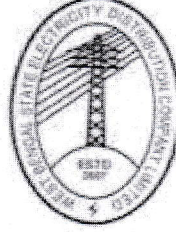




Vest Bengal State Electricity Distribution Company Limited
(A Government of West Bengal Enterprise)

Human Resource Development Department

BidyutBhavan, 5th Floor: D-Block: Bidhannagar: Kolkata-700 091
Phone: +91 33 2359-9078 / 23197476 E-mail : <gm.hrdd@wbasedcl.in>
CIN: U40109WB2007SGC113473



WBSEDCL

E- TENDER NOTICE

BID Document

For

Procurement, Delivery, fixing and fitting of **GODREJ INTERIO MAKE FURNITURE** at newly constructed
Electricity Employees Training Institute (EETI), Siliguri under HRD & TRG Department, WBSEDCL

Estimated Cost Rs 3.84 lakhs

GM(HRD&TRG/PM), WBSEDCL

NleT No : WBSEDCL/HRDD/E-Tender/01

Dated: 13 / 08 /2024

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SECTION: I
INSTRUCTION TO BIDDER (IB)

IB.1.

West Bengal State Electricity Distribution Company Limited herein after referred to as WBSEDCL invites e-tenders from OEM i.e authorized dealer of M/s. Godrej Interio for **procurement, Delivery, fixing and fitting of Godrej Interio make furniture at newly constructed Electricity Employees Training Institute (EETI)- Siliguri under HRD & TRG Department, WBSEDCL** under WBSEDCL as per detail "Scope of Work" and other terms and conditions furnished in the different clauses of the bid document.

IB.2. Eligibility Criteria and Technical Criteria:

A. Eligibility Criteria

1. The Bidder must comply with the "Mandatory Condition" as mentioned in Annexure I.
2. The Bidder should give a Self Declaration Certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per Annexure II.
3. The bidder shall have experience in Supply, Delivery, Fixing and Fitting of **Godrej Interio make furniture only strictly** as per specifications.
4. The Annual **Turnover should be at least Rs. 10 lacs during each of the previous three financial years (2021-22 to 2023-24)**. Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document are to be submitted as per the Annexure-III.
5. This invitation is open for bidders authorized for dealing in M/S Godrej Interio make furniture only. Original equipment manufacturers (OEMs) i.e M/S Godrej Interio and or their authorized dealers / distributors having facilities and capabilities for comprehensive maintenance of tendered goods having adequate experience will only be considered.
6. The firm should be neither blacklisted, banned, debarred from participation in any Govt. organization across India in last three years nor any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure IV.
7. The bidder should have successfully executed Commercial Purchase Orders for a minimum supply of Godrej Interio make furniture to any Central/State/UT/PSU's during the period 2021-22,2022-23&2023-24. The firm should attach list of Purchase Orders/payment certificate/credentials where the work had been executed in the last 3 years. The details of the same along with supporting document are to be submitted as per Annexure V.
8. The Bidder should have a customer service facilities setup in West Bengal preferably at Siliguri. The bidder shall have facilities and capabilities to provide complete maintenance support during the warranty period within 7 days.
9. Intending Bidders desirous of participating in the tender are to log on to the website **<http://wbtenders.gov.in>**. The tender can be searched by typing **wbsedcl** in the search box of the website.
10. 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. nCode Solution, Safescrypt, e-Mudhra). DSC is given as a USB eToken. 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.
11. Intending bidders are to download the tender documents from the website stated above, directly with the help of the **e-Token** provided. *This is the only mode of collection of tender documents. Details of submission procedure are given in "Instructions to Bidders".*

B. Technical Criteria

Bidders should comply the specification and model of the tendered item of Godrej Interio make in all respect. No deviations are acceptable. The detailed format is attached at Annexure-VIII. The bidder is to complete the same in all respect and submit accordingly.

IB.3. Responsibility of Bidders:

1. It shall be the sole responsibility of Bidders to determine and to satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this contract including, in particular, all factors that may affect the cost, duration and execution of the work.
2. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. Any claim, whatsoever, including those for financial adjustments to the contract, once awarded under these documents will not be entertained by WBSEDCL. Neither any change in time schedule of the contract nor any financial adjustments, arising thereof, shall be permitted by WBSEDCL, which are based on the lack of such clear information of its effect.
3. WBSEDCL will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interpretation or deductions the bidder may derive from the data furnished by 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.
4. The bid shall include all the information as per bid document. The bidder is expected to examine carefully all instruction, conditions, forms, schedules, terms, Annexure, specifications etc. in the bidding documents. Failure to comply with the requirement of bid submission will be at the bidders own risk. Bids, which are determined to be not substantially responsive to the requirements of the bidding documents, will be rejected.
5. The bidder shall bear all the costs associated with the preparation and submission of bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
6. In order to avoid any problem arising out of network error or server error, bidders are advised to submit the bid, well in advance of the last date and time of submission of the bid.

IB.4. Formation of cartel & penal Measures:

Any evidence of unfair trade practices, including overcharging, price fixing, cartelization etc. as defined in various statutes, will automatically disqualify the parties. Repeated occurrence of such evidence of above, tenderers may also be viewed seriously by the WBSEDCL authority and penal measures as deemed fit would be imposed on such tenderers.

