Tenders in duplicate super scribing Tender Notice No. with due date are invited from the registered professional firms by the Chief Engineer, Procurement & Contracts Department, WBSEDCL, Vidyut Bhavan (4thFloor), Bidhannagar, Kolkata-700091, for engagement of professional firms annual physical Verification of different stores of WBSEDCL .

Tender Notice No. &	Cost of Tender Specification (Rs.)-	Last date of Receipt of Application (up to 14-00hrs.)	Last of sale of tender (up to 16-00 hrs.)	Last date of submission of Tender (up to 14-00 hrs.)	Due date Opening of Tender (at 15-00 hrs.)
P-39/ PC-IV/2018-19/ASV Engagement of Professional firms for conducting annual physical verification of store items and other allied activities at different store units of WBSEDCL.	Rs. 1,000/- + GST 18% = Rs.1180	18.02.2019	18.02.2019	26.02.2019	26.02.2019
Pre Bid Meeting on 21.02.2019 at 11.30 hrs.					

1. OBJECTIVE:-

West Bengal State Electricity Distribution Company Limited (WBSEDCL), A Govt. of West Bengal Enterprise mainly engaged in Hydel Generation of Power & Distribution of electricity across the State of West Bengal, invites Tender from reputed and experienced Professional Firms for conducting annual physical verification of store items and other allied activities at different store units of WBSEDCL. The work will involve reconciliation of Stock of items as per annual physical verification Report and stock as appearing in the **ERP Stock Balance**.

The firms must fulfil the following minimum eligibility criteria:

2. ELIGIBILITY CRITERIA:-

2.1 Firm:-

1. Nature of the Firm	Firms of Chartered Accountants/Cost Accountants/Engineers in continuous practice for at least 3 years during the immediate preceding financial years i.e 2015-16,2016-17 and 2017-18.
2. Number of Partners in the firm.	At least two (2) full time Partners during the immediately preceding 3 financial years.
3. Exposures	Experience of conducting Physical Verification of stores in any Govt/Semi-Govt. Organizations / Companies registered under companies Act/ PSE/Power utilities during the last 3 years.
4. Location of Firm	The Firm's Registered office should be located in the state of West Bengal.



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2.2. Qualifying requirements-

The firm shall possess professionals having qualification/experiences as here under for conducting Annual store verification:-

SI No.	Key Professionals	Nature of transactions to be carried out	Qualification & Experience
1.	Partner	Overall coordination, & planning, team leadership, reporting, liaison with the Audit team.	Qualified Chartered Accountant/Cost accountant/Graduate Engineer and expertise in the area of planning execution and reporting i.r.o. annual physical verification of store.
2	Team Leader (one member in each team)	Responsibility to lead the teams in the field, planning and execution of the store verification, discussion with head of office.	Qualified Chartered Accountant/Cost Accountant/ Graduate engineer (Electrical).
3	Team Member (Two member in each team)	Field level verification of store items (including visits to various units)	Inter CA/Inter CMA or persons with graduation (Science/Commerce/Management)/ Diploma Engineering preferably in Electrical Discipline

2.3. TECHNICAL REQUIREMENTS

The intending Professional Firm must have at least (3) years experience in conducting similar kind of work for Govt./ PSE.

2.4. FINANCIAL REQUIREMENTS

Annual turnover of the professional firm should not be less than Rs. 05 (Five) lakh during the immediately preceding three financial years (2014-15, 2015-16 and 2017-18).



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2.5. RESTRICTION

- a) Should have never been issued notice for failure to submit deliverables and cancellation of Service Contract, forfeiture of EMD etc. by any government and / or semi government entities/ any other organization.
- b) Should not have been barred from engagement by any Government and / or semi government entities /any other organization.
- c) Any firm already engaged with WBSEDCL as Statutory Auditor, Cost Auditor, Internal Auditor or Labour Law Compliance auditor/Tax Auditor/or engaged in any other capacity need not apply.
- d) The firm who were engaged during immediately preceding three consecutive years in WBSEDCL in any form need not apply.
- e)The firm who will be engaged for store verification against the tender will not be entitled to carrying at any other job of audit under WBSEDCL during this period.

3. SCOPE OF WORK:-

3.1 The scope of annual physical verification of stores, will involve Annual Physical verification of the materials held in stock or in the custody of various units with respect to the description/material Code/Quantity and specifications as appearing in the **ERP Stock Balance**.

