



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Government of West Bengal Enterprise)

NORTH 24 PARGANAS REGIONAL OFFICE

Administrative Building, Vivek Nagar, B.T. Road, Pin 700119

e-Mail : cm.24pndc@gmail.com

Registered Office: Vidyut Bhavan, Block DJ, Sector II, Bidhannagar, Kolkata - 700091

CIN: U40109WB2007SGC113473 • Website: www.wbsedcl.in

NOTICE INVITING e-TENDER

NIT No.: RM/24PNR/ELECTRICAL/2021-22/01

Date: 27.10.2021

The Regional Manager, North 24 Parganas Region, WBSEDCL invites e-tender for the work detailed in the table below.

(Submission Bid through Online).

Sl. No.	Name of the Work	Estimated Amount (Rs)	Earnest Money (Rs)	Period of Completion	Name & address of the Concerned Office
01.	Electrical & LAN Wiring of Ground Floor to 3rd Floor at Barasat Administrative Building Under Barasat Division, North 24 Parganas, WBSEDCL	28,99,262 (Twenty eight lakh ninety nine thousand two hundred and sixty two only)	@2% of the estimated cost to be submitted online.	30 (Thirty) days from the handover of Site	North 24 Parganas Regional Office, Administrative Building, Vivek Nagar, B.T. Road, Titagarh, District - North 24 Parganas, Pin- 700119

1. In the event of e-filing, intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money Deposit (EMD) may be remitted in online mode through <https://wbtenders.gov.in> via Net-banking through payment gateway or RTGS/NEFT mode in favor of the “**West Bengal State Electricity Distribution Company Limited**” payable at Kolkata via dedicated bank account maintained at corporate level.
2. Both Technical Bid and Financial Bid should be submitted in technical and financial folder concurrently duly digitally signed by the tenderer through the website <https://wbtenders.gov.in>.
3. Technical Document and Financial Bid should be submitted online on or before as per the ‘Date & Time Schedule’ stated in Sl. No. 08.
4. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL DOCUMENT of the tenderer found qualified by the Tender Inviting Authority. The decision of the Tender Inviting Authority will be final and absolute in this respect. The list of Responsive and Non-Responsive Bidders will be displayed in the website.
5. **Eligibility criteria for participation in the tender:**

5.1. Bonafide, experienced & resourceful contractors of Government, Semi Government, Government Undertaking Organizations, Government Enterprises etc. who have successfully completed similar nature of work satisfying credential criteria as specified in the Table of SI No. 4 (Submission of Tenders) of Section - A (INSTRUCTION TO BIDDERS). Bidders are required to upload scanned copy of the following documents against the eligibility criteria

- I. **Erection Order/ L.O.A of the ordering authority i.f.o. the Contractor/Agency (Mandatory)**
- II. Performance Certificate against the above.(if any)
- III. Payment Certificate against the above.(if any)

5.2. All intending Bidders are required to produce valid copies of current GST Registration certificates, Professional Tax (PT) receipt challan along with PAN Card / IT return as well as EPF , ESI & certificate of compliance of statutory obligations (to be documented through e-filing).

6. No mobilization / secured advance will be allowed.

7. Bids shall remain valid for a period not less than 120 (One hundred Twenty) days after date of Bid opening of tender. Bid valid for a shorter period shall be rejected by the Tender Inviting Authority as non-responsive. If the tenderer withdraws the bid before the period of bid validity without giving any satisfactory explanation for such withdrawals, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

8. Date & Time schedule:

Sl. No.	Particulars	Date & Time
01.	Date of uploading of N.I.T and Tender Documents (online). [Publishing date]	02.11.2021 after 10.00 Hrs
02.	Documents sell / download start date (online).	02.11.2021 after 10.00 Hrs
03.	Bid Submission upload start date (online)	02.11.2021 after 10.00 Hrs
04.	Bid Submission upload end date (online)	16.11.2021 up to 15.00 Hrs
05.	Date for opening of Technical bid (online) for the Bidders	18.11.2021 after 15.00 Hrs
06.	Date of uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (online).	To be intimated later.
07.	Date for opening of Financial Bid (online).	To be intimated later.

9. Earnest Money (EMD) :

(a) A bidder desirous of taking part in a tender invited by Offices of WBSEDCL shall login to the e-Procurement portal of Government of West Bengal <https://wbtenders.gov.in> using his login Id and password.

(b) The bidder shall select the tender to bid and initiate payment of EMD. Following payment option are available for paying EMD amount 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 prefilled information to make RTGS/NEFT payment using his bank account. 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.

(c) **General Instructions for Online Payment:**

- The bidder will have to mandatorily pay through Net-banking facility once Net-banking mode is opted for payment.
- Status of NEFT / RTGS payment through Challan for a bid may take time for bank settlement which is updated in 24 Hrs. (approx.). As such bidders opting to pay through NEFT / RTGS mode shall make payment well before 24 hours to avoid any complicity.
- In case actual EMD amount as per NIT is more than the one shown in E-tender Portal, bidders will have to opt for NEFT / RTGS mode (challan mode). In that case the **total actual EMD amount** is to be paid only through NEFT / RTGS mode (challan mode).
- The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the bank account from which the payment of EMD has been initiated.

