



**West Bengal State Electricity Distribution Company Limited**

(A Govt. Of West Bengal Enterprise)

**Purulia Pumped Storage Project**

**Bagmundi, Purulia-723152, WEST BENGAL INDIA,**

Ph:-(03252) 250201, Fax:- (03252) 250202,

Email:-ppspsite@yahoo.com

CIN NO- U4109WB2007SGC113473, Website-[www.wbsedcl.in](http://www.wbsedcl.in)

Tender Notice No.PPSP/Comm/e-Ten/23-24/ 1508

Dated: 12.03.2024

West Bengal State Electricity Distribution Company Limited (WBSEDCL) executed 4 X 225 MW units of Purulia Pumped Storage Project at Purulia, West Bengal. Tenders are invited by The Addl. Chief Engineer & Project site incharge, Purulia Pumped Storage Project Site, WBSEDCL, Bagmundi, Purulia-723152 from bonafide eligible, resourceful and experienced contractors having requisite credentials under command area of Purulia Pumped Storage Project Site, Bagmundi, Purulia-723152.

SL No	Name of work	Estimated amount inclusive of GST (₹)	Earnest Money deposit(EMD in ₹)	AMC Period	Eligibility of Tender
1	Annual Maintenance Contract of 40 Nos. Computers and 18 Nos.Laser jet printers along with all required and installed products related to the system under command area of Purulia Pumped Storage Project Site, Bagmundi, Purulia-723152	₹ 2,50,000.00 (Rupees two Lakh fifty Thousand) only	₹ 5,000.00 (Rupees five Thousand ) only	01(one) Yr *	As mentioned in Eligibility criteria for participation in Tender

\* The initial contract shall be for a period of One (01) Year which may be extended for another One (01) Year at same terms and conditions and rate on satisfactory completion of 1<sup>st</sup> year of AMC Service.

1. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital signature Certificate. Necessary Earnest Money Deposit (EMD) should be submitted through online only.(Details of which has been narrated in 'Instruction to Bidders" clause no. 11).
2. Financial Bid is to be submitted concurrently duly digitally signed by the Bidder through the website <https://wbtenders.gov.in>. (Details of which has been narrated in 'Instruction to Bidders").

**A) Eligibility criteria for participation in tender:**

- a.The bidders shall have credential for similar type of work of the items of the tender to WBSEDCL/other owner Utilities /Other Govt. Depts./Other reputed company /Organization in earlier occasions within last three years will only be eligible in the tender.
- b. The bidder shall have the credential of execution of order related to Computers and Printers amounting at least Rs.01 lakhs including GST in last three years.
- c.The bidder shall have average annual turnover amounting to 50% of estimated value including GST for the last three financial years.
- d .The prospective Bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be

considered as disqualification towards eligibility. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL shall not be eligible to participate in the bidding process.

e. No conditional / Incomplete Tender will be accepted under any circumstances.

3. No mobilization advance and secured advance will be allowed.
4. A prospective Bidder shall be allowed to participate in the tender either in the capacity of individual or as a partner of firm. If found to have applied severally in a single job, all his offers will be rejected for that job.
5. Bid shall remain valid for a period of 120 (one hundred twenty) days from the date of opening of Price Bid. If the bidder modifies/withdraws the bid during the validity period of bid, the bid will be cancelled with forfeiture of Earnest Money Deposit (EMD).
6. **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Publishing Date	22.03.2024 at 11:00 Hrs.
2	Documents Download Start Date	22.03.2024 at 12:00 Hrs.
3	Start date of submission of application for clarification of bidding documents	22.03.2024 at 12:00 Hrs.
4	Last date of submission of application for clarification of bidding documents	28.03.2024 at 17:00 Hrs.
5	Pre-Bid Meeting date	02.04.2024 at 16:00 Hrs.
6	Bid Submission Start Date	04.04.2024 at 16:00 Hrs.
7	Bid Submission End Date	17.04.2024 at 11:00 Hrs.
8	Technical Bid Opening Date (Online)	19.04.2024 at 12:00 Hrs.
9	Financial Bid Opening Date (Online)	To be intimated later

8. 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 the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender. The cost of visiting the site shall be at the Bidder's own expense. Before submission of the bid, Bidders are requested to make themselves fully conversant with the site conditions, labourer conditions, specifications, schedules, drawings and other information so that no ambiguity may arise in these respects subsequent to the submission of the tender. Representative of the Bidders should visit the sites to assess the site conditions prior to **submission** of bid.
9. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the WBSEDCL. The WBSEDCL reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at any stage of Bidding.
10. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Eligibility Criteria' before tendering the bids.
11. Exemption from deposition of earnest money deposit (EMD) & Tender fee shall not be allowed under any circumstances.
12. Conditional / Incomplete tender will not be accepted under any circumstances.
13. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
14. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.
15. The eligibility of a Bidder will be ascertained on the basis of the documents submitted by a Bidder in support of eligibility criteria. If any document submitted by a Bidder is either incorrect / manufactured / fabricated or false at any stage, his Tender will be rejected and legal action will be taken against him.
16. The WBSEDCL does not bind itself to accept the lowest bidder and reserves the right to reject any or all tender(s). WBSEDCL reserves its right to take decision keeping its financial interest.
17. The WBSEDCL reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained. In such case EMD will be refunded without any interest but cost of tender document will not be refunded in any case.



