

**NEW TOWN ELECTRIC SUPPLY COMPANY LIMITED**  
( A FRANCHISEE OF W.B. State Electricity Distribution Company Limited)

NOTICE INVITING e-TENDER

General Manager (Commercial), “ Finance Centre”, 2<sup>nd</sup> floor, CBD, Plot No. 1, Action Area –II, New Town, Rajarhat, Kolkata – 700 156, invites tenders from genuine manufacturers only for manufacture, testing, supply and delivery of the following items.

Sl. No.	Tender Notice No. & Description of Items	Qty.	Unit	Estimated Value / Tender fees (in Rs.)	Last date of submission of Tender
1.	<b>NIT -120/MD/NTESCL of 2015 - 16</b>				<b>23.02.2016</b> (up to 14-00 Hrs)
	11 KV, SCADA-Compatible, Non-extensible, 4-way Shunt Trip Ring Main Unit (RMU).	44	Sets	403.34 Lacs (Tender fees:9,000/-)	
2.	<b>NIT -121/MD/NTESCL of 2015 - 16</b>				<b>23.02.2016</b> (up to 14-00 Hrs)
	630 KVA, 11/0.415 KV Dry(VPI)type outdoor/indoor Transformer.	82	Nos.	1129.93 Lacs (Tender fees:24,000/-)	
3.	<b>NIT -122/MD/NTESCL of 2015 - 16</b>				<b>24.02.2016</b> (up to 14-00 Hrs)
	Standard L.T kiosk.	72	Nos.	202.00 Lacs (Tender fees:9,000/-)	
4.	<b>NIT -123/MD/NTESCL of 2015 - 16</b>				<b>24.02.2016</b> (up to 14-00 Hrs)
	Standard L.T Feeder pillar Box	144	Nos.	111.96 Lacs (Tender fees:6,000/-)	
5.	<b>NIT -124/MD/NTESCL of 2015 - 16</b>				<b>24.02.2016</b> (up to 14-00 Hrs)
	Standard L.T Distribution Box	432	Nos.	121.33 Lacs (Tender fees:6,000/-)	

Tenders are to be submitted online through the website <https://wbtenders.gov.in>. Further details of the Tender Notice may be had from the website: [ntescl.nic.in](http://ntescl.nic.in) and the above mentioned office (Ph. No .033-2324-4616, 033-2324- 4613)

## **NOTICE INVITING TENDER**

**NIT NO. 122/MD/NTESCL OF 2015-16**

Tenders are invited by the General Manager (Commercial), New Town Electric Supply Company Limited, “ Finance Centre”, 2<sup>nd</sup> floor, CBD, Plot No. 1, Action Area –II, New Town, Rajarhat, Kolkata – 700 156, through electronic tendering (e-tendering) from genuine manufacturers only for manufacture, testing, supply and delivery of the following items as per schedule detailed below:

<b>Item No.</b>	<b>Description of items</b>	<b>Quantity (Nos.)</b>	<b>Estimated Value (Rs. In lakh)</b>	<b>Minimum quantity to be offered by the tenderer</b>
<b>1.</b>	Manufacture, Testing and Supply of Standard L.T. Kiosk.	<b>72</b>	<b>202.00</b>	<b>72 Nos.</b>
<b>Total :</b>			<b>202.00 Lacs</b>	
<b>Tender Fee : Rs. 9,000.00</b>				
<b>Price:</b> The price to be quoted by the tenderer, shall be <b>FIRM</b>				
(i) All the bidders except who are applying for Promotional Order, needs to submit Earnest Money Deposit @ 2½%				
(ii) The Fixed EMD of Rs.25,250/- as mentioned in the e-tender, indicates the amount of Earnest Money Deposit to be submitted by the bidders who will apply for Promotional Order only.				
iii) If the offer is submitted with inadequate Earnest money i.e. less than 2½% of the Estimated value of the item-wise offered quantity, the bid will not be opened.				