IB.5. Key Dates:**Schedule of Dates for e-Tendering:**

Sl. No.	Activity	Date & Time
1.	Publishing Date	30/08/2024 at 11.00 Hrs
2.	Document Download start date	30/08/2024 at 11.00 Hrs.
3.	Date of Pre-bid Discussion	05/09/2024 from 11.00 Hrs
4.	Bid submission start date	11/09/2024 at 12.00 Hrs
5.	Bid submission end date	24 /09/2024 at 14.00 Hrs
6.	Last date of Online deposition of EMD/uploading scan copy of BG	24 /09/2024 up to 12.00 Hrs
7.	Physical submission of original BG at office of GM (HRD&TRG/PM)	23 /09/2024 at 14.00 Hrs
8.	Technical Bid opening date	27 /09/2024 at 12. 00 Hrs
9.	Financial Bid opening date	The date and time will be intimated later

IB.6.

If any 'Strike' or 'Holiday, falls on any of the scheduled date, then the next working day (between mentioned working hours) shall be treated as effective date.

IB.7. Pre Bid Discussion:

1. Pre bid discussion will be held at the HRD Training Room, 5th Floor, B Block, Vidyut Bhavan as per schedule indicated in **"Key Dates Clause"** above to clarify the queries, if any, from the vendors in respect of tender. Selected vendors who shall purchase the Bid may participate (maximum two persons) in the said meeting for any such clarification.
2. Non-attendance at the pre bid discussion will not be a cause for disqualification of the bidders.

IB.8. Clarification of Bidding Documents:

If there be any discrepancy or obscurity in the meaning of any clause of the bid document, such queries must be sent through email at our email id gm.hrdd@wbsecl.in at least three days prior to the date of Pre-bid discussion. Such query received from vendors prior to pre bid discussion shall only be discussed in the pre bid discussion. No other query except to the ones through will be clarified during pre-bid discussion. If any changes are decided in pre-bid meeting the same will be uploaded in the website <http://wbttenders.gov.in> and no other communication shall be made afterwards on the issues discussed in the pre bid meeting. The clarification given in pre-bid discussion shall be final and binding on the bidder.

IB.9. Amendment / Addendum of Bidding Documents:

At any time, prior to the deadline of submission of Bid, WBSEDCL may, for any reason, modify the Bidding Documents by issuing Addenda / Amendments and the same will be uploaded in the website (<http://wbttenders.gov.in>) only in due time. WBSEDCL shall not have any obligation to inform the vendor through any other mode of communication.

IB.10. Language of the Bid:

The bid so prepared by the bidder and all other correspondences and documents relating to the bid, exchanged by the bidder and WBSEDCL, shall be written in British English Language only.

IB.11. Period of validity of Bid:

The bid shall remain valid for acceptance up to 120 (one hundred twenty) days from the date of opening of tender. WBSEDCL may request to extend Validity of the bid 120 (one hundred twenty) days if required so, without any change in offer. A Bid valid for a shorter period shall be rejected, being non responsive.

IB.12

A. Earnest money [Bid Guarantee]:

1. All bids must be accompanied with a refundable earnest money, as "Bid Guarantee". The bid shall be considered non responsive if the earnest money payment (online/BG) document i.e. duly filled **Annexure VI is not submitted/uploaded along with the bid.**
2. **EMD of Rs. 10,000 /- (Rupees Ten Thousand only)** is to be paid online as mentioned below
3. The Bid Guarantee of the unsuccessful Bidder/ Bidders, will be returned online as mentioned below. No interest shall be payable by WBSEDCL on the above Bid Guarantee.
4. **The Bid Guarantee shall be forfeited for any of the following reasons:**
 - If during the period of bid validity, the bidder withdraws or modifies the bid in part or as a whole.
 - If the bidder withdraws from the Offer after submission of the tender.
 - If any cartel is formed by the tenderer in their quotation.

B. Earnest Money Deposit (EMD) - Payment mode :

The amount of Earnest Money Deposit (EMD) shall be deposited through online or uploading Bank Guarantee (scan copy) of any Indian schedule Bank in favour of WBSEDCL as prescribed in the NIT.

The bidder shall select the tender to bid and initiate payment of EMD.

(i) Following payment options are available for paying EMD amount through online mode:

a. Net-banking through Payment Gateway.

b. 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. 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.

(ii) Submission/deposition of EMD in form of Bank Guarantee (BG):

EMD may be deposited in form of Bank Guarantee (BG) as per format (**Annexure - VII**) issued by any branch of any scheduled bank in India in favour of West Bengal State Electricity Distribution Company Limited, payable at Kolkata scan copy of which is to be uploaded in the NIC portal . Validity of the Bank Guarantee must be at least 180 days.

(iii) General Instructions for Online Payment of EMD:

- 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 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 A/c from which the payment of EMD has been initiated.

(iv) Instructions for online uploading of scan copy of BG of EMD:

- For submission /deposition 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 EMD exemption Document Upload section.
- Original BG shall have to be submitted at office of GM(HRD&TRG/PM), HRDD, Vidyut Bhavan, 5th Floor(D-Block), Salt Lake, Kolkata -700091 within the stipulated date and time as mentioned in the NIT.

C. Refund/ Settlement of EMD Amount:

- For unsuccessful bidders or in case of cancellation of tender 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 payments and refunds, bidders will have to communicate with ICICI CustomerSupport, viz. 33-40267512/ I3 since payment gateway facility used by E-tender portal is maintained by ICICI.
- Successful bidder(s) shall have to mandatorily create vendor id through WBSEDCL Web Portal Vendor Corner if not created earlier.

IB.13. 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.