18. No price preference will be allowed to any contractor based on the size of the company or its geographic location. Co-operative Society / MSME will not be considered with separate status.
19. Any further information along with WBSEDCL's Revised Purchase Policy may be had from the website: [www.wbsedcl.in](http://www.wbsedcl.in) and the following office :-

*Office of The Addl. Chief Engineer & Project Site-Incharge,  
Purulia Pumped Storage Project Site, WBSEDCL,  
Bagmundi, Purulia, West Bengal, India, PIN-723 152  
Phone No: 03252250201*

*12.03.2024*

**ADDL.CHIEF ENGINEER & PROJECT SITE -INCHARGE  
PURULIA PUMPED STORAGE PROJECT SITE**

## **Chapter-1**

### **INSTRUCTION TO BIDDERS**

#### **ITB.1. General Guidance for e-Tendering:**

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

#### **ITB.2. 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 of West Bengal, through logging onto <http://www.wbtenders.gov.in> (the web portal) the contractor is to click on the link for e-Tendering site as given on the web portal.

#### **ITB.3. 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 above. DSC is given as a USB e-Token.

#### **ITB.4. Downloading of Tender Documents:**

The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

#### **ITB.5. Submission of Tenders:**

General process of submission:

Tenders are to be submitted online along with all necessary documents, as asked for in the tender to the website stated in above, before the prescribed date & time using Digital Signature Certificate (DSC). The Bidder 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. The bidder needs to download the Forms / Annexure, fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. He needs to download the BOQ, fill up the basic rate in figure to be entered by the bidder without GST in the designated of BOQ 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). The uploaded Documents will get encrypted (transformed into non readable formats).

All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Bidder should take note of all the addendum/corrigendum related to the tender and upload the latest digitally signed documents as part of the tender.

#### **ITB.6. A. Technical Proposal:**

It containing following -

##### **A-1. Statutory Cover**

Statutory cover Containing Four type of document - (a) NIT (b) Annexure & (c) forms.

**(a) NIT folder** containing Downloaded and uploaded copies (Digitally Signed) of the following:-i. NIT.

ii. General conditions of contract and scope of works. iii.

Additional Terms & condition if any.

iv. Addenda/Corrigenda: if published.

**(b) Annexures Folder** containing -



- i. Bid Form (Annexure-I) duly filled and signed.
- ii. Proforma for Undertaking (Annexure-II) duly filled and signed.
- iii. Format of letter of Bid (Annexure-III) duly filled and signed.

The bidder is to mention offered quantity and applicable percentage only in respect of GST, if applicable, in the space marked for in the Annexure -IV. HSN / SAC for each item is to be mentioned

**(c) Forms Folder** containing–

- i. Key Information about the Bid (Form-I) duly filled and signed.
- ii. Declaration Sheet (Form-II) duly filled and signed.
- iii. Guarantee Technical Particulars (Form-III) duly filled and signed.
- iv. Yearly Turnover Certificate (Form-IV) duly filled and signed.
- v. Statement of order executed during last seven financial year (Form-V) duly filled and signed.
- vi. Current Bank solvency certificate
- vii. Check List (Form-VI) duly filled and signed.

**A-2. Non Statutory Cover** containing -

- i. Copy GST registration certificate. The bidders shall have to quote their respective GSTIN of respective state / office.
- ii. Copy of PAN card.
- iii. Copy of Professional Tax (PT) registration certificate and Current Professional Tax (PT) submission Challan.
- iv. Copy of Registration certificate under company Act (if any). Trade License in respect of the prospective Bidder / Proprietorship Firm - Trade License / Partnership Firm - Partnership Deed, Trade License / Ltd Company -Incorporation certificate, Trade License / Co-operative Society -Society Registration copy, trade Licence.
- v. Annual turnover certificate for last three financial years (FY 2022-23, FY 2021-22& FY 2020-21), certified by the Auditor appointed under Companies Act, 2013. In case the bidder is not a company, certificate of Tax Auditor may be submitted.
- vi. Copy of Annual audited financial report i.e. balance sheet & P/L A/C for last three years financial years (FY 2022-23, FY 2021-22& FY 2020-21).
- vii. Copies of latest Income Tax return for last three Assessment years (FY 2022-23, FY 2021-22& FY 2020-21).
- viii. Purchase Orders, work completion certificates/performance certificates etc. in support of completion of work against a particular contract.
- ix. List of Orders in hand, along with Order values to be executed within one year of bid submission.  
Copy of documents in support of Credential for successfully executed work in WBSEDCL / any Power Utilities / Govt. / Semi Govt. / Govt. undertaking Organizations / Govt. Enterprises during last 3 (Three) financial years subject to fulfilment of the eligibility criteria as requirement given in Sl. No. 2 (A) of NIT.
- xi. Any other documents found necessary.

