



# **West Bengal State Electricity Distribution Co. Ltd.**

(A Government of West Bengal Enterprise)

CIN: U40109WB2007SGC113473

Administrative Building(2<sup>nd</sup>. Flr.),Power House Complex, Pin-721101

## **NOTICE INVITING TENDER (NIT)** (LOCAL COMPETITIVE BIDDING)


### **BID DOCUMENT**

**Supply and Delivery of Label, Printers for GIS project of WBSEDCL including 3 yrs on-site warranty plus 2 yrs on-site AMC support including supply and delivery of Consumables on quarterly basis for 2 yrs Under The Scheme Strengthening and Extending Electricity Distribution Network (SEEDN).**

Tender Fee: ₹ Rs.3500.00+ GST @18%  
= ₹4130.00 (Rupees four thousand one hundred and ethirty Only)

Tender Notice No. : RM /PMRO/GIS/5506

Date :27.01.2020

  
(D.K. Bachhar)  
Regional Manager, WBSEDCL

**WBSEDCL****West Bengal State Electricity Distribution Co. Ltd.**

(A Government of West Bengal Enterprise)

CIN: U40109WB2007SGC113473

**Administrative Building(2<sup>nd</sup> Flr.),Power House Complex, Pin-721101****INSTRUCTION TO BIDDER (IB)**

West Bengal State Electricity Distribution Company Limited herein after referred to as WBSEDCL, a Govt. of West Bengal Enterprise is responsible to distribute uninterrupted and quality Power within the State of West Bengal.

WBSEDCL's network is spread throughout the state of West Bengal having Head Quarter at Kolkata, 5 Zonal Offices, 19 Region Offices, 70 Division Offices, 508 Customer Care Centers and 619 Sub-Stations.

West Bengal State Electricity Distribution Company Limited herein after referred to as WBSEDCL invites bids from eligible vendors (Companies / LLP / Proprietorship) through e-tenders for below listed jobs under mentioned packages for different site offices under WBSEDCL as per detail "Scope of Work" and other terms and conditions furnished in the different clauses of the bid document.

Supply and Delivery of Label Printers for GIS project of WBSEDCL including 3 yrs on-site warranty plus 2 yrs on-site AMC support includingsupply and delivery of Consumables on quarterly basis for 2 yrs Under The Scheme Strengthening and Extending Electricity Distribution Network (SEEDN)				
Sl No.	Package(s)			Name of Division <i>Region</i>
1	Package-1	RM /PMRO/5506	Dated. 27 .01.2020	Paschim Medinipur Region

**IB.1. Source of Fund:** Government of West Bengal will finance the work under Strengthening and Extending Electricity Distribution Network (SEEDN) scheme.

**IB.2. Eligibility of Bidders:**

**IB.2.1.** Bidder fulfilling the Mandatory Conditions mentioned in the *Annexure -III* shall be considered as eligible for bidding.

**IB.2.2.** Required supporting documents are to be submitted as per clause "Submission of Bid".

**IB.2.3.** Any bidder may quote for more than one Package. The tender fee is payable only once irrespective of the no. of Packages for which bid is submitted. The EMD for each Package has to be submitted separately as per *Annexure-VI*.

**IB.2.4.** The bidders should not been blacklisted from any Govt. organization across India for last three years and undertaking in this regard should be provided by the authorized signatory of the bidder. During contract period if the undertaking submitted by the bidder is found incorrect, the order issued on vendor shall be terminated with the forfeiture of the Performance Bank Guarantee (PBG).

**IB.3. Issue of BID Documents:**

**IB.3.1.** Intending Bidders desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in> . The tender can be searched by typing WBSEDCL in the search box of the website.

**IB.3.2.** Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. nCode Solution, Safe script, 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.

**IB.3.3.** 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".

**IB.4. Responsibility of Bidders:**

**IB.4.1.** It shall be the sole responsibility of Bidders to determine and to satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this NIT including, in



particular, all factors that may affect the cost, duration and execution of the work.

