

THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED
(A GOVT. OF WEST BENGAL ENTERPRISE)
Sagardighi Thermal Power project, Monigram, Murshidabad, West Bengal

NIT No.: WBPDC/Adv-CC/14-15/131/SgTPP

Date:19.11.2014

Ref. No.:- SgTPP/C-OPH/TENDER/016/

Date: 08.11.2014

NIT No. - WBPDC/Adv-PR/14-15/016/SgTPP

Date: 08.11.2014

Sealed Tender in prescribed form are invited for “**Annual Housekeeping work at different residential buildings and Surrounding areas of Sg.T.P.P Township**” from the interested parties in three Step Bid system: Step-I : requisite amount of Earnest Money Deposit (Bid Guarantee Money), Step-II : Submission of document against the Qualifying Requirement enumerated below, Techno- Commercial Bid and Step-III : PRICE BID i.e. indicates the rate quoted by the agency, from the bona fide, resourceful contractors with the following Qualifying Requirement: -

(i) Posses valid VAT, IT, Professional Tax clearance certificate and Provident Fund A/c No., Service Tax Registration No, (ii) Have sufficient credentials regarding experience of execution of similar type of jobs having **value not less than Rs. 10(ten) lakh** done at least once in a single contract during the last three (03) years directly under the owner i.e. Govt. Organization / Undertaking Autonomous bodies, (iii) Audited balance Sheet of any one year during last three years. The completion time for this job is **one (01) year** from the issuance letter of site handover.

Tender No.	Job Description	Estimated Value	Earnest Money Deposit	Last date of submission of application/ Due date & time for submission of Tender Offer and Opening of Tender(Step-I&II)
SgTPP/C-OPH/TENDER/016/ Dated: 08.11.2014	Annual Housekeeping works at different residential buildings and Surrounding areas of Sg.T.P.P Township	Rs.30,14,417.00 (Rupees thirty lakh fourteen thousand four hundred seventeen) only.	Rs.31,000.00 (Rupees thirty one Thousand) only.	Last Date of submission of application: 28.11.2014 Date of sale of Tender Paper: 01.12.2014 to 05.12.2014 up-to12:00 Noon. Date for pre-bid Discussion: 09.12.2014 at 3.30pm. Due date & time for submission of Tender Offer: 12.12.2014 up-to 3:00 pm. Opening of Tender: 12.12.2014 at 3:30 pm (Part-I &II).

Tender Paper can be obtained on the basis of written application from the Sr. Manager (Civil-OPH), SgTPP on any working day (except Payday/Holidays) between 09-30 A.M. to 12.00 A.M. on or before the date mentioned above, after depositing cost of Tender Paper at our CASH Section in cash only. Postal correspondence in this regard will not be entertained at all. A Pre Bid discussion shall be held on: **09.12.2014 at 3-30 PM** with the tenderers and the minutes of the said discussion shall be taken into account as a part of tender specification.

Sealed tenders of the parties who have deposited the requisite amount of Earnest Money in Step-I of the bid; the Step-II bid thereof will be opened subsequently. After fulfillment of the qualifying requirement, the Techno-Commercial part and Step – III i.e. the price part of the Bid of the eligible tenderers will be opened on the date referred from the department. All tenders including its various parts shall be opened in presence of tenderers. The Earnest Money (interest free) should be deposited along with the tender offer in the form of Bank Draft/Pay order payable only on SBI SAGARDIGHI (**Code No- 11377**) in favour of “The West Bengal Power Development Corporation Ltd.” in separate sealed envelope. No tender will be entertained without Earnest Money.

The Corporation reserves the right to accept / cancel any or all tenders without assigning any reason whatsoever. The WBPDC does not bind itself to accept the lowest tender and qualification of tenderer will be adjudged as per sole discretion of WBPDC authority. The validity of tender will remain effective for 04 (four) months from the date of opening of Price-Bid of Tender.

(S.K. Bandyapadhyay)
GENERAL MANAGER
SGTPP / WBPDC

MEMO NO: SgTPP/C-OPH/TENDER/016/

Dated: 08.11.2014

Name of the work: “ Annual housekeeping works at different residential buildings and surrounding areas of SgTPP Township ”.

Completion time: - One (01) Year.

INFORMATION TO BIDDERS

This is a three (03) Steps bidding system containing (i) Earnest Money: Step -I, (ii) Qualifying Requirement, Techno-Commercial Qualification Bid: Step –II & (iii) Price Bid: Step-III and the same will be received and evaluated by WBPDCCL from technical qualification and financial point of view so as to make a selection in the best interest of WBPDCCL for the complete work covered under the tender document.

Tender document consists of the following:

