



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 E-TENDER FOR EMPANELMENT

N.I.T No - P- 42/2024-25/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 **empanelment of manufacturers of following type of meter.**

DLMS Compliant ,A.C. three Phase four wire Energy Meter, Accuracy Class 1.0 & Current Rating : 5-30 Amp fitted with pilfer proof meter box.

Fixed Earnest Money Deposit amounting to Rs. 5,00,000/- are to be submitted by all bidders as indicated in terms of the tender.

Schedule of Dates for e-Tendering:

Sl. No.	Activity	Date & Time
1	Publishing Date	14.09.2024 at 16.00 Hrs
2	Document Download start date	14.09.2024 at 16.00 Hrs
3	Date of Pre-bid Meeting	18.09.2024 at 14.30 Hrs
4.	Last date for submission of pre bid queries (through email or hard copy)	17.09.2024
5	Bid submission start date	20.09.2024 at 17.00 Hrs
6	Bid submission end date	21.10.2024 upto 14.00 Hrs
7	Last date of physical submission of EMD	22.10.2024 upto 16.00 Hrs
8	Sample submission at Distribution Testing Dept	22.10.2024 upto 16.00 Hrs
9	Technical Bid opening date	23.10.2024 at 14.30 Hrs


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Intending bidders desirous of participating in the tender are to log on to the website <https://wbttenders.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 :

- The e-tender will be of **single part** for empanelment of meter manufacturers. **The empanelment will remain valid for at least a period of two years with provision for further extension of one year.** Interested meter manufacturers should submit their sample meter at our Distribution Testing Department within the scheduled date mentioned above. The relevant papers as per format should be uploaded in the portal of the e-tender. The sample meter should comply the technical requirements of our technical specification uploaded against the tender.
- The tenderer or their duly authorized representative should attend the Pre-bid Meeting at the stipulated date and time. Queries related to the tender document, should be sent through e-mail to procurementdept@wbtedcl.in and cedtd@wbtedcl.in.

3. Following payment options are available for paying Fixed EMD amounting to Rs. 5,00,000/- 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.

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

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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 42 (forty two) 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 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**

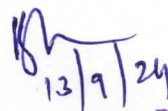
5. The Earnest Money Deposit of the participating manufacturers will be refunded after expiry of the total empanelment period.

6. The bidder shall submit **along with the offer** necessary documents in support of their previous supply of the items of the tender to WBSEDCL/Other Power Utilities/Other Govt. Departments.

7. No agent is allowed to participate in the Tender. Original manufacturers will only be allowed in the tender.

8. Techno-commercial evaluation of bid document will be done at Procurement & Contracts Department. The testing of sample meter will be done at our Distribution Testing Department at a pre-scheduled date in presence of the representative of respective meter manufacturer. The list of eligible and qualified meter manufacturers will be finalised by in-house committee, on the basis of sample testing report and techno-commercial evaluation of the bid submitted online.

In case of manufacturers who deposit "sample meter" and fail in 1st sample testing, they will get a chance to improve their product and offer for retesting at our Distribution Testing Department through a prayer to be submitted at Procurement & Contracts Department. Retesting may be done after expiry of at least three months from the date of completion of entire 1st sample testing. **Sample for retesting may be submitted maximum upto two times during the entire period of empanelment.** For retesting of sample meter, non-refundable amount of Rs.20,000/-+GST, will have to be deposited by the respective meter manufacturer. The approved meter will be kept as 'Prototype Sample' of individual manufacturers for the entire period of empanelment. List of empanelled manufacturers for a particular type of meter, will be posted in WBSEDCL website. Limited tender will be floated later on, among empanelled vendors, for procurement of meters of that type, as per site requirement for six months consumption.


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9. The offer shall remain valid for a minimum period of 120 days from the next date of opening of the tender.

10. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL shall not be eligible to participate in the bidding process.

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 and the Revised Purchase Policy of WBSEDCL.

12. 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. 033-23197563*

Instructions to Bidders

• **Eligibility for participation :**

- Original manufacturers of the tendered items will only be eligible in the tender.
- 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.
- 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, should be submitted for enlistment.
During tender for procurement, pro-rata annualised value of the orders in bidder's hand corresponding to the contract period of the tender alongwith the estimated value of the offer of the bidder should not exceed 150% of the Average Annual Turnover of the last three completed financial years.

• **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.

• **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>.

• **Digital Signature certificate (DSC) :**

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


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- 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.
- **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. 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.

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.

- **Technical Proposal**

The Technical Proposal shall contain scanned copies and/or declarations in the following standardised formats in two covers (folders).

