

# 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 – 260 217 / Tel No. 03251 – 260 218.

NIT No.: WBPDCCL/Tend-Adv/PR/12-13/123/STPS

Date: 15.11.2012

**TENDER REF. NO. STPS / CC / Press Tender / I.T. / E<sub>1</sub> – 01(Vol. – II) / 2012 /JC/ 1305, Dt. 09.11.2012**

**Description of the Work:** Proposal for “Maintenance Contract for 02(Two) years of all Computers, Printers etc. installed at various locations at Santaldih Thermal Power Station, WBPDCCL.”

**INFORMATION TO BIDDERS:** This is a Four Part bidding system containing Earnest Money (Part-I), Qualifying Requirement (Part-II), Techno-Commercial (Part-III) and Price Bid (Part-IV). The same will be received and evaluated by the WBPDCCL, STPS from Technical and Financial point of view to make the 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 25000/- (Rupees Twenty Five Thousand only) of quoted value for 02(Two) year. The earnest money shall be deposited along with tender papers in the form of Bank Draft / Pay Order issued by any reputed Banks (preferably Nationalized Banks) from India in favour of “THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED” payable at Santaldih, Purulia or Kolkata Branch.

**2) Contract Period:** 02 (Two) Year.

**3) Estimated Cost:** 12 Lac

**4) Cost of Tender Paper:** Rs. 1,000.00 (Rupees One Thousand only).

**5) Eligible Criteria:**

A) Must have experience of similar type of job at any reputed or Govt. organization and order value not less than Rs. 3.0 (Three) Lac per year in a single order during at least one out of three preceding years for which completion certificate or work order with schedule is to be submitted with tender paper in Part – II.

B) Must be financially strong, Audited balance sheet with profit & loss account for the last three years and Bank statement are to be submitted along with tender documents in Part – II i.e. Qualifying Requirements.

C) Must be technically capable to do the job.

D) **Sale of Tender Paper:** From **19.11.2012 to 27.11.2012** on all working days up to 15=00 hour (except payday, holiday and Saturday). Sale of tender paper to the applicant will not qualify them automatically in Techno-Commercial bid. Tender paper will be sold to each of the applicants. Necessary documents are to be submitted with the Part-II of the tender as per list given below:

**Self Attested Xerox copy of** (a) Provident Fund Certificate (Not Sub-Code Certificate) allotted by S.R.O. & R.P.F.O., if applicable (b) Service Tax Registration Certificate, (c) Professional Tax Registration Certificate, (d) PAN Card (e) Latest PF, if applicable, return submission acknowledgement including latest Bank Challan of PF payment, (f) Service Tax, return submission acknowledgement including latest Bank Challan of Service Tax payment, (g) Income tax return submission acknowledgement including latest Bank Challan of Income Tax payment, (h) Bank Statement of previous year (2011-12), (i) Latest Income Tax Return along with audited balance sheet of last 3 (Three) years, (j) Latest Professional Tax Deposited Challan with Form 12A, (k) Documents in support of Credentials of executing the job of this type at any reputed or Govt. organization for at least 01 (One) year out of three preceding years i.e. at least 01(One) years

Experience Certificate in executing similar job of adequate order value not less than Rs. 3.0 Lac per year in a single order for which copy of work order with schedule is to be submitted.

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

- 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.
- 2) Legible photocopies of all documents are to be submitted with counter signed by tenderer. Original copies of documents are to be produced on demand.
- 3) The tender, Qualification of bidder (Part-II) shall contain the name, Residential Address, Phone Number, Fax Number of person(s) authorized to sign the tender for future contact.
- 4) Capability of making Payment to the employee within 10<sup>th</sup> of every month without looking forward for release of bill from F&A Dept. STPS.
- 5) Capability to control his working personnel with sufficient command and confidence.

E) **Pre – Bid Discussion**: It is intended to have a pre-bid discussion at this Office of Sr. Manager (Contract Cell), STPS on **04.12.2012** 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 addenda 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.

**F) Last date of Submission of Complete Tenders and opening of Part - I & II of the Bids:**

**13-12-2012 up to 15=00 Hrs. and 15=15 Hrs. respectively.**

**G) Opening of Tender:**

- 1) The tenders shall be opened in presence of representative of the prospective bidders 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 prospective bidders who have purchased the tender documents. The Prospective bidder's authorized representative (up to two persons) may attend the opening.
- 2) The due date and time of opening of E.M.D. & Qualification of bidder is after 15=15 Hrs. on **13-12-2012**. After opening the main cover, the envelope containing EMD (Part-I) shall be opened first and if EMD of requisite amount in proper mode is found only then Qualifying Requirement (QR) (Part-II) shall be opened.
- 3) Techno - Commercial (Part-III) of tender of those prospective bidders who will be considered qualified in view of Part-I and Part-II by the WBPDCCL, shall be opened subsequently on the same date or at a later date. The due date and time for opening of Techno - Commercial part shall be duly intimated.
- 4) Price Bid (Part-IV) of tender of those prospective bidders who will satisfy qualifying requirements and who will accept technical and commercial terms & conditions of this tender shall be opened subsequently on the same date or at a later date. The due date & time of opening of price bid will be duly intimated.

**H) Evaluation of Tender:**

- 1) Issuance of tender documents will not mean that such tenderers are automatically considered qualified for the entire tender process.
- 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 prospective bidders and the WBPDCCL shall bear no liability consequent upon such decision and the prospective bidders shall have no claim in this regard against the WBPDCCL.
- 3) Evaluation by the WBPDCCL shall be based on the information and documentary evidence submitted by the prospective bidders 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 prospective bidders is incomplete or prospective bidders is found not qualified to satisfactorily perform the work. The

WBPDCCL reserve the right to reject any tender if the prospective bidders is found to be disqualified by giving incorrect and / or false information.

- 4) The WBPDCCL does not bind itself to accept the lowest tender and also reserves the right to split the work amongst more than one prospective bidder and also reserves the right to reject any or all tender or cancel the tender without assigning any reason whatsoever.
- 5) Notwithstanding, anything stated above or elsewhere, the WBPDCCL reserves the right to assess the capability and capacity of the prospective bidders, should the circumstances warrant such assessment in the overall interest of the WBPDCCL.

**I) Sale of Tender Document: 19.11.2012 to 27.11.2012 up to 15=00Hrs.**

Tenders Documents can be obtained from Sr. Manager (Contract Cell), STPS or his authorized representative against written application on any working day, except Payday and Saturday, between 11=00 Hrs. and 15=00 Hrs after depositing cost of tender documents at cash counter, S.T.P.S. by cash only.

Sd/- on 8.11.2012  
**(J. Banerjee)**  
**GENERAL MANAGER**  
**SANTALDIH THERMAL POWER STATION**  
**WBPDCCL**