1. Registration of Bidders : Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the e-Procurement system, through logging on to <https://wbttenders.gov.in>.
2. Digital Signature certificate (DSC): Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.
3. The bidder can search and download NIT & Tender Documents electronically from the <https://wbttenders.gov.in> website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

IB.14. Signing of Bids:

1. The bid shall be downloaded from the website www.wbtenders.gov.in and shall be signed by a person / persons duly authorized by the bidder.
2. To be qualified for evaluation and finalization of contract, Bidder/ Bidders shall submit a written power of attorney, authorizing the signatory of the Bid to act on behalf of the Bidder in the form and manner which is acceptable by WBSEDCL.
3. All the pages of the bid and where, entries/ amendments have been made, shall be signed by the person/persons signing the bid.
4. The complete bid shall be without alterations, interlineations or erasers, except those to accord with instructions issued by WBSEDCL or as necessary to correct errors made by the bidders, in which case such corrections shall be initiated by the person/persons signing the bid. Bids not duly signed shall be treated as cancelled.

IB.15. Online Submission of Bid:

Bids shall be submitted as under:

1. Tenders are to be submitted online through the website (www.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(Folder) and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.

The bidder needs to download the Forms / Annexure / BOQ, fill up the particulars in the designated Cell and upload the same in the designated location of Technical folder / Financial folder.

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

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

2. DOCUMENTS CONSTITUTING THE BID:

a) **Technical Cover** : The file should be saved in a PDF version and should comprise of the following items:

- i. **"NIT"**: NIT to be downloaded and Scanned PDF copy to be submitted by the bidder.
- ii. **"EMD"**: Scanned copy of document (**duly filled Annexure VI**) in support of payment of EMD in favour of WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED .
- iii. **"Mandatory Condition"**: Duly Completed Scanned PDF copy of Annexure-I.
- iv. **"Annexure"**: Duly Completed Scanned PDF copy of Annexure-II, Annexure-III, Annexure-IV, Annexure-V, Annexure-IX along with supporting documents.
- v. **"Certificate"**:
 - Duly Completed Scanned PDF copy of Certificate of OEM / Manufacturer authorization Certificate & Written Declaration by the Bidder confirming the bill of material accompanied by written declaration from the respective OEMs (M/S Godrej Interio)
 - Scanned PDF copy of relevant documents supporting the existence of an office in the State.
- vi. **"Technical Specification"**: Duly Completed Scanned PDF copy of Annexure-VIII (BOQ) as per IB.2 B and as mentioned in Section-II (Technical Criteria/specifications) with supporting Documents.

b) **Financial Cover:**

- i) **"BoQ"**: Financial Bid in PDF version filled with all relevant information. Financial Bid i.e. BOQ given with Tender to be uploaded after filling all relevant information. **The priced BOQ should be uploaded strictly as per the format available with the tender as per Annexure VIII (BOQ) failing which the Offer is liable for rejection (renaming or changing format of BOQ sheet (file) will not be accepted by the system).**
Vendors should quote process in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

c) **Other Important Documents (OIDs):**

- i) Copy of valid dealership certificate from OEM (Godrej Interio) /OEM Certificate for M/s Godrej Interio.
- ii) Duly Completed Scanned **PDF** of PAN Card.
- iii) Duly Completed Scanned **PDF** of GSTIN Registration Certificate.
- iv) Duly Completed Scanned **PDF** of Bidder Address Details.
- v) Duly Completed Scanned **PDF** of Professional Tax.
- vi) Scanned **PDF** copy of Certificate of Incorporation as Company under Companies Act or a registered partnership deed or Trade License as the case may be.
- vii) Scanned **PDF** Copies of duly signed Balance Sheet / Trading Account / Profit & Loss Accounts along with supporting document & a duly completed certificate.

IB.16. Submission of original copies of documents (Earnest Money Deposit)

1. **Place of submission (Applicable only if EMD paid by BG)** : The original copies of the BG, towards Earnest Money Deposit shall be submitted in the following office:

**Office of the GM (HRD&TRG/PM),
West Bengal State Electricity Distribution Company Limited,
Vidyut Bhavan, 5th Floor, D-Block,
Salt Lake, Sector-II, Kolkata – 700091.**

- **Time of submission:** The original copies of BG (if opted) towards EMD shall be submitted in a sealed envelope in the office as stated above within the date and time as specified in the NIT. If the bidder fails to submit the original copies within the due date and time his tender will not be opened and his bid will stand rejected.

IB.17.

Conditional and incomplete tenders are liable to summary rejection.

IB.18.

No price preference will be allowed to any tenderer based on the size of the industry or its geographic location. Co-operative Society will not be considered with separate status.

IB.19.Late Submission of Bid:

Bidder shall take all possible measures to submit the bid within the schedule date & time at specified location prescribed elsewhere in the bidding document. Late submission of bid for whatever reason shall not be accepted.

IB.20. Opening and evaluation of tender:

1. Opening of Technical Proposal (Techno – Commercial Bids):

- 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.
- Technical proposals for those tenders whose EMD have been received will only be opened. Proposals corresponding to which original copy BG (If applicable) towards EMD has not been received, will not be opened and will stand rejected.
- All bids found to be responsive as regards Clause IB.15.2 will be examined. Bids which do not satisfy the "Clause IB.15.2 will not be considered for technical evaluation.
- The bidder shall not take any commercial deviation from the stipulation of Bid document. If the bidder takes any commercial deviation, his Bid may be liable for rejection.
- Techno-commercial deviations will not be considered in any circumstances. Negative deviations will not be accepted in any circumstances and shall be considered as non-responsive and shall be liable for rejection.
- The summary list of bidders, whose bids will be found techno- commercially eligible, will be uploaded in the web portals. Date of opening of financial bid will be intimated to the techno-commercially qualified tenderers.