- **Statutory Cover**

- **To be submitted in "Drafts" folder**

- (i) **Earnest Money Deposit (EMD)**

As prescribed before about payment options in the NIT.

- **To be submitted in "Annexures" folder**

- **Application for Empanelment** (*Vide Annexure -I*)

- **To be submitted in "NIT" folder**

- **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 are liable to be rejected.


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- **To be submitted in "Forms" folder**

- **Schedule of Bid**

The bidder needs to download the form for "Schedule of Bids" (*Vide Form-I*), fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. Submission of incomplete "Schedule of Bids" will render the tender liable to summary rejection.

- ii. **Declaration Sheet** (*Vide Form-II*), **Deviation Sheet** (*Vide Form-III*) and **Check List** (*Vide Form-IV*), **Proforma for undertaking to be submitted by the Bidders** (*Vide Form-IX*) and **Format of Letter of Bid** (*Vide Form-X*).

- iii. **Guaranteed Technical Particulars**

The bidder needs to download the form for "Guaranteed Technical Particulars, (*Vide Form-V*), fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. Submission of incomplete "Guaranteed Technical Particulars" will render the tender liable to summary rejection.

- iv. Summary statement (*Vide Form-VI*) of average annual turnover for a period of the last three financial years, certified by the Auditor appointed under Companies Act, 2013. In case the bidder is not a company, certificate of Tax Auditor may be submitted.
 - v. Statement of orders executed during last three financial years (*Vide Form-VII*).
 - vi. List of Type Test Reports carried out within five years as on date of bid submission (*Vide Form-VIII*).

(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)

- **Company Details:**


Proof of Original Equipment Manufacturer.

- **Certificates:**

- PAN Card details.
 - Current Professional Tax (PT) submission Challan. Application for such addressed to the competent authority may also be considered.
 - GSTIN registration certificate.
 - Banker's certificate regarding financial capability issued within last one year from the date of opening of tender.
 - Exemption Certificate, if any, issued by any competent authority.

- **Financial Info :**

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


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- **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:

- Purchase Orders, Inspection Offer letter, Despatch Instructions, Signed Challans etc. for completing supply of the item against a particular contract.

- Type Test Reports carried out within last five years from the date of opening of tender.

- **Declaration :**

- 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.

- **Submission of original copies of documents of Earnest Money Deposit :**

- ***Place of submission:*** The original copies of the BG 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.

- ***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.

- **Conditional and incomplete tender :**

Conditional and incomplete tenders are liable to summary rejection.

9. Opening and evaluation of tender :

12.1 Opening of Technical Proposal


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- 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.
- Technical proposals for those tenders whose original copies of BG towards EMD have been received will only be opened. Proposals corresponding to which original copy of BG towards EMD has not been received, will not be opened and will stand rejected.
- Intending tenderers may remain present if they so desire.
- 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.
- Decrypted (transformed into readable formats) documents of the Statutory and Non-statutory Covers will be downloaded for the purpose of evaluation.

10. Techno-commercial Evaluation of Tender

- While evaluation, the Tender Inviting Authority or his authorised representative may summon 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.
- The summary list of tenderers, whose bids will be found techno-commercially eligible, will be uploaded in the web portals.

11. 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.

12. Refund of Earnest Money

The empanelment will remain valid at least for a period of two years with provision for further extension of one year. The Earnest Money Deposit of the participating manufacturers will be refunded after expiry of the total empanelment period.

NOTE

1. GCC clause no. 2, 6(c), 10, 11, 18 & 19 will be modified as per present tax structure.

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2. GCC Clause No.20 (Issuance & submission of Way Bill) will be modified as follows: "E-Way Bill shall be generated by the supplier for the movement of materials/equipments from their location to the WBSEDCL stores. WBSEDCL's GSTIN is 19AAACW6953H1ZX".

3. GSTIN no. of factory premises, from where goods will be dispatched and relevant HSN code of the material, are to be mentioned in a separate sheet and uploaded in the bid.

4. Evaluation of the price bids will take into account the Unit Landed Cost of the material/equipment at the final destination. For the purpose of evaluation, the Unit landed cost will be arrived at by adding the Ex-works, F&I charges and GST as applicable.

5. TDS on GST will be applicable.

6. In addition to the Security Deposit under clause no. 1 of GCC of NIT in two parts of 2.5% each, upon the ordered value, Additional Performance Security equal to 10% of the ordered value, should be furnished in the prescribed format, within a period of 30 days from the date of issue of the order, for bids falling in the range of -20% to -80% of the estimated rate. This Security Deposit shall remain valid upto the time of completion of supply of materials, with a claim period of further six months

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