

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

TENDER DOCUMENT

FOR

Replacement of 800 AMP Air Circuit Breaker (Manual Draw-out)at“ShilpaSadan”
4, (Camac Street), Kolkata-700 016

2017 - 2018

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

NOTICE INVITING TENDER

No. **WBIDC/Per/158/04/III/5A/Part-III**

19/03/2018

- 1) WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED invites sealed tender for “Replacement of 800 AMP Air Circuit Breaker (Manual Draw-out)” at “ShilpaSadan” 4, (Camac Street), Kolkata-700 016 from interested, experienced and reputed electric panel maintenance/service providers who fulfill the eligibility criteria.
- 2) The offers should be submitted in sealed envelope super-scribing “Replacement of 800 AMP Air Circuit Breaker (Manual Draw-out)” at “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 duly addressed to The Managing Director, WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, Kolkata.
- 3) The tender document can be downloaded from WBIDC website www.wbidc.com. The interested bidders can download the tender document from website and shall submit along with the tender a DD/Pay Order for Rs.500/- (Rupees Five Hundred Only non-refundable) drawn in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata. The Tender Document can also be available in person from WBIDC, “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017, on any working day between 9.00 hrs to 15.00 hrs from 19/03/2018 to 26/03/2018 on payment in cash Rs.500/- (Rupees Five Hundred Only non-refundable) towards cost of the tender document, for which Cash Receipt will be issued and the Bidder should attach a copy of the Cash Receipt while submitting the tender.
- 4) The Tender Documents should be submitted in a sealed cover either in person or by post without any overwriting tampering with any of the folios thereof & duly filled in and duly signed at the bottom of each folio, by the Bidder or his / their authorized representative and it shall reach at “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 on or before 26/03/2018 on or before 15.30 hrs.
- 5) The Bidder should deposit a DD / Pay order for Rs.5,000/- (Rupees Five Thousand only) towards the earnest money (EMD) drawn in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata. EMD of successful bidder will be converted to Security Deposit which will be returned after successful installation of the item and after satisfactory service and observation of 6 (Six) Months from the date of installation. No interest will be payable on the Earnest Money Deposit.

6) WBIDC reserves the right to amend or withdraw any of the terms and conditions contained in the tender document before accepting the tender or to reject any or all the tenders without giving any notice or assigning any reason. The decision of WBIDC in this regard shall be final and binding on all.

Schedule of Tendering Process:

| | |
|---------------------------------|-------------------------------|
| Issue of tender forms | From 19/03/2018 to 26/03/2018 |
| Pre-bid Meeting | 22/03/2018 @ 15.00 hrs |
| Last date for Tender Submission | 26/03/2018@ 15.00 hrs |
| Opening of Bid | 26/03/2018 @ 15.30 hrs |

For query contact at: 033-22553857/033-22553726

Managing Director
WBIDC LTD.

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

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WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

No. **WBIDC/Per/158/04/III/5A/Part-III**

19/03/2018

ELIGIBILITY CRITERIA:

(Please attached self- attested documents as per check list)

1. The bidder should attach Tender Cost in the form of Cash receipt or DD of Rs.500/- (Rs. Five Hundred only).
2. The Bid should accompany a DD / Pay Order Rs.5,000/- (RupeesFive Thousand only) drawn on any nationalized bank in the name of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata towards Earnest Money Deposit (EMD). Tender received without prescribed EMD will be summarily rejected. No exemption will be granted.
3. The bidders should have office in Kolkata area.
4. The bidder should have valid license.
5. The bidder must submit a self-attested copy (copies) of Recent work order (s) (details filled with attached format Annexure-IV) of which the work (s) has (have) been completed within last 3 (Three) years as on 31/03/2017 as a proof of similar work done in a PSU, Central /State Government Organization or subsidiary / joint venture / Regulated company thereof, or a reputed private company etc.

The tenders of those Bidders who do not fulfill above eligibility criteria are liable for rejection.

GENERAL CONDITIONS:

1. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company / Corporation, Society, they shall be, for the purpose of this contract, be known as “the Bidder” and the WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED shall be known as “WBIDC”.
2. Bidder should ensure that the documents are attached as per Check list and all pages of Tender and documents are signed and stamped. Failure to do so shall lead to the rejection of bids.
3. The Bidder will give a declaration as per attached format **Annexure- I** that he has read and understood the above conditions and the same shall remain binding upon him in case the work is entrusted to him.

4. The bidder must visit/examine the site and its surrounding on any working day by prior appointment with the Representative of WBIDC for the proper assessment of prospective assignment (scope of works) before submitting their offer. No claims later on shall be entertained. Bidder should submit a Certificate for the Site Inspection as per attached format **Annexure-II**.
5. Bidder should submit their details as per attached format **Annexure-III** with self-attested documents.
6. The successful Bidder whose tender is accepted shall, with immediate effect from issuing / receiving the Letter of Acceptance, be required to execute the work.
7. Bidder/s shall keep his / their offer valid for a period of at least 1 month (30 days) from the date of opening of the Bid. If any Bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer, the EMD is liable to be forfeited.
8. The Bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract and must visit and inspect the site of work and acquaint himself with all local conditions means of access to the work, nature of work and all related matters appertaining thereto.
9. Immediately, on receipt of intimation from the WBIDC, the successful Bidder will execute the work and the written acceptance of the tender will constitute a binding contract between WBIDC and the Bidder so tendering. It will be the responsibility of the Bidder to thoroughly examine the site in all respects.
10. In the event of refusal to carry out work by the successful Bidder on any grounds, its earnest money shall be forfeited.
11. It shall be the responsibility of the Bidder to meet transportation, food, medical and any other requirements in respect of the workers engaged by it (Bidder) at WBIDC, Kolkata and WBIDC shall have no liabilities in this regard.

