

Notice Inviting e-Tender

Notice Inviting e-Tender No	WBSU/24PNR/ETEN/Substation/2015-16/016	Dated	01/02/2016
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Name of Job : Electro Mechanical Operation for 33/0.433 KVA Sub-station & 70 KVA Diesel Generator set, 02 Nos. Maintenance and operation of Internal, external works under WBSU from 17/03/2016 to 16/03/2017

The Registrar, WBSU, invites online percentage rate (two part) tender for the work detailed in the table below. List of Schemes:

Sl. No	Name of the work	Estimated Amount (INR)	Earnest Money (INR)	Price of Technical & Financial Bid documents and other annexures	Period of completion	Name of the Concerned Officer	Eligibility of Contractor
1	1	2	3	4	5	6	7
	Electro Mechanical Operation for 33/0.433 KVA Sub-station & 70 KVA Diesel Generator set, 02 Nos. Maintenance and operation of Internal, external works under WBSU from 17/03/2016 to 16/03/2017	3,50,000/-	Earnest Money Rs. 20,000.00. to be submitted in the form of Demand Draft / Pay Order from any Nationalized Bank in favor of West Bengal State University. payable at Barasat.	N.A	365 (Three hundred sixty five days) from the date of Work Order	The Registrar, West Bengal State University	<p>1. Applicant should be licensed Electrical Contractor having supervision certificate of competency in Parts 1,2,3,4,5,6A,6B, 7A,7B & 11,12 from competent Licensing Authority.</p> <p>2. Tenderer must have completed similar nature of work within last five years in Govt./Semi Govt./Govt.Undertaking/PSU with appropriate certificate of completion in support of single work of 40% value of the estimated amount put to tender within five years/Running contractor of WBHIDCO.</p> <p>3) Valid Trade License, VAT Registration certificate, return and challan for last financial year, Service Tax Registration certificate, Return with Challan for last FY, PAN Card with IT return for last Financial Year, PT Challan for last quarter of 2015-16.</p> <p>4) Credit worthiness certificate not less than 1/2 of the quoted value issued by any Scheduled bank against the instant tender.</p> <p>5) Hard copies of all documents should be submitted along with a written declaration in the form of an affidavit duly notarized as to the correctness of the copies of all documents submitted as hard copy and a declaration whether penalty/debarment etc. had been faced by the agencies under any Govt./Semi Govt./Autonomous body etc.</p> <p>6) Intending contractors / tenderers must be financially sound and have their machineries Support with adequate working experience required for the job.</p>

- 1) In the event of e-filing, intending bidder may download the tender documents from the website <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate. Earnest Money may be remitted through Demand Draft / Pay Order issued from any nationalized bank in favour of the "West Bengal State University." payable at Barasat and also to be documented through e-filing. The original Demand Draft / Pay Order against Earnest Money Deposit (EMD) or documents in support should be submitted physically at the Office of the Registrar, WBSU under sealed cover at least 24 Hrs. before the date and time of opening of tender.
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.in>
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in this document.
- 4) The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the authority of WBSU. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 5) Eligibility criteria for participation in the tender.
 - a) As detailed in NIT

Income Tax Return for the latest Financial year, P.T. Deposit Challan for March, 2014, Pan Card, VAT & Service Tax Registration Certificate along with challans for March, 2014 are to be accompanied with the Technical Bid Documents.

[Non-statutory documents] 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. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.

[Non-statutory documents] Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

[Non-statutory documents]

Joint Ventures will not be allowed.

A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

No mobilisation advance and secured advance will be allowed.

Security Deposit:

Retention money towards performance Security amounting to 5% (five point zero percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on Security Deposit.

Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost, risk and responsibility.

All materials required for the proposed work shall be of specified grade in conformity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes.

Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

TERMS OF PAYMENT:

Monthly payment will be made after successful operation and maintenance of that particular month for which intended service is rendered.