(d) **Refund / Settlement of EMD Amount:**

- For unsuccessful bidders, EMD amount submitted against the tender shall be refunded automatically, through an automated process, by NIC portal on receipt of updated status of any bid.
- For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following due procedures.
- The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.
- For any queries related to payment and refunds, bidders will have to communicate with ICICI Customer Support i.e. 033 4026 7512 / 13 since payment gateway facility used by E-tender portal is maintained by ICICI.

(e) Successful bidder(s) shall have to mandatorily **create Vendor ID through WBSEDCL Web Portal Vendor Corner**, if not created earlier.

(f) **Forfeiture of earnest Money:**

Earnest money/bid guarantee shall be forfeited in case of following:

- If during the period of validity, the bidder withdraws / modifies its bid as a whole or in part.
- If the bidder deviates from any clarification / confirmation given by him subsequent to submission of his bid.

In the case of successful bidder, if the bidder fails:

- To accept LOI / Order unconditionally and sign contract.
- To furnish contract performance bond as per enclosed proforma.

10. Specification of Work: The work should conform to WBSEDCL's general conditions of contract, standard specification, approved drawing of the WBSEDCL satisfying relevant provisions of I.E. rules. as amended.

11. **Tools & Tackles:** You shall be equipped with suitable sets of tools and tackles in adequate quantities so as to complete the work entrusted with you as expeditiously as possible.
12. **Penalty for delay in Completion:** In case of failure to complete the work within time, you will be liable to pay penalty from 0.5% to 2.5% (depending upon the nature of non performance) of the executed work within the stipulated rate @ ½% for every fortnight.
13. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing Bid and entering into an agreement for the work / works as mentioned in the NIT, before submitting offer with full satisfaction. The cost for visiting the working site shall be at the bidder's own expense.
14. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of the bid, no cost of bidding shall be reimbursable by the Tender Inviting Authority. The Tender Inviting Authority reserves the right to accept or reject any / all offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by the bidder at the stage of bidding.
15. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instruction to bidders' stated in Section – 'A' before tendering the bids.
16. Work Order & Payment of work will depend on availability of fund. Intending bidders may consider this criteria while submission of tender and quoting their rate through online. **The Divisional Manager, Barasat Division, WBSEDCL shall act as Controlling Officer and the Assistant Engineer (Technical), Barasat Division shall act as Site-in-Charge.**
17. **Assistant Manager (F&A), Barasat Division shall be the Paying Authority.**
18. No Conditional Bid / Incomplete Tender will be accepted under any circumstances.
19. At any stage during scrutiny, if it is found that the credential or any other papers which the Bidder uploaded during bidding process are incorrect / manufactured / fabricated, that bid will be considered a non-responsive bid and outright rejected with forfeiture of Earnest Money Deposit and action will be taken as per stipulated I.T. Rules in force.
20. Before issuance of Letter of Acceptance / Work order, the tender accepting authority may verify the credentials & other documents of the lowest bidder so uploaded online if found necessary. If it is found such document(s) are incorrect / manufactured / fabricated, Letter of Acceptance / Work order will not be issued in favor of the bidder under any circumstances and action will be taken accordingly.
21. The Tender Inviting Authority reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
22. 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 the Award of Contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for WBSEDCL's (Tender Accepting Authority) action.
23. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors, who resort to canvassing will be liable to rejection.

24. Bids shall remain valid for a period not less than 120 (One hundred twenty) days after date of Bid opening of tender.
25. Civil and Electrical activities which are not covered in scope / BPS but are required to complete the job shall be paid as per published schedule of rates of P.W.D. of West Bengal and R.E. cost schedule of WBSEDCL respectively as effective on the date of bid opening.
26. The quoted rate will be exclusive of GST. Applicable GST will be paid extra.
27. L1 bid in the range of -20% to -80% of the estimated rate shall furnish an Additional Performance Security in the specified format which shall be equal to 10% of the tendered amount. The additional Performance Security shall be submitted in the form of Bank Guarantee from any scheduled bank as per enclosed format before issuance of the Work Order. Memorandum No. 201-F(Y) at clause VI has permitted the same for contracts involving abnormally low bids.

Annexure

**FORMAT OF THE BANK GUARANTEE FOR ADDITIONAL
PERFORMANCE SECURITY DEPOSIT**

.....(Designation of Engineer-in-Charge)
 (Office address of Engineer-in-Charge)

WHEREAS (name and address of Contractor) (hereafter called "the Contractor") has undertaken, in pursuance of Contract No.
 Dated to (name of Contract and brief execute description of Works (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank for the sum specified therein for 'ADDITIONAL PERFORMANCE SECURITY DEPOSIT' for compliance with his obligation in accordance with the Contract;

NOW WHEREAS we (indicate the name of the bank and branch) have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we (indicate the name of the bank & branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, upto a total of Rs.(amount of guarantee)

(in words). We undertake to pay you, upon your first written demand and without cavil of argument, a sum within the limits of