- IB.4.2.** It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. Any claim, whatsoever, including those for financial adjustments to the NIT, once awarded under these documents will not be entertained by WBSEDCL. Neither any change in time schedule of the contract nor any financial adjustments, arising thereof, shall be permitted by WBSEDCL, which are based on the lack of such clear information of its effect.
- IB.4.3.** The bid shall include all the information as per bid document.
- IB.4.4.** The bidder shall bear all the costs associated with the preparation and submission of 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.4.5.** In order to avoid any problem arising out of network error or server error, bidders are advised to submit the bid, well in advance of the last date and time of submission of the bid.

- IB.5. 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. Repeated occurrence of such evidence of above bidders may also be viewed seriously by the WBSEDCL authority and penal measures as deemed fit would be imposed on such bidders.

**IB.6. Key Dates:**

Schedule of Dates for e-Tendering:

Sl. No.	Activity	Date & Time
1.	Publication Date	27/01/2020, 16:00 Hrs
2.	Start Date of Document Download	05/02/2020, 11:00 Hrs
3.	Date of Pre-bid Discussion	07/02/2020, 11.00 Hrs
4.	Start Date of Bid Submission	10/02/2020, 11:00 Hrs
5.	End Date of Bid Submission	25/02/2020, 14:00 Hrs
6.	Last Date of Physical Submission of Tender Fee and EMD	25/02/2020, 14:00 Hrs
7.	Opening Date of Technical Bid	28/02/2020, 12:00 Hrs
8.	Opening Date of Financial Bid	03/03/2020, 14:00 Hrs.

- IB.7.** If any 'Strike' or 'Holiday, falls on any of the scheduled date, then the next working day (between mentioned working hours) shall be considered as scheduled date and schedule time.

**IB.8. Pre-Bid Discussion:**

- IB.8.1.** Pre-Bid discussion will be held at Office of the Regional Manager, Administrative Building, 2nd floor, Midnapur as per schedule indicated in "Key Dates" Clause above to clarify the queries, if any, from the bidders in respect of the tender. Any interested bidder may participate (maximum two persons) in the said meeting for any such clarification.
- IB.8.2.** Relevant queries if any, in soft copy as per *Annexure-X* must be sent to the following mail id : "[midnapur.circle@gmail.com](mailto:midnapur.circle@gmail.com)". Such queries should be arrived three days prior to the date of Pre-bid Discussions mentioned in "Key Dates" Clause.
- IB.8.3.** Query in any other format and received after the date and time as specified in "Key Dates" Clause shall not be accepted.
- IB.8.4.** Non-attendance at the Pre-Bid discussion will not be a cause for disqualification of the bidders.





