



West Bengal State Electricity Distribution Company Limited

(A GOVT. OF WEST BENGAL ENTERPRISE)
OFFICE OF THE DIVISIONAL MANAGER, KAKDWIP DIVISION
KAKDWIP 33/11 KV SUB-STATION COMPLEX, GANESHPUR 3RD GHERI, KAKDWIP
24 PARGANAS (SOUTH) - 743347(W.B)
E-Mail ID – dm.kakdwip@wbasedcl.in
Mob No.: 8900798280

Corporate Identity No. (UN): U40109WB2007SGCI13473, Web: www.wbasedcl.in

NOTICE INVITING E-TENDER

NIT No.: KD/E-TENDER/MAT/24-25/1027

Date: 28.08.2024

Tender is invited by the Divisional Manager, Kakdwip Division. WBSEDCL, Kakdwip 33/11 KV Sub-Station Complex, Ganeshpur 3rd Gheri, Kakdwip, 24 Parganas (South) - 743347(W.B) through electronic tendering (e-tendering) from manufacturers/Distributors for sample approval, supply & delivery of the following item as per schedule detailed below.

Sl No	Description of the Item	Estimated Cost	Earnest Money	Completion Time	Name & address of the Concerned Office
1	Supply and delivery of LOCAL MATERIALS mentioned in BOQ.	11,57,294 (Rupees eleven lakh fifty seven thousand two hundred and ninety four)	23,146 (Rupees Twenty three thousand one hundred and forty six only)	Delivery within 7 days after placement of purchase order.	Kakdwip Divisional Office, WBSEDCL: Ganeshpur 3 rd gheri, PO+PS- Kakdwip, Pin 743347 Telephone no :- 03210-255232 E-mail: dm.kakdwip@wbasedcl.in

Scope: The materials are procured for Kakdwip Division. The supply of the materials will be directly at Kakdwip Divisional Store, Kakdwip 33/11 KV Sub-Station Complex, Ganeshpur 3rd Gheri, Kakdwip, 24 Parganas (South) - 743347(W.B). Necessary Challan, E-way Bills are to be provided at Kakdwip Divisional Store.

Time Line:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T and Tender Documents (online)[Publishing date]	06.09.2024 at 11.00 Hrs
2	Documents sell / download start date (online)	06.09.2024 at 15.00 Hrs
4	Bid Submission upload start date (online)	06.09.2024 at 15.00 Hrs
5	Documents sell / download end date (online)	20.09.2024 at 15.00 Hrs
6	Bid Submission upload end date (online)	20.09.2024 at 15.00 Hrs
7	Last Date of submission of Earnest Money Deposit (online)	20.09.2024 at 15.00 Hrs
8	Date for opening of Technical bid (online) for the Bidders	23.09.2024 at 13.00 Hrs
9	Date of uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (online).	To be intimated later
10	Date for opening of Financial Bid (online).	To be intimated later

Intending bidders desirous of participating in the tender are to log on to the website <https://wbtedders.gov.in> for the tender. The tender can be searched by typing WBSEDCL in the search Engine provided in the website. Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. Code Solution, Safe crypt, 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.



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Tenders are to be submitted online and intending bidders are to download the tender documents from the Website stated above. This is the only mode of collection of tender documents. Details of submission Procedure is given in "Instructions to Bidders".

