



West Bengal State Electricity Distribution Company 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

NIT No.: PM/TCFHP/HR&A/E-17/2019-20/12

Date: 25/02/2020

Sealed tenders on percentage basis are invited from the bona-fide, resourceful and experienced Vendors of WBSEDCL/WBSETCL/PWD/other Government organizations/Government undertaking having appropriate credentials for the following works.

Name of the work	Estimated Amount
Supply, Delivery & Installation of 06 (six) pieces Glow Sign Board at the gates of Administrative Building, Inspection Bungalow, Power Station-I, Power Station-II & Power Station-III under T.C.F.H.P., W.B.S.E.D.C.L. specified as per sl. no. IB-28 (d).	₹82,400/-

Instructions to Bidders (IB):

IB-1: The Bidding sheet must accompany self-attested copies of followings.

- Trade License
- Valid GST registration certificate
- PAN card

Originals shall have to be produced for verification on demand.

If any unsatisfactory performance report has been recorded for the last 3 (three) yrs in WBSEDCL/WBSETCL/PWD/other Government organizations/Government undertaking the applicant will not be eligible for participation in the tender.

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.

Agency having experience of successfully completed similar works of delivery and installation of Glow Sign in Board WBSEDCL/WBSETCL/PWD/other Government organizations/Government undertaking satisfactorily may be considered to participate.

IB-2: 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.

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

- IB-3:** 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-4:** The tenderers shall keep the tender documents in a properly sealed cover. This cover 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". This cover shall also bear the name and address of the tenderers.
- IB-5:** 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-6:** 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. Overall L1 bidder will be considered for evaluation.
- IB-7:** 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-8:** 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-9:** 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-10:** 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-11:** 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-12:** 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-13:** 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-14:** 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-15:** 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-16:** Transfer of the bid documents purchased by / Issued to one tenderer to another is not permissible.
- IB-17:** The tenderers are to submit the sealed tender papers in the specified tender box 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-18:** The WBSEDCL may at its discretion ask any bidder to produce the detailed price analysis for the quoted rate.
- IB-19:** Tender shall remain valid for up to 06 (Six) months from the date of opening of the Tenders.
- IB-20:** 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-21:** GST will be paid extra as per rules prevailing during the execution of the contract work.
- IB-22:** 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-23:** The contract period may be extended further by the competent authority under the same rate terms and conditions subject to satisfactory performance.
- IB-24:** Tender not complete in all respect is liable to rejection without assigning any reason whatsoever.
- IB-25:** 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-26:** 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-27: Any other details may be had from the Assistant Manager (HR&A), Administrative Building, TCFHP. Phone no. 0353-2587232, Mob: 7449300640.

IB-28: Terms & Condition for the work:

a. Definition:

- i. The Board/Purchaser/Owner/Department shall mean the WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD, having its Head Office at Vidyut Bhawan, Block-DJ, Sector-II, Kolkata-700091.
- ii. **Controlling Officer:** The Controlling Officer shall mean the Officer designated by the Company for the purpose of this contract. He/she may authorize any person of the office to supervise the job and also for verification of furniture, utensils and other materials of the Canteen. He/she is also to certify the bill and send the same to 'Paying Officer' for making payments.
- iii. The Contractor shall mean the Bidder who will be awarded with the contract by the Company and shall include the contractor's executor's administrators, successors and permitted assignees.
- iv. Workmanship shall mean the method/manner in which the job whether included in the schedule or not but are required for true & satisfactory completion of the work under this contract, are executed.
- v. The term services shall mean all works to be undertaken by the contractor as laid down under the head "scope of work" or elsewhere. When the word "approved", "subject to approval", "as directed", "accepted", "permitted" etc. are used, the approval, judgment, direction etc. are understood to be a function of the Company.
- vi. "Month" shall mean calendar month.
- vii. The word "Site" shall mean the site of proposed work as detailed in the contract or any other place where the work is to be executed under the contract.

b. Scope of Work:

- i. **Instructions:** Contractor shall execute, complete and maintain the works as per direction of the Controlling Officer of the work or his/her representatives.
- ii. **Contractor's Staff at site:** The contractor shall provide at authorized representative duly approved by the Controlling Officer (approval may be withdrawn for particular person, if necessary) in his absence. The contractor and / or his authorized representative are to be constantly on the work and shall give whole time supervision of the same. Such authorized agent or representative shall receive (on behalf of the contractor) directions any instructions from the Controlling Officer or

his/her representative. Mobile Phone contact number of the contractor and/or authorized representative should be submitted to the Controlling Officer.