Date and Time Schedule:

Sl. No	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	01/02/2016 – 12:00 Noon
2	Documents download/sell start date (Online)	01/02/2016 – 3:00 P.M
3	Documents download/sell end date (Online)	10/02/2016 – 2:00 P.M
4	Pre-bid meeting to be held at Office of the Registrar, WBSU.	03/02/2016 – 2:00 P.M
5	Bid submission start date (On line)	04/02/2016 – 10:00 A.M
6	Bid Submission closing (On line)	10/02/2016 – 5:00 PM
7	Last Date of submission of original copies, Earnest Money Deposit (Off line)	11/02/2016 – 12.00 Noon
8	Bid opening date for Technical Proposals (Online)	12/02/2016 – 2:00 P.M
9	Date of uploading list for Technically Qualified Bidder(online)	15/02/2016 – 4:00 PM
10	Date of uploading the final list of Technically Qualified Bidder(online) after disposal of appeals, if any	17/02/2016 – 2:00 P.M
11	Date for opening of Financial Proposal (Online)	19/02/2016 – 2:00 P.M

- 6) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 1 (one) year from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect.
- 7) There shall be no provision of legal arbitration in this work.
- 8) Earnest Money: The Earnest Money of Rs.20,000.00 to be deposited in the form of Bank Draft/Pay Order from any nationalized bank in favour of West Bengal State University payable at Barasat.
- 9) 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, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 10) The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of WBSU. 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 Tenderer at the stage of Bidding.
- 11) Refund of EMD: The Earnest Money of all the unsuccessful tenderers deposited in favour of WBSU will be refunded on receipt of application from tenderers .
- 12) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in ‘Instructions to Bidders’ stated in this tender document.
- 13) Conditional / Incomplete tender will not be accepted under any circumstances.**
- 14) The intending tenderers are required to quote the rate online only.**
- 15) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
- 16) 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.
- 17) The University Authority reserves the right to cancel the N.I.e.T due to unavoidable circumstances and no claim in this respect will be entertained.
- 18) If there be any objection regarding pre-qualifying the Agency that should be lodged online to the Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
- 19) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

- 20) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
- N.I.T.
 - Special Terms & Conditions
 - Technical Bid
 - Financial Bid
 - General Terms & Conditions
- 21) Qualification criteria:
The tender inviting and Accepting Authority through a “Tender Evaluation Committee” will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
- Financial Capacity (Bank Solvency Certificate)
- Technical Capability comprising of personnel & equipment capability
- Experience / Credential
- The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice
- 22) Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.
- 23) No. price preference and other concession will be allowed.**

SECTION - A
INSTRUCTION TO BIDDERS

General guidance for e-Tendering:	
	Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering
i)	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, through logging on to https://etender.wb.nic.in
ii)	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.
iii)	The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned, using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
iv)	Participation in more than one work: A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.
v)	Submission of Tenders: Tenders are to be submitted through online to the website state in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Statutory Cover Containing the following documents:**PREQUALIFICATION DOCUMENTS:**

- 1) **Prequalification Application (Form – I)**
 - Demand Draft/Pay Order towards Earnest Money (EMD) as prescribed in the N.I.e.T. against each of the serial of work in favour of the West Bengal State University payable at Barasat.
- 2) **Tender Document**
- 3) N.I.T.
- 4) (NIT, Tender Document and 2911 downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.
- 5) **Special terms & conditions and specification of works.**
- 6) **TECHNICAL DOCUMENTS**
 - Affidavit [Ref. Format]
 - Experience profile [Form No-III].

(b). Non-statutory Cover Containing the following documents:

- a) Professional Tax (PT) deposit receipt challan for March, 2014 Pan Card, IT Return for Financial year 2013-14, VAT Registration Certificate & Challan for March, 2014, Service Tax Registration Certificate & Challan for March,2014.
- b) Registration Certificate under Company Act. (if any).
- c) Registered Deed of partnership Firm / Article of Association & Memorandum.
- d) Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- e) Balance Sheet for last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)
- f) List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & waybill.
- g) List of Technical staffs along with structure & organization.

N.B.: Failure of submission of the above mentioned documents as stated above will render the tenderer liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Sl. No	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	VAT & Service Tax Registration Certificate & Acknowledgement PAN P Tax (Challan) (March,2014) Latest IT Receipt IT-Return for Financial year 2013-14.
B	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) -Structure & Org.] Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C	Credential	The Agency should have a valid license as mentioned earlier in this document.
D	Financial Info		Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)
E	Man Power	Technical Personnel	List of Technical Staffs with Qualifications & Experience

NIT no- WBSU/24PNR/ETEN/Substation 2015-16/016

Date- 01/02/2016

Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority will function as Evaluation Committee for selection of technically qualified contractors.

