

# **TENDER DOCUMENT**

**Procurement of Different Types of Furniture at  
Bidyut Unnayan Bhaban, Corporate Office of WBPDC, Kolkata-700098**



**Notice Inviting Tender**

**NIT NO: WBPDC/CORP/NIT/E1216/18-19 DATED 14.01.18**

**THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED**

*CIN No. U40104WB1985SGC039154*

**(A Govt. of West Bengal Enterprise)**

**Bidyut Unnayan Bhaban, 3/C, Block-LA, Sector-III, Salt Lake City, Kolkata-700098**

**SCHEDULE DATES OF E-TENDERING**

Sl. No.	Milestone	Date
1	Publishing Date	01.02.2019 at 10:00 HRS
2	Document Download start date	01.02.2019 at 11:00 HRS
3	Bid submission start date	08.02.2019 from 11:00 HRS.
4	Bid submission end date	18.02.2019 till 15:00 HRS
5	Technical Bid opening date	20.02.2019 at 15:00 HRS
6	Uploading of Technical Bid Evaluation sheet	To be notified later
7	Financial Bid opening date	To be notified later
8	Uploading of Financial Bid Evaluation sheet	To be notified later

## SECTION: I

**Sub: “Procurement of two (02) nos. of file cabinet, nine (09) nos. of Big Almirah and three (03) nos. of Small Almirah for Bidyut Unnayan Bhaban, Corporate Office of WBPDCCL, Kolkata- 700098.”**

Tender is hereby invited by **The General Manager (M&C) Corporate, WBPDCCL** from eligible and resourceful manufacturer or supplier of the original manufacturer having sufficient credential and financial capability for execution of works of similar nature for **“Procurement of two (02) nos. of File cabinet, nine (09) nos. of Big Almirah and three (03) nos. of Small Almirah for Bidyut Unnayan Bhaban, Corporate Office of WBPDCCL, Kolkata-700098”** through electronic tendering (e-tendering).

### 1. General Guidance for e-tendering

Interested bidders are requested to log on to the website <https://wbtenders.gov.in> to participate in the bid.

### 2. Registration of Bidders

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India. (Viz.nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) or as mentioned in e-tendering portal of GOWB <https://wbtenders.gov.in>. DSC is given as a USB e-Token. After obtaining the Class 2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available in the website.

### 3. Qualification Requirement and Eligibility Criteria for Bidders (PQR)

Bidder shall comply with the followings valid documentary evidences:- PAN, GST Registration certificates, Trade License as applicable.

### 4. Collection of Tender Documents:

Tenders are to be submitted online and interested bidders will have to download the tender documents from the website <https://wbtenders.gov.in> 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 below.

### 5. Submission of Tender

**General process of submission:-**

- 5.1 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 bid. Bidders are to keep track of all the Addendum / Corrigendum issued against the particular NIT and download copies of the above documents and merge the Addendum / Corrigendum with respective NIT. No need to upload the published NIT documents, instead upload the declaration as per format given in **Annexure I**.
- 5.2 Bidders must submit the Tenders in two covers i.e. **“Technical”**, & **“Finance”**. Bidders must download tender specific documents (NIT, BOQ, Drawing etc.) from <https://wbtenders.gov.in>, prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations viz:

**Cover #1:** “Fee/PreQual/Technical” for uploading documents alongwith technical proposal

**Cover #2:** “Finance” for BOQ sheet duly filled up. Bidders needs to fill up the rates of items in the BOQ, downloaded for the supply, in the designated cell of the BOQ spreadsheet and upload the same in designated location of Cover #2.

- 5.3 Please fill up the rates of items in the BOQ, downloaded in the designated cell of the BOQ spreadsheet and upload the same in designated location of “Finance” cover.
- 5.4 The documents uploaded must be scanned against any virus and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

(To be submitted in **Technical Cover**)

## **6. Technical Proposal (Statutory Documents)**

- I) A detailed **technical proposal with technical compliance** conforming to scope of work as specified in Section-III is to be uploaded in Cover#1. Descriptive Literature/Manual/Datasheet of the products are to be uploaded along with the Offer.