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- IB.9. Clarification of Bidding Documents:** If there be any discrepancy or obscurity in the meaning of any clause of the bid document, such queries must be sent to the following mail id : "midnapur.circle@gmail.com" three days prior to the date of Pre-Bid discussion. Such query received from bidder prior to Pre-Bid discussion shall only be discussed in the Pre-Bid discussion. No other queries except mailed as per *Annexure-X* with in the schedule date and time will be clarified during Pre-Bid discussion. If any changes are decided in Pre-Bid meeting the same will be uploaded in the website <https://wbtennders.gov.in> and no other communication shall be made afterwards on the issues discussed in the Pre-Bid meeting. The clarification given in Pre-Bid discussion shall be final and binding on the bidder.
- IB.10. Amendment / Addenda of Bidding Documents:** At any time, prior to the start date of submission of Bid, WBSEDCL may, for any reason, modify the Bidding Documents by issuing Addenda / Amendments and the same will be uploaded in the website <https://wbtennders.gov.in> only in due time. WBSEDCL shall not have any obligation to inform the bidder through any other mode of communication.
- IB.11. Language of the Bid:** The bid so prepared by the bidder and all other correspondences and documents relating to the bid, exchanged by the bidder and WBSEDCL, shall be written in British English Language only.
- IB.12. Period of validity of Bid:** The bid shall remain valid for acceptance up to 180 (One hundred eighty) days from the date of opening of tender. WBSEDCL may extend Validity of the bid beyond 180 (One hundred eighty) days if required so, without any change in offer. In that case the validity of EMD shall have to be extended accordingly.
- IB.13. Tender Fees :**
- IB.13.1.** All bids must be accompanied with a non refundable tender fee of ₹3500/- (Rupees Three thousand five hundred only) as tender fee as per **"Mode of Payment"** clause. GST @18% will be levied on tender fee. The bid shall be considered non responsive if the tender fee is not submitted along with the bid within stipulated time specified in **"Key Date"** Clause.
- IB.13.2.** Scanned copy of Demand Draft (DD) / Banker's Cheque (BC) towards Tender Fee is to be uploaded while submitting the bid online. The details of the instrument are to be entered while the bid is being submitted online.
- IB.14. Earnest Money (Bid Guarantee):**
- IB.14.1.** All bids must be accompanied with a refundable earnest money, as **"Bid Guarantee"** as per *Annexure-VI* for the respective **Packages** as per **"Mode of Payment"** clause. The bid shall be considered non responsive if the earnest money is not submitted along with the bid as per **"Key Date"** Clause.
- IB.14.2.** Scanned copy of Demand Draft (DD) / Banker's Cheque (BC) / Bank Guarantee (BG) towards EMD is to be uploaded while submitting the bid online. The details of the instrument are to be entered while the bid is being submitted online.
- IB.14.3.** In case the EMD (Bid Guarantee) is submitted in the form of irrevocable Bank Guarantee, it is to be submitted as per format in *Annexure-VII* and shall remain valid initially for a period of six (6) months from the last date of submission of the bid document as mentioned in **"Key Date"** Clause and claim period will be further three (3) months. Validity of EMD shall have to be extended accordingly if Bid validity extends as per clause **"Period of validity of Bid"**.
- IB.14.4.** The Bid Guarantee of the unsuccessful Bidder/ Bidders will be returned against their written claim within one month from the date of placement of order on the successful Bidder/ Bidders.
- IB.14.5.** The 'Bid Guarantee', of the successful Bidder, will be returned within 30 (thirty) days against their written claim from the date of acceptance of Performance Guarantee to be submitted as per Performance Guarantee Clause (PBG) of bid document.
- IB.14.6.** No interest shall be payable by WBSEDCL on the above Bid Guarantee.



**IB.14.7. The Bid Guarantee shall be forfeited for any of the following reasons:**

**IB.14.7.1.** If during the period of bid validity, the bidder withdraws or modifies the bid in part or as a whole.

**IB.14.7.2.** If the successful Bidder/ Bidders fails to accept the order unconditionally as per "**Acceptance of Order**" clause of bid document or fails to furnish the contract performance guarantee as stipulated in **PBG** clause of bid document.

**IB.14.7.3.** If the successful bidder / bidders fails to extend the validity period of EMD as per "**Earnest Money (Bid Guarantee)**" and "**Period of validity of Bid**" Clause of bid document.

**IB.14.7.4.** If any cartel is formed by the bidders in their quotation.

**IB.15. 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.

**IB.15.1. Registration of Bidders :**

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>.

**IB.15.2. Digital Signature Certificate (DSC):**

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

**IB.15.3.** The bidder can search and download NIT & Tender Documents electronically from the <https://wbtenders.gov.in> website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**IB.16. Signing of Bids:**

**IB.16.1.** The bid shall be downloaded from the website <http://www.wbtenders.gov.in> and shall be signed by a person / persons duly authorized by the bidder.

**IB.16.2.** To be qualified for evaluation and finalization of contract, Bidder/ Bidders shall submit a written power of attorney, authorizing the signatory of the Bid to act on behalf of the Bidder in the form and manner which is acceptable by WBSEDCL.

**IB.16.3.** The complete bid shall be without alterations, interlineations or erasers, except those to accord with instructions issued by WBSEDCL or as necessary to correct errors made by the bidders, in which case such corrections shall be initialed by the person/persons signing the bid. Bids not duly signed shall be treated as canceled.