**B. Financial Proposal (in one cover/folder)**

- i. The financial proposal should be one cover (folder) contains Bill of Quantities (BOQ). The rate without GST to be quoted online only in the BOQ on 'Item Rate basis' in the space marked for quoting rate. Quoted rate will be encrypted in the BOQ under Price Bid.

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

**Note:** Tenders are to be downloaded the standardized Annexures / Forms, fill up the particulars in the designated Cell and upload the same in the designated location. OEM catalogue with details specification of offered item should be uploaded in the designated location.

**ITB.7. Opening and Evaluation of Tender:**

Tenders will be opened on the pre-scheduled date and time as per N.I.T.

The owner shall evaluate and compare only the bids determined to be substantially responsive.

**A.1. Opening of Technical Proposal**

- i. Technical proposals will be opened by the Tender Inviting Authority or his authorized representative electronically from the web site stated using their Digital Signature Certificate. Intending tenderers may remain present if they so desire. Not more than two (2) representatives of each Bidder shall be permitted to attend the opening of tenders.
- ii. Technical proposals for those tenderers whose EMD have been received will only be opened. Proposals corresponding to which EMD has not been received, will not be opened and will stand rejected.
- iii. Decrypted (transformed into readable formats) documents of the Statutory and Non-statutory Covers will be downloaded for the purpose of evaluation.

**A.2. Techno-Commercial Evaluation**

- i. On examination of document submitted under different covers WBSEDCL will evaluate and compare the bid, determined to be substantially responsive at each step.
- ii. While evaluation the authorized representatives of WBSEDCL may request any of the bidder & seek clarification / information or bidder/s may be asked for producing original hard copy/s of any of the documents already submitted or may asked to submit short fall documents & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- iii. Pursuant to scrutiny & decision of the Tender Inviting Authority of WBSEDCL the summary list of Techno-Commercially eligible bidders will be uploaded in the web portals.
- iv. Date of opening of financial proposal will be intimated to the techno-commercially qualified Bidders.

**B.1. Opening of Financial Proposal**

- i. Financial proposals of the Bidders declared techno-commercially eligible will be opened by the Tender Inviting Authority or his authorized representative electronically from the web site stated using their Digital Signature Certificate. Intending bidder(s) may remain present if they so desire. Not more than two (2) representatives of each Bidder shall be permitted to attend the opening of tenders.
- ii. The encrypted copies will be decrypted and the percentage 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 inter- alia, name of bidders and the rates quoted by them will be uploaded.
- iv. 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.

**B.2. Financial Evaluation**

- i. The bids shall be evaluated on the basis of "**Total Price**" quoted by the contractor as mention in BOQ.
- ii. Evaluated bid price of all bidders shall be compared among themselves to determine the lowest evaluated bid and as a result of this comparison, the overall lowest price/bid will be selected for award of contract.



- iii. The Tender Inviting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that Bidder.
- iv. Conditional rebate, if any, offered by any bidder shall not be considered in Bid evaluation.
- v. Overall 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 which are not liable to express to the Bidders.

**ITB.8. Responsibility of Bidders:**

A. Purulia Pumped Storage Project (4X225MW) (PPSP) is an underground Power House situated in the District of Purulia, West Bengal. It is imperative for each bidder to acquaint himself of all local laws, conditions and factors which may have effect or bearing on the execution of works and supplies under the scope of this Tender. In their own interest, the bidder are required to familiarize themselves with the Acts and other related Acts and laws and regulations of India, with their latest amendments as applicable. WBSEDCL shall not entertain any clarifications from the bidder regarding such local conditions at PPSP Site. Bidder may visit PPSP Site on his own cost for better understanding.

B. WBSEDCL will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interruption or deductions, the bidder may derive from the data furnished by the WBSEDCL. Verbal agreement or conversation with any officer, employee of WBSEDCL either before or after the execution of the contracts, shall not affect or modify any of the terms or obligations contained in the contract.

C. It shall be the responsibility of the bidders to determine and to satisfy themselves by such means as they consider necessary or desirable as to all matters pertaining to this contract including in particular all factors that may affect the cost, duration and execution of the works. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid.

D. Claim, whatsoever, including those for financial adjustment to the contract awarded under these specifications and documents will not be entertained by the WBSEDCL. Neither any change in time schedule of contract nor any financial adjustments arising thereof shall be permitted by the WBSEDCL, which are based on the back of such clear information of its effect on the cost of the contract to the bidder.

E. The bidder is expected to examine carefully all instructions, conditions, forms, schedules terms, annexure, specifications and manning pattern in the bidding document. Failure to comply with the requirements of bid submission will be at the bidders own risk. Bids, which are determined to be not substantially responsive to the requirement of the bidding document, will be rejected.