**A check list as per Annexure II should be uploaded along with the bid in the specified folder only.**

### **II) Scanned copies of the following in standard format further in the specified folders:**

PRE-QUALIFYING REQUIREMENTS (PQR) DOCUMENTS:

- a) Bidder information sheet as per Annexure-I furnishing name, residential address, phone no, e-mail address and place of business of person (s) authorized to sign the tender with signature of appropriate authority with designation and seal of the Company.
- b) Bidder, if presently engaged in any ongoing contract with WBPDCI, must submit “**No Objection Certificate**” from ordering authority.
- c) **Declaration Documents:**
- Declaration (regarding acceptance of the NIT, GCC and other information uploaded by WBPDCI regarding this NIT) as per Annexure-II: Duly signed and sealed by authorized signatory and upload it.
  - Declaration ( as an undertaking that the agency has no adverse record or defaulter of statutory liabilities and as an undertaking letter that they are not blacklisted/debarred in any organization during the last 2 (two) years from the date of tender) has to be uploaded.
- d) **Certificates**
- PAN card issued by Income Tax Deptt.
  - Documentation regarding GST viz. valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act’17.
  - Audited Balance Sheet and Income Tax Return for last three (3) Financial Years ie, 2015-16, 2016-2017,2017-18.

Authenticated scanned copies of all documents are to be uploaded in the designated locations of the e- tender portal and original documents of above copies are to be produced on demand.

### **III) QUALIFYING REQUIREMENTS (QR) DOCUMENTS**

The Bidder shall fulfill following **Qualifying Requirements** satisfactorily as stipulated under and submit documentary evidences as applicable. Authenticated scanned copies of all documents are to be uploaded in the designated locations of the e-tender portal and original documents of above copies are to be produced on demand.

## 7. Credentials

The Bidder must have experience of successfully completed the jobs of Delivery of Supply and Fittings of Furniture in any Govt/Semi Govt/ PSU offices during the last seven years ending Dec'18.which is as follows :

- **One (01) similar job** executed order having value not less than **Rs. 1,85,000 with GST** .
- **Two (2) similar jobs** executed order having value each not less than **Rs.1,18,000 with GST**.
- **Three (3) similar jobs** executed order having value each not less than **Rs. 92,600 with GST**.
- Similar Work means Supply and Fittings of Office Furniture in any Govt/Semi Govt/ PSU offices .
- The vender must have support office at Kolkata & surrounding. Documentary evidence must be produced along with the bid.

## 8. Financial Proposal

The financial proposal shall contain the following document in one cover.

### **Bill of Quantities (BOQ):**

The bidder shall quote the rate in the space /cell 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.)

**Evaluation will be done only on the total rate quoted in the BOQ sheet including GST.**

(To be submitted in “**Finance**” Cover)

## 9. Amendments to Bid Documents

At any time prior to the deadline for submission of Bids, the Owner may, for any reason, modify the Bid Document by issue of addendum / addenda / clarification. The addendum / addenda / clarification will be published in website and will be binding upon the bidder.

## 10. Rate and Contract Price

Rate shall remain firm during the entire contract period. Rate to include hardware such as approved locks, auto closing hinges if any for shutters, approved handles, doorstop, tower bolt etc. complete. Rate is inclusive of all materials, tax and duty statutory / non-statutory, all transport, as may be required in the interest of the supply. No escalation of rates, whatsoever will be permitted due to increase of cost of materials, freight charges etc. or due to any other reason (s) whatsoever. No claim for prolongation of contract period /time overrun on the part of the awardee of LOA shall be admissible by WBPDCCL.

**Note:** The bid which is incomplete, ambiguous or non-submission of any of the above mentioned documents is liable to be summarily rejected.

