

Government of West Bengal
Finance Department
Data Processing Centre
Nabanna
11th Floor, Room No 1105
325 Sarat Chatterjee Road
Howrah -711102

No 118/FY/N/1E-248/2014

Dated: 11/11/2014

NOTICE INVITING TENDERS

In cancellation of NIT No 103/FY/N/1E-248/2014 dated 14/10/2014 online tenders are invited for item wise rates in two bid systems from bona fide suppliers/vendors/distributers for supply and installation of UPS storage batteries as per schedule given below for the year 2014-15.

Prescribed tender forms along-with detailed terms and conditions for the tender(s) can be downloaded from the State Government e-tender portal <https://wbtenders.gov.in> and also available from the websites www.wbfin.nic.in and www.banglarmukh.com as well as on the Notice Board of this Department free of cost as per details mentioned as under:

| Sl No | Name of the tender/item | Estimated Value of the items (₹) | Date of release of tender through e-portal | Last Date & time for online submission of tender | Earnest money deposit (₹) | Date & time for online opening of the tender |
|-------|-------------------------|----------------------------------|--|--|---------------------------|--|
| 1 | UPS storage batteries | 12 lakh (+/- 25%) approx | 11/11/2014 | 26/11/2014 at 2.00 pm | 5000 | Technical Bid: 26/11/2014 at 3 pm Financial Bid: To be notified later |

The bidders of the cancelled tender who had already submitted EMD if interested to participate in this tender do not require further payment of EMD but they should upload the scan copy the existing EMD challan (T.R. Form-7).

Tender documents complete in all respects, must be uploaded on the State Government e-tender portal <https://wbtenders.gov.in> before last date and time of submission of tender. [**Tender ID No: 2014_WBFD_27712_1**]

Sd/-

Assistant Secretary
Finance Department
Data Processing Centre

Government of West Bengal
Finance Department
Data Processing Centre
Nabanna
Howrah-711102

No. 118/FY/N/1E-248/2014

Dated:11/11/2014

**Terms & conditions for e-tendering towards supply and installation of
UPS storage batteries required for the Year 2014-15.**

Tender ID No: 2014_WBFD_ 27712_1

| | |
|--|---|
| Date of online release: 11/11/2014 | Last Date & Time of online Submission: 26/11/2014 at 2.00 pm |
| Date of online opening: Technical Bid: 26/11/2014 | Time of opening: at 03.00 PM |

Online tenders item wise in two bid systems (Technical and Financial) are invited for supply and installation UPS storage batteries mentioned in the attached list for the year 2014-15. **The tender must be submitted online on the State Government e-tender portal <https://wbtenders.gov.in> before last date & time of submission of tender i.e. on 26.11.2014 at 2.00 PM.**

1. Procurement:

Finance Department, Data Processing Centre procures UPS storage batteries for use in different Cells/Wings of Finance Department and in the treasuries across West Bengal. **UPS batteries will be purchased on buy back scheme of old ones and are to be supplied and installed at designated locations across West Bengal. The tenderer should have adequate infrastructure, logistics and technical personnel to supply and install batteries at different locations and take back old batteries.**

2. TERMS AND CONDITIONS:

- ❖ The rates must be quoted *with VAT* as per format
- ❖ The rates quoted for items should be of the specified brand as mentioned in the list of items otherwise this will be cancelled. The rates quoted for branded items should not be more than MRP in any case.
- ❖ The Tenderer should submit **online** Technical bid and Financial bid.

3. Earnest Money Deposit (EMD):

- a) An earnest money of **Rs.5000 (Rupees five thousand) only** for participation in each part of the tender is to be deposited separately at **Reserve Bank India, Kolkata in TR Form No-7** in favour of **“Assistant - Secretary, Finance Department (DPC), Nabanna, Howrah 711102”** under the head of account **‘8443-00-103-Security Deposit-001-Earnest/ Security Money - 07-Deposit’**

- b) Participants of the cancelled tender who had already submitted EMD and are interested to take part in this tender do not require further payment of EMD but they should upload the scan copy the existing EMD challan (T.R. Form-7).

