



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LTD.  
SAGARDIGHI THERMAL POWER PROJECT  
OFFICE OF THE GENERAL MANAGER  
CONTRACT CELL

NIT No. WBPDC/SGTPP/NIT/E2176/22-23 on 2023-02-20 17:31:23

Tender Ref: SgTPP/CC/Tend/22-23/77/ 580888

Name of the work	Estimated Cost Including profit and overhead	Earnest Money Deposit	Time Period
Maintenance of IR Software including Data Entry related to statutory compliance at SgTPP for two year	Rs.51,08,222/-	Rs. 1,02,165/- (by online mode NEFT/RTGS)	Two (02) year.

**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 who are 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. n Code Solutions, Safes crypt, 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 II/III Digital Signature Certificate (DSC) from the approved CA, they are required to register the Digital Signature Certificates through their registration system available in the website.

**Steps of the tender :**

**Step - I : Earnest Money Deposit (EMD) : Cover - I**

- The Earnest Money (EMD) should be deposited online mode (NEFT/RTGS) . In the payment mode of the portal , online mode is to be selected and against online Bank, both ICICI Bank and ICICI NEFT/RTGS modes are to be selected. Where Bank Guarantee is submitted as EMD, Exempted mode of the portal is to be selected and scan copy of bank Guarantee is to be uploaded. Original copy of the bank Guarantee is to be submitted by the bidder to the respective unit by hand or through post 48 hour prior to opening of the bid, failing which the bid may be rejected. **Bank Guarantee must be for six months having claim period of another 3 months** on any Scheduled Bank incorporated in India. Bank Guarantee issued by Foreign Branches / Foreign Offices of such scheduled Banks should be counter guaranteed by the Indian Branch of that scheduled bank incorporated in India OR any branch of an International Bank situated in India or registered with Reserve Bank of India as a scheduled foreign bank OR any foreign bank which is not a scheduled bank in India provided the Bank Guarantee issued by such Bank is Counter guaranteed by any Scheduled Bank incorporated in India.
- EMD of the successful bidder will be returned after Successful completion of the job duly certified by the controlling officer. EMD of the unsuccessful bidder will be returned automatically after award of contract is uploaded in the portal.
- WBPDC reserves the right of forfeiture of Earnest Money deposit in case the tenderer, after opening of tender, withdraws/amends/impairs/derogates/revokes his tender within the validity period or extension thereof.
- No interest will be payable by WBPDC on the above Earnest Money.
- Earnest Money of unsuccessful tenderers shall be refunded to them after issuance of the confirmed service order to the successful Bidder.
- Govt. organizations are exempted from submission of Earnest Money deposit against submission of acceptable (As per discretion of WBPDC) documents .**NSIC/MSME / SSI registered units are not exempted from deposition of EMD.**

**Note :: However under any circumstances Bank guarantee from Regional Rural Banks or State Co-operative Banks or Urban Co-operative Banks would not be accepted .**



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**Step-II : Qualification bid & Techno-Commercial Bid : Cover – II**

**A. Submission of mandatory documents as per following criteria:**

1. Valid PAN, IT returns of consecutive three (03) Assessment years (AY 2019-20, AY 2020-21 & AY 2021-22), GST Registration certificate.
2. a) The bidder should have credential of executing similar work under Govt./quasi Govt. organization/any renowned private sector during the period of last seven years in the following manners.
  - **In single order** – Executing value of work not less than Rs. 20,43,289/- per year per order.
  - **In two orders** – Executing value of work not less than Rs. 12,77,056/- per year per order.
  - **In three orders** – Executing value of work not less than Rs. 10,21,645/- per year per order.

**NB:** Extension/ repeat order **without discontinuation of work** only be treated as one order.

b) Financial documents to satisfy the criteria that the average annual turnover for three consecutive years within last 04 FY not less than **Rs.7,66,234/-** and net worth should be positive in each year.

3. **Techno-Commercial Bid:** Signed and sealed copy of tender document must be submitted. No deviation is allowed.

**B. Other important Documents to be uploaded:** Provident Fund Registration Certificate. Audited balance Sheet & Profit & Loss Account consecutive for 03 financial years (FY 2018-19, FY 2019-20 & FY 2020-21) auditor's signature in relevant pages & member ship number, ESI registration certificate. GST reg. Certificate.

**Step-III: Price Bid ( BOQ ) : Cover – III(To be uploaded in “Finance Cover”)**

The financial proposal should contain the following document in one cover(Finance cover).

The bidder is to quote the rate 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**). Bidder must quote for ALL items mentioned in BOQ . BOQ sheet with all cells filled-up must be submitted in Financial Cover. **Non-submission of this sheet under financial cover and partial quoting will lead to rejection of the bid.**

**The bidder should comply with the payment of Wages & benefits to their workers as per Notification of Joint Labour Commissioner, Labour Department, Govt. of West Bengal time to time ,since this is purely a manpower supply contract.**

Statutory Taxes as per Govt. rule will be paid extra.

**Advice to the Bidders:**

Bid documents can be downloaded from the web site: <https://wbtenders.gov.in>.

Tenderers must deposit earnest money in a separate sealed envelope superscripting Earnest Money, tender notice number, phone no of party , name of the work and due date of opening. The envelope containing earnest money will be opened first.

The Earnest Money (EMD) should be deposited in physical form and all other bids including the scan copy of EMD should be uploaded separately through Web site.

The dates of download, prebid and opening of tender shall be as per the following schedule:

Last Date of download of tender paper	From 06/03/2023 at 10 : 00 hr.
Pre-bid discussion	13/03/2023 at 11: 00 hr.
Last date of Submission / Upload of quotation	24/03/2023 up to 15: 00 hr.
Date of opening bid	27/03/2023 up to 15:30 hr.

In case due to unforeseen reasons the date of submission & opening becomes a holiday or in case of any unavoidable circumstances whatsoever, in that event the same will be opened in the next working day at the same time & venue.

The Corporation reserves the right to accept / cancel any or all tenders without assigning any reason whatsoever. The WBPDCCL does not bind itself to accept the lowest tender and qualification of tenderer will be adjudged as per sole discretion of WBPDCCL authority. The validity of tender will remain effective for 4(four) months from the date of opening of Price-Bid of tender.

*(Handwritten Signature)*  
**(ALOK KUMAR MAITY)**

**General Manager, SgTPP/WBPDCCL.**