



# THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Enterprise)

Corporate Identity No: U40104WB198SSGC0391S4

: Registered & Corporate Office:

'Bidyut Unnayan Bhaban', Plot No. 3/C, LA-Block, Sector-III, Bidhannagar, Kolkata - 700 098

● Phone: (033) 2335-0571/2339-3100 ● Fax: (033) 2339-3186/2339-3286 ● Website: www.wbpdcl.co.in

● e-mail: wbpdcl@wbpdcl.co.in

**NIT No: WBPDC/ Tend-Adv/CC/16-17/167/SgTPP**

**Date: 05.08.2016**

**Tender Ref. No.:- SgTPP/C-OPH/TENDER/078/6559**

**Date: 28.07.2016**

Sealed Tender in prescribed form is invited for “Annual Housekeeping work at different residential buildings and Surrounding areas of SgTPP Township” from the interested parties in three Steps Bid systems: The bidders should have valid VAT, IT, Professional tax clearance certificate, Provident Fund A/c no., Service Tax Registration no. The bidder should have credential of execution of similar nature civil job directly under the Government / Quasi Govt. organization during the period of last three years in the following manner:-

- In single order- Ordered value of work not less than 80% of the Estimated Cost.
- In two orders- Ordered value of work not less than 50% of the Estimated Cost
- In three orders- Ordered value of work not less than 40% of the Estimated Cost

, Audited balance sheet of last three financial years to satisfy the criteria that the average annual turnover not less than **Rs. 11.3 (eleven point three) lac.**

The completion time for this job is **01(one) year** from the date of site hand over.

Step I: Opening of EMD part.

Step-II: Tender (Techno Commercial Part) of the parties who have deposited the requisite Earnest Money in sealed envelope shall be opened.

Step-III: Price bid part will be opened of those parties who will satisfy the Step-I & Step-II.

Tender Ref No.	Job Description	Estimated Value	Earnest Money Deposit	Cost of Tender Paper	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/078/ Dated: 28.07.2016	Annual Housekeeping works at different residential buildings and Surrounding areas of SgTPP Township	Rs.33,77,804.00 (Rupees thirty three lakh seventy seven thousand eight hundred four) only.	Rs.67, 600.00 (Rupees sixty seven Thousand six hundred) only.	Rs. 500.00 (Rupees five hundred) only.	Last Date of submission of application: 12.08.2016. Date of sale of Tender Paper: 17.08.2016 to 19.08.2016 Up-to 12:00 Noon on any working days (Except Saturday and Holiday).. Last date for submission of Tender Paper: 22.08.2016 Up-to 3:00PM. Opening of Tender (Step-I & Step-II): 22.08.2016 at 3:30PM. Opening of Price bid (Step-III): Will be notified.

Tender Paper can be obtained on the basis of written application to the Sr. Manager (Civil)-IPH, SgTPP on any working day (except Saturday/Holidays) between 09-30 A.M. to 12.00 P.M. on or before the date and time mentioned above and after depositing the 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: 22.06.2016 at 3-30 PM with the tenderers in presence of representative of HR&A and F&A department of SgTPP and the minutes of the said discussion shall be taken into account as a part of tender specification

The tender paper will be issued to interested parties on deposition of cost of tender papers. At first the sealed envelope containing the EMD part (Step-I) will be opened then the second envelope containing the techno commercial (Step-II) part will be opened of those parties who will have submitted the EMD of requisite amount and in proper format, in presence of engineering, accounts personnel and representative of participating bidders. The price bid (Step-III) of those parties who will satisfy Step-I & Step-II will be opened on a different date which will be notified well in advance. The Earnest Money (interest free) should be deposited along with the tender offer in the form of Bank Draft/Pay order /Bankers cheque only payable at **SBI SAGARDIGHI (IFSC Code - 11377) in favour of “The West Bengal Power Development Corporation Ltd.”** in separate sealed envelope. The validity of the EMD should be at least 01(one) month from the date of opening of tender. No tender will be entertained without Earnest Money.

The Corporation reserves the right to accept / cancel any or all tenders or to split the work 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 4 (four) months from the date of opening of Price-Bid of Tender. If the tenderer withdraw his offer or modify any terms & conditions in any form of the tender documents after opening of tender within the validity period of tender then his offer will be rejected & the EMD will be forfeited.