Opening & evaluation of tender:

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

1. Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (inclusive of all statutory taxes as applicable) 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 & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished.

Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

2. Rejection of Bid:

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 Employer's action.

3. Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

SCOPE OF WORK

- 1) Agency have to equipped with the following items:
- 2) He should have to engage qualified electrical supervisor to look after the maintenance system of indoor & outdoor lighting arrangement.
- 3) Agency have to keep necessary tools & plants for day to day maintenance with their personnel.
- 4) He has to maintain 24 x 7 days to cover maintenance so that under any circumstances performance of the lighting authority & air-conditioning system of the University should not be hampered in any way.
- 5) In case of power failure from University Authority immediate steps to be taken and informed the concerned call center for restoration of power as well as to inform the University Authority.
- 6) He should maintain a register showing date and time of power failure and restoration of power be also entered.
- 7) In case of replacement of materials like bulb, igniter, ballast, holder, timer, contactor unit, etc. are to be informed in writing addressing to the University Authority for arranging the materials.
- 8) The supervisor should follow strict vigilance in each and every day and should look after to depute his person to attend the fault upto its normalcy. However, no extra payment will be entertained for this purpose. The Agency should maintain the attendance of the supervisor in a separate attendance register kept in the spot.
- 9) Site instruction register should have to be kept at site for communicating instruction etc.
- 10) Contractor's personnel has to be provided with photo identity card.
- 11) On duty personnel should wear identical dress i.e. similar uniform on every working days.
- 12) The agency has to maintain a register for operation of DG set maintaining the time of load shading / period of operation of DG sets.
- 13) The wages of skilled, semi-skilled and un-skilled labour should be maintained as per relevant latest circular of the Labour Department, Govt. of West Bengal.
- 14) Engaged Electrician (skilled) must passed the workman permit for i(b), ii, iii.
- 15) To keep and maintain all the rolling shutters of the sub-station, so that those can be operated smoothly as and when required.
- 16) Day to day reading of Ammeter, Voltmeter & Frequency meter of LT panel and any other relevant installation are to be recorded in a log book.
- 17) Supervisor should have required valid certificate as mentioned in clause towards Eligibility of Contractor.
- 18) To keep the area in and around the substation as clean as possible.
- 19) To adhere and conform to the guidelines/instructions of M/s WBSEDCL after inspection of their officials as and when necessary.

FORM – I

PRE-QUALIFICATION APPLICATION

To
The Registrar
West Bengal State University
Berunanpukuria, Malikapur
Barasat, Kolkata-700126

Ref : Tender for
(Name of Work).....
.....

N.I.e.T. No. :

Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf ofin the capacity duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

1. Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
2. Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason

Enclosure(s): e-Filling:-

- a) Statutory Documents.
- b) Non Statutory Documents.

Date:

FORM – III

Experience Profile

Name of the Firm:

List of projects completed that are similar in nature to the works having more than 50% (fifty percent) of the project cost executed during the last 2 (two) years.

Name of Employer	
Name, Location & nature of work	
Name of Consulting Engineer responsible for supervision	
Contract price in Indian Rs.	
Percentage of Participation of company	
Original Date of start of work	
Original Date of completion of work	
Actual Date of starting the work	
Actual Date of completion of work	
Reasons for delay in completion (if any)	

Note:

1. Certificate from the Employers to be attached
2. Non-disclosure of any information in the Schedule will result in disqualification of the firm

.....
Signature of applicant including title
and capacity in which application is made.

AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper
of Rs.100.00 (One Hundred only) duly notarized)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm
M/S.....nor any of
constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.e.T.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

.....
Signed by an authorized officer of the firm.

.....
Title of the officer

.....
Name of the Firm with Seal

Date:.....

FORM – II

STRUCTURE AND ORGANISATION

1	Name of the Applicant	
2	Office Address	
	Telephone No.	
	Fax No	
3	Name and Address of Bankers	
4	Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. Note : Application covers Proprietary Firm, Partnership, Limited Company or Corporation	

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Signature of applicant including title and
capacity in which application is made