

THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED



[A Government of West Bengal Enterprise]

P.O. BkTPP, Dt. Birbhum, Pin: 731104
Telephone: 03462-220201,202,215 Fax: 03462-220214,220751
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NIT No.: WBPDCCL/Tend-Adv/PR/12-13/182/BkTPP

Date: 21.02.2013

Ref. No: BKSRR/GM/MPCC/Tend-Adv/ASC-56/388

Date: 18.02.2013

Sub: Tender Notice for Annual Maintenance Contract of Computer and Printer of BkTPP

Bakreswar Thermal Power Project (BkTPP) invites 4-part [Part I – Bid Guarantee (EMD), Part II - Pre bid qualification, Part III - Techno Commercial Offer, Part IV - Price Offer] offer for undertaking the Annual Maintenance Contract for Maintenance of Computer & Printers of BkTPP..

- (1) **Issue of Tender Document:** The tender document shall be available from the **Contract Cell, Technical Building (4th floor), BkTPP** from 09:00 Hrs. to 11:30 Hrs. and 14:30 Hrs. to 17:00 Hrs. except Holidays & Sundays. **For collection of tender paper, the agency must send their authorized person with office stamp/seal.**
- (2) **Cost of Tender Document:** The tender document shall be issued against submission of non-refundable Demand Draft/Pay order amounting **Rs 500.00** (Rupees five hundred) only **drawn in favour of “The West Bengal Power Development Corporation Ltd” payable at any Nationalized Bank at Suri or United Bank of India, Bakreswar T.P.P Branch.** Tender paper shall not be issued against cash/cheque/money order or by post.
- (3) **Sale of Tender Document: From 25.02.2013 Up to 09.03.2013.**
- (4) **The last date & time of purchase of tender Document :09/03/2013 Up to 17:00 Hrs**
- (5) **Pre-bid discussion: On: 13/03/2013 at 15:00 Hrs. at the Contract Cell, Technical Bldg., BkTPP.**
- (6) **The last date of submission of Bid: 18/03/2013 Up to 15-00 Hrs.**
- (7) **Time of submission of Bid: After Pre-Bid discussion the Tender Bid will be allowed to be submitted on every working day from 09.00 to 11.30 Hrs & 14.30 to 17:00 Hrs.(Except For Last date of Submission- 09.00 Hrs to 11.30 Hrs & 14.30 Hrs. to 15:00 Hrs).**
- (8) **The date & time of opening of part – I, II & III of the Bid: 18/03/2013 after 15:30 Hrs at Contract Cell, Tech. Building, (4th floor), Bakreswar Thermal Power Project.**
- (9) **If all the above mentioned fixed up date & time fall on a holiday/festival or any sudden declared holiday then the dates will be shifted to the next working day. WBPDCCL authority reserves the right to change the above fixed date at their own discretion.**
- (10) The date & time of opening of price bid will be intimated in due course to the Techno-Commercially successful bidder.
- (11) The **Bid Guarantee** is to be submitted along with the bid in the form of Demand Draft / Pay order amounting **Rs. 50,000.00** (Rupees Fifty Thousand only) only **drawn in favour of “The West Bengal Power Development Corporation Ltd” payable at any Nationalized/Scheduled Bank at Suri or United Bank of India, Bakreswar T.P.P Branch.** The Bid Guarantee of unsuccessful bidder shall be released in due course of time without any interest but may be forfeited at the sole discretion of WBPDCCL in case of submission of any false document in support of technical or financial credential of the bidder. However, necessary relaxation in the Bid Guarantee amount may be allowed to the bidder, if they are governed by any particular Circular/Administrative order for a defined period coverable within the scope of the contract, on production of supporting documents. Original order of relaxation is to be shown if required.

