

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

TENDER DOCUMENT FOR BIO METRIC ATTENDANCE SYSTEM

NIT No. F&L/WBSETCL/Biometric/2017-18/16 DT 30.01.2018

Section I – V, VIIA, VIIB

Notice Inviting Tender (NIT)

Instruction to Bidders (ITB)

Bid Data Sheet (BDS)

General Conditions of Contract (GCC)

Special Conditions of Contract (SCC)

Bid Forms

Annexures



WBSETCL

OFFICE OF THE GENERAL MANAGER (HR & A)
WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY
LIMITED
VIDYUT BHAVAN
8TH. Floor, 'D' BLOCK
SALT LAKE CITY, KOLKATA – 700 091

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.

Section I - NOTICE INVITING e-TENDER

West Bengal State Electricity Transmission Company Limited

(A Govt. of West Bengal Enterprise)

Office of the GM (HR&A)

CIN: U40101WB2007SGC113474

ABRIDGED NOTICE INVITING e-TENDER

For

Bio Metric Attendance System

[Domestic Competitive Bidding]

NIT No: F&L/WBSETCL/Biometric/2017-18/16 DT 30.01.2018

WBSETCL invites e-tender from eligible bidders for the procurement of following Supply, Works and Services:-

Supply and Implementation of Biometric attendance system at the Offices of WBSETCL throughout the West Bengal, the system should be implemented with the server centrally located at Vidyut Bhaban.

Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (<https://wbtenders.gov.in> or <https://etender.wb.nic.in>) with the help of Digital Signature Certificate and thereby downloading from 30.01.2018, 11:00 A.M. and shall be submitted up to 01.00 PM on 13.03.2018.

Detailed NIT is also available on WBSETCL website (www.wbsetcl.in) and can be downloaded from the website for bidders' information only.

Necessary cost of bidding documents (non refundable) may be remitted through Demand Draft / Pay Order/ Banker's Cheque issued from any scheduled bank in favour of "West Bengal State Electricity Transmission Company Limited" payable at Kolkata and also to be documented along with the bid and submitted online. The original Demand Draft / Pay Order against tender fees should be submitted physically to the Office of General manager (HR&A), D- Block, 8th Floor, WBSETCL, Bidyut Bhawan on or before 14.03.2018 up to 02:00 P.M.

DETAILED NOTICE INVITING TENDER

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

(A Govt. of West Bengal Enterprise)

(F&L Department, Kolkata)

NOTICE INVITING TENDERS

For

[Bio Metric Attendance System]

[Domestic Competitive Bidding]

Ref: NIT No: F&L/WBSETCL/Biometric/2017-18/16 DT 30.01.2018

1. *West Bengal State Electricity Transmission Company Limited (WBSETCL) invites bids from the eligible bidders on turnkey basis through Domestic Competitive Bidding for Supply and Implementation of Biometric attendance system at the Offices of WBSETCL throughout the West Bengal, the system should be implemented with the server centrally located at VidyutBhaban.*

Against NIT No: F&L/WBSETCL/Biometric/2017-18/16 DT 30.01.2018.

2. SCOPE OF WORK:

- To Supply, Install, Operate and maintain Biometric Attendance System at Abhikshan Bhavan, 27 Area Offices, 7 nos. FZOs and 4 nos. Tr. Zones of WBSETCL as per the list provided. The Biometric Attendance System shall be used to serve the objective of attendance monitoring and time tracking facility during entry and exit to and from (including Shift-in duty) the above mentioned premises, based on pre-set attendance policy of WBSETCL.
- The system employed shall be broadly based on Biometric Technology or proximity Technology using Smart Cards (in case of non-recognition of finger Prints) and facility should be available for Central monitoring of attendance from Vidyut Bhaban through a Centrally Located Server.
- Necessary security measure like firewall device of reputed make and model needs to be provided by the bidder to connect the server with the fixed IP internet connection.
- Each Office should be provided with equipment for recording the attendance. The equipment used for recording the daily attendance should be capable of storing the attendance as mentioned in the Technical Specifications.
- The centralized server should be provided with an external backup device of 2 TB (for backup of DATA).
- The server will be used to store and process all the transactional and non-transactional data at any point of time and also to generate report and communicate with heterogeneous system like ERP etc.
- All the devices should maintain same time up to millisecond scale and display the time up to second level on the device. There should not be any deviation in the time shown in the report and what displayed during the time of punching (up to second level).
- Necessary operational training need to be given to at least two persons of each location while installation.

