

**WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**

**TENDER DOCUMENT OF COMPREHENSIVE ANNUAL  
MAINTENANCE CONTRACT FOR IT ARTICLES**

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**NIT No. GM(HR&A)/WBSETCL/CAMC-IT/21-22/43 dated 12.08.2021**

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**WBSETCL**

OFFICE OF THE GENERAL MANAGER (HR&A)  
WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED  
CIN: U40101WB2007SGC113474  
Regd. Office: Vidyut Bhavan (8<sup>th</sup> Floor), Block-'D',  
Bidhannagar, Block-DJ, Sector-II: Kolkata: 700 091  
Ph No: (033) 2319-7250  
[E-mail: fl.wbsetcl@wbsetcl.com](mailto:fl.wbsetcl@wbsetcl.com) Website: [www.wbsetcl.in](http://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.

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## **Section I - INTRODUCTION**

### **About WBSETCL**

West Bengal State Electricity Transmission Company Limited (WBSETCL), a wholly owned Government of West Bengal Enterprise was incorporated under the provisions of the Companies Act, 1956 on 16th February, 2007 and obtained Certificate of Commencement of Business on 21st March, 2007 after unbundling of erstwhile WBSEB. The Company is designated as the only State Transmission Utility (STU) including State Load Despatch Centre and is engaged in the business of Electrical Power Transmission at High Voltage. Its business operations are regulated on the basis of Cost-plus tariff approved by West Bengal Electricity Regulatory Commission (WBERC). The Company is a profit making Enterprise since its incorporation.

### **Project Objectives**

West Bengal State Electricity Transmission Company Limited (WBSETCL) is looking for a Bidder for providing Comprehensive Annual Maintenance of various IT articles installed at different departments of WBSETCL at Bidyut Bhaban.

## DETAILED NOTICE INVITING e-TENDER

### WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

(A Govt of West Bengal Enterprise)

Issuing deptt.: *Office of the General Manager(HR&A)*

*CIN: U40101WB2007SGC113474*

*Regd. Office: Vidyut Bhavan (8th Floor), Block- 'D',  
Bidhannagar, Block-DJ, Sector-II: Kolkata: 700 091*

*Ph No: (033) 2319-7250*

*E-mail-fl.wbsetcl@gmail.com*

*Website - www.wbsetcl.in*

### NOTICE INVITING e-TENDER

For

**Comprehensive Annual Maintenance Contract of various IT articles installed in different departments of WBSETCL at Bidyut Bhavan.**

**[Open Domestic Competitive Bidding]**

NIT No: GM (HR&A)/WBSETCL/CAMC-IT/2021-22/43 dated 12/08/2021

- 1.0 General Manager (HR&A), WBSETCL invites single stage two folders bids from eligible and qualified bidders through e-tender for **Comprehensive Annual Maintenance Contract of various IT articles installed in different departments of WBSETCL at Bidyut Bhavan.**
- 2.0 Detailed Specifications, scope of works and services and terms and conditions thereof are given in the bidding documents, which are available at the Company's website [www.wbsetcl.in](http://www.wbsetcl.in) as per the following schedule:

Bidding document No	:	<b>GM (HR&amp;A)/WBSETCL/CAMC-IT/2021-22/43 dated 12/08/2021</b>
Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	:	12.08.2021 from 10:00 A.M.
Documents download start date (Online)	:	12.08.2021 from 03:00 P.M.
Request for clarifications in hard and soft copy (Email), if any on the bidding documents, to be sent to the address/email given in clause 8.0	:	16.08.2021 by 04:00 P.M.
Pre-bid meeting to be held at Conference Room, 9th Floor, B-Block Bidyut Bhawan.	:	20.08.2021 at 2:30 P.M.
Bid submission start date (On line)	:	25.08.2021 from 10:00 A.M.

