

**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT  
CORPORATION LIMITED.**

**WEBEL BHAVAN  
BLOCK-EP&GP  
SECTOR – V, BIDHANNAGAR  
SALT LAKE  
KOLKATA – 700 091**

**E-Tender Documents**

**For Supply ,Installation, Testing & Commissioning of Ductable AC Machines at  
Webel IT Park Siliguri (Phase – I)**

**Price: Rs.500**

**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED**

**Notice Inviting E-Tender**

**NIT No: – EC/07/Webel/IT Park/SLG/AC/2022-23/063**

**Dated: 07.02.2023**

West Bengal Electronics Industry Development Corporation Ltd. (WBEIDC) / Webel invites sealed tenders from the firms who are eligible as per eligibility criteria given herewith for the under mentioned work.

1. Name of Work: Supply , Installation, Testing & Commissioning of New Ductable AC Machines at Webel IT Park Siliguri (Ph-I)
2. Location: Webel IT Park, Phase – I, Paribahan Nagar, Matigara, Siliguri, Dist.: Darjeeling, Pin: 734010, West Bengal
3. Tenure of work: 90 days from the date of LOI /LOA.
4. Estimated cost of work : Total estimated cost ₹ 14.98 Lakhs inclusive of taxes.
5. Cost of tender documents: ₹ 500.00 (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](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. Earnest Money Deposit: ₹ 30,000.00 (Rupees Thirty Thousand only) 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.**
7. Availability of tender: Tender documents will be available at the official website of WBEIDCL, [www.webel.in/tender.html](http://www.webel.in/tender.html) & also <https://wbtenders.gov.in> on and from 17.02.2023 The agencies have to download tender document from website.
8. Last date of receipt of tenders: Upto 3.30 P.M. on 02.03.2023 as per instructions in Tender documents.
9. Validity of offer: For a period of 180 days from the date of opening of Cover – II.

**10. 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.

**11. 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. 30,000.00 (Rupees Thirty Thousand only) 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 . 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](https://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.

## **12. Eligibility criteria for participation in the tender**

- i) Intending bidders should have credential with proper completion certificate of executing two similar works i.e. Supply & Installation of HVAC system / 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.
- 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 Tax return (for the last assessment year as applicable) as submitted along with valid Trade License, PAN, PF registration, ESI registration, GST Registration Certificate 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) 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.

## **13. 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.

**14. Date & Time Schedule**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	15.02.23 at 4:00 PM
2	Documents download/sale start date (Online)	16.02.23 at 4:30 PM
3	Documents download/sale end date (Online)	02.03.23 at 2:00 PM
4	Pre Bid Meeting if any at Webel Bhavan (Off Line)	
5	Corrigendum, if any will be published (On Line)	
6	Bid submission start date (On line)	16.02.23 at 4:30 PM
8	Bid Submission closing (On line)	02.03.23 at 3:30 PM
9	Bid opening date for Technical Proposals (Online)	03.03.23 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

**15. 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.

**16. 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).

17. 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.

18. a. The bidder shall pay an EMD of Rs. 30,000.00 (Rupees Thirty Thousand Hundred only) 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.

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.

19. 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.

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

20. 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.

21. 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.

Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

All rates shall be quoted on the proper form of the tender alone.

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.

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.

The tender for works shall remain open for acceptance for a period of 180 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.

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.

List of Documents to be scanned and uploaded within the period of tender submission:

Certificates of Work Experience.

Article of agreement of the firm, Certificate of incorporation, Partnership Deed as applicable.

Current Tax return (for the assessment year as applicable) along with valid Trade License, Professional Tax deposit Challan.

PAN, GST, PF Registration, ESI

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

**SECTION – A**  
**INSTRUCTION TO BIDDERS**

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**General guidance for e Tendering :**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the Bidders to participate in e-Tendering

**i) Registration of Bidder :**

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the web portal of Public Works Department) the Bidder is to click on the link for e-Tendering site as given on the web portal.

**ii) Digital Signature Certificate (DSC) :**

Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

**iii) The Bidder can search & download NIT & Tender Document(s) electronically from**

computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**iv) Submission of Tenders :**

Tenders are to be submitted through online to the website stated in Clause A.(i). in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**Technical Proposal :**

The technical proposal should contain scanned copies of the following in two covers (folders).

