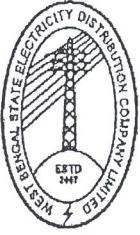


Procurement & Contract N/S
No. 10429 Dt. 21/01/16



West Bengal State Electricity Distribution Company Limited
(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091
CIN: U40109WB2007SGC113473, website: www.wbsedcl.in

Office Order No. : 1029

Dated : 20-01-2016

Sub : New procurement procedure for procurement of single &
three phase whole current static Energy Meters

With the objective to develop the product, develop more vendors for participation in the tender, attract more number of participants and reduction of repetitive nature of job to minimize time for tender finalization, etc., the Board of Directors in its meeting held on 13.10.2015 accorded approval to the new procurement procedure for procurement of single & three phase whole current static Energy Meters in partial modification of the Purchase Policy. The new procurement procedure for procurement of single & three phase whole current static Energy Meters is mentioned below for compliance of all concerned.

A. Freezing of "Technical Specification, Tamper Logic & its threshold values"

Technical Specification, Tamper Logic & its threshold values will be freezed both for Three Phase & Single Phase Whole Current Static Energy meters and it will remain unaltered at least for a period of Two Years with provision for further extension of one year. This will be done by Distribution Testing Department.

After final approval, the detail "Technical Specification, Tamper Logic & its threshold values" will be hoisted in the website of the Company for ready reference.

B. Floating of e – tender for empanelment of interested Meter manufacturers

The e-tender will be floated for empanelment of interested Meter manufacturers' detail of which is given below: -

- i) The above e – tender will be single part for "Techno commercial Evaluation" of participated meter manufacturers towards empanelment. The aforesaid empanelment will remain valid for at least a period of Two Years with provision for further extension of one year.
- ii) This e – tender will also have both "Technical & Financial Qualifying Requirements for interested Meter manufacturers" and the same will be evaluated. Technical & Financial Qualifying Requirements are to be reviewed and freezed before floating the e – tender.
- iii) The "Tender Fees" will be Rs. 24000/- (Twenty Four Thousand) only.

- iv) EMD for Empanelment will be Rs. 500000/- (Rupees Five lakh) to be deposited in the form of DD/Pay Order favouring WBSEDCL and payable at Kolkata by the interested meter manufacturers and it will be refunded to empanelled vendor after expiry of "Total Empanelment period".
- v) The "Sample Testing" of deposited Meters by the Bidders will be done at our DTD Laboratory. C.E. (DTD) shall declare the name of meter manufacturers, whose sample meters have been found to conform to the qualifying requirement. Thereafter, the list containing the name of eligible & qualified meter manufacturers will be finalized by in-house committee. .
In case the manufacturers who deposited "Sample meters" are failed in 1st Sample Testing, will get chance to improve their product and offer for retesting at DTD through P&C Department towards empanelment after expiry of at least three months from the date of completion of entire 1st Sample Testing as a course of Vendor improvement. On every occasion of "Re-testing of sample Meter", non – refundable Re – testing fees of Rs. 20,000/- (Rupees Twenty Thousand) + Service tax, will have to be deposited by the respective Meter manufacturers. The approved Meters will be kept as 'Prototype Sample' of all the empanelled manufacturers for the entire period of Empanelment.
- vi) After completion of above process, List of Meter Type wise empanelled Meter manufacturers will be issued from P&C Dept and the said list will be reviewed in every six months. The empanelled meter manufacturers shall not be required to offer sample meters for test requirements during the period of the empanelment. The empanelment is liable for cancellation on review from time to time. The unsuccessful bidders will also be intimated accordingly.
- vii) Hoisting of "Meter Category Wise" Empanelled Meter manufacturers will be done in WBSEDCL Website and will be updated from time to time.

C. Purchase Advice

Purchase advice will be issued from P&C Department as per site requirement for six months consumption, subject to be estimated cost of maximum of 50 cores in each case.

D. Procurement Action as per purchase Advice

The broad stepwise procedure for Procurement Action as per purchase Advice is given below:

- i) Limited e-Tender among the empanelled vendors will be floated for confirmation of delivery schedule and submission of Price Bid. In terms of Clause No – 9.01 of the Purchase Policy, , the Empanelled vendors having residual quantities of


undelivered materials/equipment of previous order, have to complete the delivery before the date of hoisting of Limited e – Tender, otherwise those empanelled meter manufacturers will not be allowed to participate in the respective Limited e – Tender.

- ii) Opening of price Bid and finalisation of “L1 price” through “Reverse Auction” procedure will take place as per existing policy.
- iii) Awarding of Contract and distribution of order as per existing Purchase Policy after ‘Price matching’, if agreed to by other vendors.
- iv) The new entrant Meter manufacturers for WBSEDCL, who comply the Technical & Financial Q/R and qualified in Sample Testing, will get 30% of Tender quantity, if became L1 after reverse Auction. Manufacturers who will be empanelled as fresh manufacturer and opted for “Promotional Order” may get “Promotional order of maximum 5% of Tender quantity, if they match with L1 price after reverse Auction.
- v) As per prevailing practice, 5% of ordered value is to be submitted as “Security Deposit” by the vendors on whom order is placed. There will be provision for release of Security Deposit as per present “Purchase Policy”.

E. For procurement of next Phase

In Limited e– Tender inclusion of any other successful vendor will be accepted as per policy described under B(v) above.

This order takes immediate effect.


(Sujay Sarkar)
Director (H.R.)