



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED  
(A GOVT. OF WEST BENGAL ENTERPRISE)  
Santaldih Thermal Power Station  
P.O. Santaldih TP, Dist. Purulia, Pin – 723146

**NIT No.: WBPDC/Tend-Adv/CC/14-15/136/STPS** **Date: 21.11.2014**

**Ref No: STPS/GM/DGM(HR&A)/921** **Date: 13.11.2014**

**Tender in three step bid system are invited from reputed and resourceful agencies engaged in Information Technology based service in West Bengal for awarding the job of “Operation and Maintenance of Industrial Relation Management System, Material Tracking System and Issuance of Visitor Photo Gate Pass and Vehicle Pass at Santaldih Thermal Power Station”.**

**Name of the Job :** “Operation and Maintenance of Industrial Relation Management System, Material Tracking System and Issuance of Visitor Photo Gate Pass and Vehicle Pass at Santaldih Thermal Power Station”.

**Scope of Job :**

- (A) Industrial Relation Management System : (i) Operation and Maintenance of Software & Hardware related to IR Management System pertaining to Contract Labour of O&M and Construction of Unit 5 & 6 of STPS, (ii) Data entry, storing and retrieval in the form of different statutory and statistical reports periodically and as when required, in application package on annual rate contract basis for Statutory Compliance and issuance of Photo Gate-Pass System for all outsourced O&M and rest of power plant construction jobs of Unit 5 & 6 of STPS.
- (B) Material Tracking System : (i) Operation and Maintenance of Material Tracking System Software at STPS on day to day basis which will track the incoming and outgoing material, vehicle into and from STPS by skilled professionals, (ii) Data entry for the above job by providing skilled personnel as necessary, (iii) Report related to statutory provisions.
- (C) Issuance of Visitor Photo Gate Pass and Vehicle Pass : (i) Operation and maintenance of software for Visitor Gate-pass management system including one data entry operator, (ii) Operation and maintenance of photograph based system to monitor the entry and exit of vehicles as well as visitors in STPS.

**Period of Contract :** Initially the contract shall be awarded for 24 months, which may be extended at the same rate terms and condition for another 12 months based on satisfactory performance of the agency and/or on management discretion.

**Issuance of tender :** Tender paper may be obtained on written application to the GM-STPS, WBPDC, STPS Administrative Building, Santaldih, Purulia-723146 on all working days between 11:00 am to 2:00 pm from **01.12.2014 to 10.12.2014**. No tender application received through post will be entertained.

**Receipt of tender :** Tender paper in sealed cover duly Super-scribing on the envelope the Name of the agency, name of the job and the tender reference number and containing the three bids each in separate envelopes duly super-scribed Step I: Earnest Money Deposit, Step II : Qualifying Requirement & Step III: Price Bid which may be submitted in the tender box kept at ground floor of the STPS Administrative Building, Santaldih, Purulia-723146 on all working days up to **17.12.2014**,

**2:00 pm.** No tender submission received through post and after due date and time will be entertained.

**Three Step Bid system :** The tender shall contain three parts : (a) Step-I-Earnest Money Deposit : Rs. 34,000/- (Rupees Thirty-four thousand only) to be submitted in form of Demand Draft/Pay Order in favour of “The WBPDCCL” payable at Santaldih in a separate sealed envelope, (b) Step II – Qualifying Requirement wherein the prospective bidder has to submit self attested copies of Trade Licence (up to date), Service Tax Registration Certificate, PAN Card, PF Code Allotment letter by RO/SRO, Last IT return and copies of work order/agreement etc. , credentials certifying that the agency has at least three years experience in providing IT/ITes services in any large industrial house and the agency must have running contract/s in any industrial house of order value not less than Rs. 8.0 Lakhs per annum, also the tender document issued has to be submitted after due endorsement by the agency as notional acceptance of terms and condition of tender along with a declaration in enclosed format (Marked “X”); (c) Step III – Price Bid in prescribed format (Marked “Y”) shall contain the rate at which the agency is willing to undertake the job for the above mentioned contract period. Both Step-I, II & III bids shall each be submitted in separate envelope marked as “Step-I : Earnest Money Deposit”, “Step-II : Qualifying Requirement” & “Step-III : Price Bid respectively”. The Price quoted shall remain valid for one year from the date of opening of price bid. Step-II : Qualifying Requirement will be opened only if the prospective bidder has furnished the requisite amount of EMD and qualifies in Step-I bid and the Price Bid i.e. Step-III shall be opened only if the prospective bidder has qualified in Step-II : Qualifying Requirement .

**Cost of Tender Documents:** **Rs.2000/- (Rupees two thousand only)** [Non-refundable] by Cash only to be submitted while purchasing Tender documents.

**Pre-Bid discussion:** On **12.12.2014 at 15.00 hrs.** in presence of attending intending tenderer. The clarification(s)/decision against point/query as would be given by WBPDCCL during Pre-Bid shall form the integral part of this NIT & shall be binding on all the tenderers. The Agency who purchased Tender Documents but not attended the Pre Bid discussions shall have to comply to the decision of Pre bid discussions.

**Opening of tender :** Step-I & Step-II bid of the Tender paper received within the due date and time will be opened on **17.12.2014** at 2:30 pm in presence of the participating bidders. Step-III bid i.e. Price bid of prospective bidders qualifying in Step-I & II bid will be opened on **24.12.2014.**

**Security Deposit :** Would be **Rs.1,19,000/- (Rupees One lakh Nineteen thousand only)** or **7%** of the order value for one year whichever is more. However, in case of successful Bidder **Rs.34,000/- (Rupees Thirty-four thousand)** as Earnest Money, would be converted/ adjusted as Security Deposit & another the balance amount of security deposit is also to be deposited in favour of WBPDCCL, in the form of Demand Draft/ Pay order/ Performance Bank Guarantee (valid for a period of 24 months and may be revalidated on extension of contract upto a period of not less than six months after expiry of final extension of contract) only payable in favour of **“The West Bengal Power Development Corporation Limited”** to cover the statutory liabilities of the Agency & also to recover the damages caused to WBPDCCL/penalty to be imposed by WBPDCCL as per relevant clause of the tender documents. However, no interest to be paid against this security money in any form. This additional amount of Security Deposit to be deposited within 15 (fifteen) days from the date of issuance of work order/ LOA by the successful bidder only.

**Termination of Contract:**

In the event of breach of any of the covenants and stipulations contained in the agreement/ terms and conditions of the tender documents as well as Work Order and failure of the Agency to remedy such breach within the stipulated time as will be directed by the Corporations, the contract will be terminated by giving **45 days (Forty five ) notice**.

Any goods of the Corporation in custody or Power of the Agency at the time of termination of contract or expiry of the contract by efflux of time or by notice or otherwise shall be restored / return by the Agency to the Corporation.

The WBPDCCL at its discretion may terminate any or all order with **45 (Forty five) days** notice without assigning any reason whatsoever.

**Evaluation of Tender :** The WBPDCCL reserve the right to accept any tender or reject any or all tenders or split the tender or cancel/ withdraw the invitation of tender, without assigning any reason for such decision. Such decision by the WBPDCCL shall not be subject to question by any tenders and the WBPDCCL shall bear no liability consequent upon such decision.

**Contact Person :** Tathagata Ray, Phone Nos. (03251)-260-221