



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Govt. of West Bengal Enterprise)

Office of the Chief Engineer: Distribution Testing Department

Abhikshan Bhaban, Block-BN, Sector-V, Bidhannagar, Kolkata-700091

Phone No. 033-2359-8397 : e-mail cedtd@wbasedcl.in / wbasedcltdtd@gmail.com

Regd Office: Vidyut Bhaban, Block-DJ, Sector-II, Bidhananagar, Kolkata-700091

CIN- U40109WB2007SGC113473, website: www.wbasedcl.in

NOTICE INVITING TENDER

NIT No.- CE/DTD/ R&R/WS/CRANE/AMC/2024-25/09

Tenders are invited by the Chief Engineer, Distribution Testing Department, WBSEDCL, Abhikshan Bhawan, BN Block, Sector-V, Kolkata-91 for carrying out AMC for a 20/5 Ton EOT Crane installed at R&R Workshop, DTD, Abhikshan Bhawan, BN Block, Sector-V, Kolkata-91 as required for the said work for a **period of 2 years w.e.f. date of issuance of the order** or any other date mutually accepted thereafter through electronic tendering (e-tendering) from the bidders having experiences in similar nature of works as per schedule detailed below.

Sl. No.	Description of Item	Estimated cost of rate contract for a period of 2 years (Rs. in lakh)(excluding GST) (Approx.)
1	AMC for a 20/5 Ton EOT Crane installed at R&R Workshop, DTD, Abhikshan Bhawan, BN Block, Sector-V, Kolkata-700091	Rs. 4 Lakh.
Tender Fee: NIL		
Price: The price is net and firm		
Earnest Money Deposit: Fixed Earnest Money cum Security Deposit amounting to Rs 10,000/- (Rupees Ten Thousand only) shall have to be deposited by the participating bidders as indicated in terms of the tender. If offer is submitted with inadequate Earnest Money cum Security Deposit as mentioned above, the bid will not be opened.		

Schedule of Dates for e-Tendering:

Sl. No.	Activity	Date & Time
1	Publishing Date	09.01.2025 at 13:00 Hrs
2	Document Download Start Date	09.01.2025 at 13:00 Hrs
3	Date of Pre-Bid Meeting	16.01.2025 at 11:00 Hrs
4	Bid Submission Start Date	17.01.2025 from 17:00 Hrs

[Signature]
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5	Bid Submission End Date	29.01.2025 at 14:00 Hrs
6	Last Date of Physical Submission of EMD (for BG only)	30.01.2025 upto 16:00 Hrs
7	Technical Bid Opening Date	31.01.2025 at 14:30 Hrs
8	Financial Bid Opening Date	To be intimated after evaluation of Technical Proposal

Intending bidders desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in> for the tender. The tender can be searched by typing WBSEDCL in the search engine provided in the website.

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt. of India (viz. nCode Solution, Safescrypt, e-Mudhra). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

Tenders are to be submitted online and 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".

Terms & conditions of the Tender Notice:

1. Fixed Earnest Money cum Security Deposit amounting to **Rs 10000/- (Rupees Ten Thousand only)** shall be deposited individually along with the offer. Earnest Money cum Security Deposit shall be either payment through online mode (Net-banking through Payment Gateway or RTGS/NEFT Payment) or in the form of Bank Guaranty (BG) (Valid for three years from the date of opening of the tender with a claim period of another six months subject to further extension if required). Demand Draft (DD)/ Banker's Cheque (BC) towards submission of EMD will not be accepted. Partial payment through online mode and remaining submission through BG is also not allowed.

The bidders who are new to WBSEDCL should submit the EMD cum SD amount as indicated above in **the form of BG only**. Earnest Money Deposit cum Security Deposit in any other form or amount will not be accepted for those new bidders.

If the offer is submitted with **inadequate Earnest Money** as mentioned above, **the bid will not be opened**.

2. Following payment options are available for paying EMD amount through online mode:

i. Net-banking through Payment Gateway.

ii. **RTGS/NEFT Payment:** On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction. The bidder will print the challan and use the pre-filled

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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.

- iii. **Submission of EMD through BG:** For submission of EMD in the form of BG, bidders will have to opt for EMD Exemption in e-tender portal and upload scanned copy of BG in the EMD exemption document upload section. Bank Guarantee(BG) should be drawn on any scheduled Bank drawn as per the pro-forma of Bank Guarantee for Earnest Money, given with this Tender Document vide Annexure-VIII, with initially valid for three years from the date of opening of the tender with a claim period of another six months subject to further extension, if required, in favour of West Bengal State Electricity Distribution Company Limited payable at Kolkata.