2. Opening of Financial Proposal (Price Bids) :

- Financial proposals submitted by the tenderers in the prescribed format (ANNEXURE-VIII) and declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- No deviation in any form in the price-bid sheet is acceptable.
- The encrypted copies will be decrypted and evaluated online.
- 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.
- For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.

3. Evaluation and Comparison of Bids (Price bids):

On examination of documents submitted under different covers WBSEDCL will evaluate and compare the bids determined to be substantially responsive at each step.

- 4. Evaluation of bid shall be made on the total price of all the items, clubbed together.** This however will not encroach on the right of WBSEDCL to go into further processes for item wise evaluation, if required. Total price shall be calculated on the basis of quantity indicated in the NIT.
- 5. No separate packing & forwarding charge will be paid extra.**

6. Any variation, up or down, in taxes & duties or any new levy introduced subsequent to bid opening will not be considered for comparison of bids.
7. The bids will be quoted as per unit rate. GST if any will be paid extra on receipt of requisite document.
8. **The Commercial Bid with the lowest price (in total) will be the highest evaluated bid.**

IB.21. Time Schedule:

The basic consideration and the essence of the Contract shall be strict adherence to the time schedule as it will be specified in the contract/ Purchase Order to be issued from WBSEDCL as per table appended below. The entire activity as per scope of work shall be completed by you within 6 weeks for delivery and for fitting and fixing further two weeks from zero date. Date of issue Purchase Order shall be considered as zero date.

Time Schedule

Sl. No.	Activities	Time of Completion
1.	Procurement , Delivery, Fitting and Fixing of Godrej Interio make furniture at newly constructed Electricity Employees Training Institute (EETI), Siliguri under HRDD WBSEDCL. Address :- The Principal, EETI-Siliguri, 1 st Floor, Zonal Call Centre Building, Power House Complex, 2 ND Mile, Sevoke Road, Siliguri- 734001. Contact No:- 8900793253/ 8918450551	Within 6 weeks for delivery and for fitting and fixing further two weeks from zero date.

IB.22. Price:

1. Price should be inclusive of procurement , Delivery, Fitting, Fixing and all other incidental charges. Only GST as applicable shall be paid extra.
2. Price offer shall be submitted in the prescribed format (excluding GST) only.
3. No deviation in any form in the Price Bid Sheet is acceptable.

IB.23. Taxes, Duties and other levies:

No custom duty will be paid by WBSEDCL. Only GST as applicable shall be paid extra.

IB.24. Statutory Obligations:

Statutory obligations as per law of the land are to be complied.

IB.25. Issue of Purchase Order:

WBSEDCL will award the contract to the successful bidder whose bid has been determined to substantially responsive and has been determined the lowest priced bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily. WBSEDCL shall be the sole judge in this regard.

IB.26. Acceptance of Purchase Order:

The successful bidder shall submit written unconditional acceptance of Purchase Order within 5 (Five) days from date of issuance of the same. Submission of conditional acceptance of Purchase Order shall be treated as non-compliance of this clause.

IB.27. Right to reject Bids :

WBSEDCL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Purchase Order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSEDCL's action.

IB.28. Conflict of Interest:

The Bidder shall not have a Conflict of Interest that may affect the Tendering Process. Any Bidder found to have a Conflict of Interest as per the following reasons, shall be disqualified. In the event of disqualification, the Bid Security of the bidder shall be forfeited for the time, cost & effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise. Any bidder found to have a conflict of interest if his near relative is posted as an employee/ officer in any capacity in WBSEDCL, who is associated with the Tender inviting Authority or vice versa. Any bidder found to have a conflict of interest if any employee of the bidding firm/company has or develops a financial or other interest with any employee / officer of WBSEDCL associated with the Tender inviting Authority during the execution of the Contract or vice versa. Any bidder has a relationship with another bidder/bidders directly or through common third parties that puts them in a position to have access to each other's information about or to influence the tendering processes of either or each of the other bidder.

IB.29. Settlement of Disputes:

In case of any dispute arising out of the contract, the same should be settled through meeting between the WBSEDCL and the contracting agency at the appropriate level. The necessary judicial affairs and/or Court Case shall be exclusively within the jurisdiction of High Court at Kolkata only.

IB.30. Communication:

The successful vendor, for communicating with WBSEDCL, for this job may use the following modes.
Telephone – (033) 23599078, 231974476.

IB.31. Warranty :

1. OEM
Warranty of ONE YEAR from the date of purchase by the original purchaser against manufacturing defects.
The decision to repair/replace any piece of furniture will be at the sole discretion of the Company based on the reports submitted by the Company's service representative.
2. The Company shall at its discretion restrict itself to repairs/rectification/replacement of the Component as a consequence of manufacturing defect. (hereinafter referred to as "Service")
3. As a valued and esteemed customer the Company or its Service Provider shall endeavor to provide service within the reasonable time.
4. The Company shall at all times endeavor to service the Product under the Warranty period. However, keeping in view the Godrej Interio Policy to offer the latest and the best, the product range may keep varying with the introduction of new and varied models. Any model of the product that has been discontinued will be repaired/ rectified by the Company at its sole discretion depending upon the availability of the spares
5. The successful vendor shall give warranty that all items are as per specification(s), conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery.
6. Upon receipt of notice from buyer for defective material, the firm shall within 15 working days of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on buyer for the replaced goods thereafter. If the firm fails to replace the defective goods within a reasonable period, buyer may proceed to take such remedial actions as may be necessary, at the company's risk and expense.

