

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

TENDER DOCUMENT FOR ENGAGEMENT OF AGENCIES FOR ANNUAL MAINTENANCE CONTRACT FOR NON-CIVIL WORKS ON JOB CONTRACT BASIS IN VARIOUS ESTABLISHMENTS OF WBSETCL.

NIT No. GM (HR&A)/WBSETCL/Non-Civil (AMC) / 2021-22/46 Dated: 12/11/2021

Section I – VI

- I. Notice Inviting Tender (NIT)
- II. Instruction to Bidders (ITB)
- III. General Conditions of Contract (GCC)
- IV. Special Conditions of Contract (SCC)
- V. Technical Specifications
- VI. Annexures/Bid Forms.



WBSETCL

Office of the General Manager (HR&A)

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

CIN: U40101WB2007SGC113474

Regd. Office: Vidyut Bhavan (8TH Floor), Block- 'D',

Bidhannagar, Block-DJ, Sector-II: Kolkata: 700 091

Ph No: (033) 2319-7548; 2334-5879

E-mail-csowbsetcl2016@gmail.com

Website- www.wbsetcl.in

❖ *These documents are meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced or otherwise used for purposes other than that for which they are specifically issued.*

CONTENTS

Section I - NOTICE INVITING TENDER	4-9
Section II - INSTRUCTION TO BIDDERS	
ITB. 1. Responsibility of bidders	10
ITB. 2. Qualifying Requirements	10
ITB. 3. Site visit	10
ITB. 4. Clarifications on bidding documents	10
ITB. 5. Process to be confidential	10
ITB. 6. Amendment of bidding documents	11
ITB. 7. Right to split Contract	11
ITB. 8. Language of the bid	11
ITB. 9. Documents constituting the bid	11
ITB. 10. Cost of bidding	12
ITB. 11. Bid Prices	12
ITB. 12. Period of validity of bids	13
ITB. 13. Bid Security	13
ITB. 14. Pre-Bid Meeting	13
ITB. 15. Submission of bids	14
ITB. 16. Deadline for Submission of bids	14
ITB. 17. Withdrawal of bids	14
ITB. 18. Bid Opening	14
ITB. 19. Clarification on bids	15
ITB. 20. Correction of arithmetical errors in price bid	15
ITB. 21. Time Schedule	15
ITB. 22. Procedure of Evaluation of bids	15
ITB. 23. Selection of successful Bidder(s)	16
ITB. 24. Letter of Award	16
ITB. 25. Signing of Contract Agreement	16
ITB. 26. Variations	17
ITB.27. Corrupt or Fraudulent Practices	17
ITB.28. WBSETCL's right to accept any bid, and to reject any or all bids	17
Section III – GENERAL CONDITIONS OF CONTRACT	
GCC.1. Definitions	18
GCC.2. Scope of the Contract	19
GCC.3. Contract documents	19
GCC.4. Order of precedence of the documents	20
GCC.5. Contract Execution	20

GCC.6.Contract Price	20
GCC.7.Notices	20
GCC.8.Governing Law	21
GCC.9.Disputes	21
GCC.10. Terms and Procedure for Payment	21
GCC.11. Contract Performance Security	22
GCC.12. Taxes Duties, and Other Levies	22
GCC.13. Patent Indemnity	24
GCC.14. WBSETCL's representative	244
GCC.15. Contractor's representative	24
GCC.16. Commencement of Works and services	25
GCC.17. Protection of Works and services	25
GCC.18. Materials obtained from excavation	25
GCC.19. Materials for the performance of the Contract	25
GCC.20. Insurance	27
GCC.21. Contractor's Construction Management	29
GCC.22. Damage to property and injury to persons, accident or injury to workers	30
GCC.23. Inspection & Testing	31
GCC.24. Taking Over	31
GCC.25.Liquidated Damages	32
GCC.26. Defect Liability	32
GCC.27. Compliance of Statutory obligations	32
GCC.28.Force Majeure	343
GCC.29.Extension of Time for Completion	34
GCC.30.Termination	34
GCC.31. Variations	35
GCC.32. Assignment and Subletting	35
Section IV – SPECIAL CONDITIONS OF CONTRACT	36-37
Section V – TECHNICAL SPECIFICATIONS	38-42
Section VI-ANNEXURES/BID FORMS	43-71

