

West Bengal Electronics Industry Development Corporation Limited

Registered Office
Webel Bhavan, Block - EP & GP, Sector - V Bidhannagar, Salt Lake Kolkata 700091
Phone: 9133-2339-2228/226/327/316 'Fax: 9133-2357-1739/1708 email: contact@webel-india.com

NOTICE INVITING OPEN TENDER

Notice Inviting Tender No. EOT/COM/21-22/00036 Dated: 26-10-21

For: PROCUREMENT OF UNIFORMS FOR GROUP-D EMPLOYEES & CANTEEN STAFFS OF WBEIDCL FOR FY 21-22.

The G.M (COM) on behalf of WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED invites Tender for the work detailed in table bellow:-

Brief Description of Work	Tender Document Money (Rs) [Non refundable]	Earnest Money Deposit (EMD) (Rs) [Refundable]	Last Date and Time of Bid Submission	TECHNICAL Bid Opening Date and Time
Procurement of uniforms for Group-D employees & canteen staffs of WBEIDCL for FY 21-22.	Rs.500/-	Rs. 3,000/-	03 November 2021 3:00 PM	03 November 2021 4:00 PM
BID Opening Venue	WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED Webel Bhavan, Block - EP & GP, Sector - V Bidhannagar, Salt Lake Kolkata 700091			

For Commercial Queries, Contact: Mr. Pratul Show, G.M (COM) E-Mail: pratul.show@webel-india.com

For Technical Queries, Contact: Ambarish Saraswati, DGM E-Mail: ambarish.Saraswati@webel-india.com

DATE & TIME SCHEDULE

Activity / Event Description	Date	Time
Last Query Submission	29 October 2021	10:00 AM
Last Query Response	29 October 2021	12:00 PM
Publishing Last Corrigenda (if any)	29 October 2021	3:00 PM
Submission of Bid(s)	03 November 2021	3:00 PM
TECHNICAL Opening	03 November 2021	4:00 PM
FINANCIAL Opening	12 November 2021	4:00 PM

ELIGIBILITY CRITERIA

1 . Statutory Documents-PAN Only

Copy of valid PAN Card must be submitted with the bid.

Statutory

2 . Details of Office Locations

The Bidder must have office(s) in KAOLATA, WEST BENGAL. (Copy of Trade License and contact details of the office(s), at the specified locations to be submitted along with the bid).

Statutory

3 . Submission of sample

Sample of CLOTH must be submitted along with the bid.

Statutory

4 . Additional Eligibility Criteria

COPY OF GST MUST BE SUBMITTED WITH THE BID.

Statutory

SECTION A

INSTRUCTIONS TO BIDDERS

GENERAL

1 . Instruction to mark the techno-commercial bid envelope

The firm shall seal and mark the Techno Commercial Bid in one envelope super scribed with words:- "Techno Commercial Bid for "Procurement of uniforms for Group-D employees & canteen staffs of WBEIDCL for FY 21-22.". "Tender no.EOT/COM/21-22/00036, dated 26-10-21 13:00" & "Do Not Open Before 03 11-21 16:00 Hrs". This envelope will also contain the EMD and Tender Document Fees (if the tender document is downloaded from the website) in a separate small envelope inside it.

2 . Instruction to mark the pricel bid envelope

The firm shall seal and mark the Price Bid in one envelope super-scribed with words:- "Price Bid for "Procurement of uniforms for Group-D employees & canteen staffs of WBEIDCL for FY 21-22.". "Tender no.EOT/COM/21-22/00036, dated 26-10-21 13:00".

3 . Instruction to mark the both techno-commercial and price bid envelope

All the envelopes shall be sealed in a covering envelope super scribed with words Techno Commercial Bid & Price Bid for "Procurement of uniforms for Group-D employees & canteen staffs of WBEIDCL for FY 21-22." "Tender no.EOT/COM/21-22/00036, dated 26-10-21 13:00" & "Do Not Open Before 03 11-21 16:00 Hrs". The sealed envelope containing the sealed Techno Commercial Bid and Price Bid should be addressed to the Mr. Pratul Show, through post / speed post / Courier or dropped personally within the stipulated time in the tender box kept with him. No other mode of delivery shall be accepted. WBEIDC Ltd will not be responsible for any postal delay. Late submission of Bid will not be accepted.