A) **Terms & conditions of the Tender Notice :**

1. Earnest Money Deposit amounting to 2% (Two Percent) of the total Estimated Cost. As mentioned above, shall be submitted individually along with the offer. Necessary earnest money may be remitted through online mode.
2. The bidder shall submit along with the offer necessary documents in support of their previous supply, of the items of the tender to WBSEDCL in earlier. Occasions and financial capabilities to the extent of the estimated financial amount of their offer.
3. No agent is allowed to participate in the Tender.
4. WBSEDCL reserves its right to take decision keeping its financial interest. The Purchase Policy of WBSEDCL along with the provisions of Vendor Rating & Holiday Listing, as effective from 01.09.2012 and the subsequent amendment effective from 18.03.2013 will be applicable.
5. If the offer is submitted without or inadequate Earnest Money, the bid will not be opened. In case of incomplete offer, the tender will be liable for rejection and Earnest Money Deposit will be forfeited.
6. **One Sample of Each Material is to be submitted at Kakdwip Divisional Store ,Kakdwip 33/11 KV Sub-Station Complex , Ganeshpur 3rd Gheri, Kakdwip 24 Parganas (South) -743347(W.B), physically within the closing date of tender. The tag with the sample should contain the name of the sample as well as the name of the vendor/bidder. For a valid tender, sample has to be approved by the Divisional Authority. The approval or rejection of sample will be communicated via mail/electronically subsequently. The technical evaluation of the bidders, whose samples aren't approved, will not be opened & henceforth they will be deemed disqualified. Rejected Samples can be taken away. After PO is awarded, the awardees can adjust the sample with the delivered material lot & the remaining materials can be taken back by the respective vendors.**
7. **Delivery within 7 days after placement of purchase order, and it should be informed in written in company's letterhead after getting the purchase order.**
8. The offer shall remain valid for a minimum period of **90 days** from the next day of opening of the Tender.
9. **The quoted rates should be inclusive of all taxes & duties, freight and incidental charges. The quoted rate should be excluding GST charges. GST will be paid as applicable.**
10. The ordered materials should be delivered & installed within 15 days from the date of PO; otherwise penalty may be imposed as per rule of WBSEDCL for delay of delivery of ordered materials.
11. The necessary documents along with bill are to be submitted at Kakdwip Divisional Office. The SRV will be issued from Kakdwip Divisional Store, WBSEDCL.
12. At the time of placing purchase order, the quantity mentioned in the Tender Document may vary up to +/- 25%.
13. Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes will automatically disqualify the bidders.
14. The company reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
15. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL/Other Utility/Govt. Semi Govt. or Govt. undertaking Dept. shall not be eligible to participate in the bidding process.
16. Other information as well as terms and conditions, which are not covered above, will be available in Instructions to Bidders, General Conditions of Contract of this tender and the Revised Purchase Policy of WBSEDCL.



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B) Terms of Payment :

90% payment of bill will be made within 45 (forty five) days from the date of submission of bill against original receipted Challan /Invoice signed by the Store In-Charge attached to the respective stores and balance 10% payment will be made within 45 (forty five) days of submission of bills along with SRV after expiry of warranty period.

- C) Warranty Period:** Warranty Period of supplied material will be **one (1) year** from the date of delivery of the said materials. In case of any adverse report from store or defect found in site, materials have to be replaced or it would affect the vendor rating.

D) Paying Authority:

Assistant Manager (F&A), Kakdwip Division, WBSEDCL, will be the Paying Authority.

E) Consignee:

The name of the consignee will be the Store-In-Charge, Kakdwip Divisional Store.

F) Liquidated Damage For Delay In Delivery:

The time of delivery (successful offer for inspection) of the equipment/materials are to be treated as an essence of the contract and the WBSEDCL reserves the right to repudiate the contract, if the equipment / materials are not physically delivered within stipulated period as per physical delivery clause. But WBSEDCL may at his discretion waive this condition and accept the material with imposition of liquidated damage @ 1/2% of the value of the materials beyond the schedule delivery period for each week of delay Subject to maximum of 5% of the particular lot and accept the goods beyond the stipulated period.

- G)** Any further information along with WBSEDCL's Revised Purchase Policy is accessible from the Website: www.wbasedcl.in and the following office:

*Office of the Chief Engineer (Procurement & Contracts),
West Bengal State Electricity Distribution Company Limited,
Vidyut Bhavan, 4th Floor, Bidhannagar, Kolkata – 700091,
Phone No. 033-2319-7563*

- H)** Documents to be submitted in Technical bid- Please refer sl no. 6.2 of "Instruction to Bidders" of NIT.
I) The specifications of the item. **As per specification mentioned in BOQ & DOCs attached to NIT.**



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Instruction to Bidders

1. Eligibility for participation:

- Original manufacturers / Distributors of the tendered items will be eligible in the tender and must submit Dealership Certificate in PDF format
- The bidders should have credential for supply of the tendered items to WBSEDCL other Govt. Departments in earlier occasions within last three financial years.

2. 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.

3. Registration of bidder:

- Any bidder willing to take part in the process of e-Tendering will have to be enrolled registered with the e-Procurement system, through logging on to <https://wbsecl.in>.