**ITB.9. Cost of Bidding:**

The bidder shall bear all cost associated with the preparation and submission of their bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

**ITB.10. Clarification of Bidding Document:**

Should there be any discrepancy or obscurity in the meaning of any clauses of the bid document or if there be any query of the intending bidder, the bidder shall set forth in writing such discrepancies, doubt, obscurity or queries and submit the same to WBSEDCL, marked to The Addl. Chief Engineer & Project Site-Incharge, Purulia Pumped Storage Project Site, WBSEDCL, Bagmundi, Purulia, West Bengal, India, PIN-723 152 and binding on the bidder. The bidder's or their duly authorized representative should **attend the Pre-bid Meeting** at the stipulated date and time.

**ITB.11. Earnest Money:**

- a) A bidder desirous of taking part in a tender invited by offices of WBSEDCL shall login to the e-Procurement portal of Govt. of West Bengal <https://wbtennders.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 a payment mode, the e-procurement Portal will show a pre-filled 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.

**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 hrs. to avoid any complicity.
- In case actual EMD 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 tender 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 tender process. All refunds will be made mandatorily to the bank account from which the payment of EMD has been initiated.
- For any queries related to payments and refunds, bidders will have to communicate with ICICI customer support viz. 033-40267512/13 since payment gateway facility used by e-Tender portal is maintained by ICICI.

e) Bidders shall have to mandatorily create vendor id through WBSEDCL Web Portal Vendor Corner, if not created earlier.

**ITB.12. Process to be Confidential:**

I. 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.

II. Any effort by a bidder to influence WBSEDCL or other 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/their bid.

**ITB.13. Time Schedule:**

The basic consideration and the essence of the contract shall be the strict adherence to the time schedule specified in the NIT.

**ITB.14. Language and Measures:**

All documents pertain to the contract including specifications, schedule, notice, correspondences, operating and maintenance instructions or any other writings be written in English language. The metric system of measurement shall be used exclusively in this contract.

**ITB.15. Penalty for Suppression / Distortion of Facts:**

If any Bidder fails to produce the original hard copies of the documents or any other documents on demand of the Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tender committee will take action as deem fit against such defaulting Bidder. The Employer 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 WBSEDCL's action.

**ITB.16. Corrupt or Fraudulent Practice :**

WBSEDCL expects that bidders' /contractors' observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the owner defines for the purpose of this provision, the terms set forth below as follows :

A. "Corrupt practice" means the offering giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

B. "Fraudulent Practice" means misrepresentation of facts in order to influence a procurement process of the execution of a contract to the detriment of the owner, and includes collusive practice among bidders (Prior to or after bid submission) designed to establish bid prices at artificial no-competitive levels and to deprive the owner of the benefits of free and open competition.

C. WBSEDCL Will reject a proposal for award if the owner determines that the bidder recommended for award has engaged in corrupt or fraudulent practice in competing for the contract in question.

D. WBSEDCL Will declare a Firm ineligible either indefinitely or for a stated period of time if owner any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

**ITB.17. Award of Contract:**

The acceptance of tender and award of contract to Bidder rests with the WBSEDCL. It shall not be obligatory on the part of the WBSEDCL to accept the lowest tender. The WBSEDCL would be at liberty to accept any tender, lowest or otherwise, in whole or in part and to reject any or all tenders received, without assigning any reason, and no explanation can be demanded by any Bidder in respect thereto.

On finalization, WBSEDCL will communicate acceptance of tender to the successful bidder by Purchase Order. The successful Bidder shall communicate the acceptance of the Purchase order within a specific period to be mentioned on the order.

**ITB.18. Amendment of Bidding Documents:**

A. At any time prior to the deadline for submission of bids, WBSEDCL may, for any reason whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendments. Any such amendment shall be part of the bidding document.

B. Such amendment(s) will be published on the same website mentioned above. WBSEDCL will bear no responsibility or liability arising out of non-pursuance of the same in time or otherwise by the bidder. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, WBSEDCL may, at its discretion, extend the deadline for submission of bids. Such amendments, clarification, etc. shall be binding on bidders and will be given due consideration by the bidders while they submit their bids and invariably enclose such documents as a part of the bids

**ITB.19. Commercial Deviations:**

The Bidders are not allowed to take any commercial deviation from the stipulations as laid down in "Conditions of Contract" of the Bid Document. If such deviations are taken, the Bid shall be liable for rejection.

**ITB.20.** 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](http://www.wbsedcl.in)). Performance of the bidders, who supplied materials/equipment or worked 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.

**ITB.21. Period of Contract:**

The initial contract shall be for a period of One (01) Year which may be extended for another One (01) Year at same terms and conditions and rate on satisfactory completion of 1<sup>st</sup> year of AMC Service.



**ADDL.CHIEF ENGINEER & PROJECT SITE -INCHARGE  
PURULIA PUMPED STORAGE PROJECT SITE**

## CHAPTER-2

### **CONDITIONS OF CONTRACT**

#### 1.0 PRICE :

Quoted price for Purulia Pumped Storage Project Site, WBSEDCL, Bagmundi, Purulia, West Bengal, India, PIN-723 152. It is firm inclusive all like tax, duty, transportation & transit insurance and other, if any till successful completion of the entire work and no price variation shall be allowed for any reason whatsoever. The GST will be paid to you extra as applicable.