Last Date of submission of original copies for the cost of Tender Fees, Bid Security, Original Power of Attorney & Affidavit regarding Eligibility ( <b>duly notarized</b> ) OR a valid General Power of Attorney in favour of Signatory of the Bid (Off line)	:	01.09.2021 up to 2:00 P.M.
Bid Submission closing (On line)	:	31.08.2021 up to 3:00 P.M.
Opening of bid (Online) [Techno-commercial bid]	:	02.09.2021 from 12:00 P.M.
Opening of Price bid (Online)	:	The bidders shall be informed of the date & time of the opening of the price bid at a later stage after techno-commercial evaluation
Cost of Tender document [Non-refundable] :	:	<b>Rs. 2000/- [Rupees two thousand only] plus 18% GST</b>

Intending bidders will have to download Bid Documents from the Company's website i.e. [www.wbsetcl.in](http://www.wbsetcl.in) or <https://etender.wb.nic.in> or <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate, which will be available for the intending agencies from 12.08.2021 (03 : 00 P.M.) to 31.08.2021 (03 : 00 P.M. ) only. No Bid Document will be issued to any bidder in person or by post/courier service. All bids must be addressed to the General Manager (HR&A), Corporate (HR&A) Department, 8<sup>th</sup> Floor, D-Block, Bidyut Bhaban, Kolkata-700091.

Necessary cost of tender documents (tender fees) as mentioned above may be remitted through in the form of a Demand Draft/ Pay order/ banker's cheque payable at Kolkata 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-7) [As Statutory Document] should be submitted physically(offline) to the Office of The General Manager (HR&A), Corporate (HR&A) Department, 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. No request for sending the bid documents by post or by courier service shall be entertained. Bid documents are not transferable.
- 4.0 **All bids shall remain valid up to a minimum period of 120 days from the next day of price bid opening date.**
- 5.0 The purpose of the pre-bid meeting will be to clarify the scope of work/supply, and any issues regarding the bidding documents and the Technical Specifications, if raised at that stage by the bidders. The WBSETCL shall not be under any obligation to entertain

/respond to suggestions made or to incorporate modifications sought for by the prospective bidders during the pre-bid meeting or thereafter.

- 6.0 All bids must be supported by **Bid Security** for an amount of **INR 4,000** only (**Rupees Four thousand only**) in the form of Demand Draft / Pay Order / Banker's Cheque, payable at Kolkata drawn in favour of "WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED" from any scheduled commercial bank or a Bank Guarantee from any scheduled commercial bank favouring "**WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**". The bid security shall be **valid for One Hundred and Eighty (180) days from the date of opening of bids with a claim period of another Thirty (30) days thereafter**. The hard copy of bid must be submitted in separate sealed envelopes as mentioned below:

**The 1<sup>st</sup> sealed inner envelope** will contain "Cost of Tender paper" in the form of Bank Demand Draft. The envelope will be super-scribed with the words '**Cover-I & Cost of Tender paper**'. The envelope must also have tender notice no. and bidder's name and address written clearly on the front side of it.

**The 2<sup>nd</sup> sealed inner envelope** will contain "Earnest Money" in the form of Bank Demand Draft. The envelope will be super-scribed with the words '**Cover-II & Earnest Money**'. The envelope must also have tender notice no. and bidder's name and address written clearly on the front side of it.

**The 3<sup>rd</sup> sealed inner envelope** will contain "Techno-Commercial Bid", The envelope will be super-scribed with the words "**Cover-III & Techno-Commercial Bid**". The envelope must also have tender notice no. and bidder's name and address written clearly on the front side of it.

**The 4<sup>th</sup> sealed inner envelope** will contain "Price Bid". The envelope will be super-scribed with the words "**Cover-IV & Price Bid**". The envelope must also have tender notice no. and bidder's name and address written clearly on the front side of it.

All the above four envelope shall be placed in a **5<sup>th</sup> envelope** and shall be submitted properly sealed super-scribed with **Tender Notice No. and Bidder's name & address written clearly on the front side of it.**

Bidders must submit the Offer Bid along with relevant testimonials physically as specified above within the stipulated date at below stated address and also to be documented along with the bid and submitted online:

The office of the General Manager (HR&A),  
WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED  
Bidyut Bhawan, 8<sup>th</sup> Floor, D-Block,  
Bidhannagar, Block – DJ, Sector II Kolkata – 700091  
Ph No. (033)2319-7250.