**IB.17. Submission of Bid:**

Bids shall be submitted as under :

**IB.17.1.** Bidders are to be submitted online through the website <https://www.wbtenders.gov.in>. Bidders 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 mentioned in the "**Key Date**" Clause. Tenders are to be submitted in two folders - one is Technical Proposal and the other is Financial Proposal. The bidders 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 / BOQ, fill up the particulars in the designated fields and upload the same in the designated location of Technical folder / Financial folder.

The documents uploaded shall be digitally signed using the Digital Signature Certificate (DSC). Bidders should take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

Original copies of the uploaded documents may be submitted for physical verification if required by the Tender Inviting Authority at the time of technical evaluation.

**IB.17.2. Part-I:** Part -I of the bid shall contain original EMD and Tender Fee, bid proposal, Credentials (Mandatory Conditions with **Annexure-III**) offer in three separate folders.





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- IB.17.2.1. Tender Fees & EMD :** Scanned copy of Demand Draft (DD)/ Bankers Cheque (BC) towards tender fee as prescribed in NIT & Scanned copy of Demand Draft (DD)/ Bankers Cheque (BC) towards EMD as prescribed in NIT in favor of West Bengal State Electricity Distribution Company Limited payable at Kolkata.
- IB.17.2.2. NIT:** Techno-Commercial offer covering with all details information are to be submitted in NIT along with corrigenda, if any.
- IB.17.2.3. Annexures :** *Annexures I, II, III, III(A), III(B), IV, V* are to be submitted in details in Annexure folder in their respective format. All the formats are to be downloaded, filled up, signed, scanned and uploaded by the authorized signatory.
- IB.17.2.4. Other important documents:** Credentials and other documents to be submitted in this folder.
- IB.17.3. PART-2 BOQ :** Price offer should be submitted strictly as per formatted schedule of bid document *Annexure-XIV* only available from the website <https://www.wbtenders.gov.in>. The BOQ format is to be downloaded from the site, relevant fields to be filled up and the same file is to be uploaded in the system only. Only uploaded soft-copy of *Annexure-XIV* will be accepted price evaluation.
- IB.17.4. Late Submission of Bid:** Bidder shall take all possible measures to submit the bid within the schedule date & time at specified folder/location prescribed elsewhere in the bidding document. Late submission of bid for whatever reason shall not be accepted.
- IB.18. Submission of original documents of Tender Fee and Earnest Money Deposit :**
- IB.18.1. Mode of Payment:** Tender Fee must be submitted in the form of Bank Draft (DD) / Bankers Cheque (BC) issued by any branch of any Indian Scheduled Bank in favor of West Bengal State Electricity Distribution Company Limited payable at Kolkata. EMD must be submitted in the form of Bank Draft (DD) / Bankers Cheque (BC) / Bank Guarantee (BG) issued by any branch of any Indian Scheduled Bank in favor of West Bengal State Electricity Distribution Company Limited payable at Kolkata. Payment in any other form will not be accepted.
- IB.18.2. Address of Communication:**  
**Office of the Regional Manager,**  
**Address: Paschim Medinipur Region**  
**Administrative Building(2<sup>nd</sup>. Flr.),Power House Complex,**  
**P.O.Midnapore, Paschim Midnapur, Pin-721101**
- IB.18.3. Time of submission:** The original of DD/BC/BG towards Tender Fee and EMD shall be submitted in a sealed envelope in the office as stated above within the date and time as specified "Key Date Clause" in the NIT. If the bidder fails to submit the original documents as stated above within the due date and time his bid will not be opened and his bid will stand rejected. The bidders who are willing to participate must mention the tender no, tender date and package name on the cover of above mentioned sealed envelope.
- IB.19. Conditional and incomplete tenders** are liable to summarily rejection.
- IB.20. No price preference** will be allowed to any tenderer based on the size of the industry or its geographic location. Co-operative Society will not be considered with separate status.
- IB.21. Late Submission of Bid:** Bidder shall take all possible measures to submit the bid within the schedule date & time at specified location prescribed elsewhere in the bidding document. Late submission of bid for whatever reason shall not be accepted.
- IB.22. Opening and evaluation of tender**
- IB.22.1. Opening of technical proposal:**
- IB.22.1.1. Technical proposals** will be opened by the Tender Inviting Authority or authorized representative electronically from the website stated as above, using their Digital Signature Certificate.
- IB.22.1.2. Technical proposals** for those bidders whose original copies of DD/BC/BG towards tender fee & EMD have been received will only be opened. Proposals corresponding to which original copy of DD/BC/BG towards tender fee & EMD has not been received, will not be opened and will stand rejected.