STATUTORY COMPLIANCE BY THE BIDDER:

12. The Bidder should obtain the requisite license from authorities at its' own cost. The WBIDC shall not be responsible in any way for any breach of these rules and regulations by the Bidder. The Agency should hold valid licence issued by appropriate statutory authorities for carrying out such contracts
13. The Bidder shall obtain and keep it in force throughout the term of the agreement,

necessary / valid license from the Licensing authority and the rules framed there under and produce the same to WBIDC before commencement of the services under the contract.

14. The Bidder shall not deploy any person below the age of 18 years.

DUTIES AND RESPONSIBILITIES OF THE BIDDER:

15. The Bidder shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance.

16. Any allied spare parts should be replaced should be repaired or replaced as soon as possible without causing hindrance.

SPECIAL CONDITIONS OF CONTRACT:

17. The rates quoted by firm should be inclusive of tax. In case prices are not inclusive of tax, and if it is not mentioned then it will be presumed that the rates are inclusive of all duties, taxes, etc., and no payment shall be made by WBIDC on this account on a later stage.

18. Income Tax Certificate, Company incorporation certificate, GST Registration, Sales Tax Clearance Certificate dispensed with Sales Tax Registration no. (If any) and Valid Trade License Certificate should be submitted along with tender.

19. If any damage is caused to any equipment and allied accessories occurred due to improper installation or negligence in workmanship, the parts/spares will be replaced by the contractor immediately free of cost.

H PAYMENTS:

1. Advance payments will not be made against work order. 90 % payment will be made on successful completion of the work and after rendering satisfactory service and on receipt of Invoice. Balance 10% will be made after 60 Days subject to satisfactory uninterrupted service from the new device.
2. Payments will be made through RTGS / NEFT. Bidders should provide their bank details duly signed by authorized signatories along with the copy of cancelled Cheque.
3. TDS (as applicable) will be deducted as per Prevailing Rules.

Signature and seal of the Bidder

Date:

Address:

ENCLOSURES

ANNEXURE – I

To,
The Managing Director
WBIDC
“PROTITI”,
23, Abanindranath Tagore Sarani (Camac Street),
Kolkata-700 017

Subject: Replacement of 800 AMP Air Circuit Breaker (Manual Draw-out)at “ShilpaSadan” 4,
(Camac Street), Kolkata-700 016.

Sir,

With respect to the tender enquiry, I / We hereby submit my / our tender in a required format.

I / We have adhered to the requirements prescribed by WBIDC. I / We have carefully gone through the guidelines / terms and conditions and prescribed format and I / We accept the same without any alternations / modifications.

Thanking you,

Yours faithfully,

Signature and seal of bidder

Date:

Address:

ANNEXURE-II

CERTIFICATE FOR THE SITE INSPECTION

I / We (M/s. _____) have certified that we have visited the site on _____ and assessed the nature and amount of work involved before submitting our offer.

We will be able to complete the works within the stipulated time and also that we will be able to execute the work suit to the site conditions.

Bidder Signature and seal/stamp with date

WBIDC LTD.
Officer/Representative

ANNEXURE III

BIDDER DETAILS

| | | | | |
|--------------------------------|--|---|------------|------------|
| 1. Earnest Money Deposit (EMD) | | Demand Draft _____ dated _____ No. _____ for ` _____ drawn on (Name of the Bank) _____ in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata | | |
| No. | Required Information | | | |
| 1 | Name and registered address of the Individual/firm/company | | | |
| 2 | Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc. | | | |
| 3 | Name of the contact person, Designation, Telephone No., Fax No., E-mail id | | | |
| 4 | Month and Year of commencement of service business. | | | |
| 5 | Statutory details (Photocopies to be attached) | | | |
| 5.1 | Registration number of the firm. | | | |
| 5.2 | Service Tax – Registration number | | | |
| 5.3 | GST No. – Registration number | | | |
| 5.4 | PAN No. | | | |
| 6 | Financial Capabilities Attach last 3 years income tax returns, audited statement of accounts, balance sheet and profit loss statement certified by CA. | | | |
| | Details | FY 2014-15 | FY 2015-16 | FY 2016-17 |
| i. | Annual Turnover | | | |
| ii. | Net Profit | | | |
| iii | Loss if any | | | |

Signature and seal of Bidder

Date:

Address:

ANNEXURE IV

Description of similar work of Air Circuit Breaker executed during the last Three years.

(Please furnish copies of completion certificate from the Government Department / Organization etc.)

| Description of the work /order executed | Actual value of work/order executed | Name of the Govt. Dept./ Organization etc./Others | Work Period | | | Name and Contact number of the Officer to whom reference may be made |
|---|-------------------------------------|---|-------------|-------------|-----------------|--|
| | | | Start Date | Finish Date | Stipulated date | |
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Signature and seal of Bidder

Date:

Address:

CHECK LIST POINTS

Tick mark () as for which complied with

- | | | |
|----|---|------------------|
| 1 | Bid in envelope dully sealed | () [✓] |
| 2 | Tender cost (Cash receipt or DD) | () |
| 3 | Earnest Money Deposit (EMD) | () |
| 4 | Copy of Registration certificate of firm | () |
| 6 | Copy of GST Registration. | () |
| 7 | Copy of PAN card with copies of last three years IT returns. | () |
| 8 | Copies of similar supporting work orders for last five years. | () |
| 9 | Draft of Letter -Annexure I | () |
| 10 | Certificate for site Inspection- Annexure II | () |
| 11 | Bidder Details- Annexure III | () |
| 12 | Form of similar work carried out by bidder -Annexure IV | () |

Signature and seal of Bidder

Date:

Address: