



THE WEST BENGAL POWER DEVELOPMENT CORPORATION. LTD.

(A Govt. of West Bengal Enterprise)
OFFICE OF THE GENERAL MANAGER
SANTALDIH THERMAL POWER STATION
P.O. - SANTALDIH THERMAL PLANT,
DIST. - PURULIA - 723 146.

Fax No. 03251-260217
Tel No. 03251-260218

NIT No.: WBPDCCL/Tend-Adv/CC/14-15/142/STPS

Date:02.12.2014

NIT REF. NO.: STPS /M&C/C&I /E₁-02/14 / 382 ,

Dt. 29.11.2014.

Description of the Work: Annual Maintenance Contract for 02(two) years for all Computers , Printers , Scanners etc. & Peripheral installations , including supply of the spares at STPS , under IT Deptt. , STPS , WBPDCCL .

INFORMATION TO BIDDERS: This is a Two Part bidding system containing Earnest Money & Qualifying Requirement as Part - 1 and Price Bid as Part-II . The same will be received and evaluated by the WBPDCCL, STPS from Technical and Financial point of view to make a selection in the best interest of the WBPDCCL, STPS for the complete work covered under the tender document.

1) Earnest Money: The Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand Only) shall be deposited along with tender papers in the form of Bank Draft / Pay Order in favour of “ THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED” payable at Santaldih Branch / Purulia / Kolkata.

2) Cost of Tender Paper: Rs. 500/- (Rupees Five Hundred only).

3) Eligible Criteria:

Adequate Experience : Credential of successfully executing job of this type at any reputed or Govt. organization for at least 01 (One) year out of Seven preceding years of adequate order value not less than Rs. 4.5 Lac per year in a single order or Two orders of value not less than Rs. 2.5 Lac per year or 3 orders of value not less than 2.0 Lac per year for which copy of work orders and job completion certificate , if any are to be submitted.

Sound Financial background : Annual Average turnover of last three years of the bidder should not be less than Rs. 2.0 Lac and shall be capable of making Payment to its own employee within 10th of every month without looking forward for release of bill from F&A Dept., STPS, WBPDCCL.

4) Sale of Tender Paper: From 04.12.2014 to 16.12.2014 on all working days except Saturday up to 15=00 hour. Sale of tender paper to the applicant will not qualify them automatically in Part - II bid. Tender paper will be sold to each of the applicants. But we may enquire about the following documents which may have to be submitted / shown:

Attested Xerox copy of the followings certificates are to be submitted as qualifying criteria in Part – 1.

- Provident Fund Code allotment letter issued by R.O. / S.R.O. / E.P.F.O., **if applicable.**
- Service Tax & VAT Registration Certificate,
- Professional Tax Registration Certificate,
- PAN Card
- Latest Income tax return submission acknowledgement.
- Bank Statement of last Six month ending on 30.11.2014.
- Audited balance sheet of last 3 (Three) years. (if applicable),**
- Trade License.
- Experience of having successfully completed similar type of jobs during last 07(Seven) years ending 30th April, 2014 should be either of the following:-

Three similar completed purchase or service orders each costing not less than the amount equal to **Rs. 2,00,000/-**

Or,

Two similar completed purchase or service orders each costing not less than the amount equal to **Rs. 2,50,000/-**

Or,

One similar completed purchase or service order costing not less than the amount equal to **Rs. 4,50,000/-**

The WBPDCCL reserves the right to cancel the quotation in absence of the above documents at their discretion.

4.1: The WBPDCCL reserves the right to cancel / accept the tender in absence of the documents at their discretion in case competent authority deems it.

4.2: Legible photocopies of all documents are to be submitted with counter signed & sealed by tenderer. Original copies of documents are to be produced on demand.

5) Pre-Bid Discussion: It is intended to have a pre-bid discussion at this Office of Sr. Manager(M&C), STPS on 18.12.2014 at 15=30 Hrs. to provide any additional information and furnish clarification, if any, needed on the scope of work and tender documents. Any modification or agenda to tender documents resolved shall also be part of these tender documents. Parties not attending the pre-bid discussion are also liable to abide by the output of pre-bid discussion.

6) Last date of Submission of Complete Tenders Part - I & II of the Bids : 24.12.2014 up to 15=00 Hrs.

7) Opening of Tender :

Part - I : 24.12.2014 after 3:30 hrs.

Part – II : Duly intimated.

8) Opening of Tender:

- 8.1 : The tenders shall be opened at the time of date set for opening of tender as specified hereunder or in case any extension has been given thereto on the extended tender opening date and time notified to all the tenderers who have purchased the tender documents. Tenderer's authorized representative (up to two persons) may attend the opening.
- 8.2: The due date and time of opening of EMD & Qualifying Requirement (Part-I) after 15=15 Hrs. on 24.12.2014. After opening the main cover, the envelope containing EMD & Qualifying Requirement (Part-I) shall be opened first and if EMD of requisite amount as well as Qualifying Requirement criteria documents are found at par with of NIT ,only then Price-Bid (Part –II) shall be opened.

9) Evaluation of Tender:

- 9.1: Issuance of tender documents will not mean that such tenderers are automatically considered qualified for the entire tender process.
- 9.2: The WBPDCCL 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 WBPDCCL shall not be subject to question by any tenderer and the WBPDCCL shall bear no liability consequent upon such decision and the tenderer shall have no claim in this regard against the WBPDCCL.
- 9.3: Evaluation by the WBPDCCL 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 notice and documents are the minimum and the WBPDCCL has the right to request for additional information. The WBPDCCL reserves its right to reject any tender, if in the opinion of the WBPDCCL the qualification data / documentary evidence submitted by the tenderer is incomplete or tenderer is found not qualified to satisfactorily perform the work. The WBPDCCL reserve the right to reject any tender if the tenderer is found to be disqualified by giving incorrect and / or false information.
- 9.4: The WBPDCCL does not bind itself to accept the lowest tender and also reserves the right to reject any or all tender or cancel the tender without assigning any reason whatsoever.
- 9.5: Notwithstanding, anything stated above or elsewhere, the 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.

(S. Maity)
GENERAL MANAGER
STPS, WBPDCCL