## SECTION-II

### 1. Opening and Evaluation of Tender:

#### a) Opening of Technical Proposal:

- i) Technical proposals will be opened by The General Manager (M & C) Corporate or his authorized representative electronically from the website using their Digital Signature Certificate.
- ii) Interested bidders may see the tender portal after opening of tender .
- iii) Decrypted (Transformed into readable formats) documents uploaded under the **Cover 1 : Technical Cover alongwith other important documents** will be downloaded, and handed over to the Tender Evaluation authority.
- iv) While evaluation, the Committee may summon the Bidders and seek clarification / information additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

#### b) Uploading of Summary List of Technically Qualified Bidders:

Pursuant to scrutiny and decision of the Technical Evaluation authority, the summary list of eligible bidders for which their Financial Proposals will be considered will be uploaded in the web portals.

#### c) Opening and evaluation of Financial Proposal

- i) The financial proposal to be submitted in Cover#2: Finance and should contain the “Bill of Quantities (BOQ)”. Financial proposals of the Bidders declared technically eligible by the Tender Evaluation authority will be opened electronically from the web portal on the prescribed date.
- ii) The encrypted copies will be decrypted and the rates will be read out to the bidders, present at that time of bid opening. After evaluation of BOQ sheet by Tender Evaluation authority , the final summary result, name of bidder and the rates quoted by them will be uploaded.
- iii) The Tender Accepting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that tenderer. The Corporation does not bind itself to accept the lowest rate of the tender and reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

### 2. Evaluation

Evaluation of WBPDCCL shall be based on the information submitted by the bidder in response to these documents. WBPDCCL reserves the right to reject any tender if a bidder is found to be qualified by giving incorrect or false information.

The Owner, at its discretion, may ask the Bidder to furnish the original copies of the documents submitted with bid or any other relevant documents for its scrutiny during evaluation of Bidder's bid.

The bidders shall quote rates inclusive of the complete cost towards consumables, tools and tackles, equipments, labour, all taxes and duties (as applicable), Govt. levies etc. if any. No deviation is allowed in respect of the terms & conditions detailed in the tender. Any tender having such deviation will be liable for rejection at any stage of evaluation.

Tender papers are not transferable.

Issuance of tender documents or downloading the same from Website will not ascertain the qualification of the bidder.

The WBPDC/CL is not necessarily bound to accept the lowest offer.

WBPDC/CL reserves the right to amend the NIT/ bidding document prior to deadline of submission of bid, for any reason whatsoever, including any change after pre-bid meeting. Any amendment/addendum/corrigendum/extension, if required pertaining to NIT will be hoisted in Website only. Interested bidders are requested to visit the Website regularly for any amendment/addendum/ corrigendum/extension, if any, till opening of the NIT.

Minutes of the meeting (if any) of the Pre- Bid discussion to be held jointly along with the tenderers and the WBPDC/CL, shall be taken as part of the Tender Documents.

For any type of clarification required, please contact with controlling officer before submitting your offer.

### SECTION-III

#### 1. Scope of supply:

The scope of supply is given hereunder:

1. Nine (09) nos. Big Almirah of size : 86 " x 36" x 15" .
2. Two (02) nos. File Cabinet of size : 50" x 60" x 15".
3. Three (03) nos. Small Almirah of size: 49" x 24" x 15".

All the furnitures should be following specifications :

All Side Make of 18mm thick board, Back panel make of 9mm thick board, Openable shutter make of 18mm thick board, SS-finish handle and lock & key attach, all the expose edge covered by PVC edge band, Basic material will be used of Century brand prelam particle board.

