

Webel

West Bengal Electronics Industry Development Corporation Ltd., Webel Bhavan, Block-EP & GP,
Sector-V, Salt Lake, Kolkata – 700 091.

NOTICE OF INVITATION TO TENDER, GENERAL RULES AND GUIDANCE OF TENDERERS FOR e-TENDERING

West Bengal Electronics Industry Development Corporation Ltd. (Webel) invites online tenders from firms/contractors of repute in two bid system for the following work :

Notice Inviting e-Tender No. **EC:07:E-Taratala:AC AMC: 2022-23:M-25 Dated: 03.11.2022.**

1	Name of Work	Comprehensive Annual Maintenance Contract for split / ductable / cassette type AC machines installed at Taratala Complex (TIE, IT Park, HRDC building), Taratala, Kolkata- 700088.
2	Estimated cost put to tender	Rs.1200/- per year per tonnage including GST etc. for 410 tonnage. Total estimated cost Rs. 4.92 Lakhs for 12 months.
3	Period of Contract	Twelve months date of placement of LOA/WO.
4	Earnest Money deposit	Rs. 9,900.00 (Rupees Nine Thousand Nine Hundred only) through Net banking or through RTGS / NEFT through the https://wbtenders.gov.in //portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.
5	Cost of tender documents	Rs.500/- (Rupees Five Hundred only) per tender document has to be remitted through Net banking or through RTGS /NEFT through the https://wbtenders.gov.in //portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.
6	Availability of Tender documents	Tender documents will be available at the official website of WBEIDCL, www.webel.in/tender.html & also wbtenders.gov.in on and from 03.11.2022 The agencies have to download tender document from website (For any query please dial 23576960)
7	Last date and time of receipt of tenders	Up to 3.00 P.M. on 16.11.2022
8	Date and time of opening of cover-I	On 16.11.2022 at 3:30 P.M.
9	Date and time of opening of cover-II	It will be informed to the bidders later on.
10	Place of opening tenders	Webel Bhavan, Block-EP&GP, Sector –V, Salt lake, Kolkata–700 091
11	Validity of offer	For a period of 90 days from the date of opening of cover-II of tender

1. TWO BID SYSTEM

This NIT is of Two Bid Tender, i) Technical & ii) Financial, both to be submitted concurrently in the portal. The Bidders who will be Technically pre-qualified in respect to Technical and Financial eligibility/capability criteria specified in the below mentioned subsequent clauses can only be permitted to participate in the Financial Bidding.

2. TENDER DOCUMENT

- a. In the event of e-tendering intending bidder may download the tender document from the website directly by the help of his Digital Signature Certificate & upload the same with other documents along with necessary Earnest Money. The bidder shall pay an EMD of Rs. 9,900.00 (Rupees Nine Thousand Nine Hundred only) through Net banking or through RTGS /NEFT through the <https://wbtenders.gov.in> //portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal . Necessary cost of tender documents (tender fees) of Rs. 500/- (Rupees Five Hundred only) has to be remitted through Net banking or through RTGS /NEFT through the <https://wbtenders.gov.in> //portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.
- b. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website wbtenders.gov.in.
- c. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Page – 1 of this Tender Document.
- d. The FINANCIAL OFFER of the prospective tenderer/Bidder will be considered only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Evaluation Committee' of WBEIDC. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

3. Eligibility criteria for participation in the tender

- i) Intending bidders should have credential with proper completion certificate of executing two similar works i.e. Annual Maintenance of **split / ductable / cassette type AC machines** each costing not less than Rs. (50% of estimated cost on annual basis) or one similar work costing not less than Rs. (80% of estimated cost on annual basis) within any office/commercial/industrial building premises under Govt., Semi-Govt., PSU or reputed private utility companies during last 5 years. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for tenders.
- ii) Credential certificate issued by the competent authority of any State / Central Govt., State / Central Govt. Undertaking, Statutory / Autonomous bodies, on the executed value of completed / running work will be taken as credential.

- iii) All intending Bidders are required to produce current Tax return (for the assessment year as applicable) as submitted along with valid Trade License, Professional Tax deposit Challan , PAN, PF registration, ESI registration, GST Registration Certificate & Professional Tax receipt challan for the year as applicable (to be documented through e-filing).
- iv) Registered Partnership deed should be furnished (for partnership firm only) along with Power of Attorney to sign on the tender documents (if required) and the company shall furnish the Article of Association and Memorandum (to be documented through e-filing).
- v) Joint Venture will not be allowed.
- vi) A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. If found to have applied severally for a single job, all his applications will be rejected for that job, without assigning any reason thereof.
- vii) GST, LEAVY, CESS, ROYALTY: Constructional Labour Welfare Cess @ 1(one) % of value of the works will be deducted from every Bill of the selected agency. Prevailing works contract GST for commercial project/building, Royalty & all other Statutory levy/ Cess will have to be borne by the contractor. Thus, the rate in the schedule of rates (BOQ) is inclusive of all the taxes including Labour Welfare Cess and works contract GST for commercial project/building.