#### 3.0 TERMS OF PAYMENT:

Quarterly payment will be made after completion of Three months against submission of satisfactory performance report duly certified by the supervising officer and invoice Payment shall be made by A/c payee cheque/RTGS/NEFT. Income tax (TDS) will be deducted from your bill as applicable.

#### 4.0 PAYING AUTHORITY:

DDO, Purulia Pumped Storage Project Site, Bagmundi Purulia, West Bengal, India, PIN – 723152 will be the Paying Authority.

#### 5.0 CONSIGNEE:

The ACE & PSIC, Purulia Pumped Storage Project Site, WBSEDCL, Bagmundi, Purulia, West Bengal, India, PIN-723 152.  
Contact Detail : Sri.D.K.Mandal, ACE & PSIC, PPSP Site, WBSEDCL, Bagmundi, Purulia,  
e-mail : [ppspsite@wbasedcl.in](mailto:ppspsite@wbasedcl.in)

**Supervisory Officer:** The S.E.(E) Communication, PPSP Site or his authorised representative, WBSEDCL, Bagmundi, Purulia, West Bengal, India, PIN-723 152. Contact Detail : Sri. S. Kumar, S.E.(E), PPSP Site, WBSEDCL, Bagmundi, Purulia, Mob : 9932292396, e-mail : [ppsp.site@wbasedcl.in](mailto:ppsp.site@wbasedcl.in)

#### 6.0 Period of Contract

The initial contract shall be for a period of One (01) Year which may be extended for another One (01) Year at same terms and conditions and rate on satisfactory completion of 1<sup>st</sup> year of AMC Service.

#### 7.0 Breakdown repair during AMC period:

You shall attend the breakdown of intercom system and rectify the same at PPSP Site within two working days from the date of intimation. Intimation will be sent to you either by telephone or by mail.

#### 8.0 LIQUIDATED DAMAGE FOR DELAY IN DELIVERY/ WORK:

The time of delivery of the service is to be treated as an essence of the contract and the WBSEDCL reserves the right to repudiate the contract, if the service is not delivered / work completed in time stipulated period as per delivery / installation work completion clause. But The Addl. Chief Engineer & Project Site-In-charge, Purulia Pumped Storage Project Site, WBSEDCL, Bagmundi, Purulia, West Bengal, India, PIN-723 152. may at his discretion waive this condition and accept the material/ work done with imposition of liquidated damage @ 1/2% of the value of the materials /



work/ Service and/or delivered / completed beyond the schedule delivery period / completion time for each 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%. Liquidated damage, if any involved, shall be recovered from the outstanding bills/ Bank Guarantee.

#### 9.0 ADDITIONAL LIABILITIES:

The WBSEDCL shall not take any additional liability towards enhanced taxes, duties and price variation beyond the scheduled delivery / work completion period as incorporated in the purchase order/ work order, if the delay is due to any failure on the part of the supplier/ service provider.

#### 10.0 RISK PURCHASE POLICY:

On cancelation of the contract in full or in part, the WBSEDCL shall determine what amount, if any, is recoverable from the contractor for completion of the work or part of the work or in case the work or part of the work is not to be completed, the loss or damages suffered by WBSEDCL. In determining the amount, credit shall be given to the contractor for the value of the work executed by him up to the time of cancelation, the value of contractor's materials taken over and incorporated in the work and use of plant and machinery belonging to the contractor.

Any excess expenditure incurred or to be incurred by WBSEDCL in completing the work or part of the work or the excess loss or damages suffered or may be suffered by WBSEDCL as aforesaid after allowing such credit shall without prejudice to any other right or remedy available to WBSEDCL in law be recovered from any moneys due to you on any account, and if such moneys are not sufficient, you shall be called upon in writing and shall be liable to pay the same within 30 days.

#### 11.0 CANCELLATION / TERMINATION OF ORDER:

The time period for effecting complete supply / service of the above materials/equipment as indicated through the delivery / work schedule enclosed shall have to be treated as the essence of the contract. The Company reserves the right to repudiate the contract if the above period is not strictly adhered to. In the event of failure in effecting the desired supply and work of the above equipment/materials within above stipulated due date as incorporated through the schedule enclosed, the above order may be cancelled on submission of necessary notice in this regard and fresh order may be placed on the next higher bidder or on any other bidder, as a result of which the extra cost thus liable to be incurred shall be realised from the original supplier's / service provider pending bills which may be lying with the WBSEDCL.

#### 12.0 FORCE MAJEURE :

The supplier / service provider shall be under no liability if he is prevented from carrying out any of his obligations by reason of war, invasion, act of foreign country, hostilities (whether war declared or not), riots, civil commotion, mutiny, insurrection, rebellion, revolution, accident, earthquake, fires, floods Govt. order and/or restrictions (except power supply restriction) delay or inability to obtain materials due to import or other statutory restriction and other cause beyond the reasonable control of the supplier / service provider. However, such force majeure circumstances are to be intimated immediately and to be established subsequently with proper documents/proofs to the entire satisfaction of the purchaser/ service provider.