SECTION B

GENERAL TERMS & CONDITIONS

GENERAL TERMS AND CONDITIONS

1 . Amendment of Invitation

At any time 1 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).

2 . Amendment of Proposals

In order to afford prospective Bidder reasonable time to make amendment in their proposals, WBEIDC may, at its discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on WBEIDC.

3 . Assignments

Assignment of the job to third party is not allowed without the consent of WBEIDC Ltd.

4 . Rejection of BID

Any deviation from the given specification and make, will be treated as rejected.

5 . Canvassing

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Contractors.

6 . Clarification Regarding Tender Document

A prospective Bidder requiring any clarification about the tender document and scope of work may contact the person through e-mail / letter as mentioned above in NIT.

7 . Date & Time validity of the quotation

Any quotation submitted later than the date and time mentioned above will not be accepted

8 . Discrepancies and Adjustment thereof

Discrepancy between description in words and figures, the rate, which corresponds to the words quoted by the bidder, shall be taken as correct. Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate, the unit rate shall be regarded as firm. Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

9 . Disputes and Arbitrations

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Managing Director, WBEIDC Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Managing Director shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The Contractor will have no objection in any such appointment that arbitrator so appointed is employee of WBEIDC Ltd. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. The arbitration shall be held in Kolkata only.

10 . Deadline for Submission of Proposals

Proposals will be received by WBEIDC at the specified address not later than 03 11-21 15:00 Hrs. WBEIDC may, at its discretion, extend this deadline. WBEIDC may also extend this deadline for any other administrative reason.

11 . Force Majeure Condition

If the execution of the contract/supply order is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood or any such act of nature, then WBEIDC LTD may allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the WBEIDC LTD, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

12 . Inclusion of freight & insurance

Price quoted should be inclusive of freight & insurance upto the delivery locations.

13 . Formats and Signing of Proposals

The original proposal shall be neatly typed and shall be signed by an authorized signatory / signatories on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. The person or persons signing the proposal shall initial all pages of the proposal, except for un-amended printed literature. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words / figures completely.

14 . Governing Laws

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

15 . Late Proposals

Any proposal received by WBEIDC after the deadline for submission of proposals, as referred above shall not be accepted.

16 . Language of Proposal & Correspondence

The proposal submitted by the Bidder should be in English language only. All the documents relating to the proposal (including brochures) supplied by the firm should also be in English, and the correspondence between the Bidder & WBEIDC will be in English language only. A duly signed formal copy must subsequently confirm the correspondence by Fax / e-mail.

17 . Non escalation of Price

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

18 . Non-eligibility of bid by Webel Group Company

No Webel group company allowed to bid in WBEIDC tenders, and bids will be summarily disqualified if received from any WEBEL group company.

19 . Availability of PAN

Any quotation submitted without PAN of the vendor will be summarily rejected.

20 . Proposal Currency

Prices shall be quoted in Indian Rupees, inclusive of all prevailing taxes, levies, duties, etc.

21 . Cancellation of PO

WBEIDC Ltd. reserves the right to cancel Purchase Order if the agreed delivery schedule is not adhered to by the supplier. Any loss arising out of such delay in the supply of the equipment / service, shall be on the supplier account.

22 . Period of Validity of Proposals

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of 180 Days from the date of opening of the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will

remain unaltered irrespective of any reason including foreign exchange rate variation. Variation in statutory rate levied by Government will however be reflected for both reduction and escalation.

23 . Whom to report

Reporting: You have to report to MR. ALOKE KR. GANGULY for ALL purposes.

24 . Sealing and Marking of Proposals

Bidder shall seal & mark various parts of the proposal as mentioned in the Instruction to bidders above. Every envelope and forwarding letter of various parts of the proposal shall be addressed as follows: GENERAL MANAGER(COMMERCIAL) WBEIDC Limited Block - EP & GP, Sector-V Salt Lake Electronics Complex Kolkata-700 091 Signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures with company seal shall seal the envelope without which the bid will be summarily rejected. The envelope should bear the name and address of the bidder very neatly written in the left lower corner, without which the bids can not be recognized and hence will be summarily rejected. Proposals sent through telex / telegrams / fax / e-mail shall not be accepted. WBEIDC shall not be responsible for delay on account of delivery by the postal authorities as well as of courier companies. Such delivery shall be at the risk and cost of the vendor / bidder. If the envelopes are not sealed and marked as required above, WBEIDC shall assume no responsibility for the proposal's misplacement or premature opening. And the bid will be summarily rejected.

