

West Bengal State Electricity Distribution Co. Ltd.

(A Government of West Bengal Enterprise)

Office of the Project Manager

Teesta Canal Fall Hydel Project



FAX : 0353-2587382
Telephone : 0353-2587231
E-Mail : tcfhp@yahoo.in,
pmtcfhp@gmail.com

Administrative Building Township Complex
Phansidewa, Darjeeling, PIN-734 434
CIN: U40109WB2007SGC113473

Memo No.: PM/TCFHP/HR&A/E-17/2019-20/09

Date: 20/02/2020

Sealed tenders on percentage basis are invited from the bona-fide, resourceful and experienced GST registered Vendors of WBSEDCL/WBSETCL/PWD/other Government organizations/Government undertaking etc. having appropriate credentials (in running of IB/Guest House/Canteen etc.) for the following works.

Name of the work	Estimated Amount excluding Food Charges	Earnest Money	Cost of Tender papers	Contract period
Running/ Operation, Supervision & Maintenance of Canteen & Catering Services including supply and delivery of foodstuff at our subsidized rate to the employees attached to Power Station-I of TCFHP, WBSEDCL situated at Leusipukuri, Dist: Darjeeling.	₹11,39,334.00	₹28,490.00	₹1,150.00	2 (Two) Years.

Instructions to Bidders (IB):

IB-1: The application in duplicate for purchase of bid document must accompany self-attested copies of followings.

- Trade License & Food License (from Sanitary Inspector, BMOH Office)
- Valid GST registration certificate
- PAN card
- EPF registration Number
- Professional tax registration certificate and payment challan.

Originals shall have to be produced for verification on demand.

Agency having average annual financial turnover during the last 3 years, ending 31st March of the previous financial year should be at least 30% of the estimated cost may be considered to participate.

Registered Office : "Vidyut Bhavan", Bidhannagar, Block - DJ, Sector - II, Kolkata - 700 091

Telephones : 033 2359 1930 to 1940, Fax : 033 2359 1954

website: www.wbsedcl.in

WBSEDCL



Agency having experience of successfully completed similar works at IB, Canteen, Guest House for one year satisfactorily may be considered to participate.

IB-2: In case the bidder is a small service provider in terms of Finance Act 1994 then he has to furnish one certificate along with his bid documents in the following manner: "That our Firm is a Small Service Provider in terms of the Finance Act 1994 & we need not be registered with the superintendent of central Excise under Service Tax Provisions."

IB-3: Application in duplicate for issue of tender documents will be received on all working days except Saturday up to **16.00 hrs on 27/02/2020. Bid documents will be issued by the Asst. Manager (HR&A), TCFHP to the eligible contractors on payment of cost of tender documents against the DCR collected from the Finance & Accounts Section of TCFHP** during the period **28/02/2020 to 29/02/2020 up to 13.00 hrs.**

IB-4: Cost of Bidding: The bidder shall bear all cost associated with the preparation and submission of their bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

IB-5: Bids will be received up to **14.00 hrs. on 06/03/2020** and will be opened on the same day at 15.00hrs.

IB-6: The tenderers shall keep the tender documents and earnest money in two separate covers (inner covers) and shall seal it properly. These two inner covers shall be addressed to "**The Project Manager, TCFHP, Phansidewa Township complex, WBSEDCL, Dist:- Darjeeling**" and shall contain the name of work, tender Notice no and shall be super scribed as "TENDER" or "EARNEST MONEY" as the case may be. These two sealed inner covers shall be put into an outer cover and be sealed properly.

The outer sealed envelope containing the tender documents and earnest money in separate sealed covers as stated above, shall (a) be addressed to the Project Manager, TCFHP, Phansidewa Township complex, WBSEDCL, Dist:-Darjeeling (b) bear the following identification

(i). Sealed tender and Earnest money for "Running/ Operation, Supervision & Maintenance of Canteen & Catering Services including supply and delivery of foodstuff at our subsidized rate to the employees attached to Power Station-I of TCFHP, WBSEDCL situated at Leusipukuri, Dist: Darjeeling"

(ii). Tender Notice No:

(iii). shall bear the name and address of the tenderers.

IB-7: If the envelope is not sealed or marked as indicated above, the WBSEDCL would not be responsible for the misplacement or premature opening of the tender.

