

WEST BENGAL STATE ELECTRICITY TRANSMISSION  
COMPANY LIMITED

**TENDER DOCUMENT TO ENGAGE AN AGENCY  
TOWARDS SUPPLY OF FOOD & BEVERAGES AT  
THE STAFF TRAINING CENTRE, KALYANI.**

NIT No. GM (HR&A)/WBSETCL/ 2018-19/20

Dated:22.09.18

Section I -VI

Notice Inviting Tender (NIT)  
Instruction to Bidders (ITB)  
General Conditions of Contract (GCC)  
Special Condition Of Contract (SCC)  
Scope of Works  
Annexure



**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) 23197-670; Fax: (033) 2334-2218;**

**[E-mail: wbsetclcorporatehra@gmail.com](mailto:wbsetclcorporatehra@gmail.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.

## 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

### **To Engage an Agency towards Supply of Food & Beverages at the Staff Training Centre, Kalyani**

NIT No: GM (HR&A)/WBSETCL/ 2018-19/ 20

Dated: 22.09.18

WBSETCL invites e-tender from the reputed, experienced and financially sound caterer / food supplier towards supply of **cooked food** as per specific menu to the participants undergoing training programme at **Staff Training Centre, Bidhan Bhavan, Near Kalyani Central Park, Kalyani, Dist: Nadia** for the contract period of **two years** with provision of one year further extension 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 **22.09.18 at 11:00 A.M.** and shall be submitted up to **12.00 Noon on 11.10.18**. Detailed NIT is also available on WBSETCL website ([www.wbsetcl.in](http://www.wbsetcl.in)) and can be downloaded from the website for bidders' information only.

## WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

(A Govt of West Bengal Enterprise)

CIN: U40101WB2007SGC113474

Office of the General Manager( HR&A)

Regd. Office: Vidyut Bhavan (8<sup>TH</sup> Floor), Block-'D",  
Bidhannagar, Block-DJ, Sector-II: Kolkata: 700 091

Ph No: (033) 2319-7670; Fax: (033) 2334-2218

E-mail: [wbsetclcorporatehra@gmail.com](mailto:wbsetclcorporatehra@gmail.com)

Website: [www.wbsetcl.in](http://www.wbsetcl.in)

### DETAILED NOTICE INVITING e-TENDER

#### To Engage an Agency towards Supply of Food & Beverages at the Staff Training Centre, Kalyani

NIT No: GM (HR&A)/WBSETCL/ 2018-19/20

Dated: 22.09.18

WBSETCL invites e-tender from the reputed, experienced and financially sound caterer / food supplier for utilisation of satisfactory services in regard to **engage an Agency towards Supply of Food & Beverages at The Staff Training Centre, Kalyani** for the period of **two years** with provision of one year further extension at the same rate, terms & conditions.

1.0 Detailed Specifications, scope of Works & Services and terms and conditions thereof 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:

Bidding document No	:	GM (HR&A)/WBSETCL/2018-19/20 Dt.22.09.18
Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	:	22.09.18 at 11:00A.M
Documents download start date (Online)	:	22.09.18 from 11:00A.M
End date for request for clarifications to be sent to the address given in clause 7.0	:	Up to 11:00A.M of 29.09.18
Pre-bid meeting	:	<b>01.10.18 at Conference Room of WBSETCL, 9<sup>th</sup> Floor, B-Block, Vidyut Bhavan, Saltlake Karunamoyee, Kolkata-91 at 2:30P.M</b>
Bid submission start date (Online)	:	04.10.18

Last Date of submission of original copies for the cost of Tender Fees, Bid Security(As per Annex-3b),Original Power of Attorney & Affidavit regarding Eligibility(duly notarized) along with one (01) replica of the uploaded offer bid (except BOQ,Annex:2) as Hard Copy( off line). <b>(See ITB.14 page 20)</b>	:	12.10.18 up to 2:00P.M
Bid Submission closing (On line)	:	11.10.18 up to 12:00Noon
Opening of bid (Online) [Techno-commercial bid]	:	13.10.18 at 12:00 Noon
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 the Tender Document	:	Rs.2000.00 (Two thousand only) plus 18 % GST i.e <b>Rs.2360/-(Two thousand three hundred sixty only)</b>

In the event of e-filing, intending bidder may download the tender documents from the website <http://etender.wb.nic.in>, <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. 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"** OR **"WBSETCL"** 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 -3b] 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.