3.2 Annual Physical Verification:-

a) To Conduct Annual Physical Verification of all the materials lying at the Store Units on the cut off date Cut off dates with respect to annual physical verification will be decided after mutual discussion, preferably 31.03.2019.

The engaged firm should submit the annual physical verification report as per the format provided by WBSEDCL.

b) The Professional Firm so engaged will be responsible for listing materials for counting purpose. The firm may engage appropriate personnel for the purpose.

3.3 Infrastructure & Facilities that will be provided by WBSEDCL:

All the store units of WBSEDCL will remain open from 10 am to 5.00 P.M. for Stock verification purpose from Monday to Friday and upto 1.30 p.m. on Saturday during working days.

- a) Store-in-charge or his authorized representative will assist in identification of Items and records.
- b) WBSEDCL will provide Annual Physical Verification report format.
- c) WBSEDCL will arrange for measurement and counting of store materials as required.



3.4 Responsibilities & Duties of the Professional Firm:-

- i. The programme of stock verification has to be submitted to the concerned Controlling Officer of the store at least one week before commencement of the stock verification. An intimation to be given to the Chief Engineer (P&C) for Chord Road Central store, Chief Engineer (Distribution) for other Zonal & Divisional Store & Chief Engineer (Hydel) for Hydel Store, Chief Engineer (RE) for RE-Project Stores and Chief Engineer, PPSP for PPSP stores.
- ii. The professional firm will make arrangements to transport & conveyance for the stock verifiers for attending stock verification at different units of WBSEDCL.
- iii. Each stock verification sheet should be signed by the respective Stores In-charge, controlling officer and the team leader and Partner of the firm.
- iv. The weighing slip, if weigh measurement is necessary should be signed by the respective Stores In-charge and the team leader of the firm. Weighment slip to be enclosed with the annual physical verification report.

3.5 Time Schedule :

The work will commence tentatively in the middle of March and completion time will be within 31st March'19.

3.6 Nodal /Controlling Officer:

The different store units of WBSEDCL are classified as Type-A Central stores (Chord Road), Zonal stores, Hydel power units and Type- B Divisional stores, RE- Project, Zonal Testing Unit and any other unit included in Type -A. The Supervising officer will be the respective head of the store unit and the controlling officer will be the respective Head in-charge of the concerned office to which that store unit is attached with.

The Additional C.E (PC-IV) P&C Dept., will be the Nodal officer.

3.7 Process to be followed:

The Professional Firm, soon after the receipt of the award of engagement and subsequent acceptance of the same will depute adequate manpower having relevant knowledge for carrying out the verification jobs. The programme of such annual physical Verification should be arrange in such a manner so that the normal work is not adversely affected.

3.8 Deliverables:-

- Annual Physical Verification Report (PVR) as per our format.
- Report on variances between Stocks of items as per **ERP Stock Balance**.
- Formal Report including recommendations.
- The cut-off date for annual physical verification to be mentioned specifically.



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3.9 No of store units to be verified:-

The numbers store to be verified and period of verification will be as follows; however the quantity may vary ± 25 % during actual placement of order.

Sl. No.	Category of Store	No. of Stores	Period of Verification
1	A- Central/Zonal/Hydel	11	5 Working Day(excluding Sunday and Holidays)
2	B- Division, DTD, Zonal Testing, RE etc.	83	4 Working Day(excluding Sunday and Holidays)

4. ISSUANCE OF TENDER DOCUMENT

- Each Tender Specification is to be obtained by submitting individual Pay Order / DD (CTS compliant) on any Scheduled Bank approved by Reserve Bank of India with validity of three (3) months drawn in favour of “West Bengal State Electricity Distribution Company Limited” or “ WBSEDCL” Payable at Kolkata.
- Only the Cost of Specification in the above form shall have to be submitted along with the application for receiving Tender Specification, by hand, through the authorized representative of the Intending firm/verifiers positively.
- In case of submission of the above money in any other mode, the same will be not accepted.
- The cost of tender specification is non refundable.
- Tender documents will be issued without any prejudice to all applicants who deposit the cost of Tender Documents, without verification of their credentials, during the period specified in the Tender Notice, unless the applicant(s) is (are) debarred from participation in tenders during the relevant period.
- Tender Documents shall be issued only to the authorized person of any Applicant.
- The signature of the person who will receive the Tender Documents need be duly authorized by the original applicant of the Tender.
- Tender Documents will be issued only during the period specified in the NIT.
- No Tender Document shall be issued to any agent without proper authorization.
- No Tender Document shall be issued / sent / by POST / COURIER.
- Issuance of bidding documents shall not automatically construe that the bidder fulfils the qualifying requirements which shall be determined during bid evaluation based on data/documents submitted by the bidder.