SECTION I

NOTICE INVITING e-TENDER

West Bengal State Electricity Transmission Company Limited
(A Govt. of West Bengal Enterprise)

Office of the General Manager (HR&A)

CIN: U40101WB2007SGC113474

ABRIDGED NOTICE INVITING e-TENDER

For

Engagement of Agencies for Annual Maintenance Contract for Non- Civil works on job contract basis in various establishments of WBSETCL

[Domestic Competitive Bidding]

NIT No. GM (HR&A)/WBSETCL/Non Civil (AMC) / 2021-22/46

Dated: 12/11/2021

WBSETCL invites e-tender from eligible and qualified bidders for the engagement of Agencies for Annual Maintenance Contract for Non- Civil works on job contract basis in various establishments of WBSETCL for one year with provision of one-year further extension on satisfactory service at the same rate, terms & conditions.

Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (<https://wbtenders.gov.in> or <https://etender.wb.nic.in>) and thereby downloading the bidding documents from **12.11.2021 at 11:00 AM** and shall be submitted online up to **01.12.2021 at 03:00 PM**. Detailed NIT is also available on WBSETCL website (www.wbsetcl.in) and can be downloaded from the website for bidders' information only.

1.0 WBSETCL invites e-tender from eligible and qualified bidders for the engagement of Agencies for Annual Maintenance Contract for Non- Civil works on job contract basis in various Zone wise establishments of WBSETCL for one year with provision of one-year further extension on satisfactory service at the same rate, terms & conditions as per following scope of work:

A. SCOPE OF WORK FOR HOUSEKEEPING & DEWEEDING

- a) Herbicide + Deweeding within switch yard.
- b) Manual Deweeding within switch yard.
- c) Manual Deweeding other than switch yard.
- d) Cleaning of ceiling & wall of control room & office building including all light, fan, door, window.
- e) Sweeping & cleaning of all floor, stair, passage etc. Of control room & office building daily.
- f) Sweeping & cleaning of stair, common passage including wall, ceiling, door, window etc. Of all building except control room & office building.
- g) Cleaning of roof of all building within s/stn premises.
- h) Cleaning of all road within s/stn premises sweeping.
- i) Cleaning and disinfected with bleaching powder of all drain.
- j) Cleaning & disinfected IPWC/urinals & channel/wash basin with phenol daily except one day/week and same are cleaning with acid once in a week. For control room & office building
- k) Cleaning & disinfected of all GI/PVC/R.C.C/masonry tank all capacity.
- l) Removing sludge from septic tank and soak well etc.
- m) Cleaning silt from inspection pit.
- n) Pump operator operates pump/pumps two times daily

B. SCOPE OF WORK & SPECIFIC CONDITIONS: GARDENING

- a. Cleaning
- b. Trimming of trees and cutting the branches.
- c. Pesticide spraying, regular watering, trimming, shaping, grass cutting and keeping the area clean in all aspects and to the satisfaction of the Client. During the summers the soil is to be mulched on top with straw and leaves to retain the humidity of the soil, for all kinds of lawns, tree pits, shrub beds etc. In case of all shade loving plants arrangement for shade, till the tree grow to form a canopy, using 50% shade green net to be mounted on poles. Plant is to be staked with a strong bamboo stake of size 2"dia to hold the plant straight against wind and size of stake should be bigger by 2' more than the plant height.
- d. supply manure/pesticides etc. as required on approved rates.
- e. Removal of dry refuse and wet refuse obtained on cutting of lawn, trimming of plants, trees and from other horticultural services
- f. The lawn area/pots may increase or decrease due to any reason in the Campus, so the payment shall be paid on pro-rata basis.
- g. Maintenance of lawn areas
- h. Maintenance of hedges
- i. Replacement of plants
- j. Preparations of seasonal beds

The above works will be performed/allotted to selected agencies dividing the entire work(s) into 6 clusters described as below: -

