

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED  
(A Government of West Bengal Enterprise)  
Tender Document

Name of the Work

**Tender for Supply & Delivery of Tit-Bit Items at New Town AA-III 220 KV Sub-Station  
required for different Sub-Stations under Salt Lake Area Office, WBSETCL**

**NIT No. SE/SLT-AO/51/2023-24/02 Dated: 31.07.2023**

Section I – V  
Notice Inviting Tender (NIT)  
Instruction to Bidders (ITB)  
General Purchase Conditions of Contract (GPC)  
Special Conditions of Contract (SCC)  
Annexure



**WBSETCL**

Office of The Superintending Engineer & Area Manager: Salt Lake Area Office, Ground  
Floor, North Block, Abhikshan Bhavan, BN-01, Salt Lake, Sector -V, Kolkata- 700091

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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## General guidance for e-Tendering

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors 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, through logging on to <https://etender.wb.nic.in> or <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 from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token.
- iii. **The bidder** can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. **Participation in more than one work:** A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.
- v. **Submission of Tenders:** Tenders are to be submitted through online to the website stated above in two folders at a time for each work, one in Techno-commercial Proposal & the other is Price 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).

## I. Techno-commercial Proposal

Techno-Commercial proposal should consist of the given below documents and should be uploaded in the given below manner:

A. **Technical Packet Cover**: Containing the following documents:

DOCUMENTS WHICH SHOULD BE UPLOADED IN THE SUBFOLDERS PROVIDED UNDER "FEE /PRE QUAL /TECHNICAL" COVER

**1st Folder Name**:(Bid Proposal, Power of Attorney and Affidavit regarding Eligibility)

**Documents**:

- a. Bid proposal as per **Annexure: 1** of Section V-A
- b. A scanned copy of Original Power of Attorney, as per **Annexure: 3** of Section V-A duly attested by a Notary Public, authorising that the person(s) signing the bid has/have the authority to sign the bid and to make the bid binding upon the bidder is to be uploaded. [While the original Power of Attorney shall be submitted physically(offline) to the Office of The Superintending Engineer & Area Manager: Salt Lake Area Office under sealed cover on or before the scheduled date & time as specified in the detailed NIT].
- c. A scanned copy of Original notarized Affidavit regarding Eligibility as per **Annexure: 5** of Section V-A affirming the eligibility of the bidder is to be uploaded. [While the original Affidavit regarding Eligibility shall be submitted physically (offline) to the Office of The Superintending Engineer & Area Manager: Salt Lake Area Office under sealed cover on or before the scheduled date & time as specified in the detailed NIT].

**2nd Folder Name**: (EMD, Tender Fee and Forwarding Letter for Bid Security)

**Documents**:

- a. A scanned copy of Bid Security, in the form of ~~Bank Guarantee/Pay Order~~/Demand Draft, shall be as per **Annexure: 2b** of Section V-A is to be uploaded. [While the original Bid Security shall be submitted physically (offline) to the Office of The Superintending Engineer & Area Manager: Salt Lake Area Office under sealed cover on or before the scheduled date & time as specified in the detailed NIT].
- b. Forwarding letter for submission of Bid Security as per **Annexure: 2a** of Section V-A to be uploaded.



- c. A scanned copy of Tender Fees, in the form of Demand Draft shall be as per Detailed NIT is to be uploaded. (While the original Tender Fee shall be submitted physically (offline) to the Office of The Superintending Engineer & Area Manager: Salt Lake Area Office under sealed cover on or before the scheduled date & time as specified in the detailed NIT).

**3rd Folder Name:** (Annexure)

**Documents:**

- a. Filled up form as per **Annexure: 4A to 4C** of Section V-A to establish that the bidder meets the qualification requirements
- b. Filled up details of bought-out ~~Equipment~~ / Materials as per **Annexure: 6** of Section V-A [**Not applicable in the instant tender**]
- c. Filled up form furnishing information on any history of litigation or arbitration resulting from contracts executed in the last five (5) years or currently under execution as per **Annexure: 7** of Section V-A
- d. Technical Compliance Form, duly digitally signed by the bidder, as per **Annexure: 8** of Section V-A to demonstrate the adequacy of the bidder's proposals to meet the technical specifications.
- e. Transformer/Reactor loss figures, if applicable, as per **Annexure: 9** of Section V-A
- f. Any other additional information/ document considered relevant to the bid as per **Annexure: 10** of Section V-A
- g. Filled-in proforma of the "Deviation Sheet" as per **Annexure: 11** of Section V-A.

