



West Bengal State Electricity Distribution Company Limited
(A Govt. of West Bengal Enterprise)
Regional Office: Birbhum

3rd Floor, Suri Commercial estate, Super Market Complex, Suri, Birbhum, Pin: 731101
e-mail: cmbirbhum.wbsedcl@gmail.com

NOTICE INVITING e-TENDER(NIeT)

NIT No. : RMBRO/HR/CSR/2021-22/01

Date 21.06.2021

Tender is invited by the Regional Manager, Birbhum Region, WBSEDCL, Super market complex (3rd floor) Suri, District, Birbhum. Pin-731101 through electronic tendering (e-tendering) from manufacturers/ distributors for **supply, delivery & installation** of the following item under CSR scheme as per schedule detailed below.

Sl.no	Description of Materials	UNIT	Total Quantity	Tender fee	Earnest Money	Installation time
1	Supply, Delivery and Installation of Tip-Up auditorium chair at Conference room of Suri Sabujer Abhijan, Sonatore Para, Suri in Birbhum District, West Bengal.	Nos	100	NIL	2% (Two Percent) of the Quoted Amount	60 days from the placement of Purchase Order

Sl. No.	Particulars	Date & Time
01.	Date of uploading of N.I.T and Tender Documents (online). [Publishing date]	21.06.2021 at 17.00 Hrs
02.	Documents sell / download start date (online).	21.06.2021 at 17.00 Hrs
03.	Date of Pre-Bid Meeting at RM office, Suri , Birbhum	28.06.2021 after 12.00 Hrs
04.	Bid Submission upload start date (online)	29.06.2021 after 13.00 Hrs
05.	Bid Submission upload end date (online)	16.07.2021 up to 18.00 Hrs
06.	Date of submission of BG copy of Earnest Money Deposit, if any (offline).	From 30.06.2021 , 11.00 Hrs. to 19.07.2021, 14.00 Hrs(except holidays & Sunday)
07.	Date for opening of Technical bid (online) for the Bidders	20.07.2021 after 14.00 Hrs
08.	Date of uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (online).	To be intimated later.
09.	Date, for opening of Financial Bid (online).	To be intimated later.

- a. A bidder desirous of taking part in the tender 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 options 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 of process RTGS/NEFT transaction. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account. Once the payment is made, 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.



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- iii. **Submission of EMD through BG:** For submission of EMD in the form of BG, bidders will have to opt for EMD Exemption in e-tender portal and upload scanned copy of BG in the EMD exemption document upload section. Physical copy of BG shall be submitted at the office of tender inviting authority as per respective clauses of NIT.
- c. EMD amount can be paid either in online mode or submitted through Bank Guarantee (BG) in full. Partial payment through online mode and remaining submission through BG is not allowed.
- d. General Instruction 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 Hrs. 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 id 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 A/C from which the payment of EMD has been initiated.
- e. Refund / Settlement of EMD Amount:
- For unsuccessful bidders, EMD amount submitted against the tender shall be refundable automatically, through an automated process, by NIC portal on receipt of updated status of any bid.
 - For successful bid(s), EMD will be refundable 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 payments and refunds, bidders will have to communicated with ICICI Customer Support, viz, 033-40267512/13 since payment gateway facility used by E- tender portal is maintained by ICICI.
- f. Successful bidder(s) shall have to mandatorily create vendor id through WBSEDCL web portal Vendor Corner, if not created earlier.

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 are given in “Instructions to Bidders”.

Terms & conditions of the Tender Notice:

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/Other Power Utilities/Other Govt. Departments 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.



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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. The offer shall remain valid for a minimum period of 180 days from the next day of opening of the tender.

7. **The quoted rates should be inclusive of all taxes & duties, freight and incidental charges.**

8. The ordered materials should be delivered & installed within 60 days from the date of PO; otherwise, penalty may be imposed as per rule of WBSEDCL for delay of delivery of ordered materials.

9. The sample of materials are to be submitted within seven days from the date of opening of tender for approval by the successful tenderer for issuance of formal order on the same. If the above materials are found beyond specification/satisfaction, the same will be rejected and fresh sample is to be submitted at the own cost of the successful tenderer.

10. The necessary documents along with bill are to be submitted at “To the Regional Manager WBSEDCL Suri Regional Office, Birbhum District”.

11. At the time of placing purchase order, the quantity mentioned in the Tender Document may vary up to +/-25%

12. Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.

13. The company reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

14. 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.

15. 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.

16. TERMS OF PAYMENT: 100% payment of bill, will be made after submission of bill against Original receipted Challan/Invoice signed by Manager(HR&A), Birbhum Region.

17. WARRANTY PERIOD: Warranty Period of supplied materials will be 12 months from the date of installation against manufacturing defect.