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5. a) Submission of Offer : The professional fees and daily allowance (D.A) shall be quoted on man-day basis. The Team composition will be one Team leader and two Team members. The tentative time limit allocated to complete the annual physical verification of stock and the related activity at each unit will be 4-5 days(approx) as stated in clause no. 3.9. The Rate to be quoted in terms of man days against professionals to be engaged for store verification in a team. The D.A will be paid only when the location of the store unit will be beyond 50 (Fifty) KM. From the office of the professional firms. The professional fees for the partner will be paid on actual days attended/supervised the verification process subject to maximum of 10 % of the working man days for conducting verification in the respect store unit. D.A. will include both Fooding and Lodging.

5. b) Validity of the offer : The offer of the intending Professional Firms /Organisation against the tender shall remain valid for 120 days from the next day of opening of Techno Commercial Bid. However, appropriate authority of WBSEDCL may, on the merit of case, request extension of validity of the offer for a further suitable period without any change in terms & conditions of the offer.

5. c) WBSEDCL shall endeavour to extend followings facilities:

Food and lodging:- Where WBSEDCL guesthouse/IB is available, that shall be used on payment of usual charges of the company.

6. PRE-BID DISCUSSION

- The intending firm/verifiers or their representative duly authorized by the Intending firm/verifiers should attend the Pre-bid discussion at the stipulated date & time as mentioned in the Tender specification only.

The purpose of the pre-bid meeting is to provide opportunity for any clarification needed by the applicants to submit Tenders correctly. In case any change in tendered clause is required, copy of the same shall be supplied to all the applicants, who have purchased the specific tender document, prior to submission of bid.

7. Any terms and conditions which are not covered in this bid will be guided by purchase policy / GCC available in our official Website www.wbsecl.in.



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8. ADDRESS FOR SEEKING ANY CLARIFICATIONS ON THE BID DOCUMENTS

The Chief Engineer (Procurement & Contract)

WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY
LIMITED,

Vidyut Bhavan (4th Floor), B Block

Bidhannagar, Block-DJ : Sector-II,

Kolkata-700 091,

Phone No. 033-2359-8397/ 2359-9786

Fax No. 033-2359-1921,

Email id- materialcontroller@yahoo.co.in



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INSTRUCTION TO BIDDERS

ITB. 01 INTRODUCTION:

The bidders, in their own interest are requested to read very carefully these instructions and the terms and conditions as incorporated in General Conditions of contract before filling the bid form.

Submission of the bid shall be deemed to be the conclusive proof of the fact that the bidder firm had acquainted themselves and is fully conversant with all the instructions, terms and conditions governing the specification, unless otherwise specifically indicated/commented by him in his bid.

ITB.02 QUALIFYING REQUIREMENTS FOR BIDDERS

Qualifying Requirements for bidders shall be as per “Eligibility and Qualifying criteria” of Detailed Notice Inviting Tender.

ITB – 03 SUBMISSION OF PRE REQUISITE/DOCUMENTS

The intending Professional firm should submit following documents:-

1. Copies of certificates related with qualifications.
 2. Copies of Registration certificate/ membership certificates.
 3. Copies of Order for similar kind of work already executed for reputed organization / PSU / Power Utilities within last five years and completion certificate issued by the respective organization.
 4. Copies of GST Registration Certificate, P.T. Registration Certificates, current challan for depositing P.Tax, Audited Annual Accounts for the last three financial year & PAN No. duly self attested with official seal.
- All Intending Professional firm shall ensure that all pre-requisites as mentioned above and in the Tender Specifications are duly fulfilled by them and if there be any deficiency regarding non-submission of any document, the WBSEDCL reserves the right to cancel the Tender unilaterally.
 - Even though the bidder submitted above documents, they are subject to be disqualified if they have :-
 - a. Made misleading or false representation in the forms, statements and attachments, submitted in proof of qualification requirements and/or
 - b. Record of poor performance such as not properly completing the contract, inordinate delay in completion time, litigation history or financial failure etc.