Yours faithfully,  
Sd/

(A. Datta Roy)

GENERAL MANAGER  
SGTPP / WBPDC

**SAGARDIGHI THERMAL POWER PROJECT**

P.O. Monigram, P.S. Sagardighi, Dist.-Murshidabad, West Bengal, Pin: 742237, Phone No.: (03483) 237003 EPBAX: 237005, 237006, Fax: 237002/237116



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TENDER REF No: - SgTPP/C-OPH/TENDER/078/

Date: 28.07.2016

**Name of the work:** “Annual Housekeeping work at different residential buildings and Surrounding areas of SgTPP Township”.

**Completion Time:** 01(One) year.

## INFORMATION TO BIDDERS

This is a Step I, Step II & Step III bidding system. Step –I part containing Earnest Money, Step-II part containing Techno Commercial and Step-III contains Price Bid.

Tender document consist of the following:

1.	<b>(STEP -I):- EARNEST MONEY :</b> The Earnest Money of <b>Rs. 67, 600/- only</b> is to be deposited along with the tender offer in the form of <b>BANK DRAFT/PAY ORDER/BANKERS CHEQUE payable at SBI SAGARDIGHI (Code No- 11377), in favour of “ THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED”</b> in a separate sealed envelope mentioning Earnest Money for tender no. & date of opening. 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. All separately sealed envelopes / covers containing necessary documents shall have to be suitably super scribed as ‘EMD as Step-I, Techno Commercial Part as Step-II & Envelope containing Price Bid as Step-III and shall bear reference to the name of the work and Notice Inviting Tender (NIT) and shall be opened.
2.	<b>QUALIFYING REQUIREMENTS:</b> Documents in support of qualifying requirement of tenderers as stipulated in the Notice Inviting Tender and further classified as below :-
i)	The tenderer should Possess <b>valid VAT, Professional Tax clearance certificate and Provident Fund A/C No. &amp; other statutory coverage.</b>
ii)	The bidder should have credential of execution of similar nature civil job directly under the Government / Quasi Govt. organization during the period of last three years in the following manner:- <ul style="list-style-type: none"><li>• In single order- Ordered value of work not less than 80% of the Estimated Cost.</li><li>• In two orders- Ordered value of work not less than 50% of the Estimated Cost</li><li>• In three orders- Ordered value of work not less than 40% of the Estimated Cost</li></ul>
3.	Addenda to tender documents if issued prior to the opening of the Tender to clarify documents or related modification in the design of the contract terms. All such Addenda issued shall also form a part of the Tender Documents.
4.	<b>STEP-I: Envelope containing EMD, STEP-II: Envelope Containing Techno Commercial Part</b> <b>STEP-III: Price Bid.</b> <b>RATE SHOULD BE QUOTED AS PER ENCLOSED PRICE BID</b>

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5.	<b>Mode of submission of tender :</b>
i)	All the above 03 nos. sealed envelope 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 as “ <b>CIVIL-OPH TENDER BOX SgTPP</b> ” kept at the second floor, Administrative Building, SgTPP.
ii)	Tenders 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.
iii)	The tender shall be submitted in person in the manner as mentioned above (sl.no.5i). <b>Tenders submitted by post or Telegraphic etc. shall not be entertained.</b> The tenders received after the due date and time of opening is liable to be rejected.
iv)	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.
v)	The tender submitted by a tenderer shall become the property of WBPDCCL and WBPDCCL shall have no obligation to return the same to the tenderer.
6.	<b>Opening of tender :</b>
i)	The tenders shall be opened in the presence of accounts, engineering personnel and the representatives of the tenderers, the time and date set for opening of tender as specified above or in case any extension has been given there of, the tender opening date and time notified shall be informed 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 (STEP – I & II) is <b>22.08.2016 at 3:30 P.M.</b> Opening of Price Bid (STEP-III) of eligible Parties will be notified later.
7.	<b>Evaluation of Tender :</b>
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 WBPDCCL.
iii)	Evaluation by WBPDCCL shall be based on the information and documentary evidence submitted by the tenderer. 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.

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iv)	WBPDC 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, WBPDC reserves the right to assess the capability and capacity of the tenderer, should the circumstances warrant such assessment in the overall interest of the WBPDC.
8.	<b><u>VALIDITY OF TENDER:</u></b>
	The tender submitted shall be deemed to constitute an agreement between the tenderer and WBPDC whereby such tender shall remain open for acceptance by WBPDC 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 form.
09.	<b><u>Cancellation / Rejection of Tender:</u></b> 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 WBPDC.

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