18. PAYING AUTHORITY: Manager (F&A), Birbhum Region, WBSEDCL, will be the Paying Authority.

19. CONSIGNEE: The name of the consignee will be The Regional Manager, Birbhum District.

20. 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 of the particular lot offered and/or delivered beyond the schedule delivery period for each



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week of delay or part thereof upto 10(ten) weeks and @ 1% of the value per week beyond 10 weeks subject to **maximum of 10% of the particular lot and accept the goods beyond the stipulated period.**

21. Any further information along with WBSEDCL's Revised Purchase Policy may be had from the website: <https://www.wbsedcl.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*

22. Documents to be submitted in Technical bid- Please refer sl no. 6.2 of "Instruction to Bidders" in Page 6 of NIT.

23. The specifications of the materials to be provide separately.



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Instructions to Bidders

1. Eligibility for participation:

- i) Original manufacturers/Distributors of the tendered items will only be eligible in the tender.
- ii) The bidders shall have credential for execute of similar nature of job to WBSEDCL / other Power Utilities / 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://wbtenders.gov.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://wbtenders.gov.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, BG copy of EMD (if any)) 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:



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- 1) PAN Card details.
 - 2) Current Professional Tax (PT) submission Chalan. Application for such addressed to the competent authority may also be considered.
 - 3) GST related document as per GST norms.
 - 4) Banker's certificate regarding financial capability issued within last one year from the date of opening of tender.
 - 5) Exemption Certificate, if any, issued by any competent authority.

iii. Financial Info :

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

iv. Credential:

Documents in support of supply of the tendered items to WBSEDCL / other Power Utilities / other Govt. Departments in earlier occasions within last five financial years as mentioned below:

- 1) Purchase Orders, Inspection Offer letter (if any), Dispatch Instructions (if any), Signed Chalans etc. for completing supply of the similar type of items against a particular contract of amount not less than 50% of the estimated Price of the tender.
- 2) Manufacturer's certificate/ Distributor's certificate.
- 3) Manufacturer's Drawings of the materials.
- 4) Customer's satisfaction report.
- 5) Others : Any other documents found necessary

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 180 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. EMD amount can be paid either in online mode or submitted through Bank Guarantee (BG) in full. Partial payment through online mode and remaining submission through BG is not allowed.
- iii. Intending tenderers may remain present if they so desire.
- iv. Decrypted (transformed into readable formats) documents of the Statutory and Non-statutory Covers will be downloaded for the purpose of evaluation.

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



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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.

9.3 Opening and evaluation of Financial Proposal

- 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.
- The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.
- 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.
- The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.wbsedcl.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.

Specification:

<u>Chair Part</u>	<u>Description of Material in detail (No Wood Used)</u>
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Type of The chair	Tip-Up Auditorium Chair
<u>SEAT:</u>	
Inner Frame	Injection Moulded PPCP Inner Seat frame with 4 Fly nuts embedded
Cushion	45+ Density Polyurethane Foam Cushion Seat with Bulge in Front
Fabric	100% Polyester Fabric of Reliance Ind. Ltd. (As Per Customer Approval)
<u>BACK:</u>	
Inner Frame	25mm x 5mm / x 3mm MS Flat Made Back Inner Frame with Threading holes
Cushion	45+ Density Polyurethane Foam Cushion Seat
Fabric	Fabric of Response Make, (Shade: As Per Customer Approval)
Quillting	Laminated with U Foam Underlay & polyester lining underneath- Decorativ Stiching
Back Cover	Back Side of the Back Covered with Injection molded PPCP Cover. In the cover it should be written “ A CSR initiative of West Bengal State Electricity Distribution Company Limited”
<u>Frame</u>	Total Weight 8.25 Kg
-	Heavy Gauge Prime Steel Construction
	Synchronized Push Back System with jerk free operations
	14G Full Size Weld Less One Piece Seat Supporting Tray
	2 Nos of 12g x 2nos. Back Clamps
	2 Nos of 16G- Central Tubes
	4 Nos. Of 25mm x 6mm Thick
	Rollers and Spring for Push Back movement
<u>Side-Stand</u>	Total Weight 4.50 Kg
	Heavy Gauge Prime steel Construction
	16g 2 Sheets in Box Type Construction
	With Foot Rest and Handle Support patti
	Fabric Pasted all over the side stand
	PPCP TEE holder in front
	10mm Anchor Fasteners for Installation of chairs
<u>Paint:</u>	All Epoxy Metal Structure with Powder Coated Paint
<u>Armrest</u>	PPCP Injection molded Arm rest
<u>Installation</u>	Chairs will be installed in the existing floor with 2 nos. Of Anchor Fasteners
Chair Size	Center to Center- 21"-22"



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Signature valid

Registered Office: "Vidyut Bhavan", Block-DJ, Sector-II, Bidhan Nagar, Kolkata-700073
Corporate Identity Number (CIN): U40109WB2007SGC113473
www.wbsedcl.in

Digitally signed by KRISHNA KUMAR
MISHRA
Date: 2021.06.21 16:27:27 IST
Location: West Bengal-WB