ITB. 04 PREPARATION OF BID DOCUMENT



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- Application for engagement to be submitted as per “Application format for engagement of Professional firm (Annexure –II).
- The bidders shall have to submit the copy of Tender specification and all other Tender documents duly signed in all pages and also in the minutes of pre bid meeting along with bid. No separate terms & conditions shall be mentioned in forwarding letter or anywhere else in the bid documents except in deviation sheet.
- Any correction if made, should be signed and stamped by the bidder. Correcting fluid should not be used in that case.
- All tender documents shall have to be submitted in the Office of the Chief Engineer (Procurement & Contract Dept.).
- The Tender shall be submitted in duplicate in 2 (two) separate Sealed Covers (COVER-I, & II) enveloped in Cover III duly sealed.
- “Technical cum Commercial Bid” and “Professional Fees cum Service bid” shall be sealed in two separate envelops. Both this sealed envelops shall bear distinct identification with regard to the type of bid i.e. for the Technical cum Commercial Bid the envelop should be marked as “ENGAGEMENT OF PROFESSIONAL FIRM”, part -1 and the Professional Fees cum Service Bid, the envelop must be marked as “ENGAGEMENT OF PROFESSIONAL FIRM”, part – 2. The sealed envelops shall be kept in a third envelop and superscript as “ENGAGEMENT OF PROFESSIONAL FIRM” FOR STOCK VERIFICATION. The outer cover should be addressed to the issuing authority of this enquiry and shall also bear the name and address of the sender.
- The Technical cum Commercial Bid will be opened first and will be evaluated. Technical evaluation will be done in according with eligibility criteria. The financial bid only be opened if a bidder is successful in technical bidding process.



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ITB. 05 DOCUMENTS CONSTITUTING THE BID

The bid to be submitted by the bidder shall consist of the following documents:

1. Copy of NIT
 2. Check List – for checking & verification of “Mandatory submission of documents”.
 3. All the Pre-requisites/documents
 4. Price schedule (Annexure -1)
 5. Application format for engagement of Profession Firms (Annexure –II).
 6. Declaration sheet (Annexure -III)
- Intending Bidder shall fill up all the Annexures as enclosed in the Tender specification and submit the same in duplicate. Submission of incomplete “Annexures” may lead to cancellation of offer without any further reference.

ITB. 06 DEADLINES FOR BID SUBMISSION

- Tenders received up to stipulated time and date only shall be accepted.
- Tenders will not be accepted beyond the stipulated time and date of receipt of tenders as stipulated in the NIT.
- Extension of due date of submission of tender may be considered by the Tendering Authority, if sufficient number of tenders are not received within the due date and time of submission and under force majeure conditions.

ITB. 07 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 extension of validity of the offer for a further suitable period without any change in terms & conditions of the offer.

ITB.08 MODIFICATION/ALTERATION OF BID

The Bidders are not permitted to alter or modify their tenders after expiry of the deadline for receipt of tender till the validity of tenders.



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ITB. 09 METHOD OF EVALUATION & AWARD OF CONTRACT

1. The criteria fulfilled by the bidder under clause no. 2.1,2.2 2.3,2.4 and .2.5 of NIT shall only be consider as qualified for opening the price bid.
2. Professional fees furnished in price schedule of Annexure –I shall be firm including all incidentals, contingencies.
3. GST if applicable, shall not be a part of bid evaluation.
4. Evaluation of Bid shall be made on the basis of the quoted professional fees and daily allowances of the job as stated on Annexure –I.
5. The quoted professional fees and daily allowances among all the bidders will be compared for determining lowest bidder.
6. Evaluation of L₁ Price:- The L-1 price shall be arrived after taking in to account both professional fees and daily allowances.
7. Price Matching :-As more than one professional firm will be appointed, options to provide the services at the L₋₁ price (both professional fees and daily allowances) will be given tp other Firms (L₂,L₋₃.....so on).
8. The firm who will accept the L₁ price will be considered for placement of LOI
9. Allotment of store unit against each firm will be done based on requirement of the company.

ITB. 10: OPENING OF PRICE PART OF THE TENDER

The date and hour for opening of the Price Part will be informed only to the technically acceptable intending Professional firm in advance and the intending Professional firm may be present during opening of the Price Part.