IB.32.Representative of Vendor:

1. The successful vendor is required to nominate one officer exclusively for this project from commencement to completion as a Nodal Officer to be stationed at West Bengal, with whom WBSEDCL will contact on all matters related to this order.
2. The vendor has to specifically furnish to WBSEDCL, the name, designation, Telephone no. including mobile no., email address of such person.

SECTION: II**Technical Specification , Model no. of M/s Godrej Interio**

Sl. No.	Description	Requirements			
		Sl. No.	Name of items	Description of Item	Qty.
1	Item Description.	1.	Executive Desk	Godrej Interio make Finesse Table 5026 + ERU 3616 RHS + Pedestal. Main Table Size- 1500 (W) X 750(D) X 740(H). ERU Size – 1050(W) X 450(D) X 705(H). Pedestal Size – 646 (H) X 390(W) X 440(D).	1
		2.	Office Desk	Godrej Interio Make Work 4020 Table Table Size – 1200 (W) X 600(D) X 740 (H)	3
		3.	Executive Chair	Godrej Interio Make Beat High Back Chair (Fabric) Size – 76.10cm(L) X 76.10cm(D) X 102-119cm (H) X 45-55cm (Seat Height)	1
		4.	Non-executive chair for Training Hall	Godrej Interio make Earl Visitor Chair with Armrest (7212R). Size – 55cm(L) X 58cm(D) X 84cm(H) X 45cm (Seat Height)	2
		5.	Non-executive Chair for staff	Godrej Interiomake Earl Visitor Chair with Armrest (7212R). Size – 55cm(L) X 58cm(D) X 84cm(H) X 45cm (Seat Height)	1
		6.	Visitor Chair- Principal room	Godrej Interiomake Earl Visitor Chair with Armrest (7212R). Size – 55cm(L) X 58cm(D) X 84cm(H) X 45cm (Seat Height)	3
		7.	Visitor Chair- Staff room	Godrej Interiomake Diva Visitor Chair with Armrest (7044T). Size – 56cm(L) X 54cm(D) X 88.50cm(H) X 49.50cm (Seat Height)	2
		8.	Training Chair cum Desk with storage unit	Godrej Interio Make Unwind with QtrDesklet Chair Size – 57.50cm(L) X 67.80cm(D) X 84.50cm(H) X 45cm (Seat Height)	25
		9.	Almirah	Godrej Interio Make Storwel Plain Almirah Size – 1981(H) X 916(W) X 486(D)	1
2	Place of Delivery	EETI-Siliguri : Address :- The Principal, EETI-Siliguri, 1 st Floor, Zonal Call Centre Building, Power House Complex, 2 ND Mile, Sevoke Road, Siliguri-734001. Contact No:- 8900793253/ 8918450551			
3	Delivery, Supply , Fitting and Fixing of Furniture	Within 6 weeks for delivery and for fitting and fixing further two weeks from zero date.			
4	Inspecting Authority.	As authorized by the Controlling Officer			

SECTION: III (GENERAL CONDITIONS OF CONTRACT (GCC))

GCC.1. General Terms:

1. The components of all the equipments delivered , must not be end product.
2. The bidder has to furnish all the information as required regarding their offer.
3. The WBSEDCL reserves the right to reject the materials, even after delivery, if any deviation from tendered specifications is found in the supplied materials at any point of time.
4. During warranty period, the vendor has to deliver and install on site updates, patches etc. of the furniture's if any, free of cost.
5. The vendor shall maintain sufficient spare of equipments at his own cost during the entire Warranty period.
6. The Bidder should have service centre facility for all equipments available in West Bengal.
7. **The bidder shall quote only one brand indicating OEM that is Godrej Interio & its model no. for all furniture's separately strictly as per technical specifications desired. If not offered, shall be disqualified.**
8. The bidder has to furnish all the information as required regarding their offer.
9. Quotation from any sub-vendor will not be entertained.
10. Any form of consortium will not be allowed.
11. The bidder shall satisfy WBSEDCL with his ability to complete the works positively within the stipulated time.
12. All correspondence, documents and Bid, exchanged between the Bidder and WBSEDCL shall be written in English language. Failure to comply with this request may disqualify a bidder.
13. The Company reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.

GCC.2. Cancellation/Termination of Order:

WBSEDCL shall have the right to repudiate the contract if the work is not completed within schedule completion time as per "Time Schedule" and "Completion Time" Clause. The following causes may also led to cancellation of Purchase Order.

1. Non acceptance of Purchase Order as per "Acceptance" clause.
2. If failed to implement the project.
3. In each above cases 15 days termination notice shall be issued prior to termination of Purchase Order.

GCC.3. Arbitration & Legal Jurisdiction:

1. During execution of this contract, if any dispute arises thereby, shall be settled amicably between WBSEDCL and yourself to the extent possible.
2. All disputes or differences in respect of which the decision if any has not become final shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act – 1996 or any statutory modification thereof. The venue of Arbitration shall be Kolkata only.
3. The necessary legal affairs and / or court case shall be exclusively within the jurisdiction of Calcutta High Court only.

GCC.4. Completion Time:

The successful bidder should supply, deliver, fit and fix the furniture. The respective ordered item should be delivered within stipulated time as mentioned from the receipt of the purchase order as per time schedule and technical specification. In case of any damage found, the item(s) should be replaced within 15 days at respective locations. The bidder has to make own arrangement for unloading of the items.