4. The tenderer should submit the tender in following two bids:

- a) Technical Bid** - It should contain the copies of the following documents and the same are to be uploaded.
- i. Income Tax Reference (if any)/PAN No
 - ii. Sales Tax/VAT Registration No
 - iii. Professional Tax Registration No
 - iv. Trade License No
 - v. Co-operative Registration No (for Co-operative Societies)
 - vi. C & SSI Registration No (for C & SSI units)
 - vii. Time required for Supply
 - viii. Treasury Challan (T.R. Form-7) after payment of EMD at R.B.I, Kolkata [**N.B. Original Challan (TR Form-7) after payment of EMD must be submitted physically in Room No.1105, Nabanna of this office before the last date and time of submission of tender.**]
 - ix. Experience and past performance on similar contracts in Govt departments/PSUs for last two years.
 - x. For participation in of the tender the tenderer must submit documents of annual turnover. For participation in this tender annual **turnover** should not less than **₹ 50.00 lakh** for last three consecutive years.
 - xi. The tenderer should have adequate infrastructure, logistics and technical personnel to supply and install batteries to supply batteries at different locations across west Bengal.
- b) Financial Bid** – It should have only prices/rates inclusive of all taxes quoted by the tenderer. Financial Bid of the tenderer will be opened if he is found qualified in technical bid.
5. The individual signing the tender or any document forming a part thereof on behalf of Proprietor/Company/firm shall be responsible for producing an authenticated copy of resolution passed by the company or Power of Attorney duly executed in his favour in stamped paper.
6. The tenderer should quote only one rate for one item as per specification.

7. The rates tendered must remain valid for a period of one year with effect from the date of acceptance of the tender and may be extendable, if required, on mutual agreed terms.
8. The tenderer should give warranty against any item supplied by them and replace the defective item(s) at their own cost.
9. The Tender Selection Committee nominated by the Competent Authority to assess eligibility shall carry out the evaluation of bids.
10. The EMD furnished with the tender will be retained as performance security for selected bidder.
11. In the event of breach/violation or contravention of any terms and conditions contained herein by the selected vendor, the security deposit shall be forfeited and the firm/company shall be blacklisted in addition to termination of contract.
12. Schedule of required items are given in the Annexure. Required quantity as shown is tentative and may increase or decrease by 25%.
13. Orders will be placed with the selected bidder as per requirement of this Department and supply is to be made within ten days from the date of the order.
14. Items supplied by the selected vendor should strictly conform to the items specified in the Annexure.
15. The decision of the 'Tender Selection Committee' is final and binding in the matter of selection of tender. Finance Department reserves right to accept or cancel/reject any or all tenders wholly or in part without assigning any reason whatsoever.
16. Any dispute arising out this contract will be settled amicably. All disputes are subject to jurisdiction in the courts of Kolkata, West Bengal.

Annexure-I

Application/Eligibility Criteria for Empanelment of Bidder for supply of UPS Storage Batteries:-

| Sl No | Particulars | Bidders Response | | |
|-------|--|------------------|------------|----------|
| 1 | Name of the Vendor/Firm | | | |
| 2 | Address | | | |
| | Telephone No | | | |
| | Fax No | | | |
| | Email ID | | | |
| 3 | Name of Contact Person | Designation | Contact No | Email ID |
| | | | | |
| 4 | Income Tax PAN No (Enclose copy) | | | |
| 5 | Sales Tax/VAT Registration No | | | |
| 6 | Profession Tax Registration No | | | |
| 7 | Trade License No (Enclose copy) | | | |
| 8 | Co-operative Registration No (Enclose copy) | | | |
| 9 | Cottage & Small Scale Industries Registration No (Enclose copy) | | | |
| 10 | Sales turnover for last 3 years (Annual turnover should not be less than ₹ 50.00 lakh) | 2011-12 | | |
| | | 2012-13 | | |
| | | 2013-14 | | |
| 11 | Experience or Past Performance | 2012-13 | | |
| | | 2013-14 | | |

In reference to Tender Notice No118/FY/N/1E-248/2014 dated 11/11/2014 of Finance Department, Data Processing Centre, Govt of West Bengal for supply of computer consumables, removable drives and stationery (Part-A) and online UPS storage batteries (Part-B) I/we have examined the Statutory, Non-statutory & N.I.T. documents and submit all the necessary information and relevant documents for evaluation in accordance with the instructions mentioned in the clauses of terms and conditions.