**a) Statutory Cover Containing the following documents :**

**1) Technical Document**

- ◆ Scanned copy / Screenshot of the receipt of online submission of Tender Cost and EMD through Net banking or through RTGS /NEFT in the portal of the website: <https://wbtenders.gov.in>

**2. Tender Document**

- ◆ NIT to be Uploaded Digitally Signed (Do not fill the details)

**b) Non-statutory cover containing the following documents :**

- i) PAN, ESI, PF registration, GST Registration
- ii) Registration Certificate under Company Act. (if any).
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv) Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v) Current Tax return (for the assessment year as applicable) along with valid Trade License, Professional Tax deposit Challan.

N.B. : Failure of submission of any of the above mentioned documents will render the tenderer liable to be rejected for both statutory & non statutory cover.

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents” to send the selected documents to Non-Statutory folder.

Next Click the tab “ Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	CERTIFICATE(S)	CERTIFICATE(S)	Current Income Tax return (for the assessment year as applicable) , PAN, ESI, PF registration, GST Registration Certificate & Professional Tax receipt challan
B.	Company Detail(s)	Company Details – I	i) Proprietorship Firm (Trade License), ii) Partnership Firm (Partnership Deed, iii) Ltd. Company (Incorporation Certificate, Trade License), iv) Society (Society Registration Copy, Trade License), v) Power of Attorney
C.	Credential (in applicable cases)	Credential-1	- Refer to the eligibility criteria  - The value of executed works shall



		Credential-2	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.
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**c) Financial proposal**

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). The contractor is to quote the rate online through computer in the space Marked for quoting rate in the BOQ.

The FORM OF TENDER as per annexed format is to be filled up under letter-head and uploaded by the Tenderer in cover-II.

**PENALTY FOR SUPPRESSION / DISTORTION OF FACTS OR SUBMISSION OF INCORRECT INFORMATION:**

If any bidder fails to produce the original hard copies of the documents (specially Completion certificates and audited balance sheets), or any other documents on demand of the Quotation Opening Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of facts, the bidder will be suspended from participating in the quotation on e- Tender platform for 3 (three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, West Bengal Electronics Industry Development Corporation Ltd. (Webel Bhavan) may take appropriate legal action against such bidder.

**AWARD OF CONTRACT:**

The Tender Committee reserves the right to accept or reject any quotation and to cancel the quotation inviting process and reject all Quotations at any time.

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter/email.

The notification of award will initiate the execution of agreement.

The Agreement in prescribed composite Tender Form will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

**FORM OF TENDER (To be filled up in letter-head, scanned and uploaded by the Tenderer in cover-II)**

The Managing Director  
WBEIDCL  
Webel Bhavan  
Block-EP & GP, Sector-V  
Salt Lake City,  
Kolkata 700 091

Dear Sir :

**Re: Supply, installation, testing & commissioning of Ductable type AC machines at Webel IT Park Siliguri, Phase – I.**

1. I/We refer to the tender notice issued for the aforementioned work in connection with the above.
2. I/We do hereby offer to perform, provide, execute, complete and maintain the works in conformity with the Working Drawings, Conditions of Contract, Technical Specifications, Schedule of quantities for the sum of Rs..... at the respective rates quoted in the Bill of quantities.
3. I/We have satisfied myself/ourselves as to the site conditions, examined the drawings and all aspects of the tender conditions, subject to above, I/We do hereby agree, should this tender be accepted in whole or in part, to :
  - a) Abide by and fulfil all the terms and provisions of the said conditions annexed hereto.
  - b) Complete the works within 03 months, as per the work programme enclosed with the tender in two or three shifts if considered necessary by the Owner at no extra cost to the Owner.
4. I/We have submitted the earnest money of Rs. 30,000.00 (Rupees Thirty Thousand only) through Net banking or through RTGS /NEFT in the portal of the website: <https://wbtenders.gov.in>. I/We also note that such EMD will not bear any interest and is liable for forfeiture :
  - i) If we withdraw offer within the validity period of acceptance.  
Or
  - ii) If the Contract is not executed within 03 months from the date of receipt of the letter of acceptance.  
Or
  - iii) If the work is not commenced within 14 days after issue of Letter of Intent/Letter of Acceptance.
5. I/We understand that you are not bound to accept the lowest or any tender you receive.

6. Name of Partners/Directors of our Firm :

- i)
- ii)
- iii)
- iv)

Yours faithfully,

Signature \_\_\_\_\_

Name of Partner/Director of the firm authorized to sign or Name of person having power of attorney to sign the contract. (Certified true copy of power of attorney should be attached)

Designation \_\_\_\_\_

Tel No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Mob No. \_\_\_\_\_

E-mail \_\_\_\_\_

Signature and address of Witness

a) Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

b) Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_