- The vendor will supply all the items as specified in the Price Bid (Annexure III) and shall be made to the full satisfaction of the recipient (copy attached).
- All the above material shall have to be supplied to the WBPDCI, Corporate Office Building, within 04 weeks from the issuance order.
- The vendor will be responsible to take up sufficient measure if supplied material found defective in transit. If the material in question is found to be damaged and /or defective at the time of delivery the awardee of LOA shall bound to replace the same at their own cost & peril.
- The vendor shall submit the warranty report as applicable for the supplied items.
- All services activity shall be carried out in accordance with the manufacturer's standard service recommendation and practice unless otherwise mentioned.



## SECTION-IV

### General Terms and Conditions

#### 1. Terms of Payment:

100% payment will be made through cheque within 30 days against the supply at site with due certification from controlling officer. So, you are requested to submit your bill in triplicate along with Challan to the controlling officer for due Certification.

#### 2. Address for Communication

The General Manager (M & C),  
West Bengal Power Development Corporation Limited,  
Bidyut Unnayan Bhaban, 6th Floor,  
3/C, LA Block, Sector-III, Bidhan Nagar, Kolkata-700098.

#### 3. Contact Person

D. Chowdhury,  
Sr.Manager(PS), M&C  
Contact No:033-23393626  
Email id: dchowdhury@wbpdcl.co.in

#### 4. Controlling officer:

The Senior Manager (HR&A), Corporate, WBPDCCL or his authorized representative. All correspondences related to this supply (technical matters) and any other issue shall have to be addressed to Controlling Officer in future, Mob : 8336903725, E-mail : d\_dasgupta@wbpdcl.co.in

#### 5. L.D Clause:

For delayed delivery beyond four (04) weeks, penalty will be imposed automatically without any further reference & without any scope of waiver. Deduction @ 0.5% on the value of undelivered materials will be done for each week of delay beyond the schedule delivery time subject to a maximum of 5%.

#### 6. Right of Award:

WBPDCCL reserves the right to accept or reject the offer in part or in whole for reasons whatsoever in the interest of supply.

#### 7. Validity of offer:

The tender shall remain valid for 06 (six) months from the date of opening of the tender.

#### 8. Warranty:

Warranty would be for Twelve (12) months from the date of delivery against any manufacturing defect.

#### 9. Transportation Charge / Fitting charge:

The Transportation Charge and fitting charge at site are included in the offered price.

**10. Delivery Period:**

Within 04 Weeks from the date of issuance of LOA.

**11. Tools & Tackles:**

All necessary / essential tools & tackles, handling materials etc. shall be provided by the vendor without any extra cost.

**12. Legal Jurisdiction :**

If any dispute or difference arises with respect to quality of supply pertaining to this order or any other terms and conditions of the order including its execution, such dispute/ difference shall normally be settled by negotiation. But if the situation demands the disputes may be settled under the jurisdiction of courts in Kolkata.

**13. Termination of Contract:**

WBPDCI authority reserves the right to terminate the order under any circumstances at any point of time of contract periods if the performance of the party is not satisfactory/party commits a significant breach of the contract or fail to remedy such breach within 30 days of being brought to the attention of the party, without providing any benefit/ claim in any form towards compensation.

**14. Force Majeure :**

Force majeure is herein defined as (1) any cause which is beyond the control of the vendor or purchaser, as the case may be, (2) natural phenomena, including but not limited to floods, draughts, earthquakes and epidemics,(3) acts of any Government Authority, Indian or foreign, including but not limited to war, quarantines embargoes, licensing control or production or distribution restrictions,(4) accidents and disruptions, including but not limited to fires, explosions, (5) transportation delay due to force majeure or accident (6) strikes continuing for more than three (3) weeks and sabotage,(7) failure or delay in the vendor's source of supply due to force majeure causes enumerated at (1) to (6) above except defective forging and castings. The vendor shall not be liable for delay in performing his obligations resulting directly or indirectly from any force majeure cause.