The Broad based features of the system are given below.

Administration/ Reporting	<ul style="list-style-type: none"> ● Attendance Monitoring and Time tracking facility. ● Taking backup and recovery of data if required. ● Data base of finger prints of issued smart cards for the Bio Metric attendance needs to be maintained at Central Server location and replicated to individual Biometric recording equipment as per requirement. ● Attendance Report. ● Secured Web Based Graphical User Interface for operation, maintenance and viewing of reports from the Central Server. ● Each Office should be able to view and print the reports pertaining to that office only. However all reports should be available for viewing from the Central Server. ● Other various reports.
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Comprehensive maintenance support and operational support for whole system needs to be provided for the next three years on successful completion of implementation of the complete Biometric Attendance System.

However detail scope of work shall be given by the schedule of works.

Interested eligible bidders may obtain further information on the bidding documents from the **Office of the General Manager (HR&A)**, **WBSETCL** at the address given below:-

Vidyut Bhavan, 8th. Floor
D Block,
SaltLake, Block DJ
Sector II, Kolkata-91.

3.0 Detailed Specification , scope of work and conditions are given in the bidding documents as per the following schedule :

Sl. No.	Particulars	Date & Time
1	Bidding document No	F&L/WBSETCL/Biometric/2017-18/16 DT 30.01.2018
2	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	30.01.2018 from 10.00 A.M.
3	Documents download/sell start date (Online)	30.01.2018 from 11:00 A.M.
4	Documents download/sell end date (Online)	13.03.2018 up to 01:00 P.M
5	Start date of hard copy submission of clarification/pre-bid queries/proposed modifications/additional informations (if any)	30.01.2018 from 11.00 A.M.

6	Closing date of hard copy submission of clarification/pre-bid queries/proposed modifications / additional information (if any)	06.02.2018 up to 4.00 P.M.
7	Pre-bid meeting to be held at Office of the General Manager (HR&A), 8 th Floor, D-Block Bidyut Bhavan.	13.02.2018 at 11.30 A.M.
8	Bid submission start date (On line)	20.02.2018 from 10:00 A.M.
9	Last Date of submission of original copies for the cost of Bidding Document (Tender Fees), Bid Security, Original Power of Attorney & Affidavit regarding Eligibility(duly notarized) as Hard Copy(Off line) .	14.03.2018 up to 11.00A.M.
10	Bid Submission closing (On line)	13.03.2018 up to 02:00 P.M.
11	Bid opening date for Technical Proposals (Online)	15.03.2018 from 02:00 PM.
12	Date of uploading list for Technically Qualified Bidder(online)	Will be uploaded after completion of the techno-commercial evaluation.
13	Date for opening of Financial Proposal (Online)	Will be published in due course.
14.	Cost of Bidding Document	Rs. 5000 only (Rupees Five Thousand Only) + GST @ 18 %

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 bank payable at Kolkata shall have to be deposited physically at the office the General Manager (HR&A), D- Block, 8th Floor, WBSETCL, Bidyut Bhawan on or before 14.03.2018 up to 02.00 P.M.

Downloading the bidding documents shall not automatically construe that the bidder fulfils the Qualifying Requirements which shall be determined during bid evaluation based on data/documents uploaded by the bidder

4.0 All bids must be accompanied by **Bid Security** for an amount of **Rs. 30,000.00 [Rupees thirty thousand 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**. Bidders must submit the Bid security physically within the stipulated date as above at the office of the **General Manager (HR&A), 8th Floor, D-Block, Bidyut Bhawan** and also to be documented along with the bid and submitted online. 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.

5.0 Qualifying Requirement for bidders:

In addition to the requirements stipulated under Section-II, Instruction to Bidders (ITB), the following shall also apply:

5.1 Technical:

I. List of contracts for similar Works and services executed at PSU's/ Govt. Organisations/ Govt. Department at multiple locations in the

past 5 (five) years with copies of LoAs and execution status of each contract supported by client's certificate.