- iii. **Removal of persons employed at site:** The Controlling Officer shall be at liberty to ask the contractor to remove from the site any person employed by the contractor in the execution of the works, who in the opinion of the Controlling Officer misconducts himself or is incompetent or negligent in the proper performance of his duties and such persons shall not be again employed upon the works without the permission of Controlling Officer.
 - iv. **Protection of works:** The contractor shall in connection with the works maintain all lights, guards, fencing and watching when and where necessary for the safety and convenience of the users or others.
 - v. **Care of works:** From the commencement to the completion of the works, the contractor shall take full responsibility for the care thereof and in case of any damage & loss of any article belonging to the Company from the part of the contractor, the contractor shall bear the total cost. The contractor shall take every practicable precaution not to damage or to cause injury to any adjoining or other properties or to any persons. However even if any damages or to cause injury occurs, the contractor shall be responsible in meeting the necessary claims and demands as may be required.
 - vi. **Facilities for other contractors:** The contractor shall afford all reasonable facilities for any other contractor employed by West Bengal State Electricity Distribution Company Limited in the execution on or near the site of any work not included in the contract.
 - vii. **Workmanship:** You must engage the best workmanship and/or in the best manner to the satisfaction of the Controlling Officer of the work.
 - viii. **Photo Identity Card:** The engaged workers from the agency should carry Photo Identity Card with them at the work site.
- c. **Compliance of Labour Laws:** The contractor shall comply all applicable statutory labour laws to protect the labours engaged by them. In this connection the contractor will be required to execute an indemnity bond (as per specimen enclosed) after placement of Letter of Intent/Award.
- d. **Specification of Material:** Each Glow Sign Board should be made of (6' X 3') 18 sq.ft. with two different colours (Lettering and Background as specified by the Controlling Officer), back lit vinyl sheet (thickness 2mm) with 9 LED Tube Light (Philips) installed and wiring. Each Glow Sign Board will be installed at specified site with Aluminium Channel including Iron angles & holdings for erection and cable lines for power connection.

Charges of labour & fittings, cost of materials and transportation all should be inclusive of complete package. The Text Content of the board to display will be specified from the Controlling Officer later.

- e. **Quality of Article & Gurantee:** The article is to be of good quality and guaranteed for a period of one year from the date of completion of the work. In case there is any problem in operation of mentioned Glowsign Boards, the same shall have to be corrected as per the requirement. If any defect found at the time of delivery/installation, the same should be replaced by your own cost.
- f. **Supply, Delivery & Installation:** The Glow Sign Board will be delivered and installed at the following locations as specified below.
- Main Gate of Power Station-I, TCFHP, Leusipukuri, Darjeeling
 - Main Gate of Power Station-II, TCFHP, Haptiagachh, Uttar Dinajpur
 - Main Gate of Power Station-III, TCFHP, Bholagachh, Uttar Dinajpur
 - Gate-1 of Township Complex, TCFHP, Phansidewa, Darjeeling
 - Gate-2 of Township Complex, TCFHP, Phansidewa, Darjeeling
 - Top of the Inspection Bungalow, TCFHP, Phansidewa, Darjeeling
- g. **Paying Authority:** The Assistant Manager (F&A), TCFHP, WBSEDCL shall be the paying authority. The company reserves the right to recover/ enforce recovery of any over payments detected after payment as a result of post-payment audit or technical examination or by any other means, notwithstanding the fact that the amount of disputed claims, if any, of the contractor exceeds the amount of such over payment and irrespective of the fact whether such disputed claims of the contractor are subject matter of arbitration or not. The amount of such over payments may be recovered from the subsequent bill, under the contract, failing that from contractor's claim under any other contract with the company or from the contractor's security deposit or from the amount retained or the contractor shall pay the amount of over payment on demand.
- h. **Company's Right to Terminate Contract:** If the contractor neglects to proceed with the work with due diligence, the company shall have right to terminate the LOI/LOA after giving notice in writing to the contractor. If the contractor fails, after 14 (fourteen) days' of such notice, to proceed with the work in the manner notified, the company shall terminate the contract and take possession of the work site and may engage other

agency to complete the work. Extra cost, if incurred to get the unfinished work done through other agency, will be realized from him, from his pending bills and security money of this or any other work with the company. If the contract is terminated as above, the contractor shall have no claim for compensation against the company for any loss or deterioration of any materials that he may have collected or engaged or entered into on account of the work.

- i. **Escalation:** The rate/rates quoted against the schedule of work shall remain firm during the continuance of the contract. No price escalation/reimbursement of any amount shall be entertained as the prospective hike in wages has already been considered.
- j. **Statutory Tax:** Income Tax and STDS under GST will be deducted as per Law from the bill.
- k. **Settlement of Disputes:** All disputes concerning question of act arising under the contract shall be decided by the Owner/Company on receipt of written appeal by the contractor. Any dispute or differences arising out of or in connection with this contract shall to the extent possible be settled amicably and where settlement cannot be reached then such disputes shall be subject to settlement under the jurisdiction of Siliguri court.
- l. **Safety Rules:** Adequate provisions shall be made for prompt first aid treatment of all injuries likely to be sustained during the course of work. Safety provisions shall be brought to the notice of all concerned by displaying on a notice board at a prominent place at the work spot. All storage handling & use of flammable liquids shall be under strict supervision. First aid arrangements shall be maintained in a readily accessible place.
- m. **Reporting of accident:** All accidents, major or minor, must be reported immediately to WBSEDCL and the contractor will provide first aid at the work place and then the injured person be taken to the nearest hospital along with the "injured on work" form duly filled in quintuplicate. Fatal Accidents must be reported immediately to WBSEDCL as well as to the Police. Failure to observe the safety rules will make the contractor liable to penalty by way of termination of contract.