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- (12) Acceptance of offers is subject to submission of valid Sales Tax clearance certificate/VAT [up to date], Professional tax clearance certificate [up to date], Income Tax PAN No. Service Tax registration No, PF code etc. along with the offer.
- (13) **Before submitting the tender, the agencies may collect all relevant information from the Dy. General Manager (HR&A), BkTPP regarding procedure of deployment of manpower, prevailing wages of unskilled manpower at BkTPP, Provident Fund, Workmen's Compensatory Insurance, Labour License and all other stipulated Rules & Regulations under the Factories act - 1948 & rules framed there under Contract Labour (R&A) 1970 & rules framed there under, Minimum Wages Act and other statutes applicable including Rules and Regulations connected thereto.**
- (14) **The interested agencies may inspect the site & satisfy themselves before submission of tenders. The bidder must confirm in written while submitting the tender that he has quoted rates understanding the scope & area of work, all terms and conditions of tender documents, mode of deployment of manpower at BkTPP, actual site conditions & other related aspects.**

Deviation in any respect, expressed anywhere in the three part bid document, will not be accepted.

- (15) **Qualification of the Bidder :** The tender is open to any single Bidder who is a well established and reputed company meeting the following requirements :

a) Maintenance Experience:

- i) The vendor should have at least Five (05) years continuous experience in computer and printer (including their peripheral) maintenance in a networked environment (at least 50 nos computer & printer at a time) in side factory, plant premises on residential basis.
- ii) Knowledge and experience of maintenance of hardware and software of LAN connected computer is essential and specialized knowledge is required for quick trouble shooting & handling the emergency situation as early as possible for networked computer & printer system.
- iii) Experience list and performance certificate from the end-user or Repeated Orders [Main order along with extension orders] are to be furnished along with the offer.
- iv) Contract of similar nature for maintenance of computer and printer including peripheral having single order value of **Rs. 8.00 (Eight) lakhs** or more to be submitted along with the offer.

b) Financial ability:

The bidder should have adequate financial stability i.e. annual turnover shall be more than Rs. 10.00(Rs. Ten lakhs only) in each of the last two years. The copy of audited accounts with report for each of the last two consecutive years has to be furnished along with the offer.

- (16) **Price to be quoted :**

Lumpsum Contract Price: The bidder must quote rate for Maintenance computer and printer & related peripheral per nos per month as per attached price list for undertaking the Annual Maintenance Contract for Maintenance computer and printer & related peripheral of BkTPP premises as per scope detailed in tender document (excluding the service tax) including supply of manpower and allied expenses like accommodation, vehicle, overhead and profit, consumables, tools & tackles and other incidental expenses. This contract price will remain net & firm for 02 (two) year and any conditional bidding with price variation cost will make the bid liable to cancellation. The bidder must indicate the breakup of the quoted contract price i.e. cost involvement for deployment of manpower (category-wise), consumables, tools & tackles, overhead expenses and profit of the bidder. Service tax, as applicable, will be paid extra against submission of pertinent document.

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(17) **Period of Contract:** The period of contract shall be of **02 (two) year** from the actual date of commencement of work at site.

(18) Apart from above following stipulations are to be adhered to:-

- ◆ Tender papers are not transferable.
- ◆ Any offer without aforesaid bid guarantee shall not be considered.
- ◆ Any offer received after the last date & time stipulated in this notice shall not be considered.
- ◆ WBPDCCL reserves the right to reject any or all tenders at its sole discretion.
- ◆ Issuance of tender paper will not ascertain the qualification of the Bidder.
- ◆ Minutes of Pre-bid discussion will be treated as a part of Tender Documents.
- ◆ Minutes of Pre-bid discussion is to be signed by the attending authorized representative of the bidder.
- ◆ Jurisdiction regarding this contract is limited to State of West Bengal as per provisions of Statutes.
- ◆ Any offer at any stage of evaluation may be rejected and the Bid Guarantee shall be forfeited at the sole discretion of WBPDCCL in case of submission of any false document in support of credential [financial or technical] of the bidder.
- ◆ No deviation is allowed in respect of any terms & conditions detailed above and appended in the tender paper.
- ◆ Any tender having such deviation expressed anywhere in the bid may be liable for rejection.
- ◆ Offer as a whole [price bid] should be prepared with due consideration of bid documents.

Encl:

- (1) **Annexure-I: Price List (to be quoted separately)**
- (2) **Annexure-II: Scope of Work**
- (3) **Annexure-III: General Terms and Conditions of Tender.**
- (4) **Annexure-IV: General Terms and Conditions of Contract.**
- (5) **Annexure-V: Special Terms and Conditions.**
- (6) **Format-I: Particulars of Contractor.**
- (7) **Format-II: Statement of PF to be submitted with monthly Bills**