#### 13.0 LEGAL JURISDICTION:

If any dispute or difference arises with respect to quality/quantity of the equipment/materials/ work pertaining to this order or any other terms and conditions of the order including its execution, such dispute/difference shall be subject to settlement under the jurisdiction of Courts in Purulia, West Bengal only.

#### 14.0 LIABILITY FOR ACCIDENT AND DAMAGES:

In respect of any damage or compensation payable as per workman compensation act in consequence of any accident or injury sustained by any of workmen in employment of the contractor will be the contractor's liability. For this the contractor shall arrange insurance coverage for his workmen engaged for the work under the contract. All premium for the purpose shall be paid by the contractor and shall be on his account. WBSEDCL will not be held responsible for that.

**15.0 FOODING & LODGING:**

On request from the contractor, food & Lodging for official purpose for officer/worker of contractor at our PPSP Site Guest House will be provided by WBSEDCL if available on chargeable basis.

**16.0 TOOLS & TACKLES:**

All the tools & tackles required for the job will have to be supplied by the agency.

17.0 In case of non-compliance of the Order by the L1 Bidder necessary action will be taken as per norms of WBSEDCL. It may also led to holiday listing of the L1 Bidder.

18.0 Transportation: Agency has to arrange his transportation by his own , whenever the agency visits the site.

19.0 Site Visit: Agency may visit the site before participation in tender.

*Handwritten signature in blue ink, dated 12.03.2024*

**ADDL.CHIEF ENGINEER & PROJECT SITE -INCHARGE  
PURULIA PUMPED STORAGE PROJECT SITE**



CHAPTER – 3

**SCOPE OF WORK**

1. The agency/firm must provide comprehensive maintenance services of all the 40 nos. of Computers and 18 Nos of Laserjet Printers installed at PPSP Site.
2. The agency/firm must provide comprehensive maintenance service for all equipments along with storage drive.

  
**ADDL.CHIEF ENGINEER & PROJECT SITE -INCHARGE**  
**PURULIA PUMPED STORAGE PROJECT SITE**

CHAPTER 4  
**TECHNICAL SPECIFICATION**

Details description for Annual Maintenance Contract of 40 Nos. Computers and 18 No's. Laserjet Printers under command area of Purulia Pumped Storage Project Site, Bagmundi, Purulia-723152			
Sl. No.	Item Description	UNIT	QTY
1	One year Annual Maintenance Contract of 40 Nos. Computers and 18 Nos. Laserjet Printers under command area of Purulia Pumped Storage Project Site, Bagmundi, Purulia-723152 as mentioned in scope of work (Chapter-3) of NIT.	Nos.	1

  
**ADDL.CHIEF ENGINEER & PROJECT SITE -INCHARGE  
PURULIA PUMPED STORAGE PROJECT SITE**



**BID FORM**

Tender	Annual Maintenance Contract of 40 Nos. Computers and 18 Nos. Laserjet Printers under command area of Purulia Pumped Storage Project Site, Bagmundi, Purulia-723152
Tender Notice No	PPSP/Comm/e-Ten/23-24/1508 <b>DATED – 12.03.2024</b>
From (With Full Office Address along with contact no and Mail Id)	
To	The Addl. Chief Engineer & Project Site Incharge Purulia Pumped Storage Project Site, Bagmundi, Purulia West Bengal India P IN-723152 West Bengal State Electricity Distribution Company Limited (WBSEDCL) (A Govt. of West Bengal Enterprise)

Dear Sir

I/We, the undersigned, having examined the tender documents issued by WBSEDCL for this bid, I/we hereby like to state that I/we wilfully accept all your conditions and offer to supply & Delivery the item(s) as per Tender No. stated above. I/We also agree to guarantee to replace or repair any defect, whenever it is detected, in the equipment/materials to the satisfaction of the WBSEDCL in conformity with the conditions of contract, specifications, bill of quantities and addenda.

The "Price Bid Offer" has been furnished in Indian Rupees.

I/We are enclosing herewith the Earnest Money (Bid Security) amounting to Rs. \_\_\_\_\_ (in words and in figures) in line with the Clause mention at the Bid Document.

I/We confirm that our Bid shall remain valid for 120 days from the date of opening of the Bid.

I/We further confirm that in the event the Bid is accepted, I/we shall furnish performance security towards successful performance of the contract in accordance with the "Conditions of Contract" of the Bid Document.

The Bid Document, this Bid, subsequent correspondences together with the Letter of Award of WBSEDCL shall constitute a Contract between WBSEDCL and ourselves.