- Zone 1 (Kolkata Trans Zone) - Cluster A
- Zone 2 (Chinsurah Trans Zone) - Cluster B
- Zone 3 (Siliguri Trans Zone) - Cluster C
- Zone 4 (Midnapore Trans Zone) - Cluster D
- Zone 5 (Berhampore Trans Zone) - Cluster E
- Zone 6 (Durgapur Trans Zone) - Cluster F

2.0 Detailed Specifications, scope of supply and terms and conditions of supply are given in the bidding documents, which are available at the online e-tendering portal <https://wbtenders.gov.in/> or <https://etender.wb.nic.in> as per the following schedule:

SI. No.	Events	Date & Time
1	<ul style="list-style-type: none">➤ Date of uploading of NIT & other Documents (Publishing Date)➤ Documents download start date (Online)➤ Start date for submission of pre-bid queries (if any)	12.11.2021 (11:00 A.M.)
2	Closing date for uploading /submission of pre-bid queries (if any)	18.11.2021 (05.00 P.M.)
3	Pre-bid meeting to be held in the Conference Room, 9 th Floor, B-Block, Vidyut Bhavan	22.11.2021 (12.00 A.M.)
4	Bid submission start date (Online)	25.11.2021 (11:00 A.M.)
5	<ul style="list-style-type: none">➤ Documents download end date➤ Bid Submission closing (Online)	01.12.2021 (3:00 P.M.)

6	Last Date of submission of original copies for the cost of Bidding Documents, Earnest Money Deposit and confirmatory hard copy of the techno-commercial Bid in sealed envelope. (Offline)	02.12.2021 (3:00 P.M.)
7	Bid opening date for Technical Proposals (Online)	03.12.2021 (3:00 P.M.)
8	Date for opening of Financial Proposal (Online)	To be notified later after the techno-commercial evaluation
9	Cost of the Tender Document	Rs. 5900/- (Rupees Five thousand nine hundred only) inclusive of GST

A complete set of bidding documents may be downloaded by any interested bidder. Cost of the Bidding document (non-refundable) as mentioned above in the form of a Demand Draft/Pay Order/Banker's Cheque drawn in favour of **“WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED”** from any scheduled commercial bank and also to be documented through e-filing. The original Demand Draft / Pay Order against tender fees & Bid Security [as per Annexure - VI] should be submitted physically (offline) to the Office of the General Manager (HR&A), WBSETCL under sealed cover on or before the scheduled date & time as specified above.

3.0 Uploading of bidding documents shall not automatically construe that the bidder fulfils the Qualifying Requirements which shall be determined during bid evaluation based on data/documents submitted by the bidder. Bid documents are not transferrable.

4.0 The purpose of the pre-bid meeting will be to clarify the scope of work, and any issues regarding the bidding documents and the Technical Specifications, if raised at that stage by the bidders. WBSETCL shall not be under any obligation to entertain /respond to suggestions made or to incorporate modifications sought for by the bidders during the pre-bid meeting or thereafter.

5.0 **The bidder must offer full tendered quantity of the services of any single Zone (say, Zone-1 or Zone-2or any other Zone) or more than one Zones or all the Zones, the bidder intends to quote. Bid submitted by the bidders for quantity less than the tendered quantity specified above shall be liable for rejection. Also, the Bidder must upload the BOQ satisfactorily in accordance with their offered Zone (s); otherwise, the bid may be summarily rejected.**

6.0 All bids must be supported by **bid security (EMD)** for an amount of

- a. ZONE-1:** Rs 44446 [Rupees Forty-four thousand four hundred and forty-six only]
- b. ZONE-2:** Rs 75443.00 [Rupees Seventy-five thousand four hundred and forty-three only]
- c. ZONE-3:** Rs 48858.00 [Rupees Forty-eight thousand eight hundred and fifty-eight only]
- d. ZONE-4:** Rs 44809.00[Rupees Forty-four thousand eight hundred and nine only]
- e. ZONE-5:** Rs 48816.00[Rupees Forty-eight thousand eight hundred and sixteen only]
- f. ZONE-6:** Rs 38660.00 [Rupees Thirty-eight thousand six hundred and sixty only]