**Non submission of the acceptable bid security along with prescribed cost of bidding documents as specified here, in a sealed cover or submission of bid security and cost of bidding document of inadequate value shall be rejected by the WBSETCL and in such cases bids shall be considered as non-responsive.**

For preparation of BG the Bank details of WBSETCL is given below:

Name of the Bank: CANARA Bank

Branch: Large Corporate Branch

Address of the Bank: LIC Building, 1 Brabourne Road, Kolkata-700001

Account No.: 2560261010508 and IFSC: CNRB0019531

## 7.0 Qualifying Requirements for bidders:

7.1. Following shall be the qualification requirements:

### **Technical**

- i. The bidder shall provide satisfactory evidence to WBSETCL to establish that they have the capability and experience to handle similar kind of contract in Govt./PSU and meet requirement. In support of this, the vendor shall submit satisfactory completion certificate from the ordering authority, indicating therein order no, value of the order.
- ii. The bidder shall submit the self attested GST registration, PAN, P.T. Return documentary evidence no of their concern. A copy of the certificate must be enclosed.
- iii. The bidder shall provide Company Registration No/Trade License (self attested copy shall be enclosed)
- iv. Registered office of the bidder should be within Kolkata/Bidhannagar/Rajarhat Newtown area.
- v. The service engineers to be engaged by the vendor must have the certificate of hardware maintenance.



## Financial

- a. The Minimum Average Annual Turnover (turnover from business activities only) during any of the last three (3) financial years **2018-19, 2019-20 & 2020-21** for which the audited accounts are available shall not be less than **INR 6,00,000/- (Rupees Six Lakhs)** only. The same should be supported with documentary evidence (refer Annexure-A)
  - b. Net Worth at the end of last financial year shall not be less than **INR 1,00,000/- (Rupees One Lakh) only.**
  - c. The Bidder should have 'Liquid Assets' which should not be less than **INR. 1,00,000/- (Rupees One Lakh) only**, necessary supporting documents should be submitted along with the bid.
- 7.2. The bidder shall furnish, as part of his techno-commercial bid, documents establishing the bidder's qualifications. In particular, the following documents need to be submitted by the bidder:
- a. 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)
  - b. List of Contracts for similar works and services executed in the past with copies of LOAs and execution status of each contract supported by relevant certificates.
  - c. Copies of Professional Tax Clearance Certificate, E.S.I and E.P.F registration numbers, PAN and/or TAN Card, , Registration Certificate (Form GST REG - 06) issued under Goods and Services Tax Laws.
- 7.3. **[Statutory documents]**:-In addition to above, the bidder shall also be required to meet the eligibility conditions and submit a declaration as per Annexure 1 to 8 of the bidding document and upload a scanned & digitally signed copy of Power of Attorney in favour of Signatory of the Bid as per Annexure: 3 OR a valid General Power of Attorney in favour of Signatory of the Bid, A Declaration regarding Eligibility (duly notarized) as per Annexure: 5 of Section IX of the bidding documents & properly filled up other Applicable Annexures (1,5,8,12,13 & 14) of Section IX of the bidding documents. Failing to comply with any of the qualifying requirements will make the bidder ineligible for further techno-commercial and price evaluation.

***N.B.: The Original Power of Attorney in favour of Signatory of the Bid as per Annexure: 4(duly notarized) OR a valid General Power of Attorney in favour of Signatory of the Bid(duly notarized), a Declaration regarding Eligibility (duly notarized) as per Annexure: 6 and a Non-Disclosure Agreement (duly notarized) as per Annexure: 14 of Section IX of the bidding documents shall be submitted physically in a sealed envelope to the Office of The General Manager (HR&A), Corporate (HR&A) Department, WBSETCL under sealed cover on or before the scheduled date & time as specified above.***

7.4. Notwithstanding anything stated herein, WBSETCL reserves the right to inquire and review the bidder's capability and capacity to execute the required Works and Services.

8.0 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.

9.0 Address for Communication :

Office of the General Manager (HR&A),  
WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED  
Bidyut Bhawan, 8<sup>th</sup> Floor, D-Block,  
Bidhannagar, Block – DJ, Sector II Kolkata – 700091  
Ph No. (033)2319-7250.  
E-mail - [fl.wbsetcl@gmail.com](mailto:fl.wbsetcl@gmail.com) Website - [www.wbsetcl.in](http://www.wbsetcl.in)  
***GSTIN of WBSETCL: 19AAACW6952G1Z0***