I/We understand that WBSEDCL is at liberty not to accept the lowest Bid Price. We also understand that WBSEDCL is at liberty not to accept any or all Bids and WBSEDCL is at liberty to negotiate with Bidder(s) at any stage.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

**Witness**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature and Full Name &amp; Address)

(Signature of the Bidder)

( Full Name)

Title \_\_\_\_\_

(affix seal here)

**PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE TENDERER**  
**(For genuineness of the information furnished on-line and authenticity of the documents**  
**produced before Tender Committee for verification in support of his eligibility)**

I, \_\_\_\_\_, Partner / Legal Attorney / Accredited  
Representative of M/S \_\_\_\_\_, solemnly declare that:

1. We are submitting Tender for the Work \_\_\_\_\_  
against Tender Notice No. \_\_\_\_\_  
dated \_\_\_\_\_
2. None of the Partners of our firm is relative of employee of West Bengal State Electricity  
Distribution Company Limited.
3. Neither I/ We have abandoned any work pertaining to any contracts as were awarded to us  
previously, nor any of our contracts have been rescinded during the last 5 (five) years, for any  
default on our part.
4. All information furnished by us in respect of fulfilment of eligibility criteria and qualification  
information of this Tender is complete, correct and true.
5. All documents / credentials submitted along with this Tender are genuine, authentic, true and  
valid.
6. If any information and document submitted is found to be false / incorrect any time, department  
may cancel my Tender and action as deemed fit may be taken against us, including termination of  
the contract, forfeiture of all dues including Earnest Money and banning/ delisting of our firm and  
all partners of the firm etc.

.....  
**SIGNATURE OF THE BIDDER WITH OFFICE SEAL**

Dated \_\_\_\_\_



**Format of letter of Bid**

**LETTER HEAD OF BIDDER (AS ENROLLED ONLINE ON e-Tendering PORTAL OF NIC)**

TO

The Tender Committee

Sub: Letter of Bid for the Work

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Ref: 1. NIT No. \_\_\_\_\_ dated \_\_\_\_\_  
2. Tender ID No. \_\_\_\_\_

Dear Sir,

We offer to execute the work as per our offered bill of quantity in accordance with the conditions of the NIT document as available in the website. The details of the EMD being submitted by us has been furnished on-line.

This Bid and your subsequent Letter of Acceptance / Purchase Order Shall constitute a binding contract between us.

We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

.....  
**SIGNATURE OF THE BIDDER WITH OFFICE SEAL**

Dated \_\_\_\_\_

Tender Notice No.: PPSP/Comm/e-Ten/23-24/1508

DATED :12.03.24.

**PRICE SCHEDULE (UNPRICED)****To be submitted online by the Bidder in statutory cover (Technical file)****Bidder will quote GST in percentage against total value as mentioned in BOQ.**

Sl no.	Description of work	HSN/SAC Code (to be provided)	GST%
1	One year Annual Maintenance Contract of 40 Nos. Computers and 18 Nos. Laserjet Printers under command area of Purulia Pumped Storage Project Site, Bagmundi, Purulia-723152 as mentioned in scope of work (Chapter-3) of NIT.		

.....  
**SIGNATURE OF THE BIDDER WITH OFFICE SEAL**

Dated \_\_\_\_\_



## KEY INFORMATION ABOUT THE BID

**Tender Notice No. :****PPSP/Comm/e-Ten/23-24/1508 : DATE: 12.03.2024**

1.0	Proposal No. and Date	:
2.0	Validity of offer from date of opening of Bid	: 120 Days
3.0	Name and Communication Details:-	
3.1	Full name of Bidder	:
3.2	Address	:
3.3	Contact Telephone Number	:
3.4	Fax Number / E –Mail ID	:
3.5	Person to be contacted	:
4.0	Nature / status of candidate firm (whether Sole Proprietary / Partnership / Private Limited/Public Limited / Public sector)	:
5.0	Do you anticipate any change in the ownership During proposed period of work?	: Yes / No
6.0	GST Registration No. ( a copy should be enclosed)	:
7.0	PAN Card No. ( a copy should be enclosed)	:
8.0	Details of Registration certificate under company Act (if any)	:
9.0	Details of Earnest Money submitted: Amount	:
	Details of Demand Draft/ Pay Order	:
10.0	Details of Tender Fee submitted : Amount	:
	Details of Demand Draft/ Pay Order	:
11.0	Whether agreed to all Conditions of Contract	: Yes/ No
12.0	Whether agreed to deliver materials at PPSP Site store, Bagmundi, Purulia ?	
13.0	Technical literature/catalogue of the offered item enclosed	: Yes/ No

**Signature of the Bidder with official Seal**

Dated \_\_\_\_\_

**DECLARATION SHEET**

I ..... certify that all the information pertaining to this offer are correct and are true representation of the materials covered by our Formal proposal number.....dated..... I hereby certify that I am duly authorized representative of the supplier / service provider whose name appears above my signature.

Supplier's service provider Name: .....

Authorised Representative's Signature.....

Supplier/Service Provider  
Intent.....

**The Supplier / Service Provider hereby agrees to fully comply with the requirements and intent of this specification for the Price Indicated.**

.....  
.....  
Authorised Representative's Signature

**Specific exception to specification  
General and supplementary condition  
If any tabulated below and sign**



Tender Notice No. : PPSP/Comm/e-Ten/23-24/1508

Date – 12.03.2024.