in the form of Demand Draft / Pay order / Banker's Cheque drawn in favour of **“WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED”** from any scheduled commercial bank, payable at Kolkata, or a Bank Guarantee from any scheduled commercial bank favouring WBSETCL which shall remain valid for a period of one hundred and eighty (180) days from the next day of techno- commercial bid opening date with a further claim period of thirty (30) days. Bids shall be rejected by WBSETCL, if the bidder fails to submit original Bank Guarantee (BG)/Demand Draft / Pay Order/ Banker's Cheque against tender fees & Earnest Money Deposit (EMD) physically to the Office of the General Manager (HR&A), WBSETCL under sealed cover on or before the scheduled date& time as specified above. For preparation of BG the Bank details of WBSETCL is given below:

Name of the Bank: Canara Bank

Address of the Bank: LCB Kolkata Brabourne Road, Kolkata, West Bengal-700001

Account No.: 2560261010508, IFSC: CNRB0019531.

N.B.: The EMD value indicated in the e-tendering portal is only an ornamental value "1" and shall be read as indicated in Clause 6.0 of the detailed NIT. Separate EMD is to be submitted for participating in each zone. The PARTICIPATION DOCUMENT as per attached format is to be duly filled up and submitted in hard copy along with the EMD.

7.0 Bid shall be rejected by the WBSETCL if the bidder fails to submit original Bank Guarantee /Demand Draft /Pay order against tender fees & Earnest Money Deposit (EMD) physically to the office of the General Manager (HR&A), WBSETCL under sealed cover on or before the scheduled date & time as specified above.

8.0 Qualifying Requirements for bidders:

8.1. Following shall be the qualification requirements:

A. Technical qualifying requirement:

1. The bidder must have successful experience in the field of housekeeping, deweeding & gardening or similar services of at least 1 year out of last five years from the date of NIT in any running Sub-Station of Indian Power Utility.
2. The bidder should have done the work related to housekeeping, deweeding and gardening services or any other maintenance /construction works having cumulative order value amounting to Thirty Lacs rupees only in last five year from the date of NIT in any running Sub-Station of Indian Power Utility.

B. Financial qualifying requirements:

i. **Liquid Assets (L.A)** as per the last audited accounts available should be as follows:

- a. **For Zone-1:** Rs. 1111137/- [Rupees Eleven Lacs Eleven thousand one hundred thirty-seven]
 - b. **For Zone-2:** Rs.1886072/- [Rupees Eighteen Lacs Eighty-Six thousand and seventy-two]
 - c. **For Zone-3:** Rs.1221458/- [Rupees Twelve Lacs Twenty-one thousand four hundred fifty-eight]
 - d. **For Zone-4:** Rs. 1120212.00 [Rupees Eleven lacs Twenty thousand Two hundred and twelve]
 - e. **For Zone-5:** Rs. 1220390.00 [Rupees Twelve Lacs twenty thousand three hundred and ninety]
 - f. **For Zone-6:** Rs. 966508.00 [Rupees Nine lacs sixty-six thousand five hundred and eight]
- Bidder/WBSETCL shall have Liquid Asset (L.A) and/ or evidence of access to or availability of credit facility of equivalent amount.
 - **Against offer bid for more than one Zone, the L.A amount shall be the sum of the respective individual Zone L.A amount of the offered items as specified above.**

ii. **Minimum Average Annual Turnover (MAAT):**

MAAT for best three (03) years out of the last five (05) financial years excluding non-recurring item excluding non-recurring item should be as follows:

- a. **For Zone-1:** Rs. 6666824.00 [Rupees Sixty-six lacs sixty-six thousand eight hundred and twenty-four].
- b. **For Zone-2:** Rs. 11316430.00 [Rupees One Crore thirteen lacs sixteen thousand four hundred and thirty].
- c. **For Zone-3:** Rs.7328745.00 [Rupees Seventy-three lacs twenty-eight thousand seven hundred forty five].
- d. **For Zone-4:** Rs. 6721270.00 [Rupees Sixty-Seven lacs twenty-one thousand two hundred and seventy].

e. **For Zone-5:** Rs. 7322340.00 [Rupees Seventy three lacs twenty two thousand three hundred and forty].

f. **For Zone-6:** Rs. 5777050.00 [Rupees Fifty-seven lacs seventy-seven thousand and fifty].