GCC.5. Risk Purchase / Performance:

Adherence to time schedules mentioned in the foregoing clauses shall be deemed as the essence of contract and if the vendor fail to deliver within the periods prescribed for such work in the rate contract order, WBSEDCL shall be entitled to execute the job through the best and nearest substitute available elsewhere on the account and at the risk of the contracting agency or to cancel the contract and the contracting agency shall be liable to compensate for any loss or damage which WBSEDCL may sustain by reason of such failure on the part of the Contracting Agency.

GCC.6. Penalty Clause

The timely completion of entire project including handing over the sites to WBSEDCL as per "Completion Time" Clause is the basic consideration and essence of the contract and WBSEDCL reserves the right to repudiate the contract if the successful bidder fails to complete the work within stipulated period for completion. However, the ordering authority may at his discretion waive this condition with imposition of penalty clause indicated herein below :

1. In case of delay in supply, delivery , fixing and fitting by the stipulated date, buyer reserves the right of imposing penalty @ 0.5 % per week on the overall value of the balance supply order subject to maximum 2.5 % of the total cost of supply order. Mere supply of equipment's cannot be construed as completion of work, hence for the purpose of this clause, work will be treated as finished only when successful supply, delivery , fixing and fitting is complete.

GCC.7. Termination for Insolvency

The buyer may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

GCC.8. Force Majeure :

Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party. Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

GCC.9. Submission of bills for payment :

1. Terms of Payment: No advance payment will be made against the Purchase Order in any circumstances. Payment to be made 100% after successful completion of the work subject to satisfactory performance and compliance of all statutory provisions .
2. The bills in triplicate is to be submitted to the respective Consignee Officer as mentioned in GCC.11 with relevant papers & documents for Certification of Bill and the same would be forwarded to the AM(F&A), HRDD for payment.

GCC.10. Price:

1. Price offer shall be submitted for the mentioned materials as per given specification only. The basic rate should be quoted as cost of each unit excluding GST . 3.Applicable GST or any charges if any should be mentioned separately in columns of quotation strictly as per specifications of BOQ.(Annexure VIII)
2. All prices should be given item wise, although evaluation will be made on total price of all items. Incomplete or partial quotation will not be accepted and shall be liable to be rejected.
3. Price should be quoted in the Price Bid Sheet as per format. No deviation in any form in the Price Bid Sheet(s) is acceptable. The quoted price shall remain firm throughout the period of the contract and no adjustment shall be made to the contract price in respect of rise or fall in cost of Installation Charge.

GCC.11. WBSEDCL Personnel for Liaison :

1. Controlling Officer: GM(HRD&TRG/PM)
2. Nodal Officer: AGM (HR&A)- HRDD/ Addl. CE- HRDD will be Nodal officer for the project.
3. Consignee and Supervising Officer: Principal of EETI- Siliguri - He would issue the successful completion certificate for the entire scope of work under the LoA.
4. Paying Authority: Asst Manager(F&A) / HRDD.

Annexure - I

Mandatory Conditions:

Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
1.	Self Declaration Certificate for acceptance of all terms & conditions of tender documents.	A duly completed certificate as per Annexure II	
2.	The bidder should be registered under the Companies Act, 1956 (substituted by Companies Act 2013) or a partnership firm or a proprietorship business for more than 3 (three) years ending 31.03.2024.	Certificate of incorporation as a Company under Companies Act. or a registered partnership deed or trade license as the case may be.	
3.	Annual Turnover details of Rs. 10 Lacs in the previous three Financial Years (2021-22 to 2023-24)	Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document & a duly completed certificate as per Annexure-III	
4.	The bidder other than OEM should submit valid letter from the OEMs confirming the following: a. Authorization from OEMs for ➤ Bidder to offer respective items quoted, and also ➤ Undertake that the support including spares, patches for the quoted products shall be available for at least next 4 (four) years. b. Confirm that the products quoted are not end of life products	a. Manufacturer Authorization Certificate (MAF) in original confirming at least next 4 years comprehensive support for all items quoted by bidder. b. Documentary evidence/ written declaration from respective OEM confirming that the products quoted are not end of life products. c. Written Declaration by the bidder confirming the Bill of Material accompanied by written declarations from respective OEMs	
5.	The bidder should not have been blacklisted from any Govt. organization across India in last three years	A duly completed certificate as per Annexure IV	
6.	The firm should have experience in the same business in the last 3 years.	The details of the same along with supporting documents are to be submitted as per Annexure V	
7.	The bidder should have at least one office in the State.	Relevant Documents supporting the existence of an office in the State.	
8.	Must Comply with all statutory obligations.	Copy of PAN Card Copy of active and valid GSTIN Registration Certificate Copy of Registration Certificate P Tax if applicable Trade License details Bidder's Address Proof	
9.	Earnest Money Deposit	Scan Copy Annexure VI	
10.	Technical Specification Compliance Report	Annexure IX	

Annexure II

To
The GM(HRD&TRG/PM),
HRD &TRG Department,
VidyutBhaban, 5th Floor, 'D' Block,
Salt Lake, Sector – II, DJ Block,
Kolkata – 700 091.

Sub: Self Declaration Certificate.

Ref :Niet No.

_____ dated _____ (for Procurement, Delivery, fixing and fitting of Godrej Interio make furniture at for newly constructed Electricity Employees Training Institute (EETI)- Siliguri under HRD & TRG Department, WBSEDCL.

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Supply, Delivery, fixing and fitting of Godrej Interio make furniture, I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, specifications, schedule of quantities and all the contents stated therein.

I / We also confirm that the rates quoted by me / us are inclusive of all incidental charges and free delivery, unloading at Office of the respective consignee. Taxes applicable and installation charge are mentioned in the BoQ.