Physical copy of BG shall be submitted at the office of tender inviting authority as per respective clauses of NIT.

3. For submission of EMD/ Security Deposit in the Form of BG, the particulars of the Banker of Procurement & Contracts Department, WBSEDCL are given below:

Bank Name: ICICI Bank
Branch: R. N. Mukherjee Road
Cash Credit A/c No.: 193405000657
IFSC Code: ICIC0000006

4. EMD amount can be paid either in online mode or submitted through Bank Guarantee (BG) in full. **Partial payment through online mode and remaining submission through BG is not allowed.**

5. **General Instructions for Online Payment:**

1. The bidder will have to mandatorily pay through Net-banking facility once Net-banking mode is opted for payment.
2. Status of NEFT/RTGS payment through Challan for a bid may take time to be 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.
3. 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).
4. 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.

6. **Refund/Settlement of EMD Amount:**

1. For unsuccessful bidders EMD amount submitted against the tender shall be


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refunded automatically (except EMD submitted in the form of BG), through an automated process, by NIC portal on receipt of updated status of any bid. If the EMD has been submitted in the form of BG, the unsuccessful tenderer(s) is/are to apply for the same to the Chief Engineer (Procurement & Contracts), WBSEDCL, giving the reference of the NIT No., date of tender, amount and mode of Earnest Money deposited-complete in all respect for return of the same.

2. For successful bid(s), EMD will be refunded from WBSEDCL authority only after expiry of the entire rate contract period and following due procedures.
3. The bank account used for payment of EMD by the bidders shall be maintained operative during the entire rate contract period. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.
4. 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.
7. Successful bidder(s) shall have to mandatorily **create vendor id through WBSEDCL Vendor Corner**, if not created earlier.
8. The tenderer or their duly authorized representative should attend the Pre-bid Meeting at the stipulated date and time.
9. The bidder shall submit along with the offer necessary documents in support of their previous Experiences of same type of repairing work in WBSEDCL/Other Power Utilities/Other Govt. Departments in earlier occasions and financial capabilities.
10. No agent is allowed to participate in the Tender. Original repairers will only be allowed in the tender.
11. WBSEDCL reserves its right to take decision keeping its financial interest. The Purchase Policy of WBSEDCL along with the provisions of Vendor Rating & Holiday Listing, as effective from 01.09.2012 and the subsequent amendment effective from 18.03.2013, will be applicable.
12. If the offer is submitted without or inadequate Earnest Money, the bid will not be opened. In case of incomplete offer, the tender will be liable for rejection and Earnest Money Deposit will be forfeited.
13. The offer shall remain valid for a minimum period of minimum 180 days from the next day of opening of the tender. However, WBSEDCL may, on the merit of case, request extension of validity of the offer for a further suitable period without any change in terms & conditions of the offer.
14. Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.
15. WBSEDCL is not bound to accept the lowest tender and reserves the right to cancel any or all the tenders unilaterally.
16. Any bidder against whom FIR/Complaint presently/currently is lodged with Police by WBSEDCL shall not be eligible to participate in the bidding process.
17. Other information as well as terms and conditions, which are not covered above, will be

available in Instructions to Bidders, General Conditions of Contract of this tender and the Revised Purchase Policy of WBSEDCL with latest amendment and Office Order No.- 1252, dated- 29/08/2017 of the Director (HR), WBSEDCL.

18. Existing enlisted Vendors of WBSEDCL shall also apply afresh for future enlistments.
19. Tenderers have to submit the following documents as Pre-requisites:
 - a) Past Performance Certificate / Order Executed for the last three years.
 - b) Valid GST Registration Certificate.
 - c) Valid PAN
 - d) Recent of P-Tax Challan.
20. All Tenderers shall ensure that all **pre-requisites** as mentioned above are duly fulfilled and submitted by them and if there be any deficiency regarding non-submission of any documents, WBSEDCL reserves the right to cancel the tender unilaterally.
21. It is also to be noted that all necessary Certificate should remain valid during the process of Tender.
22. Unit Price to be quoted for AMC as per Annexure is mandatory.
23. Any false statement/submission in the tender will lead to cancellation of tender without any further reference and the Earnest Money cum Security Deposit shall be forfeited.
24. Any further information along with WBSEDCL's Revised Purchase Policy may be downloaded from the website: **www.wbsecl.in** and the following office :
Office of the Chief Engineer (Distribution Testing Department),
West Bengal State Electricity Distribution Company Limited,
Abhikshan Bhavan, BN-Block, Bidhannagar, Sector-V,
Kolkata - 700091.