(amount of guarantee) as aforesaid 'without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We (indicate the name of the bank and branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We (indicate the name of the bank and branch) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal.....the present absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We (indicate the name of the bank and branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any if the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We (indicate the name of the bank and branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

This Guarantee shall be valid upto.....It come into force with immediate effect and shall remain in force and valid for a period upto the time of completion of the work under the stated contract plus claim period of Six months for the Bank Guarantee. Notwithstanding anything mentioned above our liability against this guarantee is restricted to Rs.....(Rupees.....) and unless a claim in writing is lodged with us within the validity period i.e. upto.of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this day of2021. at

by:

SIGNED, SEALED AND DELIVERED

For and on behalf of the BANK

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

NOTES: (1) The bank guarantee should contain the name designation and code number of the officer(s) signing the guarantee

The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch

SECTION – A INSTRUCTION TO BIDDERS

A. General guidance for e-Tendering

Instructions / Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

1. Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in> (the web portal). The contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e-Token.

3. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Submission of Tenders:

Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) The documents are to be uploaded (antivirus scanned copy) duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

4.1. Technical proposal:

The Technical proposal should contain scanned copies of the following in one cover (folder).

4.1.1. Non Statutory / Technical Document Cover file Containing:

- a) Copy of I.T. return for last 3 (three) financial years, PAN.
- b) GST registration certificate, if applicable.
- c) Service Tax registration.
- d) Professional Tax Clearance Certificate / Professional Tax (PT) deposit receipt challan for the last month.
- e) EPF registration certificate and challan for last month.
- f) E.S.I Registration (if applicable).
- g) Requisite Credential Certificate for completion of at least one similar nature of work in any Govt. department having a magnitude of at least 50% (Fifty percent) of the estimated amount of the work put to tender within last 3 (three) years.

Note: Failure of submission of any of the above mentioned documents will render the tender liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab “**Submit Non**

Statutory Documents” to send the selected documents to Non-Statutory folder. Next Click the tab **“Click to Encrypt and upload”** and then click the **“Technical”** Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-category Description	Details
01.	Certificates	Certificates	a) PAN Card. b) Copy of I.T. return for last 3 (three) financial years. c) GST registration certificate, if applicable. d) Service Tax Registration Certificate. e) Professional Tax Clearance Certificate for the last month. f) EPF registration certificate and challan for last month. g) E.S.I Registration (if applicable).
02.	Company Detail(s)	Company Detail	
03.	Credentials	Credential	a) Performance as prime contractor for execution of similar nature of work for last 5 (five) years and details of work in hand. b) Documents of Credential (in the form of work completion certificates and payment certificates) of executing similar nature / other type of electrical construction work of not less than - <ul style="list-style-type: none"> i. 3 nos works (similar nature of works/other type of electrical works costing not less than 30% of the estimated cost or ii. 2 nos works (similar nature of works/other type of electrical works) costing not less than 40% of the estimated cost or i. 1 no similar nature of work/ other type of electrical work costing not less than 50% of the estimated cost.
04.	Financial Information	Financial Information	a) Copy of IT returns for last 3 financial years. b) Annual Audited Financial Report for last 3 years to be submitted for verification in respect of bidders for whom Audit of Accounts is mandatory. For whose Audits of accounts is not mandatory, they shall submit copy of IT returns along with related enclosures (Form 3CA and Form 3CB) for last 5 years. [Non-statutory documents] c) Average annual turnover during last 3 years shall not be less than 30% of the estimated cost. d) Working capital in the year, proceeding the year of bid submission shall not be less than 30% of the estimated cost. e) In case documents certifying credit facility from a scheduled bank is submitted, the requirement given in clause above (d) shall be judged by adding available credit facility and working capital taken together.

4.1.2. Opening of Technical proposal

- (a) Technical proposals will be opened by the Tender Inviting Authority or his authorized Representative electronically from the website stated above, using their Digital Signature Certificate.

- (b) Cover (Folder) for Non-statutory Documents (vide Clause 4.1.1) will be opened subject to submission of EMD. Otherwise the tender will be summarily rejected.
- (c) Intending tenderers may remain present if they so desire.
- (d) Decrypted (transformed into readable formats) documents of the Non-Statutory Cover will be downloaded for the purpose of evaluation.
- (e) Pursuant to scrutiny & decision of the department, the list of eligible tenderers will be uploaded in the web portal.

ii. Financial proposal:

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). The contractor is to quote the rate (Offering above / below / at par) online through Computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded antivirus scanned & Digitally Signed by the contractor.

5. Penalty for suppression / distortion of facts:

If any bidder fails to produce the original hard copies of the document like Completion Certificate and any other documents on demand of the department within a specified time frame or if any deviation is detected in the original copies from the uploaded soft copies, it may be treated as submission of false documents by the bidder and action may be initiated by the appropriate authority for prosecution as per relevant IT Act.

6. Rejection of Bid:

The Employer (Tender Accepting Authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (Tender Accepting Authority) action.

7. Award of Contract:

The bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through Acceptance Letter / Letter of Acceptance. The notification of award will constitute the formation of the contract.