Should this tender be accepted I/we hereby agree to abide by and fulfil all the terms and conditions of the contract annexed hereto. Should I/we fail to supply items as per terms and conditions of the contract the EMD held as performance Security will be forfeited to the government.

Enclosure(s): e-Filing:-

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date:

(Signature of the Vendor)

Annexure –II

List of Items

| Sl No | Item | Specification | Required Brand | Estimated Annual Requirement |
|--------------|---------------|----------------------|---------------------------|-------------------------------------|
| 1 | UPS Batteries | 12 V/7 AH | Rocket/Base/Amaraja/Exide | 50 |
| 2 | UPS Batteries | 12 V/26 AH | Rocket/Base/Amaraja/Exide | 400 |
| 3 | UPS Batteries | 12V/40 AH | Rocket/Base/Amaraja/Exide | 20 |
| 4 | UPS Batteries | 12V/65 AH | Rocket/Base/Amaraja/Exide | 10 |

ANNEXURE - III INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the prospective 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 by logging on to State Government e-tender portal <https://wbtenders.gov.in> the contractor 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. DSC is given as a USB e-Token.

iii. The supplier can search and download N.I.T. & BOQ electronically from computer once he logs on to the web portal using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. A prospective bidder may participate in any or both parts i.e. Part-A and Part-B of the tender provided the bidder deposits requisite EMD of Rs.5000.00 for each part separately and has requisite technical background.

v. Submission of Tenders:

Tenders are to be submitted through online to the website stated above in two folders - in one the Technical Proposal and in the other the Financial Proposal before the prescribed date and 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.

A. Technical Proposal:

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

(a) Statutory Cover containing the following documents:

- (1) Prequalification Application (**Annexure-I**) – all columns of this application form are to be filled in properly and signed.
 - (2) Copy of **Challan** (in **TR Form-7**) towards Earnest Money (EMD) deposit as prescribed in the N.I.T. at Reserve Bank of India, Kolkata in favour of the "Assistant Secretary, Finance Department (DPC), Nabanna, Howrah 711102" under the head of account '8443-00-103-Security Deposit-001-Earnest/Security Money-07-Deposit'
- (b) Non-statutory Cover Containing the copies of the following documents:**
- 1) Income Tax Reference (if any)/PAN No
 - 2) Sales Tax/VAT Registration No
 - 3) Professional Tax Registration No
 - 4) Trade License No
 - 5) Co-operative Registration No (for Co-operative Societies)
 - 6) C & SSI Registration No (for C & SSI units)
 - 7) Time required for Supply
 - 8) Authenticated copy of resolution passed by the company or Power of Attorney duly executed in his favour.

N.B: Failure of submission of any of the above mentioned documents as stated above 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.

B. Financial Proposal

- 1) The financial proposal should contain the following documents in one cover (folder) i.e. **Bill of Quantities (BOQ)**. The bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

- 2) Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the bidder.

N.B. - Financial capacity of a bidder will be judged on the basis of information furnished in Annexure -I.

a) Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

b) Rejection of Bid:

The Tender Selection Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of such action.

c) Award of Contract:

The Bidder, whose Bid has been accepted will be notified through Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

N. B.

1. Bidders with Digital Signature Certificate (DSC) must register with e-tender portal <https://wbtenders.gov.in> for enrolment.
2. Bidders are requested to pay EMD through Treasury Challan (T.R. Form -7) at R.B.I., Kolkata as directed in tender document (3. a) and ignore EMD payment through Bank Demand Draft as given in the portal. After payment of EMD original TR Form-7 is to be furnished physically in Room No-1105 of this office and a scanned copy of this is to be uploaded.
3. For quoting of rates in Bill of Quantities (BOQ), bidders should give basic price of the item and the amount of Tax in respective columns. Rate inclusive of all taxes will automatically be generated.
4. In BOQ Item name, specification, required brand and buy-back of the item are given respectively in one column as per template.
5. For technical help Bidders are requested to contact WB e-tender Help Desk at Phone No [\(033\) 2223-6236](tel:03322236236).

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