### **❖ SCHEDULE OF DATES FOR e-TENDERING:**

<b>Sl. No.</b>	<b>Activity</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Publishing Date</b>	<b>02.02.2016 at 12=00 hrs.</b>
<b>2</b>	<b>Document Download start date</b>	<b>03.02.2016 at 11=00 hrs.</b>
<b>3</b>	<b>Date of Pre-bid Meeting</b>	<b>16.02.2016 at 12=00 hrs. ( Suggestions/queries, if any, should be submitted to this office within 2 P.M. of 12.02.2016)</b>
<b>4</b>	<b>Bid submission start date</b>	<b>19.02.2016 at 11=00 hrs.</b>
<b>5</b>	<b>Bid submission end date</b>	<b>24.02.2016 at 14=00 hrs.</b>
<b>6</b>	<b>Last date of physical submission of Tender Fee and EMD</b>	<b>25.02.2016 upto16=00 hrs.</b>
<b>7</b>	<b>Technical Bid opening date</b>	<b>01.03.2016 at 11=00 hrs.</b>
<b>8</b>	<b>Financial Bid opening date</b>	<b>The date &amp; time will be intimated after evaluation of Technical Proposal</b>

Intending bidders desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in> for the tender. The tender can be searched by typing NTESCL in the search engine provided in the website.

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. nCode Solution, Safescrypt, e-Mudhra). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given in “Instructions to Bidders”.

### ❖ **TERMS & CONDITION:**

1. Each Tenderer is to submit Tender Fee in the form of Demand Draft (DD) / Banker's Cheque (BC) **on any Scheduled Bank approved by Reserve Bank of India with validity of 3 (three) months drawn in favour of “New Town Electric Supply Company Limited”** payable at Kolkata.
2. The tenderer or their duly authorized representative should **attend the Pre-bid Meeting** at the stipulated date and time.
3. **Earnest Money Deposit** amounting to 2½% (Two & Half Percent) of the pro-rata Estimated Value of the offered qty, as mentioned above, shall be submitted individually along with the offer. The Earnest Money Deposit shall be submitted by Demand Draft (DD) / Banker's Cheque (BC)/Bank Guarantee (BG) on any Scheduled Bank initially valid for 6 (six) months with claim period of another 3 (three) months, subject to further extension if required. Earnest Money Deposit in any other form or amount will not be accepted.
4. The bidder shall submit **alongwith the offer** necessary documents in support of their previous supply of the items of the tender to WBSEDCL/NTESCL/Other Power Utilities/Other Govt. Departments in earlier occasions and financial capabilities to the extent of the estimated financial amount of their offer.
5. No agent is allowed to participate in the Tender. Original manufacturers will only be allowed in the tender.
6. NTESCL reserves its right to take decision keeping its financial interest. The Purchase Policy of NTESCL is in line with that of WBSEDCL, effective from 01.09.2012 and the subsequent amendment effective from 18.03.2013, will be applicable.
7. If the offer is submitted without or inadequate Earnest Money, the bid will not be opened. In case of incomplete offer, the tender will be liable for rejection and Earnest Money Deposit will be forfeited.

8. The offer shall remain valid for a minimum period of 120 days from the next day of opening of the tender.
9. At the time of placing purchase order, the quantity mentioned in the Tender Document may vary up to  $\pm 25\%$ .
10. Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.
11. NTESCL is not bound to accept the lowest tender and reserves the right to cancel any or all the tenders unilaterally.
12. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL/NTESCL shall not be eligible to participate in the bidding process.
13. Other information as well as terms and conditions, which are not covered above, will be available in Instructions to Bidders, General Conditions of Contract of this tender and the Revised Purchase Policy of WBSEDCL.
14. Any further information along with WBSEDCL's Revised Purchase Policy may be had from the website: **[www.wbsedcl.in](http://www.wbsedcl.in)**

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# **INSTRUCTIONS TO BIDDERS**

## **1. Eligibility for participation :**

- i.** Original manufacturers of the tendered items will only be eligible in the tender.
- ii.** The bidders shall have credential for supply of the tendered items to WBSEDCL / NTESCL/other Power Utilities / other Govt. Departments in earlier occasions within last three financial years.
- iii.** The bidder shall have adequate financial capability to the extent of the estimated value of their offer. For the financial eligibility of the bidder, pro-rata annualized value of the orders in the bidder's hand corresponding to the contract period of this tender alongwith the estimated value of the offer of the bidder should not exceed 150 % of their Average Annual Turnover of the last three completed financial years.