**4th Folder Name:** [NIT and Technical Specification with its Corrigendum (if any) and GTP]

**Documents:**

- a. NIT
- b. Technical Specification
- c. Filled up Guaranteed Technical Particulars Format, if provided with the Technical Specification
- d. Corrigenda published (if any).

**B. Other Important Document (OID) Cover:** Containing the following documents:

- i. Copies of TAN Registration No., Registration Certificate (Form GST REG - 06) issued under Goods and Services Tax Laws.
- ii. Audited Annual Accounts of the company 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]**

- iii. Registration Certificate under Companies Act.

or

Documentary evidence regarding category of the manufacturer (Micro / Small / Medium / Large) like Registration Certificate issued by SSI / NSIC / Directorate of Industries etc.

- iv. If the bidder is an authorized dealer/supplier/ sole selling agent/Indian subsidiary of a foreign manufacturer or the original manufacturer supplies the Equipment / Materials through a dealer, supplier, sole selling agent in India or Indian subsidiary, an authorisation letter from such original manufacturer needs to be furnished by the bidder.
- v. List of purchase order references for similar supplies in the past five (5) years with copies of un-priced/priced purchase orders and execution status of each order supported by duly acknowledged delivery challans or excise duty gate passes or, client's certificate. **[Applicability up to the extent of meeting Technical QR]**.
- vi. Confirmation regarding availability of in-house inspection/ testing facilities or access through other government approved agencies for performing inspection/ testing.
- vii. Performance Certificates from the user for successful operation of similar equipment. **[Applicability up to the extent of meeting Technical QR]**.
- viii. Copies of Type Test Certificate of the Equipment / Materials included in the scope of supply as per relevant IS / IEC. **[Applicability up to the extent of meeting Technical Specification of the Tender]**



ix. Registered Deed of partnership Firm / Article of Association & Memorandum.

N.B: Failure of submission of any of the above-mentioned documents as stated under the head “**Technical Packet & Other Important Document Cover**” will render the tenderer liable to be rejected for both Technical Packet & Other Important Document Cover.

## **II. Price Proposal**

Price proposal should consist of the given below documents and should be uploaded in the given below manner:

1. DOCUMENTS WHICH SHOULD BE UPLOADED IN THE SUBFOLDERS PROVIDED UNDER “FINANCIAL COVER”

**FOLDER NAME:** (BOQ)

**DOCUMENTS:**

- a. BOQ.

THE ABOVE STATED OID / 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 Other Important Document (OID)’ to send the selected documents to OID folder.

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



Sr. No.	Category Name	Sub-Category Description	Details
A.	Certificate(s)	Certificate(s)	TAN Registration No., Registration Certificate (Form GST REG - 06) issued under Goods and Services Tax Laws. Latest P Tax (Challan) Latest IT Receipt.
B.	Company Detail(s)	Company Detail	Registration Certificate under Companies Act or Documentary evidence regarding category of the manufacturer (Micro / Small / Medium / Large) like Registration Certificate issued by SSI / NSIC / Directorate of Industries/ Partnership Firm (Partnership Deed, Trade License)/ Society (Society Registration Copy, Trade License) etc. and Memorandum of Association and Articles of Association of the Company.
C.	Credential	Credential - 1(Technical QR)  Credential - 2(other papers)	Performance Certificates from the user for successful operation of similar equipment. [Applicability up to the extent of meeting Technical QR].  Documentary evidence for delivery of the tendered items supported by duly acknowledged delivery challans or excise duty gate passes or, client's certificate [Applicability up to the extent of meeting Technical QR].  Copies of Type Test Certificate of the Equipment / Materials included in the scope of supply as per relevant IS / IEC. [Applicability up to the extent of meeting Technical Specification of the Tender]  Confirmation regarding availability of in-house inspection/ testing facilities or access through other government approved agencies for performing inspection/ testing. Technical Literature & Catalogue List of purchase order references for similar supplies in the past five (5) years with copies of un-priced/priced purchase orders and execution status of each order supported by duly acknowledged delivery challans or excise duty gate passes or, client's certificate in line with Annexure-5B& 5C of Section V-A of the tender document. [Applicability up to the extent of meeting Technical QR].
D	Financial Info		Audited Annual Accounts of the company 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). 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)