Instructions to Bidders:

1.0 Eligibility for participation :

- i) Original bidders involved in maintenance of Crane will only be eligible in the tender.
- ii) Tenderers shall submit along with their offers a statement giving detailed particulars of the orders executed during last **three years** for the same type of work in support of their past performance. The statement should indicate name of the ordering authorities, reference of orders with dates, ordered quantity and other relevant information including value of the orders.
- iii) For all the cases, the performance certificates shall be recent one .
- iv) Prior to submission of any offer against the tender, tenderers shall ensure that all pre-requisites as indicated in the Terms & conditions of the Tender Notice are fulfilled by them. They shall also be technically and financially capable to carry out same work, if finalized with them for which necessary documentary evidence shall have to be furnished along with the tender. Summary statement vide Form-VI of average annual turnover for a period of last three financial years should be submitted for enlistment. The bidders applying for enlistment shall have adequate average


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annual turnover for a period of past three financial years.

- v) Tender submitted will be summarily rejected if above pre-requisites and performance certificates are not submitted along with the offer and Earnest Money submitted shall be forfeited.

2.0 General guidance for e-Tendering :

Instructions/Guidelines for electronic submission of the tenders have been mentioned below for assisting the bidders to participate in e-Tendering.

3.0 Registration of bidder :

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

4.0 Digital Signature certificate (DSC) :

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

- 5.0 The bidder can search and download NIT & Tender Documents electronically from the website mentioned in Clause-4 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

6.0 Submission of Tenders :

6.1 General process of submission:

Tenders are to be submitted online through the website <https://wbtenders.gov.in>. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents as asked for in the tender through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders - one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.

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

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

6.2 Technical Proposal:

The Technical Proposal shall contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

A. Statutory Cover:

- a) To be submitted in "Drafts" folder:


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i. Earnest Money Deposit (EMD):

As prescribed in the terms and conditions of the NIT.

b) To be submitted in "Annexures" folder:

- i) Application for Tender (vide Annexure -I).
- ii) Price Schedule in unpriced condition (vide Annexure -II).
- iii) Authenticated/signed copy of Annexure –III to Annexure –VII.

The bidders have to mention the information in the form of "Yes/No" only in respect of "Rate Quoted/Offered for the Items" column against Sl. No. 1, 2 & 3 in the Annexure -II.

c) To be submitted in "NIT" folder:

- i. Notice Inviting Tender (NIT).
- ii. Addenda/Corrigenda: if published
- iii. Authenticated/signed copy of minutes of pre-bid meeting.

Note: Bidders are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

d) To be submitted in "Forms" folder:

i. Schedule of Bids:

The bidder needs to download the form for "Schedule of Bids" (vide Form-I), fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. Submission of incomplete "Schedule of Bids" will render the tender liable to summary rejection.

- ii. Format of details of Techno-Commercial requirements, Pro-forma for undertaking to be submitted by the Bidders, Format of Letter of Bid, Format of details of equipments/instruments along with calibration status, Format for details of Plants and Machinery, and format for details of commercial requirements

- iii. **Summary statement** of average annual turnover for a period of the last three financial years, may be submitted.

- iv. **Performance certificates/Statement of orders executed** during last three financial years (vide Form-VII).

(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder).

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

B. Non-Statutory Cover (My Document):

i. Company Details:

Proof of Original Equipment Manufacturer/DTR Repairer.

ii. Certificates:

- 1) PAN details.
- 2) Current Professional Tax (PT) submission Challan. Application for such addressed to the competent authority may also be considered.
- 3) GSTIN certificate.


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iii. Financial Info :

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

iv. Credential:

Documents in support of similar type of maintenance job under WBSEDCL / other Power Utilities / other Govt./Pvt. Departments in earlier occasions within last three financial years as mentioned below:

- 1) Performance certificates i.r.o. same type of EOT crane Maintenance job.

6.3 Financial Proposal:

The financial proposal should contain the following documents in one cover (folder).

Bill of Quantities (BOQ)

The bidder is to quote the rate in online through computer in the space marked for quoting rate in the BOQ. (Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder).