25 . Schedule of the Tender

The tender document shall be submitted on or before 03-11-21 15:00 Hrs. to Mr. Pratul Show

26 . Deduction of Tax at Source

Deduction of all statutory and necessary Tax from each bill will be made as per Government Rules prevailing at the time of payment. The Company will issue necessary tax deduction certificate in due course of time.

27 . Opening of Tender

The tenders shall be opened at the time set forth in the document. Bidders or their authorized representatives are invited to be present and to put their signatures on the records of tender opening as each tender is opened

28 . Withdrawal from Tender

Any bidder may withdraw his tender by written request at any time prior to the scheduled closing time for receipt of tenders and not thereafter.

29 . Additional Terms & Conditions

THE BIDDERS NEED TO SUBMIT GSTIN ALONG WITH THE BID

SECTION C

SPECIAL TERMS & CONDITIONS

DELIVERY TERMS

1. Delivery Locations

Items are to be delivered at REGISTERED OFFICE WEBEL BHAVAN, BLOCK- EP & GP, SECTOR-V BIDHANNAGAR, SALT LAKE 700091

SPECIAL TERMS AND CONDITIONS

1. Consignee Details

Consignee Details: WBEIDC LTD WEBEL BHAVAN, SALT LAKE KOLKATA 700091

2. Delivery time period

ALL ITEMS must be delivered and installed within 30 DAYS from the date of issuance of PO. MEASUREMENT TO BE TAKEN FROM RESPECTIVE LOCATIONS;WEBEL BHAVAN, SDF, TARATALA AT THE COST OF THE SPECIMEN CLOTH TO BE ATTACHED ALONG WITH QUOTATION.

3. Taxes all inclusive

Price will be all inclusive including tax, installation, freight, insurance & any other charges. Tax portion should be mentioned separately.

4. Liquidated Damage

In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the Vendor(s) for sum equivalent to 1% of the contract value for each week or part thereof, subject to a ceiling of 5.00% of the contract value (including all taxes & duties and other charges). In the event of LD exceeds 5.00% of the order value, WBEIDC reserves the right to terminate the contract and WBEIDC will get the job completed by any other competent party. The difference of cost incurred by WBEIDC will be recovered from the PBG / Invoice submitted by the vendor (as applicable).

5. Payment Authority

Payment sanctioning authority: ADVISOR(SS & A)

6. Payment Terms

Payment will be made on submission of bills along with the receipted Challan & successful installation certificate from the WEBEL... Payment will be released within 30 days

BOQ, TECHNICAL SPECIFICATIONS & DELIVERY LOCATIONS

SL. No.	Description / Specification	Qty	UOM	Delivery Location
1	PURCHASE OF SHIRT (GROUP-D)	84	NUMBER	HO (KOL)
	<u>Uniform</u>			
	Colour WHITE			
2	PURCHASE OF KAMIZ (GROUP-D FEMALE)	6	NUMBER	HO (KOL)
	<u>Uniform</u>			
	Colour WHITE			
3	PURCHASE OF SHIRT (CANTEEN STAFF)	8	NUMBER	HO (KOL)
	<u>Uniform</u>			
	Colour PEACH			
4	PURCHASE OF PANT (GROUP-D)	56	NUMBER	HO (KOL)
	<u>Uniform</u>			
	Colour BLACK			
5	PURCHASE OF SALWAR PANT (GROUP-D FEMALE)	4	NUMBER	HO (KOL)
	<u>Uniform</u>			
	Colour BLACK			
6	PURCHASE OF PANT (CANTEEN STAFF)	8	NUMBER	HO (KOL)
	<u>Uniform</u>			
	Colour BLACK			

Delivery / Service Location Details

Location Code	Location Address
HO (KOL)	Webel Bhavan, Block - EP & GP, Sector - VBidhannagar, Salt LakeKolkata700091

Payment Terms Details

Payment Terms Code	Description
30D DELV	Within 30 days after delivery.