2.0 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.

3.0 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.

4.0 All bids shall remain valid up to a minimum period of **one hundred and twenty (120) days** from the next day of **price bid opening date**.

All bids must be supported by **bid security** for an amount of **Rs 11,958.00 [Rupees Eleven thousand nine hundred fifty eight only]** in the form of **Demand Draft / Pay order / Banker's Cheque** drawn in favour of **"WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED" OR "WBSETCL"** 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/Demand Draft / Pay Order/ Banker's Cheque against tender fees/cost of tender and 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. Under any circumstances no exemption from submission of EMD & Cost of Tender Document shall be provided to any bidders.** For preparation of BG the Bank details of **WBSETCL** is given below:

*Name of the Bank: CANARA Bank*

*Address of the Bank: Sector-III, Saltlake Lake City, Kolkata-700091*

*Account No.: 2549201000230 and IFSC: CNRB0002549*

#### 5.0 **Qualification Requirement for Bidders:**

##### 5.1. **Following shall be the qualification requirement:**

##### **Technical Qualifying Requirement:**

- a. The bidder must have a valid license / registration of ownership to operate catering services.
- b. The Bidder has registration or license of Food Safety and Standards Authority of India (FSSAI) for catering / canteen services in West Bengal or of the Govt. of India.
- c. The bidder must have experience of at least **two years** out of the **last five years** for providing catering services in various Training Institute / Canteen / I.B/Guest House/ Hostel etc. of Govt. Organization / PSU / Reputed MNC/ 3 Star Hotel etc.

##### **Financial Qualifying Requirement:**

- i. **Liquid Asset (L.A) :** Rs.1,49,480/- (One lakh forty nine thousand four hundred eighty). 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.8,96,880/- (Eight lakh ninety six thousand eight hundred eighty).
- iii. **Net Worth should be positive.**

5.2. **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 license/ registration to operate catering services. [**Applicability up to the extent of meeting Technical QR**].
- b. The bidder should upload registration or licence of Food Safety and Standards Authority of India (FSSAI) for catering / canteen services in West Bengal or of the Central Government.  
[**Applicability up to the extent of meeting Technical QR**]
- c. Bidder should upload experience certificate of at least two years out of the last five years providing catering services in various I.B/ Bachelor hostel/ Training Institute of Govt organisation/ P.S.U / Reputed MNC/ 3 star hotel or any organisation of repute.[**Applicability up to the extent of meeting Technical QR**]
- d. Audited Annual Accounts of the agency for the last five (5) years (in case of companies)

OR

IT Return duly acknowledged by the tax department for the last five (5) years (in case of bidders other than companies). [**Applicability up to the extent of meeting Financial QR**].

- e. 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.  
***The Bidder who have 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.***
- f. Copies of Income tax/ PAN Card / GS T Registration Certificate.
- g. Registered Deed of partnership Firm / Article of Association & Memorandum/ Certificate of Incorporation in India etc.
- h. Documents to provide evidence that Registered Office/Branch office unit of the bidder is within Kolkata jurisdiction.

5.3. In addition to above, the bidder shall also be required to meet the eligibility conditions and upload a scanned & digitally signed copy of Power of Attorney in favour of Signatory of the Bid as per Annexure: 4 & an Affidavit regarding Eligibility (duly notarized) as per Annexure: 6 of Section VI of the bidding documents.

**N.B.:** *The Original Power of Attorney in favour of Signatory of the Bid as per Annexure: 4, an Affidavit regarding Eligibility (duly notarized) as per Annexure: 6 of Section VI of the bidding documents shall be submitted physically to the Office of The General Manager (HR&A), WBSETCL under sealed cover on or before the scheduled date & time as specified above. Also, one (01) replica of the uploaded offer bid (except BOQ,) is to be submitted as Hard Copy in a separate cover to this office in the mentioned date & time specified above.*

- 5.4. Notwithstanding anything stated herein, WBSETCL reserves the right to inquire and review the bidder's capability and capacity to complete the scope of work.
- 6.0 WBSETCL reserves the right to accept or reject any bid partly or fully or cancel the bidding process without assigning any reasons thereof and in such case no bidder shall have any claim arising out of such action.
- 7.0 Address for seeking any clarifications on the bid documents:

**The General Manager (HR&A), WBSETCL**  
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