ITB. 11: Variation in Taxes

Any variation, up or down, in taxes or any new levy introduced by Central or State Govt. subsequent to Price Bid opening will not be considered for evaluation of Price Bids.

ITB. 12: REVISION/ WITHDRAWAL OF PRICE BID

Revision/withdrawal of price bid after opening of Techno-commercial bid will not be entertained until and unless it is sought for by the Client. Revision/withdrawal of price bid by the bidder after opening of technical bid will attract cancellation of submitted bid.

ITB. 13: FORMATION OF CARTEL & PENAL MEASURES:

- Any evidence of unfair trade practices, including overcharging, price fixing, cartelization etc. as defined in various statutes, will automatically disqualify the parties. WBSSEDCL is not bound to accept the lowest tender and reserve the right to cancel any or all the tenders unilaterally.
- WBSSEDCL reserve its right to take decision keeping its financial interest.

ITB.14: ADDITIONAL LIABILITIES :

The WBSSEDCL shall not take any additional liability as per “Additional liability” clause of GCC.



GENERAL CONDITIONS OF CONTRACT

1.0 DEFINITION

“GCC” means the General Conditions of Contract

“Price Schedule” means the schedule submitted by the bidder with his bid which contains description of job, price as well as applicable percentage in respect of service tax, educational cess if applicable.

“Letter of Award” (LOA) or Order means notice of acceptance of the bid in writing to the successful bidder, indicating the sum WBSEDCL will pay for the valuation job along with the terms and conditions of service.

“WBSEDCL” means West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata, and includes its legal successors and permitted assigns.

“Professional Firm” shall mean the registered firms.

2.0 PAYMENT TERMS

Bills shall be submitted in triplicate. 100% payment would be processed against submission of

- a) Store Verification Report duly signed by the Controlling Officer of the respective stores
- b) Attendance Certificate duly signed by any Class-I Officer attached to the respective stores.
- c) Copy of authorization of the verifier’s representative.

Payments shall be subject to deductions of any amount for which the Professional Firm is liable as per “Liquidated Damage” clause No 4 of GCC. Further, all payments shall be made subject to of TDS (Tax deduction at Source) as per the income-Tax Act, 1961, as amended from time to time and any other taxes if applicable.

PAYING AUTHORITY :-The Addl. General Manager (F&A), Procurement & Contracts, WBSEDCL, Vidyut Bhavan (4th Floor), Kolkata -700 091 will be the Paying Authority.

3.0 COMPLETION TIME: -

The report must be submitted within 15 days from the date of completion of annual Physical Verification.

4.0 LIQUIDATED DAMAGE:

Timely submission of verification report is to be treated as an essence of the contract.



The professional firm will submit the stock verification report within fifteen days from the end of the schedule date of completion of such verification. If there is a delay in submission of report, liquidated

damage shall be imposed on the professional firm @ ½% per week of delay subject to maximum of 10% of the professional fee that shall be recovered from the outstanding bills.

5.0 WAIVER OF LIQUIDATED DAMAGE

If delay in submission of verification report occurs due to unforeseen situation beyond the control of the Professional Firm, LD may be waived subject to approval from the competent authority.

6.0 ADDITIONAL LIABILITIES:

The WBSEDCL shall not take any additional liability towards enhanced taxes, duties beyond the scheduled date of submission of verification report as incorporated in the work order, if the delay is due to any failure on the part of the verifier.

7.0 ACCEPTANCE OF TENDER:

WBSEDCL will communicate acceptance of tender to the successful bidder/intending Professional Firm by a LOA/ formal order. The successful Professional Firm shall communicate the unequivocal acceptance of the LOA.

8.0 RESERVATION:

WBSEDCL reserves the right to reject any or all tenders unilaterally and not bound to accept the lowest tenders.

9.0 LEGAL JURISDICTION:

Any dispute or claim arising out of or relating to the Services, this engagement of any other services provided by professional firm shall be resolved. Arbitration shall take place in India, at Kolkata. Judgment on any arbitration award may be entered in court of Law at Kolkata only.

10.0 THIRD PARTY

The selected professional firm will not be able to assign any part of the services as contain in this engagement to a third party and associates without any WBSEDCL's prior written consent.