- n. **Extension of the time:** The work may be extended for further periods beyond the period as per contract, with same rate, terms and conditions on satisfactory performance of the contractor and on mutual understanding. Such extension of work will not affect the validity of the contract in any manner.
- o. **Payment:** Payment will be released against submission of bill duly certificated by the controlling officer with duplicate pre-receipted challan on satisfactory completion of the work.
- p. **Penalty:** The materials should be delivered within the stipulated period failing which penalty shall be imposed @ 0.5% (five percent) per week or part thereof subject to maximum 10%(ten) of the ordered value excluding tax.
- q. **Tools & Tackles:** The agency should arrange all tools & tackles required to execute the job.
- r. **Risk Purchase:** In the event of your failure to execute the work timely and/or to the satisfaction of WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED, the Letter of Award (L.O.A) may be terminated prematurely and the balance work may be got done through any other agency at your risk and cost.
- s. **Force Majeure:** Force Majeure by reason of war, Act of God, Government or Parliamentary restrictions, state or municipal or regulation, riots civil commotion, delay in release of foreign exchange, fire, flood, accidents, hurricanes, epidemics, inability to obtain dock, strikes or other labour trouble, whatsoever beyond your control will have be justified accordingly by production of authenticated documents.
- t. **Liquidated Damages:** Supply and delivery (physical delivery of Equipment / Materials at the place of delivery in accordance with the Delivery Instruction) /erection/construction of the Equipment / Materials as well as execution of the entire work should be as per the delivery schedule/schedule of completion of work. If the Equipment / Materials/ erection/ construction are not delivered/work is not completed within stipulated period as per schedule, WBSEDCL reserves the right to repudiate the Order (LOA). But the Purchaser may, at his discretion, extend

the delivery schedule/execution schedule subject to imposition of liquidated damages at half percent (0.5%) of the Contract price for per week of delay or part thereof for first 10 (ten) weeks and @ 01% of value per week beyond 10 weeks subject to a maximum of 10% of the contract price /Ordered value and accept the Equipment / Materials beyond the stipulated period. Liquidated damages, if any, shall be recovered from the outstanding bills / performance guarantee.

Total contract price shall imply the contract prices of all the schedules of works taken together. The purchaser may, without prejudice to any other method of recovery, deduct the amount of such damages from any moneys due or to become due to the contractor. The payment or deduction of such damages shall not relieve the contractor from his obligation to complete the works or from any of his other obligations and liabilities under the contract.

u. **Controlling Officer:** The Assistant Manager (HR&A), will be the controlling officer for the Administrative Building & Inspection Bungalow. The Power Station – in – Charge of respective Power Stations will be the Controlling Officer for this work at site offices.

v. **Supervising Officer:**

- The Assistant Manager (HR&A), TCFHP, WBSEDCL will be the Supervising Officer for the site – Inspection Bungalow & Administrative Building, TCFHP.
- The Power Station-in-Charges will be the Supervising Officer for their respective sites.

Bhattacharya 25.2.2020.
Project Manager
TCFHP, WBSEDCL



BID-SHEET

1. Tender Notice No : PM/TCFHP/E-17/NIT/_____ dated _____

2. Name of the work: "Supply, Delivery & Installation of 6 (six) pieces Glow Sign Boards at the gate of Administrative Building, Inspection Bungalow, Power Station-I, Power Station-II & Power Station-III under T.C.F.H.P., W.B.S.E.D.C.L. specified as per sl. no. IB-28 (d)."

3. Completion time: _____

4. Estimated amount: ₹ _____/-

5. Material: No material will be supplied by the WBSEDCL. All materials required for the execution of work shall have to be procured by the agency. The materials must be of good quality.

6. VALIDITY: The tender shall remain valid for a period of 6(six) months after the date set for Bid opening.

7. TAXES & DUTIES: The bidders are to quote rate inclusive of all taxes duties/levies and any other incidental charges excluding GST related with the work. GST will be paid extra as per rules/statutes if applicable during execution of the contract.

8. QUOTED RATE: (_____) % ABOVE / BELOW / AT PAR

(In words)..... PERCENT Above / Below / At Par.

(Strike out whichever is not applicable)

I/We am/are agreeable to carry out the work as per rate quoted above by me/us following the enclosed schedule of works and to abide by all terms and conditions as stipulated in the tender documents.

Address of the contractor:

Signature of the contractor

With Seal of the firm if

any.