Date:

Place:

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:

Email ID:

Annexure III

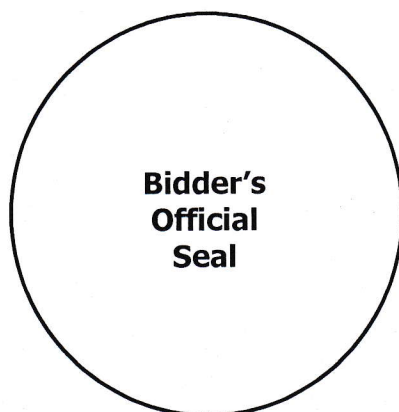
Annual Turnover Details:

Evaluation Criteria			Remark
Bidder's Annual Turnover for last three Financial years	Financial Year	Turnover in Rs.	-
	2021-22		Supporting Documents are to be attached along with the Annexure - III
	2022-23		
	2023-24		

Date:

Place:

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:

Annexure IV

CERTIFICATE

(to be provided on letter head of the firm)

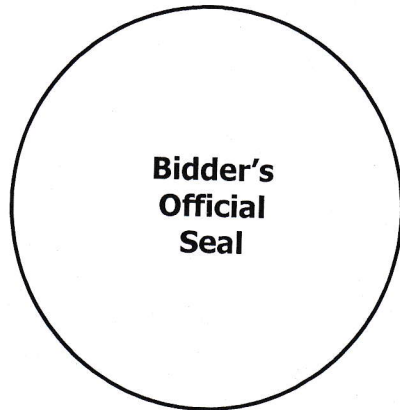
I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:

Annexure V

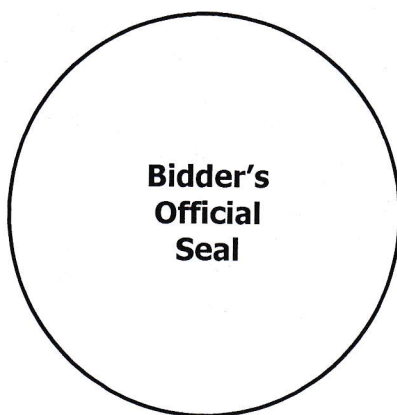
Work Order Details:

Sl. No.	Evaluation Criteria	Name of the Client with Order No. & date	Date of Satisfactory Completion Certificate Issued by the Client	Remark
	List of Purchase Order / Work Order where the similar type of Work executed by you during the last 3 years			Supporting Documents are to be attached along with the Annexure-V

Date:

Place:

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE - VI

To
The GM(HRD&TRG/PM),
HRD & TRG Department,
VidyutBhaban, 5th Floor, 'D' Block,
Salt Lake, Sector – II, DJ Block,
Kolkata – 700 091.

Sub: - Earnest Money Deposit (EMD) Details.

Ref :NleT No. _____ dated _____ (for _____ Procurement,
Delivery, Fixing and Fitting of Godrej Interio make furniture at newly constructed
Electricity Employees Training Institute (EETI)-Siliguri under HRD & TRG Department,
WBSedCL

Dear Sir,

Earnest Money of Amount Rs. 10,000/- (Rupees Ten Thousand only) has been deposited online on
..... The reference no. of Transaction is / has been paid through
Bank Guarantee (BG) as per format (Annexure-VII), scan copy of the same has been uploaded in the NIC portal.

Thanking you,

Yours faithfully,

(Authorized Signatory with Seal)

Annexure VII
PROFORMA FOR BID GUARANTEE (Earnest Money)
(To be stamped in accordance with Stamp Act)

Ref:.....

Bank Guarantee No.....

Date.....

To

The General Manager (HRD &Trg.),
Human Resource Development Department.
West Bengal State Electricity Distribution Co. Ltd.
5th floor, D-Block, VidyutBhawan,
Bidhannagar, Kolkata - 700091.
West Bengal.

Dear Sirs,

In accordance with Invitation to bid under your Notice Inviting e-Tender (NleT) No.....
M/s....., having its Registered/Head Office at.....(hereinafter called
the 'Bidder') wish to participate in the said Bid of and you, as a special favour have
agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of vide
up to..... on behalf of Bidder in lieu of the Bid deposit required to be made by the bidder, as a
Condition precedent for participation in the said tender.

We, the Bank (Name) at..... (Address) having our
Head Office at.....guarantee and undertake to pay immediately on demand by West Bengal
State Electricity Distribution Co. Ltd. the Amount of (in words & figures) without
any reservation, protest, demur and recourse. Any such demand made by said 'WBSEDCL' shall be conclusive and
binding on us irrespective of any dispute or difference raised by the Bidder.

This Guarantee shall be irrevocable and shall remain valid up to and including*

If any further extension of this guarantee is required, the same shall be extended to such required period
(not exceeding one year) on receiving instruction from M/s on whose behalf this guarantee is
issued.

In witness where of the Bank, through its authorized office, has set its hand and stamp on this
..... day of20.....at.....

WITNESS

.....
(Signature)

.....
(Signature)

.....
(Name)

.....
(Name)

.....
(Official Address)

.....
(Official Address)

Attorney as per Power of Attorney No. _____ Date _____

* This date should be initially for one hundred eighty (180) days and may be extended from time to time.