1.	(STEP -I):- EARNEST MONEY : The Earnest Money of Rs. 31, 000.00/- (Rupees thirty one thousand only) is to be deposited along with the tender offer in the form of BANK DRAFT/PAY ORDER payable on SBI SAGARDIGHI (Code No- 11377) , in favour of “ THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED” in a separate sealed envelope mentioning Earnest Money, tender no. & date of opening of the Tender. No tender will be entertained without Earnest Money. No interest will be payable by the WBPDCCL on the above Earnest Money. Earnest Money of unsuccessful tenderers shall be refunded to them within three months from the date of issue of work order to the successful bidder/s. WBPDCCL reserves the right of forfeiture of Earnest Money deposit in case the tenderer after opening of tender, withdraws, amends, impairs, derogates, or revokes his tender within the validity period or extension thereof.
2.	(STEP-II): QUALIFYING REQUIREMENTS: Documents in support of qualifying requirement of tenderers as stipulated in the Notice Inviting Tender and further classified as below :-
i)	Must Possess valid IT, VAT, Professional Tax clearance certificate, and Provident Fund A/C No. Service Tax registration No. & other statutory coverage.
ii)	Must have sufficient credentials regarding experience of execution of similar nature of jobs done having value not less than Rs. 10.0 (Ten) lakh at least once in a single contract during the last three (03) years directly under the Central or State Govt. Organization / Undertaking/Govt. Autonomous bodies incorporated under the Indian Companies’ Act.
iii)	Audited Balance Sheet and Profit & Loss account for last three years from Chartered Accountant of the intending party.
3.	Addenda to tender documents if issued prior to the opening of the Tender to clarify documents or reflect modification in the design of the contract terms. All such Addenda issued shall also form a part of the Tender Documents.
4.	Minutes of the meeting of the Pre-Bid Discussion to be held on: 09.12.2014 at 3-30 P.M. Jointly along with the tenderers and the WBPDCCL shall be taken as part to form the Tender Documents.

5.	TECHNO – COMMERCIAL: - Acceptance of the Techno-Commercial Terms and conditions as mentioned in the Tender Document.
6.	(STEP-III): PRICE –BID: - RATE SHOULD BE QUOTED AS PER ENCLOSED PRICE BID.
7.	<u>Mode of submission of tender :</u>
i)	All separately sealed envelopes containing necessary documents shall have to be suitably superscribed as ‘EMD- Step-I’ / ‘Qualifying Requirements, Techno-Commercial, Step-II’ shall bear reference to the name of the work and Notice Inviting Tender (NIT).Price Bid i.e. Step-III will be opened later by intimating to successful parties.
ii)	All the above three (03) nos. sealed envelope (as mentioned in sl. no.7 [i]) should be kept in a common sealed envelope must be super-scribed with reference to the name of the work, Notice Inviting Tender (NIT), Date of opening of the tender and Name of the Tenderer, should be dropped in the tender box marked Civil-OPH kept in 3 rd floor of the GM Building, SgTPP.
iii)	Tenderers which propose any alteration in the scope of work or in the time allowed for carrying out the work or which contain any deviation whether technical or commercial will be liable for rejection. Conditional tender are also liable to be rejected.
iv)	The tender shall be submitted in person in the manner as mentioned above (sl.no.7 [ii]). Tenders submitted by post or Telegraphic etc. shall not be entertained. The tenders received after the due date and time of opening is liable to be rejected.
v)	All the cost and expenses incidental to the submission of the tender, cost of Technical Survey, discussions, conferences if any, shall be to the account of the tenderer irrespective of whether the tender is accepted or not and the owner shall bear no liability whatsoever on such cost and expenses.
vi)	The tender submitted by a tenderer shall become the property of WBPDC and WBPDC shall have no obligation to return the same to the tenderer.
8.	<u>Opening of tender :</u>
i)	The tenders shall be opened in the presence of representatives of the tenderers the time and date set for opening of tender as specified hereunder or in case any extension has been given there to on the extended tender opening date and time notified to all the tenderers who have purchased the tender documents. Tenderer’s authorized representatives (up-to two persons) may attend the opening.
ii)	The due date and time of opening of Tender (i.e., STEP – I & II) is on: 12.12.2014 at 3-30 p.m. After opening the main cover, the envelope containing EMD shall be opened first if EMD is submitted as per norms the Qualifying Requirements and Techno-commercial part will be opened (step-II). Price bid (STEP – III) offer in original shall be opened if EMD of requisite amount and in proper mode have been submitted by the tenderer later.
9.	<u>Evaluation of Tender :</u>
i)	Issuance of tender documents will not be construed to mean that such tenderers are automatically considered qualified for the entire tender process.
ii)	The owner reserves the right to itself to accept any tender or reject any or all tenders or cancel / withdraw the invitation for tender without assigning any reason for such decision. Such decision by the owner shall not be subject to question by any tenderer and the owner shall bear no liability consequent upon such decision and the tenderer shall have no claim in this regard against WBPDC.
iii)	Evaluation by WBPDC shall be based on the information and documentary evidence submitted by

	the tenderer in response to the tender documents. The requirements as stipulated in the tender documents are the minimum and WBPDCCL has the right to request for additional information and also reserves its right to reject any tender , if in the opinion of WBPDCCL the qualification data / documentary evidence submitted by the tenderer is incomplete or tenderer is found not qualified to satisfactorily perform the work. WBPDCCL reserve the right to reject any tender if the tenderer is found to be qualified by giving incorrect and/ or false information.
iv)	WBPDCCL does not bind itself to accept the lowest tender and also reserves the right to split the work amongst more than one tenderer.
v)	Notwithstanding anything stated above or elsewhere, WBPDCCL reserves the right to assess the capability and capacity of the tenderer, should the circumstances warrant such assessment in the overall interest of the WBPDCCL.
10.	<u>VALIDITY OF TENDER:</u>
	The tender submitted shall be deemed to constitute an agreement between the tenderer and WBPDCCL whereby such tender shall remain open for acceptance by WBPDCCL for a period of 4 (four) months from the date of opening the tender, during which period, the tenderer shall not withdraw his tender or amend, impair or derogate their forms.
11	<u>Cancellation / Rejection of Tender:</u> Any tender not accompanying the legible requisite papers/ documents as stipulated in the tender documents duly authenticated by the Bidder/ Authorized Signatory shall summarily be rejected and as per discretion of WBPDCCL