11.0 FORCE MAJEURE:

The selected Professional Firm shall be under no liability if he is prevented from carrying out any of his obligations by reason of war, invasion, act of foreign country, hostilities (whether war declared or not), riots, civil commotion, mutiny, insurrection, rebellion, revolution, accident, earthquake, fires, floods Govt. order and/or restrictions (except power supply restriction) delay or inability to complete



the job due to other statutory restriction and other cause beyond the reasonable control of the Professional Firm. However, such force majeure circumstances are to be intimated immediately and to be established subsequently with proper documents/proofs to the entire satisfaction of WBSEDCL.

12.0 GST:

GST if applicable shall be allowable at the prevailing rate over an above the price quoted in “Annexure – 1”, subject to production of original Tax Invoice.

13.0 CANCELLATION / TERMINATION OF ORDER (if placed):

The time period for effecting complete the job shall have to be treated as the essence of the contract. The WBSEDCL reserves the right to repudiate the contract if the above period is not strictly adhered to. In the event of failure in completing the job within above stipulated completion time, the above LOA may be cancel on submission of necessary notice in this regards and security deposit will be forfeited.

14.0 PREFERENCE :

No preference based on size and geographical location will be considered for selection of Outsourced Internal Auditors. No Outsourced Internal Auditors will be considered with separate status.

15.0 MOBILIZATION ADVANCE :

There would be no scope to consider the mobilization advance.

16.0 COST TO BE BORNE BY BIDDER :

All costs and expenses incurred by bidders in any way associated with the development, Preparation and submission of responses, including but not limited to attendance at Meetings, discussions, presentations etc. and providing any additional information required by WBSEDCL, will be borne entirely and exclusively by the bidder.

17.0 NO LEGAL RELATIONSHIP :

No binding legal relationship will exists between any of the bidder and WBSEDCL until constitution of the contract.

18.0 EVALUATION OF OFFERS :

Each bidders acknowledges and accepts that the Company may, in its absolute discretion, may ask for additional documentation if it deems appropriate for the purpose of selection of Firms, not limited to those as set out in this document.



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(A Govt. of West Bengal Enterprise)

OFFICE OF THE CHIEF ENGINEER: PROCUREMENT & CONTRACT DEPARTMENT

VIDYUT BHAVAN (4TH FLOOR) :: BLOCK-DJ :: SECTOR-II :: BIDHANNAGAR

KOL KATA-700091 :: Phone No. : 033-2359-8397:: Fax No. : 033-2359-1921

CIN - U40109WB2007SGC113473 / www.wbsecl.in / materialcontroller@yahoo.co.in

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19.0 a) In case of out station (i.e beyond 50 KM from Firms Office) AC-III Tier Journey will be allowed. For journey made by non A.C Bus (if the route is not served by rail) amount will be reimbursed as per actual fare subject to production of tickets/photocopy of tickets. No other means of conveyance will be reimbursed.

In case of journey is made by A.C Bus reimbursement will be restricted up to equivalent Train fare(AC-3 Tire) of ticket or photocopy of ticket.

b) Travel Entitlement within 50 Kms (from firms office):

i) Journeys made by Train: To be paid on actual basis on submission of ticket no. and or photocopy of the tickets.

ii) Journeys made by non A.C Bus: To be paid on actual basis on submission of ticket no. and or photocopy of the tickets.

iii) Journeys made by A.C Bus: In case of journey is made by A.C Bus reimbursement will be restricted up to equivalent Train fare (AC-3 Tire) of ticket or photocopy of ticket.



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ANNEXURE -1

PRICE SCHEDULE (PRICED)

To be submitted by the tenderer along with quotation (in Duplicate) in Cover-III

Tender No. P-39/2018-19/PC-IV/ASV

Sl. No.	Key Professionals	Firm Price for professional fees per man day inclusive all incidental and contingencies Charges (Excluding GST)	Daily Allowance Per Man Day (Rs.) (Excluding GST)	Total Price (Excluding GST)	Remarks
		(Rs.)	(Rs.)	(Rs.)	
a	Rate for engagement of professional as Partner in terms of man days				The professional fees for the partner will be paid on actual days attended/supervised the verification process subject to maximum of 10 % of the working man days for conducting verification in the respect store unit. D.A. will be include both Fooding and Lodging
b	Rate for engagement of professional as Team Leader in terms of man days.				
c	Rate for engagement of professional as Team Member in terms of man days				

(SIGNATURE OF THE TENDERER WITH OFFICE SEAL)



ANNEXURE-II

Application format of Professional firms for conducting Annual Physical verification of stores in WBSEDCL.