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- IB.22.1.3. All bids found to be responsive as regards Clause “Opening and evaluation of tender” will be examined in respect of “Mandatory Condition” & other qualifying requirements as detailed in the bid document. Bids which do not satisfy the “Mandatory Condition” and qualifying requirements will not be considered for technical evaluation. Mandatory Conditions are to be submitted as per format enclosed with the bid document as *Annexure-III*.
- The bidder shall not take any commercial deviation from the stipulation of Bid document. If the bidder takes any commercial deviation, his Bid shall be liable for rejection.
- IB.22.1.4. The summary list of bidders, whose bids will be found Techno-Commercially eligible, will be uploaded in the web portal. Date of opening of financial bid will be intimated to the Techno-Commercially qualified bidders.
- IB.22.2. **Opening of financial proposal (price bids).**
- IB.22.2.1. Financial proposals uploaded by the bidders in the prescribed format *Annexure-XIV* and declared Techno-Commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- IB.22.2.2. The Price Bid Sheet is only acceptable if no deviation is found.
- IB.22.2.3. 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.
- IB.22.2.4. The Tender Accepting Authority may ask bidders to submit analysis to justify the rate quoted by that tenderer.
- IB.22.2.5. For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.
- IB.22.3. **Evaluation and Comparison of Bids (Price bids)**
- IB.22.3.1. On examination of documents submitted under different covers WBSEDCL will evaluate and compare the bids determined to be substantially responsive at each step.
- IB.22.3.2. Evaluation of Bid will include and will take into account :
- IB.22.3.2.1. Ex-works price of all the equipment and items.
- IB.22.3.2.2. GST as admissible over and above the quoted rate and at prevailing rate.
- IB.22.4. The bidder shall indicate the above prices clearly in the respective price schedule as applicable for manufactured and bought out items.
- IB.22.5. Evaluation of bid shall be made on the total price of all the items, clubbed together. Total price shall be calculated on the basis of quantity indicated in the NIT.
- IB.22.6. Separate packing & forwarding charge will not be paid extra. Any variation, up or down, in taxes & duties or any new levy introduced subsequent to bid opening will not be considered for comparison of bids.
- IB.23. **Process to be confidential:**
- IB.23.1. After the opening of bids, information relating to the examination, clarification, evaluation and comparison of bids, and recommendations concerning the award of Contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- IB.23.2. Any effort by a bidder to influence WBSEDCL or others connected in the process of examination, clarification, evaluation and comparison of bids, and in decisions concerning the award of Contract, may result in the rejection of his bid.
- IB.24. **Clarification of Bids:** To assist in the examination, evaluation and comparison of bids, WBSEDCL may ask the bidder individually for clarifications of his bid at the appropriate stage of evaluation. The request for clarification and the response thereof shall be in writing but no change in the price or substance of the bid shall be sought, offered or permitted.
- IB.25. **Procedure of Evaluation:** Evaluation of tenders will be done in the following steps:
- IB.25.1. **Evaluation of Technical Proposal**
- IB.25.1.1. While evaluation, the Tender Inviting Authority or his authorized representative may summon of the bidders 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





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stipulated time frame, their proposals will be liable for rejection.