## **2. Minimum quantity for offer :**

- i.** Tenderers are required to submit their offer for the quantity not less than the minimum quantity as specified in Notice Inviting Tender (NIT).

***Note: Tenders will be summarily rejected if the quantity offered by the bidder is less than the minimum quantity as specified in the NIT.***

- ii.** At the time of placing purchase order, the quantity mentioned in the Tender Document may vary upto  $\pm 25\%$ .

## **3. General guidance for e-Tendering :**

Instructions/Guidelines for electronic submission of the tenders have been mentioned below for assisting the bidders to participate in e-Tendering.

## **4. Registration of bidder :**

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the e-Procurement system, through logging on to <https://wbtenders.gov.in>.

## **5. Digital Signature certificate (DSC) :**

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.

## **6. Collection of Tender Documents**

The bidder can search and download NIT & Tender Documents electronically from the website mentioned in Clause 4 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

## **7. Submission of Tenders :**

### **A. General process of submission :**

Tenders are to be submitted online through the website <https://wbtenders.gov.in>. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders - one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents

and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.

The bidder needs to download the Forms / Annexure, fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. He needs to download the BOQ, fill up the rates of items in the BOQ in the designated Cell and upload the same in the designated location of Financial Bid.

The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

**B. Technical Proposal :**

The Technical Proposal shall contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

**a. Statutory Cover :**

➤ To be submitted in “Drafts” folder

- ✓ **Tender Fee**: Scanned copy of Demand Draft (DD) / Banker’s Cheque (BC) towards tender fee as prescribed in the NIT, in favour of New Town Electric Supply Company Limited payable at Kolkata.
- ✓ **Earnest Money Deposit (EMD)** : Scanned copy of Demand Draft (DD) / Banker’s Cheque (BC) / Bank Guarantee (BG) towards EMD as prescribed in the NIT, in favour of New Town Electric Supply Company Limited payable at Kolkata.

➤ To be submitted in “Annexures” folder

- ✓ Application for Tender (Vide Annexure -I)
- ✓ Price Schedule in **unpriced** condition (Vide Annexure –II)
- **NOTE**: The bidder is to mention offered quantity and applicable percentage only in respect of Excise Duty, WBVAT/C.S.T. & Entry Tax, if applicable, in the space marked for in the Annexure -II.

➤ To be submitted in “NIT” folder

- ✓ Notice Inviting Tender (NIT)
- ✓ Addenda/ Corrigenda: if published.
- **NOTE**: Bidders are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

➤ To be submitted in “Forms” folder

- ✓ **Schedule of Bid**: The bidder needs to download the form for “Schedule of Bids” (Vide Form-I), fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. Submission of incomplete “Schedule of Bids” will render the tender liable to summary rejection.
- ✓ **Declaration Sheet (Vide Form-II), Deviation Sheet (Vide Form-III) and Check List (Vide Form-IV), Proforma for undertaking to be submitted by the Bidders (Vide Form-IX) and Format of Letter of Bid (Vide Form-X)**
- ✓ **Guaranteed Technical Particulars** : The bidder needs to download the form for “Guaranteed Technical Particulars” (Vide Form-V), fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. Submission of incomplete “Guaranteed

Technical Particulars” will render the tender liable to summary rejection.

- ✓ Summary statement (*Vide Form-VI*) of average annual turnover for a period of the last three financial years, certified by the Auditor appointed under Companies Act, 2013. In case the bidder is not a company, certificate of Tax Auditor may be submitted.
- ✓ Statement of orders executed during last three financial years (*Vide Form-VII*).
- ✓ List of Type Test Reports carried out within five years as on date of bid submission. (*Vide Form-VIII*).