4. Digital Signature certificate (DSC):

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

5. The bidder can search and download NIT & Tender Documents electronically from the website mentioned in Clause 3 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

6. Submission of Tenders:

6.1 General process of submission

Tenders are to be submitted online through the website <https://wbsecl.in>. All the Documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for, in the tender, through the above website within the stipulated date and time as given in the tender. Tenders are to be submitted in two folders - one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents (credentials, certificates) in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The bidder needs to download the BOQ, fill up the rates of items in the BOQ in the designated Cell and upload the same in the designated location of Financial Bid. The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

6.2. Document to be submitted

i. Company Details

ii. Certificates:

- PAN Card details.
- Current Professional Tax (PT) submission Challan. Application for such Addressed to the competent authority may also be considered.
- GST registration certificate.



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iii. Financial Info :

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

iv. Credential:

- 1) Documents (**Purchase Order**) in support of supply of the tendered items to WBSEDCL, in earlier occasions within last 3(three) financial years as mentioned below:

Agency should have supplied and delivered materials of minimum 50 (Fifty) % of the total estimated tender value (in rupees) in a 1(One) financial year. And supporting Purchase Order may be provided of the materials for necessary Rate Justification if any.

- 2) Self Declaration certificate as per Annexure 1. (mandatory format)
- 3) Others: Any other documents found necessary. Drawing of item to be supplied in detail containing Name of Company & Dimensions in SI system (in PDF format)
- 4) ISO Certification is required.

7. Conditional and incomplete tender: Conditional and incomplete tenders are liable to summary rejection.

8. Validity of Tender and Offer: The offer against tender should remain valid for a minimum period of 120 days from the next day of opening of the tender. However, WBSEDCL may, on the merit of case, request for extension of validity of the offer for a further suitable period without any change in terms & conditions of the offer.

9. Opening and evaluation of tender:

9.1 Opening of Technical Proposal

- i. 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.
- ii. Technical proposals for those tenders whose original copies of BG towards tender Fee or EMD have been received will only be opened. Proposals corresponding to which original copy of BG towards tender fee or EMD has not been received, will not be opened and will stand rejected.
- iii. Intending tenderers may remain present if they so desire.

9.2 Techno-commercial Evaluation of Tender

- i. While evaluation, the Tender Inviting Authority or his authorized representative may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.
- ii. The summary list of tenderers, 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 tenderers.



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9.3 Opening and evaluation of Financial Proposal

- i. Financial proposals of the tenderers declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.
- iii. After opening of the financial proposal the preliminary summary result containing interlaid, name of bidders and the rates quoted by them will be uploaded.
- iv. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.
- v. Revision/withdrawal of Financial Proposal by the bidder after opening of Technical Proposal of the tender will not be allowed if it is not sought by the Tender Inviting Authority.

10. Acceptance of Tender

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons.

11. Purchase Order

WBSEDCL will communicate acceptance of tender to the successful bidder by a Purchase Order. The successful tenderer shall communicate the acceptance of the purchase order.

12. Concession

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.

13. Holiday Listing and Vendor Rating

Holiday Listing & Vendor Rating will be applicable according to the "Holiday Listing & Vendor Rating" policies of the Revised Purchase Policy, which is posted in website of WBSEDCL (www.wbasedcl.in). Performance of the bidders, who supplied materials/equipment to WBSEDCL previously, will be evaluated for their Vendor Rating according to the said Vendor Rating policy and their Vendor Rating will be taken into consideration at the time of evaluation of Technical and Financial Proposals of the tender.

14. Return of Earnest Money of the unsuccessful tenderer(s)

For unsuccessful bidders, the Earnest Money as submitted against the tender shall be refunded automatically, through an automated process, by NIC portal after completion of tendering process. For successful bidders, the Earnest Money as submitted against the tender shall be refunded by WBSEDCL on following the due procedures. The Earnest Money of all tenderers other than the successful tenderer(s) may be refunded, after issuance of Purchase Order to the successful tenderer(s).

DE & Divisional Manager,
Kakdwip Division,
WBSEDCL



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Annexure 1

Self Declaration

I/We on behalf of (Name of bidder agency) do hereby declare that I/We have quoted rate for supply of the mentioned materials for the e-tender id KD/E-TENDER/MAT/24-25/..... dated:

I/We also declare that I/We shall successfully complete the work in scheduled time maintaining the terms & conditions of Warranty of **NIT** if ranked as **L I** bidder of the tender.

Yours faithfully,

Signature of authorized bidder
with official seal