- IB.25.1.2.** The summary list of bidders, 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 bidders.
- IB.25.1.3.** All Technical proposal documents as specified in the tender will be examined and assessed for the techno-commercial, performance and management capability of the bidder.
- IB.25.1.4.** The bidder shall not take any commercial deviation from the stipulation of Bid document. If the bidder takes any commercial deviation, his Bid may be liable for rejection.
- IB.25.1.5.** Prior to opening of price bid, a meeting with qualified bidders may be arranged to bring all the bidders under same commercial terms & conditions if considered necessary. Date of meeting will be communicated to qualify bidders in due course.
- IB.25.2. Evaluation of price bid:**
- IB.25.2.1.** Evaluation of Price Bid will be exclusive of GST.
- IB.25.2.2.** Evaluation of price bid will be Package-wise. Package-wise L1 bidder will be evaluated.
- IB.25.2.3.** The bidder shall indicate the above prices clearly in the respective price schedule.
- IB.25.2.4.** If any discrepancy is found in the total amount quoted and the total amount evaluated based on quoted unit price then the quoted unit price will prevail and the total amount will be arrived at considering the quoted Unit Price during evaluation.
- IB.26. Time Schedule:** The basic consideration and the essence of the Contract shall be strict adherence to the time schedule as it will be specified in the contract for supply & services in LOA (Letter of Award) to be issued from WBSEDCL as per clause "Completion time" under GCC.  
*Date of issuance of LOI/LOA shall be considered as zero date for that regional office.*
- IB.27. Price:**
- IB.27.1.** The Bidder shall indicate the prices in Indian Rupees only.
- IB.27.2.** Incomplete or partial quotation will not be accepted and shall be liable to be rejected.
- IB.27.3.** No deviation in any form in the Price Bid Sheet is acceptable.
- IB.27.4.** Prices quoted by the Bidder shall be firm. Bid submitted with adjustable price quotations will be rejected.
- IB.27.5.** Rates quoted should be for enter contract for the items as mentioned in *Annexure – XIV*. The rates quoted should be exclusive of GST.
- IB.27.6.** The price offer shall only be uploaded in the website <https://www.wbtenders.gov.in> as per format in *Annexure –XIV* only.
- IB.27.7.** The prices (excluding tax component) shall remain FIRM for the contract period for which the contract is awarded. For introduction of any new levy or change of tax rate will be considered till completion of the service within stipulated period. GST shall be payable over the quoted price as applicable and as per prevailing rate.
- IB.27.8.** The Bidder, at his own cost, responsibility and risk may visit the Site of Service and may obtain relevant information before quoting the rates. The costs of visiting the Site shall be at the Bidder's own expense.
- IB.28. Taxes, Duties and other levies:** No custom duty will be paid by WBSEDCL. GST applicable shall be paid extra.
- IB.29. Statutory Obligations:** Statutory obligations as per law of the land are to be complied.
- IB.30. Conflict of Interest:** The Bidder shall not have a Conflict of Interest that may affect the Tendering Process. Any Bidder found to have a Conflict of Interest as per the following reasons, shall be disqualified. In the event of disqualification, the Bid Security of the bidder shall be forfeited for the time, cost & effort of the Authority including consideration of such Bidder's Proposal, without

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prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise

Any bidder found to have a conflict of interest if his near relative is posted as an employee/- officer in any capacity in WBSEDCL, who is associated with the Tender inviting Authority or vice versa.

Any bidder found to have a conflict of interest if any employee of the bidding firm/company has or develops a financial or other interest with any employee / officer of WBSEDCL associated with the Tender inviting Authority during the execution of the Contract or vice versa.

Any bidder has a relationship with another bidder/bidders directly or through common third parties that puts them in a position to have access to each other's information about or to influence the tendering processes of either or each of the other bidder.