**(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder)**

- ❖ **NOTE:** Tenders will be summarily rejected if any item in the statutory cover is missing.

**b. Non-Statutory Cover (My Document) :**

- **Company Details:** Proof of Original Equipment Manufacturer.
- **Certificates:**
  - ✓ PAN Card details.
  - ✓ Current Professional Tax (PT) submission Chalan. Application for addressed to the competent authority may also be considered.
  - ✓ VAT/CST registration certificate.
  - ✓ Banker’s certificate regarding financial capability issued within last one year from the date of opening of tender.
  - ✓ Exemption Certificate, if any, issued by any competent authority.
- **Financial Info :** Annual turnover for a period of the last three financial years.
- **Credential:** Documents in support of supply of the tendered items to WBSEDCL/NTESSCL/ other Power Utilities / other Govt. Departments in earlier occasions within *last three financial years as mentioned below:*
  - ✓ Purchase Orders, Inspection Offer letter, Despatch Instructions, Signed Challans etc. for completing supply of the item against a particular contract.
  - ✓ Type Test Reports carried out within last five years from the date of opening of tender.
- **Declaration :**
  - ✓ **List of Orders in hand:** The bidder shall submit the list of orders in his hand mentioning the order value to be executed within one year from the date of submission of bid.
  - ✓ **Others:** Any other documents found necessary.

- ❖ **NOTE:** Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection.

**C. Financial Proposal:**

The financial proposal should contain the following documents in one cover (folder).

- **Bill of Quantities (BOQ) :** The bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.  
(*Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder*).

**8. Submission of original copies of documents of Tender Fee and Earnest**

### **Money Deposit :**

- i. **Mode of Payment:** Tender Fee must be submitted in the form of Bank Draft (DD) / Bankers Cheque (BC) of any scheduled Bank of India. EMD must be submitted in the form of Bank Draft (DD) / Bankers Cheque (BC) / Bank Guarantee (BG) of any scheduled Bank of India. Payment in any other form will not be accepted.
- ii. **Place of submission :** The original copies of the DD/BC/BG, towards Tender Fee and Earnest Money Deposit shall be submitted in the following office at :  
'Finance Centre', 2<sup>nd</sup> Floor, 'A' Block, CBD, Plot No. 1, Action Area –II, New Town, Rajarhat, Kolkata- 700 156, Phone 23244613, 23244615, 2324 4616, e-mail: ntesc@yahoo.com
- iii. **Time of submission:** The original copies of DD/BC/BG towards Tender Fee and EMD shall be submitted in a sealed envelope in the office as stated above within the date and time as specified in the NIT. If the bidder fails to submit the original copies within the due date and time his tender will not be opened and his bid will stand rejected.

### **9. Conditional and incomplete tender :.**

Conditional and incomplete tenders are liable to summary rejection.

### **10. Validity of Tender and Offer :**

The offer against tender should remain valid for a minimum period of 120 days from the next day of opening of the tender. However, NTESCL may, on the merit of case, request for extension of validity of the offer for a further suitable period without any change in terms & conditions of the offer.

### **11. Earnest Money Deposit (EMD) :**

- i. Amount of earnest money deposit shall be 2.5% (two and half percent) of the pro-rata estimated value of the Itemwise offered quantity specified in the NIT.
- ii. Earnest Money shall be in the form of Bank Draft / Banker's Cheque of any scheduled Bank drawn in favour of NTESCL payable at Kolkata, or by Bank Guarantee as per the proforma of Bank Guarantee for Earnest Money, given with this Tender Document vide Annexure-III, with validity upto 6 (six) months from the due date of submission of tender and with a claim period of another 3 (three) months. Tenderer shall not claim any interest on Earnest Money Deposit.
- iii. Earnest money will be refunded to the unsuccessful Tenderers after finalization of the tender and in case of successful Tenderers, EMD will be refunded only after submission of Security Deposit in two parts @ 2.5% each of the total value of the order placed on the tenderer.
- iv. **Earnest Money submitted will be liable to forfeiture,**
  - ✓ If the successful tenderers fail to accept Purchase Order / LOI issued within their offered validity period.
  - ✓ For failure to submit specified Security Deposit within time limit indicated in the Purchase Order / LOI.
  - ✓ If any cartel is formed by the tenderer in their quotation