II.The Bidder should have the past experience of providing works and services of similar nature of value not less than **Rs. 30,00,000.00 (Rs. thirty Lakh Only)** As a single Contract in the preceding 5 Financial Years for Government (Central or State) or PSUs.

III.Documents to provide evidence that Registered office of the bidder is within Kolkata or Salt Lake jurisdiction. In case the selected bidder does not have an office at Kolkata, it must open an office within 15 days from the date of issuance of LOA.

The Bidder shall furnish valid and authenticated documents in support of his eligibility and Technical qualification as required above.

5.2 **Financial**

I. Liquid Assets (L.A) as per the last audited accounts available should be **Rs. 7,00,000.00 [Rupees seven lakhs Only]**. Bidder shall have Liquid Asset (L.A) and/ or evidence of access to or availability of credit facility of equivalent amount.

II. Minimum Average Annual Turnover (MAAT) for best three (03) years out of the last five (05) financial years excluding non-recurring item should be **Rs. 40,00,000.00 [Rupees Forty Lakh Only]**.

III. Net Worth should be positive.

6.0 WBSETCL reserves the right to accept or reject any bid partly or fully or cancel the bidding without assigning any reasons thereof and in such case no bidder/ intending bidder shall have any claim arising out of such action.

7.0 Address for Communication :

The General Manager (HR&A),
F&L Department, 8th Floor, 'D' Block,
VidyutBhavan, Block-DJ, Sector-II, SaltLake,
Kolkata-700091.

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

FAX : (033) 2334 - 2218

TELEPHONE : (033) 2319-7670

E-mail : fl.wbsetcl@gmail.com

Website : www.wbsetcl.in

GENERAL GUIDANCE FOR E-TENDERING:

A. **Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.**

i. **Registration of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in> (the web portal of Public Works Department) or wbenders.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 contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

iii. Collection of Tender Documents:

The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

B. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & 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).

Submission of one set of Hard copy:

- Bidders must submit the “Cost of Bidding document (original) & Bid Security (ORIGINAL + 2 COPIES)” together in one sealed envelope.
- Original Power of Attorney, Original Affidavit regarding Eligibility, Original Joint deed of undertaking and legally enforceable document (if any) must be submitted in a separate sealed envelope clearly stating the contents of these envelope.
- These two separate sealed envelopes must again be enclosed in one sealed envelope clearly stating the package name and its contents.
- N.B. Bidders are required to submit only the above mentioned documents in original in hard copy and no other documents shall be submitted. Submission of any other document shall not be accepted. Bidders are not required to submit any hard copy of the Technical bid/Price/Financial Bid (BOQ) also.

B.1 Technical Proposal:

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

B.1.1 Technical Packet Cover containing the following documents:

- a) Demand Draft / Bankers Cheque/Bank Guarantee towards cost of tender documents as prescribed in the N.I.T.
- b) Demand Draft / Bankers Cheque towards Bid Security (EMD) as prescribed in the N.I.T.

c) Scanned copy of the forms/formats under Section VII A(provided separately) of the Tender Document duly filled up and uploaded comprising of the following:

1. Bid Form (withour Price)
2. Power of Attorney/ General power of Attorney in favour of Signatory of the Bid
3. Qualification Criteria
4. Litigation History
5. Affidavit regarding eligibility
6. Technical compliance Form
- 7.Details of bought-out items to be directly despatched
- 8.Declaration: (i) Unconditional Acceptance of Tendered Price schedule.

The rate shall be quoted in the BoQ only.Quoted rate will be encrypted in the BoQ under Financial Bid.In case quoting of rate anywhere else in the Bid document shall be liable for rejection of the bid summarily.