4. PRICE ADJUSTMENT/PRICE PREFERENCE

- a) No Adjustment of Price OR Price Escalation of any kind will be allowed. The bidder shall quote their rate accordingly considering that no escalation and/ or price- adjustment will be allowed by the department thereto under any circumstances.
- b) No Mobilization Advance will be allowed
- c) No Price preference will be allowed for the Work under this NIT.

5. Date & Time Schedule

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	03.11.2022 at 4:00 PM
2	Documents download/sale start date (Online)	03.11.2022 at 4:30 PM
3	Documents download/sale end date (Online)	
4	Pre Bid Meeting at Webel Bhavan (Off Line)	
5	Corrigendum, if any will be published (On Line)	09.11.2022 at 4:00 PM
6	Bid submission start date (On line)	10.11.2022 at 10:00 AM
8	Bid Submission closing (On line)	16.11.22 at 3:00 PM
9	Bid opening date for Technical Proposals (Online)	16.11.22 at 3:30 PM
10	Date of uploading list for Technically Qualified Bidder (online)	To be intimated later
11	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be intimated later
12	Date for opening of Financial Proposal (Online)	To be intimated later

6. FINANCIAL PROPOSAL

Price Bid as per format provided in the relevant section to be submitted separately as mentioned in the tender document. Insertion of Price bid in Techno-Commercial proposal will summarily cancel the bid.

7. Amendment of Invitation

At any time 3 days prior to the deadline for submission of proposals, WBEIDC reserves the right to add / modify / delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents (Techno Commercial as well as Price Bid).

8. The tender document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from relevant website.
9.
 - a. The bidder shall pay an EMD of Rs. 9,900.00 (Rupees Nine Thousand Nine Hundred only) within the period of tender submission through Net banking or through RTGS /NEFT through the <https://wbtenders.gov.in> //portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.

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- b. Necessary cost of tender documents (tender fees) of Rs. 500/- (Rupees Five Hundred only) has also to be remitted within the period of tender submission through Net banking or

through RTGS /NEFT through the [https://wbtenders.gov.in //portal](https://wbtenders.gov.in//portal) as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.

Online tender documents submitted by intending bidders shall be opened only of those bidders, whose EMD & Cost of Tender Documents will be in order.

10. The Technical bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of the tenderers qualifying the technical bid shall be communicated to them at a later date.
11. ~~Pre Tender conference shall be held at Webel Bhavan, Sector V, Salt Lake City, Kolkata—700 091 as scheduled to clear the doubts of intending tenderers, if any.~~
12. The contractors should quote the rate in figures as well as in words. The amount for each item should be worked out and the requisite totals given.
13. The several documents forming the contract are to be taken mutually explanatory of one another, detailed drawing followed in preference to small scale drawing and figured dimensions in preference to scale and special conditions in preference to General conditions. In the case of discrepancy between the Schedule of Quantities, the Specifications and/or drawings, the following order of preference shall be observed :
 - i) Description of Schedule of Quantities.
 - ii) Particular Specification and Special Conditions, if any.
 - iii) Drawings.
 - iv) Technical Specifications
 - v) Indian Standard Specification of B.I.S.
14. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
15. All rates shall be quoted on the proper form of the tender alone.
16. An item rate tender containing percentage below/above will be summarily rejected. However, where a tenderer voluntarily offers a rebate on total price as quoted within a stipulated period in Cover-I, this may be considered.
17. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Owner shall be communicated to the Owner.
18. The WEBEL does not bind it-self to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
19. GST, Cess for welfare of construction labour, GST on material or labour or on finished works payable to any statutory authority, all incidental expenditure incurred on any work in respect of this contract shall be payable by the contractor and the WEBEL will not entertain any claim whatsoever in this respect i.e. all rates should be inclusive of relevant tax and outgoings as mentioned above.
20. The tender for works shall remain open for acceptance for a period of 90 days from the date of opening of tenders. If any tenderer withdraws his tender before the said period, then the WEBEL shall be at liberty to forfeit Earnest Money paid along with the tender.

21. It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the component parts and that, after the work is awarded, he will have to enter into an agreement for each component with the competent authority in the WEBEL.
22. The award of contract will be made in writing to the successful tenderer/s by West Bengal Electronics Industry Development Corporation Ltd.
23. List of Documents to be scanned and uploaded within the period of tender submission:
 - a) Certificates of Work Experience.
 - b) Article of agreement of the firm, Certificate of incorporation, Partnership Deed as applicable.
 - c) Current Tax return (for the assessment year as applicable) along with valid Trade License, Professional Tax deposit Challan.
 - d) PAN, PF Registration, ESI
 - e) Certificate of Registration for GST and acknowledgement of up to date filled return if required.

The Managing Director
WBEIDCL
Webel Bhavan
Block-EP & GP, Sector-V