### **12. Opening and evaluation of tender:**



**A. Opening of Technical Proposal :**

- i. Technical proposals will be opened by the Tender Inviting Authority or his authorised representative electronically from the website stated above, using their Digital Signature Certificate.
- ii. Technical proposals for those tenders whose original copies of DD/BC/BG towards tender fee & EMD have been received will only be opened. Proposals corresponding to which original copy of DD/BC/BG towards tender fee & EMD has not been received, will not be opened and will stand rejected.
- iii. Intending tenderers may remain present if they so desire.
- iv. Cover (Folder) for Statutory Documents (vide Clause 7.2.A) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 7.2.B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- v. Decrypted (transformed into readable formats) documents of the Statutory and Non-statutory Covers will be downloaded for the purpose of evaluation.

**B. Techno-commercial Evaluation of Tender :**

- i. While evaluation, the Tender Inviting Authority or his authorised representative may summon of the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.
- ii. The summary list of tenderers, whose bids will be found techno-commercially eligible, will be uploaded in the web portals. Date of opening of financial bid will be intimated to the techno-commercially qualified tenderers.

**C. Opening and evaluation of Financial Proposal:**

- i. Financial proposals of the tenderers declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.
- iii. After opening of the financial proposal the preliminary summary result containing inter- alia, name of bidders and the rates quoted by them will be uploaded.
- iv. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

**13. Revision/withdrawal of Financial Proposal :**

Revision/withdrawal of Financial Proposal by the bidder after opening of Technical Proposal of the tender will not be allowed if it is not sought by the Tender Inviting Authority.

- 14.** In case the tenderer becomes eligible for placement of purchase order on them for the first time, the tenderer will get order upto 30% of their offered quantity. If the tenderer is of National / International repute or if the tenderer had supplied the item of the tender in a single order to any Power Utility / Govt. Department in earlier occasion within last three financial years for a minimum quantity equivalent to 80% of the

quantity of this tender, the bidder may get order upto maximum 50% of their offered quantity.

**15. Acceptance of Tender:**

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons.

**16. Purchase Order:**

NTESCL will communicate acceptance of tender to the successful bidder by a Purchase Order. The successful tenderer shall communicate the acceptance of the purchase order.

**17. Concession:**

No price preference will be allowed to any tenderer based on the size of the industry or its geographic location. Co-operative Society will not be considered with separate status.

**18. Return of Earnest Money of the unsuccessful tenderer(s):**

For return of the Earnest Money of the unsuccessful tenderer(s), he/she/they is/are to apply for the same to the General Manager (Commercial), NTESCL giving the reference to the NIT No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all tenderers other than the successful tenderer(s) may be refunded, after issuance of Purchase Order to the successful tenderer(s).

**19. Promotional order:**

To develop new vendors, promotional orders on new units will be placed for the quantity upto 5% of the total quantity for which Purchase Order would be issued against the tender.

The original equipment manufacturers, who intend to participate in the tender to introduce their new units, may apply for promotional order by submitting Earnest Money on estimated value of 5% of item wise tendered quantity..

For submission in Statutory Cover as stated in Clause No. 7.2 A, in Application for Tender (*Vide Annexure-I*) “**APPLICATION FOR PROMOTIONAL ORDER**” shall be written on the top in bold & capital letters in case of original equipment manufacturers intend to apply for promotional order as mentioned above.

If the bid of the new vendor is found techno-commercially eligible, their offer for promotional order will be processed separately after finalization of original tender subject to acceptance of the lowest evaluated rate of the tender by the vendor. Financial proposal of the bidder for promotional order shall not be opened. Order may be placed at the discretion of NTESCL, at the lowest evaluated rate of the Purchase Order against the original tender.

However, placement of promotional order is not mandatory for each tender and shall be processed at the discretion of NTESCL.

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