Annexure VIII (BOQ)

Item Rate BOQ

Tender Inviting Authority: GM/HRD & TRG/PM, WBSEDCL
 Name of Work: Procurement, Delivery, fitting and fitting of GODREJ INTERIO MAKE FURNITURE at newly constructed Electricity Employees Training Institute (EETI), Siliguri under HRD & TRG Department, WBSEDCL
 Contract No.: WBSEDCL/HRDDE-Tender/01 Dated: 13.08.2024

Name of the
 Bidder/
 Bidding Firm
 /Company:

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) Annexure VIII


NUMBER #	TEXT #	Item Description	NUMBER #	TEXT #	UNIT RATE In Figures To be entered by the Bidder (Rs. P (C))	TOTAL AMOUNT (Without Taxes) (D) (A X C = D)	NUMBER #	TOTAL AMOUNT In Words (Without Taxes) (E) (A X C = E)
1	2		4	5	13	53	55	
1.01	1	Requirements Executive Desk Godrej Interio make Finnese Table 6028 + ERU 3616 RHS - Pedestal Main Table Size - 1500 (W) X 750(D) X 740(H) ERU Size - 1050(W) X 450(D) X 705(H) Pedestal Size - 646 (H) X 390(W) X 440(D)	1	No			0.00	INR Zero Only
1.02	1	Office Desk Godrej Interio make Work 4020 Table Table Size - 1200 (W) X 600(D) X 740 (H)	3	No			0.00	INR Zero Only
1.03	1	Executive Chair Godrej Interio make Earl High Back Chair (Fdrnc) Size - 76 (cm) X 73 (cm) X 102-115cm (H) X 45-55cm (Seat Height)	1	No			0.00	INR Zero Only
1.04	1	Non-executive chair for Training Hall Godrej Interio make Earl Visitor Chair with Armrest (7212R) Size - 55cm(L) X 58cm(D) X 84cm(H) X 45cm (Seat Height)	2	No			0.00	INR Zero Only
1.05	1	Non-executive Chair for staff Godrej Interio make Earl Visitor Chair with Armrest (7212R) Size - 55cm(L) X 58cm(D) X 84cm(H) X 45cm (Seat Height)	1	No			0.00	INR Zero Only
1.06	1	Visitor Chair- Principal room Godrej Interio make Earl Visitor Chair with Armrest (7212R) Size - 55cm(L) X 58cm(D) X 84cm(H) X 45cm (Seat Height)	3	No			0.00	INR Zero Only
1.07	1	Visitor Chair- Staff room Godrej Interio make Dna Visitor Chair with Armrest (7212R) Size - 55cm(L) X 54cm(D) X 88 50cm(H) X 49 50cm (Seat Height)	2	No			0.00	INR Zero Only
1.08	1	Training Chair cum Desk with storage unit Godrej Interio make Unwind with Our Deskset Chair Size - 57 50cm(L) X 67 80cm(D) X 84 50cm(H) X 45cm (Seat Height)	25	No			0.00	INR Zero Only
1.09	1	Armchair Godrej Interio make Storvel Plan Armchair Size - 1981(H) X 918(W) X 486(D)	1	No			0.00	INR Zero Only
Total in Figures								
Quoted Rate in Words								
NOTE: GST WILL BE PAID EXTRA AS APPLICABLE								

Procurement, Delivery, Fixing and Fitting of Godrej Interio make Furniture at EETI- Siliguri

General Manager (HR&A), TRD PM, HRD Dept.
 West Bengal State Electricity Distribution Company Ltd.
 (A Govt. of West Bengal Enterprise)

Annexure IX

Sl. No.	Description	Requirements					
		Sl. No	Name of items	Description of Item	Qty.		
1	Item Description.	1	Executive Desk	Godrej interio make Finnesse Table 5026 + ERU 3616 RHS + Pedestal. Main Table Size- 1500 (W) X 750(D) X 740(H). ERU Size – 1050(W) X 450(D) X 705(H). Pedestal Size – 646 (H) X390(W) X 440(D).	1	Complied	Yes
		2	Office Desk	Godrej Interio Make Work 4020 Table Table Size – 1200 (W) X 600(D) X 740 (H)	3		
		3	Executive Chair	Godrej Interio Make Beat High Back Chair (Fabric) Size – 76.10cm(L) X 76.10cm(D) X 102-119cm (H) X 45-55cm (Seat Height)	1		
		4	Non-executive chair for Training Hall	Godrej Interio make Earl Visitor Chair with Armrest (7212R). Size – 55cm(L) X 58cm(D) X 84cm(H) X 45cm (Seat Height)	2		
		5	Non-executive Chair for staff	Godrej Interio make Earl Visitor Chair with Armrest (7212R). Size – 55cm(L) X 58cm(D) X 84cm(H) X 45cm (Seat Height)	1		
		6	Visitor Chair- Principal room	Godrej Interio make Earl Visitor Chair with Armrest (7212R). Size – 55cm(L) X 58cm(D) X 84cm(H) X 45cm (Seat Height)	3		
		7	Visitor Chair- Staff room	Godrej Interiomake Diva Visitor Chair with Armrest (70447). Size – 56cm(L) X 54cm(D) X 88.50cm(H) X 49.50cm (Seat Height)	2		
		8	Training Chair cum Desk with storage unit	Godrej Interio Make Unwind with Qtr Desklet Chair Size – 57.50cm(L) X 67.80cm(D) X 84.50cm(H) X 45cm (Seat Height)	25		
		9	Almirah	Godrej Interio Make Storwel Plain Almirah Size – 1981(H) X 916(W) X 486(D)	1		


General Manager (HR & I), T&D PM, HRD Deptt.
West Bengal State Electricity Transmission Corporation Ltd.
(A Government Enterprise)

Procurement, Delivery, Fixing and Fitting of furniture at EETI- Siliguri.
The required furniture has been procured and delivered to the concerned office for use.
(Signature) (Date)