- IB.31. Insurance:** The successful Bidder at his own cost shall arrange, secure and maintain all insurance as may be pertinent to the Work and obligatory in terms of law to protect his interest and interests of WBSEDCL against all perils detailed herein. The form and the limit of such insurance as defined herein together with the underwriter in each case shall be acceptable to WBSEDCL. However, irrespective of such acceptance, the responsibility to maintain adequate insurance coverage at all times up to handover of all equipments shall be of successful Bidder alone. The successful Bidder's failure in this regard shall not relieve him of any of his contractual responsibilities and obligations. The insurance covers to be taken by the successful Bidder shall be in the joint names of the WBSEDCL and the successful Bidder, wherein the beneficiary will be WBSEDCL and the successful Bidder will be the custodian. The successful Bidder shall, however, be authorized to deal directly with the Insurance Company or Companies and shall be responsible in regard to maintenance of all insurance covers.
- IB.31.1.** Any loss or damage to the equipment during transportation, handling, storage, erection, putting into satisfactory operation and all activities to be performed till the successful completion of commissioning up to handover of the Equipment shall be to the account of the successful Bidder. The successful Bidder shall be responsible for preference of all claims and make good the damages or loss by way of repairs and/or replacement of the equipment, damaged or lost. The transfer of title shall not in any way relieve the successful Bidder of the above responsibilities. The successful Bidder shall provide WBSEDCL with copy of all insurance policies and documents taken out by him in pursuance of the Contract. Such copies of documents shall be submitted to WBSEDCL immediately after such insurance coverage. The successful Bidder shall also inform WBSEDCL in writing at least sixty (60) days in advance regarding the expiry/cancellation and/or change in any of such documents and ensure revitalization, renewal etc. as may be necessary well in time at his cost, risk and responsibility.
- IB.31.2.** The perils required to be covered under the insurance shall include, but not be limited to fire and allied risks, miscellaneous accidents (erection risks), workman compensation risks, loss or damage in transit, theft, pilferage, riot and strikes and malicious damages, civil commotion, weather conditions, accidents of all kinds, war risks etc. The scope of such insurance shall be adequate to cover the replacement / reinstatement cost of the equipment for all risks up to and including delivery of goods on Ex-works basis and shall also cover transportation and other costs till the equipment are delivered. Notwithstanding the extent of insurance cover and the amount of claim available from the underwriters, the successful Bidder shall be liable to make good the full replacement/rectification value of all equipment/materials and to ensure their availability as per project requirements. The extent of successful Bidders' liability together with the insurance cover and claim available shall be limited to the full replacement / rectification value of all equipment / material to ensure their availability as per project requirement.
- IB.31.3.** All cost on account of insurance liabilities covered under the Contract will be on successful Bidder's account and will be included in Contract Price. However, WBSEDCL may from time to time, during the pendency of the Contract, ask the successful Bidder in writing to limit to insurance coverage, risks and in such a case, the parties to the Contract will agree for a mutual settlement, for reduction in Contract Price to the extent of reduced premium amount. The successful Bidder, while arranging the insurance, shall ensure to obtain all discounts on premium, which may be available for higher volume or for reason of financing arrangement of the Project.





**WBSEDCL**

## **West Bengal State Electricity Distribution Co. Ltd.**

(A Government of West Bengal Enterprise)

CIN: U40109WB2007SGC113473

**Administrative Building(2<sup>nd</sup> Flr.),Power House Complex, Pin-721101**

- IB.31.4.** Bidder shall ensure that for all activities to be performed under the Contract viz. transportation, storage, erection, testing, commissioning etc. till the equipment/plant is handed over to WBSEDCL, the insurance cover shall only be taken from Indian Insurance Companies.
- IB.32.** **Period of Contract:** Initial Period of contract shall be 3 yrs on-site warranty plus 2 yrs on-site AMC support including supply and delivery of Consumables on quarterly basis for 2 yrs. WBSEDCL may increase the period of contract for another two years, depending upon the performance of previous years of the bidder, at the same rate and terms and conditions of the Letter of Award (LOA) placed on successful bidder which shall be mutually agreed accepted by the bidder and WBSDECL.
- IB.33.** **Variation during execution:** Number of locations and Number of total consumer as incorporated in this tender are provisional, which may vary up to +/-25% of the ordered quantity during course of execution of the contract as per actual requirement and decision by WBSEDCL. WBSEDCL shall communicate such variation of quantity to the successful bidder in writing. The unit price to be quoted by the bidder and incorporated in the order would remain valid for such variation of quantity.
- IB.34.** **Issue of LOA :** WBSEDCL will award the contract to the successful bidder whose bid has been determined to substantially responsive and has been determined the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily. WBSEDCL shall be the sole judge in this regard.
- IB.35.** **Right to Reject Bids :** WBSEDCL 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.36.** **Mandatory Condition:** The bidder shall provide documentary evidence satisfactory & acceptable to WBSEDCL to establish that they have the requisite credential, capability and experience to handle the contract and meet requirements of all the Mandatory Conditions indicated in *Annexure-III*.
- IB.37.** **Communication:** The successful vendor, for communicating with WBSEDCL, for this job may use the following modes.  
M.N. 7449305050  
e-Mail : [midnapur.circle@gmail.com](mailto:midnapur.circle@gmail.com)
- IB.38.** **Representative of Vendor:**
- IB.38.1.** The successful Bidder is required to nominate a Single Point of Contact (SPOC) exclusively for this project from commencement to completion as a Nodal Officer to be stationed at Kolkata, with whom WBSEDCL will contact on all matters related to this order.
- IB.38.2.** The vendor has to specifically furnish to WBSEDCL, the name, designation, Telephone no. including mobile no., email address of SPOC.
- IB.38.3.** SPOC will provide strategic and tactical recommendations in relation to technology related issues. He will identify and resolve problems and issues in consultation with WBSEDCL