B.1.2.Other Important Document CoverContaining the following documents:

a. Financial Documents:

- (i) Registration Certificate (Form GST REG - 06) issued under Goods and Services Tax Laws (a copy of certificate of registration to be enclosed).
- (ii) PAN No(a copy of certificate to be enclosed)
- (iii) PF Account No(a copy of certificate to be enclosed)

b) Registered Deed of partnership Firm / Article of Association & Memorandum etc.

c) Tax Audited Report along with Balance Sheet & Profit & Loss A/c. for the last 5 (*five*) years (year just preceding the current Financial Year will be considered as year – I)

d) Similar nature of work done & completion certificate which is applicable for eligibility in this tender.

Viz. List of Work order references with execution status of similar Works in the past; Copies of Un-priced Work Orders/Letters of Award and corresponding delivery Challans / Stores Receipt Vouchers/Excise Duty Invoice, Client's Certificate, etc., i.e. proof of execution of Purchase Order/ Works;

N.B.: Failure of submission of any of the above mentioned documents as stated in will render the bidder liable to be rejected for both Technical Packet & Other Important Document Cover.

C. THE ABOVE STATED OTHER IMPORTANT DOCUMENT /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 "**Other Important Document**" to send the selected documents to **Other Important Document** folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

My Document Format of West Bengal State Electricity Transmission Company Ltd:

Sl. No	Category Name	Sub Category Description	Details	Remarks
A	Certificates	Certificates	(i) Goods and Services Tax registration No (a copy of certificate of registration to be enclosed) (ii) TAN No:(a copy of certificate to be enclosed) (iii) PAN No(a copy of certificate to be enclosed) (iv) PF Account No (a copy of certificate to be enclosed)	
B	Company Details	Company Details 1	Incorporation certificate, memorandum of association /article of association, trade licence.	
C	Credential	Credential 1 Credential 2	Similar nature of work done & completion certificate which is applicable for eligibility in this tender (to meet the QR). List of Work order/Letters of Award references with execution status of similar purchases/ Works in the past; Copies of Un-priced Work Orders/Letters of Award. In the CREDENTIAL 2 folder, Bidders must submit the corresponding delivery Challans / Stores Receipt Vouchers/ Tax Invoice, Client's Certificate for Completion/ Performance etc., i.e. proof of execution of Purchase Order/Work Order/ Works/Letters of Award.	
E	Financial info			
		P/L and balance sheet 2016-2017	Profit & loss and balance sheet (with annexure and 3cd form in case of tax audit)	
		P/L and balance sheet 2015-2016	Profit & loss and balance sheet (with annexure and 3cd form in case of tax audit)	
		P/L and balance sheet 2014-2013	Profit & loss and balance sheet (with annexure and 3cd form in case of tax audit)	
		P/L and balance sheet 2013-2012	Profit & loss and balance sheet (with annexure and 3cd form in case of tax audit)	
		P/L and balance sheet 2012-2011	Profit & loss and balance sheet (with annexure and 3cd form in case of tax audit)	

MULTIPAGE SCAN

DPI MAX 200-300

- D. Tender Evaluation Committee (TEC) – Duly constituted tender Evaluation Committee of WBSETCL
- E. Opening & evaluation of tender:
- F. Opening of Technical Proposal:
Technical proposals will be opened by the Tender Evaluation Committee electronically from the website using their Digital Signature Certificate (DSC).
- G. Intending bidders may remain present if they so desire.
- H. Cover (folder) for Technical Packet will be opened first and if found in order, cover (folder) for Other important document will be opened. If there is any deficiency in the Technical Packet the tender will summarily be rejected.
- I. Decrypted (transformed into readable formats) documents of the Other Important Document cover will be downloaded & handed over to the Tender Evaluation Committee.
- J. Summary list of technically qualified bidders will be uploaded online.
- K. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders will be considered and uploaded in the web portals.
- L. During evaluation the committee may summon of the bidders& seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- M. **Financial Proposal**
1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BoQ). The contractor 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 & Digitally Signed by the contractor.
- a. Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.
- b. Penalty for suppression / distortion of facts:
- N. If any bidder fails to produce the original hard copies of the documents like Completion Certificates and any other 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 bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
- O. Rejection of Bid:
Employer 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 the ground for Employer's action.

P. Award of Contract

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

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

The Agreement in format provided in Section VII-B will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including NIT & BoQ will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents.

General manager (HR & A)

West Bengal State Electricity Transmission Company Ltd