**Guaranteed Technical Particulars****Declaration for Technical Particulars of different electrical apparatuses offered by the Bidder**

SI no.	Description of Item	Complied(YES/No)	Reference / Remarks
1			
2			
3			
4			

**Signature of the Bidder with official Seal**

Dated \_\_\_\_\_

**Certificate regarding Summary Statement of Yearly Turnover**

This is to certify that the following statement is the summary of the audited Balance Sheet arrived in favour of . . .  
 . . . . . for the three  
 consecutive years or for such period since inception of the Firm, if it was set in less than such three  
 Year's period.

Sl. No.	Financial		Remarks
	Year	Turnover rounded up to in lakh (two digit after decimal)	
1.			
2.			
3.			
Total			

**Note:**

1. Year proceeding the current financial year is to be considered as Year-1.
2. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
3. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the Year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
4. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

\_\_\_\_\_  
**Signature of the Auditor with official Seal**

Dated \_\_\_\_\_



**Tender Notice No. :** PPSP/Comm/e-Ten/23-24/1508 **DATED – 12.03.2024**

**STATEMENT OF ORDERS EXECUTED DURING LAST Three FINANCIAL YEARS**

Sl. No.	Name of the Items supplied with short specification & capacity	Financial year	Order No. and date	Name of Purchaser order issuing authority	Quantity ordered	Quantity supplied	Completion of work and Performance report of supplied items (scanned copy of certificate to be submitted) for atleast three years

**Signature of the Bidder with official Seal**

Dated \_\_\_\_\_

**CHECK LIST**

The Bidders are required to upload the scan copy of all the documents, required as per tender specification and NIT and verify before submission of Tender and also upload the Check list in the following format, duly digitally signed.

Sl. No.	Scanned Copy of Documents to be uploaded	Name of folder	To be submitted in cover	Submitted (Y/N)
1	Tender Fee (Scanned copy)	<b>Drafts</b>	Statutory cover	
2	Earnest Money Deposit (Scanned copy)	<b>Drafts</b>	Statutory cover	
3	Notice Inviting Tender	<b>NIT</b>	Statutory cover	
4	Addenda / corrigenda , if published	<b>NIT</b>	Statutory cover	
5.	Bid Form ( <b>Annexure-I</b> )	<b>Annexure</b>	Statutory cover	
6.	Proforma for Undertaking ( <b>Annexure-II</b> ).	<b>Annexure</b>	Statutory cover	
7.	Format of letter of Bid ( <b>Annexure-III</b> )	<b>Annexure</b>	Statutory cover	
8.	Price Schedule in unpriced condition ( <b>Annexure-IV</b> )	<b>Annexure</b>	Statutory cover	
9.	Key Information about the Bid ( <b>Form-I</b> )	<b>Forms</b>	Statutory cover	
10.	Declaration Sheet ( <b>Form-II</b> )	<b>Forms</b>	Statutory cover	
11.	Guarantee Technical Particulars ( <b>Form-III</b> )	<b>Forms</b>	Statutory cover	
12.	Yearly Turnover Certificate ( <b>Form-IV</b> )	<b>Forms</b>	Statutory cover	
13.	Statement of Order Executed During Last Seven Year ( <b>Form-V</b> )	<b>Forms</b>	Statutory cover	
14.	Check List ( <b>Form-VI</b> )	<b>Forms</b>	Statutory cover	
15.	GST registration certificate.	Certificates	Non-statutory cover	
16.	PAN card	Certificates	Non-statutory cover	
17.	Professional Tax (PT) registration certificate and Current Professional Tax (PT) submission Challan.	Certificates	Non-statutory cover	

Sl. No.	Scanned Copy of Documents to be uploaded	Name of folder	To be submitted in cover	Submitted (Y/N)
18.	If there is no Professional Tax in any state, a declaration should be given.	Certificates	Non-statutory cover	
19.	Registration certificate under company Act (if any).	Certificates	Non-statutory cover	
20.	Banker's certificate regarding financial capability issued Within last one year from the date of opening of Tender.	Certificates	Non-statutory cover	
21.	Annual turnover for last three financial years.	Financial Info	Non-statutory cover	
22.	Balance sheet & P/L A/C for last three financial years.	Financial Info	Non-statutory cover	
23.	Latest Income Tax return.	Financial Info	Non-statutory cover	
24.	Purchase Orders, Work orders, Signed Challans etc. in support of completion of supply / work of the item against a particular contract.	Credential	Non-statutory cover	
25.	Detailed Type Test Report carried out within last seven years.	Credential	Non-statutory cover	
26.	List of Orders in hand, along with Order values to be executed within one year of bid submission.	Declaration	Non-statutory cover	
27.	OEM catalogue with details specification	Technical Info	Non-statutory cover	
28.	Bill of Quantities.	<b>BOQ</b>	Financial cover	

**Signature of the Bidder with official Seal**

Dated \_\_\_\_\_