Against offer bid for more than one Zone, the MAAT amount shall be the sum of the respective individual Zone MAAT amount of the offered items as specified above.

iii. Net Worth should be positive.

8.2. The bidder shall upload, as part of his techno-commercial bid, documents establishing the bidder's qualifications to execute the Order to the satisfaction of WBSETCL. All documents required to establish bidder's financial and technical qualification must be submitted as part of techno-commercial bid. In particular, the following documents need to be uploaded by the bidder:

- a. The bidder should upload copy of valid trade license/ registration to operate the job of Maintenance /Housekeeping / Deweeding & Gardening services.
- b. Bidder should upload experience certificate of at least one year out of the last five years in the job of housekeeping, deweeding & gardening services in last five year from the date of NIT in any Govt. organisation/ P.S.U / Reputed MNC/ or any organisation of repute. [Applicability up to the extent of meeting Technical QR]
- c. Bidder should upload copy of at least one (1) work orders wherein they have successfully executed the job contract in the field of housekeeping, deweeding and gardening services or any other non- civil works in last 5 years from the date of NIT in any Indian Power Utility [Applicability up to the extent of meeting Technical QR].
- d. Bidder should upload copy of at least one work related to housekeeping, deweeding and gardening services or any other non-civil maintenance works having order value of Thirty lacs Rupees only [Applicability up to the extent of meeting Technical QR].
- e. Satisfactory Performance Certificate for a minimum period of any two completed years within last three financial years (2018-19, 2019-20 and 2020-21) from at least one major clients for the work/services to conclusively establish that the bidder has satisfactorily performed the requisite work(s)/services as per requirement specified above in Annexure 4B.
- f. Audited Annual Accounts of the company for the last Three (3) years (in case of companies) or IT Return duly acknowledged by the tax department for the last three (3) years (in case of bidders other than companies). [Applicability up to the extent of meeting Financial QR].
- g. Self-declaration that the bidder should not have been debarred or blacklisted by any State or Central Govt/ PSU in India while executing similar nature of work. If any dispute is pending at any Court of Law or under any Arbitration/ similar process pending decision of debarring/ blacklisting, detailed information must be enclosed.
- h. The Bidder who has been delisted or debarred or Blacklisted by any State or Central Government/ PSU in India while executing similar nature of work shall not be eligible any way.
- i. Copies of Income tax/ Professional Tax Clearance Certificate / P.T. (Deposit Challan)/ PAN card / GST Registration Certificate.
- j. Registered Deed of partnership Firm / Article of Association & Memorandum/ Certificate of Incorporation in India etc.
- k. Documents to provide evidence that head/ service / branch establishment/ office of the bidder is within West Bengal.
- l. The bidder should upload documents having valid Employee Provident Fund Registration Number
- m. The bidder should upload documents having valid ESIC Number.

n. The bidder should upload documents having valid Licence/Registration No. under the Contract Labour (R&A) Act, 1970, if applicable.

- 8.3.** In addition to above, the bidder shall also be required to meet the eligibility conditions and submit a declaration as per Annexure: 5 of Section VI-A of the bidding documents
- 8.4.** Notwithstanding anything stated herein, WBSETCL reserves the right to inquire and review the bidder's capability and capacity to execute the Works and services
- 9.0** WBSETCL reserves the right to accept or reject any bid partly or fully or cancel the bidding process without assigning any reasons there for and in such case no bidder shall have any claim arising out of such action.

10.0 Address for seeking any clarifications on the bid

documents: **The Nodal
Officer & Addl. General
Manager (HR&A) II,
Corporate (HR&A) Depts.,
WBSETCL,**

**WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY
LIMITED**

Vidyut Bhaban, 8th Floor (D Block), Salt Lake City, Kolkata – 700 091.

Telephone: **(033) 2319-7548; 2334-5879**

E-mail-csowbsetcl2016@gmail.com