7.0 Submission of original copies of documents of Earnest Money Deposit (In case the bidder wants to choose EMD Exemption in e-tender portal and upload scanned copy of BG) :

- i. **Place of submission:** The original copies of the BG towards Earnest Money Deposit shall be submitted in the following office:

Office of the Chief Engineer,
Distribution Testing Department,
West Bengal State Electricity Distribution Company Limited,
Abhikshan Bhavan, , BN-Block, Bidhannagar, Sector-V
Kolkata – 700091.

- ii. **Time of submission:** The original copies of BG 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.

8.0 Conditional and incomplete tender :

Conditional and incomplete tenders are liable to summary rejection.

9.0 Validity of Tender and Offer :

The offer against tender should remain valid for a minimum period of 180 days from the next day of opening of the tender. However, WBSEDCL may, on the merit of case, request for extension of validity of the offer for a further suitable period without any change in terms & conditions of the offer.


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10.0 Earnest Money Deposit (EMD) :

- a) Fixed Earnest Money cum Security Deposit amounting to Rs 10000/- (Rupees Ten Thousand only) shall be deposited individually along with the offer. Earnest Money cum Security Deposit shall be either payment through online mode (Net-banking through Payment Gateway or RTGS/NEFT Payment) or in the form of Bank Guaranty (BG) (Valid for three years from the date of opening of the tender with a claim period of another six months subject to further extension if required). Demand Draft (DD)/ Banker's Cheque (BC) towards submission of EMD will not be accepted. Partial payment through online mode and remaining submission through BG is also not allowed.
- b) Tenderers shall not claim any interest on Earnest Money Deposit.
- c) Earnest money will be refunded to the unsuccessful Tenderers after finalization of the tender and in case of successful Tenderers, EMD will be refunded only after expiry of the entire maintenance contract period.
- d) Earnest Money submitted will be liable to forfeiture,
 - (i) If the successful tenderers fail to accept Purchase Order / LOI issued within the entire rate contract period.
 - (ii) If any cartel is formed by the tenderer in their bids.

11.0 Opening and evaluation of tender:

11.1 Opening of Technical Proposal:

- i. Technical proposals will be opened by the Tender Inviting Authority or his authorized representative electronically from the website stated above using their Digital Signature Certificate.
- ii. Technical proposals for those tenders whose original copies of BG/DD/BC towards tender fee & EMD have been received will only be opened. Proposals corresponding to which original copy of BG/DD/BC towards tender fee & EMD has not been received, will not be opened and will stand rejected.
- iii. Intending tenderers may remain present if they so desire.
- iv. Cover (Folder) for Statutory Documents (vide Clause 6.2-A) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 6.2-B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- v. Decrypted(transformed into readable formats) documents of the Statutory and Non-statutory Covers will be downloaded for the purpose of evaluation.

11.2 Techno-commercial Evaluation of Tender:

- i. While evaluation ,the Tender Inviting Authority or his authorized representative may summon of the tenderers and seek clarification/information or additional documents or original hard copy of any of the documents already submitted and if these can not be produced within the stipulated time frame, their proposals will be


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liable for rejection.

- ii. The summary list of tenderers, whose bids will be found techno-commercially eligible, will be uploaded in the web portals. Date of opening of financial bid will be intimated to the techno-commercially qualified tenderers.

12.0 Opening and evaluation of Financial Proposal:

- i. Financial proposals of the tenderers declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.
- iii. After opening of the financial proposal the preliminary summary result containing inter- alia, name of bidders and the rates quoted by them will be uploaded.
- iv. The Tender Accepting Authority may ask any of the tenderer to submit analysis to justify the rate quoted by that tenderer.

13.0 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.

14.0 Finalization of Maintenance Contract:

Item wise lowest valid rate should normally be accepted. If the L1 bidder failed to accept the offer within the stipulated period of time L2 bidder and onwards would be extended with opportunities of counter offer to match and agree with the item wise at L1 Rate.

15.0 Acceptance of rate contract:

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

16.0 Concession:

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

17.0 Holiday Listing and Vendor Rating:

Holiday Listing & Vendor Rating will be applicable according to the "Holiday Listing & Vendor Rating" policies of the Revised Purchase Policy, which is posted in website of WBSEDCL (www.wbsedcl.in).

Performance of the bidders, who supplied materials/equipment to WBSEDCL previously, will be evaluated for their Vendor Rating according to the said Vendor Rating policy and their Vendor Rating will be taken into consideration at the time of evaluation of Technical and Financial Proposals of the tender.

18.0 Return of Earnest Money of the unselected tenderer(s):

Details of refund/settlement of EMD amount is mentioned in clause no: 6 of Terms & conditions of the Tender Notice of this NIT.