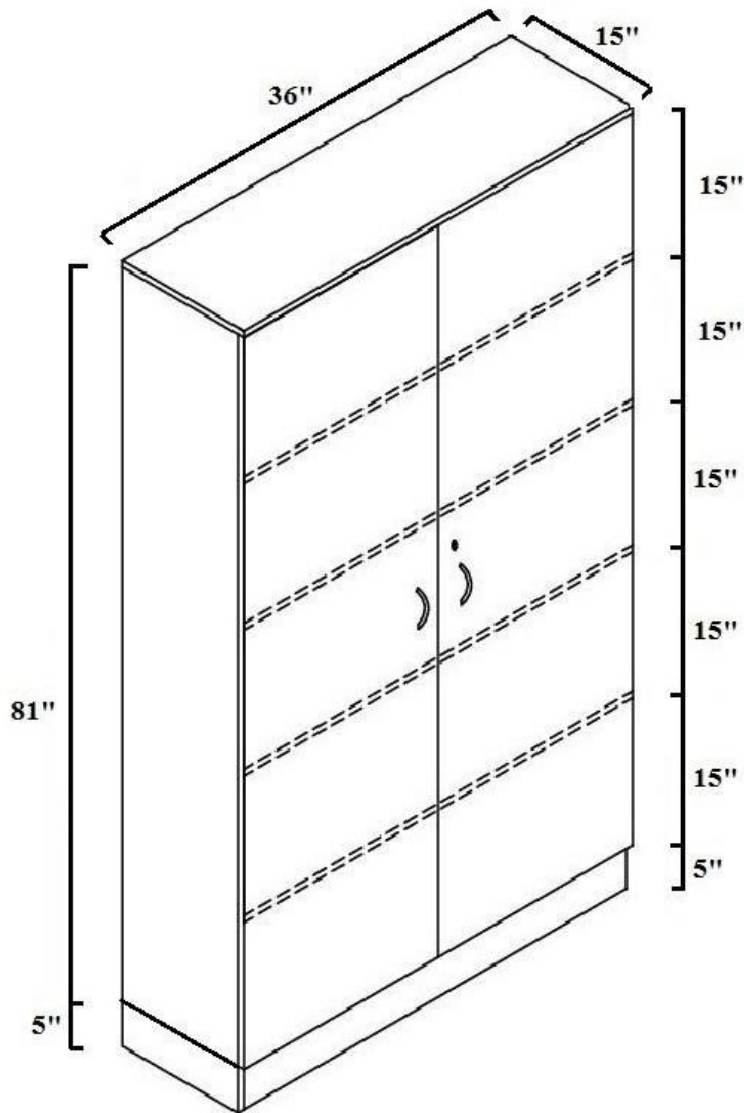
**SECTION-V**

**ATTACHMENT & ANNEXURE**

**ATTACHMENT**

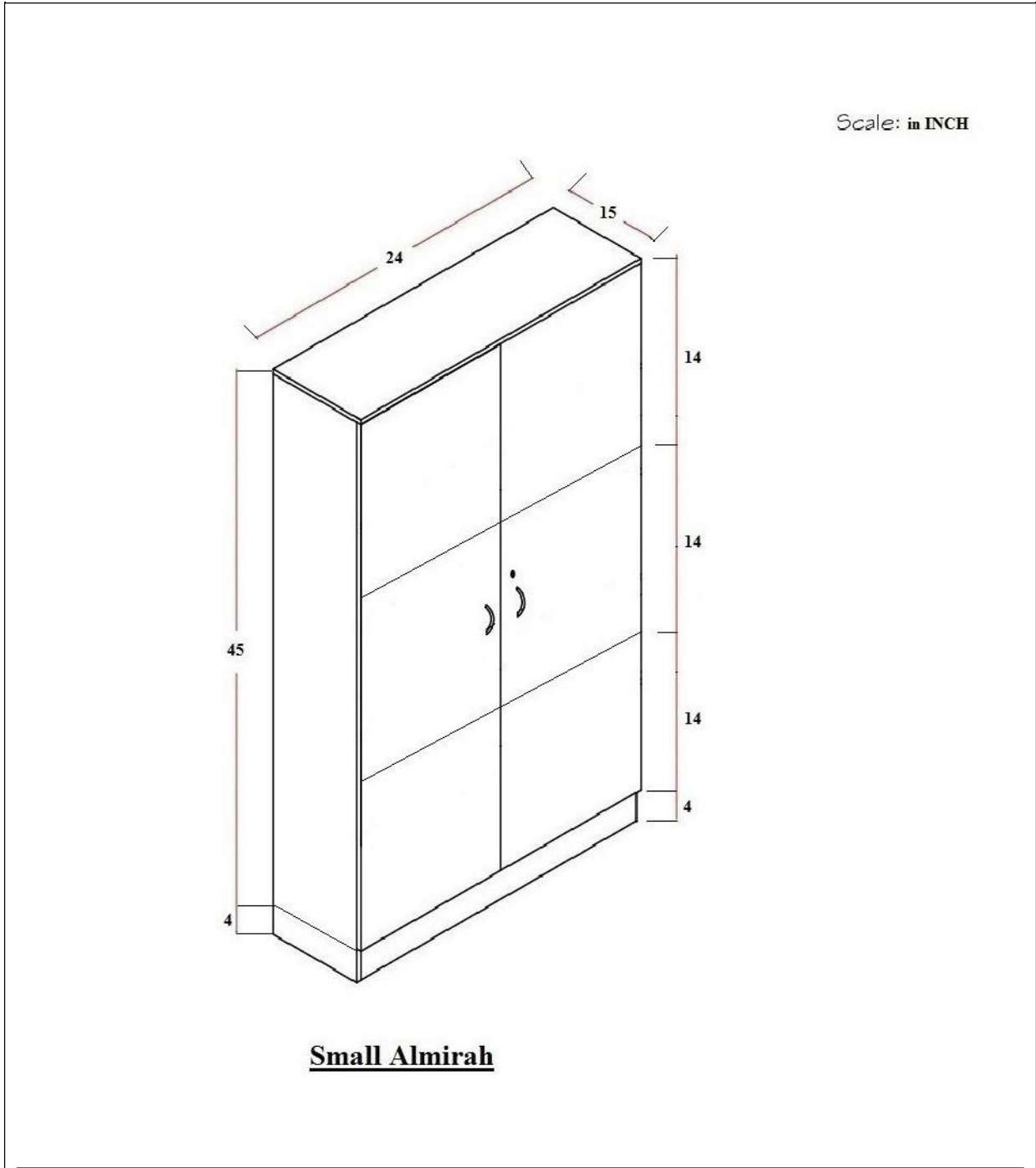
**Drawing of Big Almirah**

Scale: in INCH

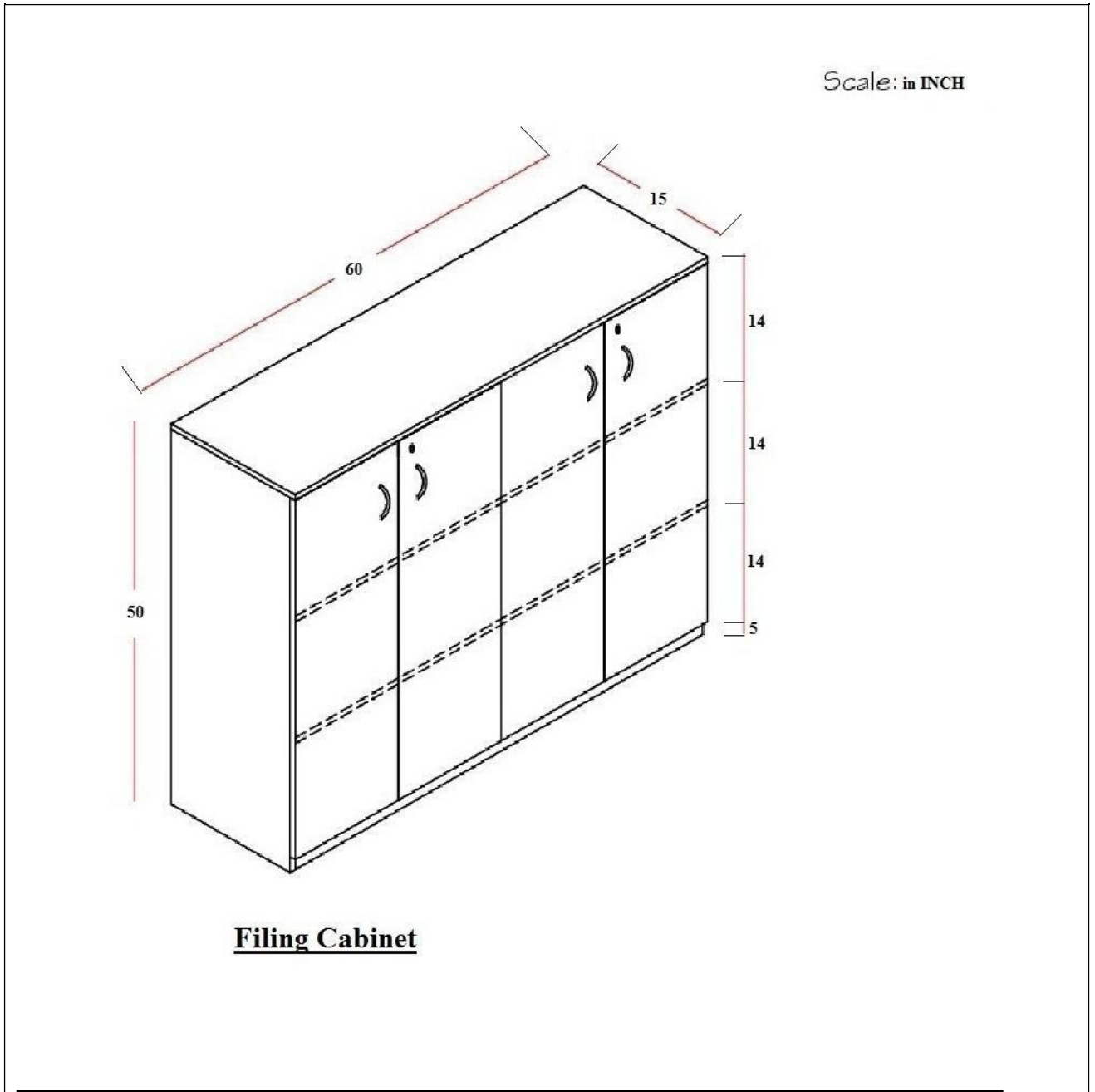


**BIG Almirah**

**Drawing of Small Almirah**



**Drawing of File Cabinet**



**ANNEXURE-1**

**KEY INFORMATION ABOUT THE BID**

- 1.0 NIT No. and Date :
- 2.0 Name and Communication Details
- 3.0 Full legal name of Prime Bidder :
- 3.1 Registered Office details
  - a) Address :
  - b) Contact Telephone Nos. :
  - c) Email ID :
  - d) Fax. Nos. :
  - e) Person to be contacted :
- 3.2 Kolkata office details
  - a) Address :
  - b) Contact Telephone Nos. :
  - c) Email ID :
  - d) Fax. Nos. :
  - e) Person to be contacted :

SEAL OF COMPANY

Name : .....

Designation : .....

**ANNEXURE-2**

**CHECK LIST**

<b>Sl. No.</b>	<b>Item Description</b>	<b>Declaration (Strike out whichever is not applicable)</b>	<b>To be enclosed in separate covers (as indicated below)</b>
1	Key Information about Bid (Annexure-1)	Yes/No	
2	Technical details for equipment as called for by the Technical Specifications filled in	Yes/No	
3	Price Proposal Schedule	Yes/No	