### **SCOPE OF WORK (SW)**

WBSEDCL has decided to survey its electrical network under the jurisdiction of state of West Bengal and prepare electronic maps. For the above work it is required to store all data related to survey in a central location and there after prepare electronic map for further uses. Surveyor will capture Geo-Coordinate and electrical network attributes of each pole using WBSEDCL provided Android Application, including adhesion of label on each pole during survey work.





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The label will be handed over to the surveyor after printing of QR Code and system generated sequence number, the printed labels will be treated as **Survey Identification Number (SIN)**.

**Supply and Delivery of Label Printers for GIS project including 3 yrs on-site warranty plus 2 yrs on-site AMC support including supply and delivery of Consumables on quarterly basis for 2 yrs shall be carried out in the following manner:-**

**SW.1. The project shall be on turnkey basis:** Label Printers and the consumables of the printer like print media for Labels and Ribbons are to be supplied and delivered as per specification in **Annexure-XII** at the location and quantity mentioned in **Annexure-XI**. These materials are to be delivered in quarterly basis on each Divisional office contract period for consumables as mentioned in "**Period of Contract**" clause. The locations mentioned in the **Annexure-XI** are provisional, which may vary during course of execution of the successful bidder as per actual requirement and decision by WBSEDCL.

**SW.1.1.** Printers shall be supplied and delivered by successful bidder as per specification, location and quantity as mentioned in **Annexure-XI**. In case of delivery at wrong address, it shall have to be rectified by the successful bidder as per **Annexure-XI** and WBSEDCL will not bear any extra cost for the same. The bidder has to install and setup the Label Printers under the supervision of WBSEDCL personnel at site offices.

**SW.1.2.** Printer head and media auto-cutting tools shall be replaced by the vendor on the basis of requirement if any throughout the warranty and AMC period and the unit rate of the same must be quoted in the price sheet for bid evaluation.

**SW.1.3.** Consumables of the printer like print media for Labels and Ribbons shall be supplied and delivered by successful bidder as per specification mentioned in **Annexure-XII** at the location mentioned in **Annexure-XI**.

**SW.1.3.1.** Successful bidder shall deliver consumables for two (2) quarter initially with the printer as per clause mentioned in "**Time Schedule**".


**SW.1.3.2.** The rest quantity shall be delivered based on Delivery Instruction (DI) issued from site offices on quarterly basis. Materials shall be delivered within 15 days from the issuance of DI.

**SW.1.4.** Successful bidder shall arrange end users training in his/her own cost.

**SW.1.4.1.** Successful bidder shall train the end user regarding usage of printer, loading of print media, loading of ribbons, trouble shooting, do's & don'ts and other things related to printer.

**SW.1.4.2.** Successful bidder shall train the end user regarding storing of consumables, proper fixing technique of label so that it can last at least five years at outdoor environmental conditions, do's & don'ts and other related to proper care of consumables.

**SW.1.5. Commissioning:** Only after successful trial run the printer along with some test print, the commissioning will be deemed successful. The successful bidder shall hand over all installation medias/and other pertaining softwares, all manuals during commissioning.

  
(D.K. Bachhar)  
Regional Manager, WBSEDCL

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