COMPLIANCE SHEET

SL. No.	Description / Specification	Qty	UOM	Offered Specification	Compliant (Yes/No)	Deviation Details (if any)
1	PURCHASE OF SHIRT (GROUP-D)	84	NUMBER			
	<u>Uniform</u>					
				Colour WHITE		
2	PURCHASE OF KAMIZ (GROUP-D FEMALE)	6	NUMBER			
	<u>Uniform</u>					
				Colour WHITE		
3	PURCHASE OF SHIRT (CANTEEN STAFF)	8	NUMBER			
	<u>Uniform</u>					
				Colour PEACH		
4	PURCHASE OF PANT (GROUP-D)	56	NUMBER			
	<u>Uniform</u>					
				Colour BLACK		
5	PURCHASE OF SALWAR PANT (GROUP-D FEMALE)	4	NUMBER			
	<u>Uniform</u>					
				Colour BLACK		
6	PURCHASE OF PANT (CANTEEN STAFF)	8	NUMBER			
	<u>Uniform</u>					
				Colour BLACK		

ANNEX - BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

Ref No : (Mandatory)

Date : (Mandatory)

To,
Dy. General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan
Block EP & GP, Sector-V
Salt Lake Electronics Complex
Kolkata-700091

Dear Sir,

Having examined the Bid documents we, the undersigned, offer to undertake the job of "<Tender Title>" as per the Tender No. _____ dated _____.

We agree to abide by this bid for the period of 6 (six) months from the date for fixed for price bid opening and it shall remain binding upon us for acceptance at any time before the expiry of the period.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that WBEIDC reserves the right to accept in full / part or reject any or all the bids received or split order within successful bidding without any explanation to bidders and its decision on the subject will be final and binding on Bidder. We also understand that WBEIDC is not bound to accept the L-1 bid for placement of order.

We had given an EMD/BG of Rs. _____ (DD/BG No _____ dated _____ on _____) along with the technical document.

We also abide to go through bank Guarantee of 5% of the job value as Performance Bank Guarantee.

Dated, this _____ day of _____, 20__

Signature

.....
(In capacity of)
Duly authorized to sign bid for and on behalf of
(Name and Address of the Bidder)

(Affix Official Seal)

ANNEX – PBG

PERFORMANCE SECURITY GUARANTEE BOND

1. In consideration of the MD , WBEIDC (hereinafter called "WBEIDC") having agreed to exempt _____ (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No _____ dated _____ made between _____ and _____ for the supply of _____ (hereinafter called "the said agreement "), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank) _____

(hereinafter refer to as "the bank") at the request of _____ (contractor(s)) do hereby undertake to pay to the WBEIDC an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by WBEIDC by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the WBEIDC by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of WBEIDC in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding _____.

3. We undertake to pay to the WBEIDC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We(name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the WBEIDC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____(office/Department) WBEIDC certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of TWO/TWO AND HALF/THREE YEARS (as specified in the tender no.....) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) _____ further agree with the WBEIDC that the WBEIDC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WBEIDC against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the WBEIDC or any indulgence by the WBEIDC

7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the WBEIDC in writing.

Dated the _____ day of _____, 20 _____

for _____
(Indicate the name of bank)

ANNEX - PRICE BID

(Bidders have to submit the price bid strictly in this format, otherwise the bid will be rejected)

Ref . No. (Mandatory)

Date: (Mandatory)

Tender for _____ <Tender Title> _____, _____ <Tender No.>, _____ <Tender Date>

To,
Dy. General Manager (Commercial)
WBEIDC Ltd.

Dear Sir,

In response to the above tender, we offer our price as given below:-

Sl. No.	Item Description	Make & Model / Part No.	Total Qty.	Unit Rate	Amount (Rs.)	VAT Rate (%)	VAT Amount (Rs.)	Service Tax Rate (%)	Service Tax Amount (Rs.)	Total Amount (Rs.)
1										
2										
...										
n										
Total										

In words: Rupees _____

(Signature and Seal of authorized signatory & a copy of power of attorney is to be enclosed)