IB-8: The tenderer will have to quote their rates in percentage above, below or at par (in figure as well as in words) strictly in the format furnished in the tender documents. If there is discrepancy in figure

- and word the amount stated in word shall prevail. If the percentage rate column is left blank, the bid shall be rejected.
- IB-9:** Price indicated in the schedule of prices deemed to include all the levies/duties/taxes and all other incidentals payable as per statute excluding GST. Relevant GST rule shall be applicable for the work and shall be paid extra.
- IB-10:** All corrections in the tender should be initiated by the tenderer before submission of the tender. All pages of the tender document must be signed with company's seal by the tenderer. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors, who resort to canvassing, will be liable for rejection.
- IB-11:** The tender by a partnership firm must be furnished with full names of all partners and be signed with partnership name, followed by the signature (s), designation(s) of the authorized partner(s) or other authorized representative(s).
- IB-12:** Before the deadline for submission of tenders, WBSEDCL may modify the bidding documents by issuing addenda/corrigenda. Any corrigendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable/mail to all participants of the tender.
- IB-13:** Formation of any Cartel, may lead to the cancellation of tenders with penal measures as necessary and WBSEDCL reserves the right to take such unilateral decisions without further notice to anyone.
- IB-14:** WBSEDCL, who do not bind itself to accept the lowest tender, reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSEDCL's action.
- IB-15:** The tender shall be typed or written in indelible ink and shall be signed by a person/persons duly authorized by the tenderer. The proof of authorization shall be furnished in the form of a written power-of-attorney/ or Resolution of the Board of Directors of the Company which shall accompany the bid.
- IB-16:** The tenderers are advised to go through the "Terms & Conditions" laid down in this tender and also to inspect the site before submission of the tender. The contractor shall examine the site and its surroundings and shall satisfy himself before submission of his tender as to the nature of the site, the quantities and nature of work and materials necessary for the completion of the works and the means "to access to the site, the accommodation he may require and in general shall himself obtain all necessary information as to risk contingencies" and other circumstances which may influence and effect his tender. "Site" will mean the land other places on, under in or through which the works are to be executed or carried out and any other lands or places provided by West Bengal State Electricity Distribution Company Limited for the purpose of contract.

- IB-17:** All duties, taxes and other levies excluding GST payable by the contractor under the contract or for any other cause shall be included in the total tendered price submitted by the contractor.
- IB-18:** Transfer of the bid documents purchased by / Issued to one tenderer to another is not permissible.
- IB-19:** The tenderers are to submit their sealed tender papers in the specified tender box, which is kept at Administrative Building, TCFHP, W.B.S.E.D.C.L. Tenders received after due date and time shall not be entertained under any circumstances.
- IB-20:** Tender without Earnest Money shall be summarily rejected. Earnest Money of **Rs. 28,490/- (Twenty Eight Thousands Four Hundred and Ninty)** only shall have to be submitted in the form of Demand Draft/Pay Order / Bankers Cheque of any nationalized bank (preferably SBI) in favour of "WBSEDCL" and Payable at Siliguri (Account No. 30149574213 IFSC SBIN0000184). The validity period of Earnest Money shall be 120 days plus 30 days thereafter for claim period from the date of submission of bid. Exemption from deposition of earnest money shall not be entertained under any circumstances.
- IB-21:** The WBSEDCL may at its discretion ask any bidder to produce the detailed price analysis for the quoted rate.
- IB-22:** The WBSEDCL may ask the successful tenderer to deposit 10% (ten percent) of the tendered value as performance security before placement of the letter of award.
- IB-23:** Earnest Money to unsuccessful bidders will be refunded on application with original DCR duly pre-receipted after finalization/placement of the order.
- IB-24:** The Earnest Money shall be forfeited in case (a) If during the period of validity, the bidder withdraws/modifies its bid as a whole or in part. (b) If the bidder deviates from any clarification/confirmation given by him subsequent to submission of his bid. (c) If the successful bidder fails to accept LOI/LOA unconditionally and sign contract.
- IB-25:** Tender shall remain valid for up to 06 (Six) months from the date of opening of the Tenders.
- IB-26:** The successful bidder shall have to submit Indemnity bond, execute Agreement in the prescribed format before commencement of work & also to submit authenticated valid documents regarding compliance of all applicable labour laws and the rules thereof during execution of the work.
- IB-27:** GST will be paid extra as per rules prevailing during the execution of the contract work. TDS and STDS on GST will be deducted as per law.
- IB-28:** The Quoted rate of the Tender should remain firm for any variation of quantities of individual item of the schedule of work enclosed for the entire period of work.
- IB-29:** The contract period may be extended further by the competent authority under the same rate terms and conditions subject to satisfactory performance.
- IB-30:** Tender not complete in all respect is liable to rejection without assigning any reason whatsoever.



IB-31: The WBSEDCL does not bind itself to accept the lowest bidder & reserves the right to reject any/all tender(s) without assigning any reason whatsoever.

IB-32: If the Office happens to be closed on the last date of receipt of application, issue of bid documents and/or on the date of receipt/opening of tender, the next working day (except Saturday) at the same time & venue shall be applicable for the said purpose.

IB-33: Any other details may be had from the Asst. Manager (HR&A), Administrative Building, TCFHP. Phone no. 0353-2587232, Mob: 7449300640.

Bhattacharya 19.2.2020
(A. N. Bhattacharya)
Project Manager
TCFHP, WBSEDCL