- 1) Name :
- 2) Address :
- 3) a) Telephone No. :
- b) E-mail ID:-:
- c) Fax No. :
- 4) No. Partners :- :
- 5) Permanent Account No (with Xerox Copy of PAN & self Attested) :
- 6) TAN (if applicable) :
- 7) GST Registration No (With Photo Copy of Registration Certificate) .:
- 8) Professional Tax Registration No: (With Photo Copy of Registration Certificate):
- 9) Whether Income Tax
Return filed for last three financial years:
- 10 Key Contact Parson::
11. Credentials:
 - a) List of organization /PSU/Power utilities where Stock verification have been made with details.
 - b) Copies of certificates related with qualification.



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12) Particulars of Professional working in the firm.

Experience in Physical Stock Verification	Overall Annual Physical Stock Verification Experience (No. of Years)	Power sector/ Utilities (No. of Years)	Others (No. of Years)
No. of Partners (Working)(as on 31.03.2018		Total no. of Partners and other Key Personnel.	
		No. of Qualified personnel, e.g. B.E, C.A, C.M.A,	
		No. of Semi- Qualified personnel, e.g. DIP. ENGG., INTER C.A, Inter CMA	

Annual Turn Over of the firm		No. of Working Partner during the immediately preceding three Financial Years.	
Financial year	Amount (in Lakhs)	Financial year	Number
2015-16		2015-16	
2016-17		2016-17	
2017-18		2017-18	

12) Documents to be submitted:-

- Copies of Partnership Deed and all the supplementary partnership deed & other documentation that support the number of partner in each of the stated financial year and certificate of practice of all Partners.
- Copies of Engagement letters where annual physical verification of store was conducted by the firm.
- An affidavit to the extent that no Criminal proceedings are pending w.r.t. to the firm / partner any court of law in India or before any disciplinary committee of professional institutes in non Judicial Stamp Paper of Rs. 100.00 (One hundred).
- Tax audit report along with all enclosures forming part of Income Tax return for financial years 2015-16,2016-17 & 2017-18.

Signature of Partner of the firm with seal & registration of the firm



ANNEXURE -III

DECLARATION SHEET

I.....

Certify that all the above typed in data and information pertaining to this specification are correct and are true representation of the materials covered by our formal proposal number dated . I hereby certify that I am duly authorised representative of the Firm/verifier whose name appears above my signature.

We also certify that:-

- a) We have never been issued notice for failure to submit deliverables and cancellation of Service Contract, forfeiture of EMD etc. by any Government and /or semi Government entities/ any other organization.
- b) We have never been barred from engagement by any Government and / or semi Government entities/ any other organization.
- c) We are not engaged with WBSedCL as Statutory Auditor, cost auditor, internal Auditor or Labour Law Compliances auditor/Tax Auditor/or engaged in any other capacity need not apply.
- d) We were not engaged during immediately preceding three consecutive years in WBSedCL in any form.

Professional Firm's Name:.....

Authorised Representative's Signature:.....

Professional Firm's Intent:	The Professional Firm hereby agrees to fully comply with the requirements and intent of this specification for the Price indicated.
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.....

Authorized Representative's Signature	Specific exception to specifications General & supplementary conditions ,If any, tabulate & sign below
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CHECK LIST

Tenderers are required to verify that all the documents, as per tender specification and NIT are duly enclosed in the respective envelopes before submission of Tender and submit the following check list duly ticked (v) indicating Page No. and signed.

ENVELOPE - I			
Sl No.	Particulars of document	Tick Mark	Page No. with flag
1	Photo copies of certificates related with qualification duly self attested with official seal. For partnership firms, copies of agreement with self attestation should be submitted with official seal.		
2	Photo copies of Registration certificate/ membership certificate duly self attested with official seal.		
3	Photo copies of GST Registration Certificate & PAN. duly self attested with official seal		
4	Photo copies of Order for similar kind of service already provided for reputed organization / PSU / Power Utilities within last three years and completion certificate issued by the respective organization		
5	Application format for engagement of professional firm (Annexure – II) duly filled in and Signed with official seal.		
6	Declaration Sheet duly filled in and signed with official seal.(Annexure – III)		
ENVELOPE –II		Tick Mark	
	Price Schedule (Annexure-I) duly filled in and signed with official seal.		

SIGNATURE OF BIDDER WITH OFFICE SEAL