**WBSETCL WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LTD**

(A Govt. of West Bengal Enterprise)

CIN: U40101WB2007SGC113474

Office of The S.E. & Area Manager

Salt Lake Area Office

Ground Floor, North Block, Abhikshan Bhavan

BN-01, Salt Lake, Sector -V, Kolkata- 700091

**EMAIL: [saltlakeareaoffice@yahoo.com](mailto:saltlakeareaoffice@yahoo.com) ;Website: [www.wbsetcl.in](http://www.wbsetcl.in)**

### **ABRIDGED NOTICE INVITING E-TENDER**

**NIT No. SE/SLT-AO/51/2023-24/02 Dated: 31.07.2023**

[Open Domestic Competitive Bidding]

The Deputy Chief Engineer & Area Manager, Salt Lake Area Office invites e-Tender for the work of **Supply & Delivery of Tit-Bit Items at New Town AA-III 220 KV Sub-Station required for different Sub-Stations under Salt Lake Area Office, WBSETCL**. Bid documents can be downloaded from 31/07/2023 at 06:00 PM, Pre-Bid Meeting: 09/08/2023 at 03:00 PM, Bid Submission Start date (online): 14/08/2023 from 01:00 PM, Closing date (online): 29/08/2023 at 03:00 PM. Interested bidders may visit the following websites for detailed NIT published in: - <https://wbtenders.gov.in>, <https://etender.wb.nic.in> and <http://www.wbsetcl.in>.

Dy. C.E. & Area Manager  
Salt Lake Area Office  
WBSETCL





## WBSETCL WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LTD

(A Govt. of West Bengal Enterprise)  
CIN: U40101WB2007SGC113474  
Office of The S.E. & Area Manager  
Salt Lake Area Office  
Ground Floor, North Block, Abhikshan Bhavan  
BN-01, Salt Lake, Sector -V, Kolkata- 700091

**EMAIL:** [saltlakeareaoffice@yahoo.com](mailto:saltlakeareaoffice@yahoo.com) ; **Website:** [www.wbsetcl.in](http://www.wbsetcl.in)

### **Section I - DETAILED NOTICE INVITING e-TENDER**

**NIT No. SE/SLT-AO/51/2023-24/02 Dated: 31.07.2023**

**WBSETCL invites e-Tender for Supply & Delivery of Tit-Bit Items at New Town AA-III 220 KV Sub-Station required for different Sub-Stations under Salt Lake Area Office, WBSETCL**

[Open Domestic Competitive Bidding]

1. WBSETCL invites single stage double folder bids from eligible and qualified bidders through e-tender for procurement of various tit-bit items as follows:
2. Brief scope of work: Supply & Delivery of Tit-Bit items at New Town AA-III 220 KV Sub-Station required for different Sub-Stations under Salt Lake Area Office, WBSETCL.
3. 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:

Bidding Document No	:	<b>SE/SLT-AO/51/2023-24/02 Dated: 31.07.2023</b>
Name of the work	:	Supply & Delivery of Tit-Bit Items at New Town AA-III 220 KV Sub-Station under Salt Lake Area Office, WBSETCL
Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	:	<b>31.07.2023</b>
Documents download start date (Online)	:	<b>31.07.2023 at 06:00 PM</b>
Last Date of uploading of Pre-Bid Queries/ or submission of queries physically at Salt Lake Area Office	:	<b>07.08.2023 at 03:00 PM</b>
Pre-Bid Meeting at Salt Lake Area Office	:	<b>09.08.2023 at 03:00 PM</b>



Bid submission start date (On line)		<b>14.08.2023 at 01:00 PM</b>
Bid Submission closing (On line)	:	<b>29.08.2023 at 03:00 PM</b>
Last Date of submission for the cost of Tender Documents and Bid security/Earnest Money Deposit in original (Off line)	:	<b>31.08.2023 up to 01:00 PM</b>
Opening of Techno-Commercial bid (Online)	:	<b>01.09.2023 at 03:00 PM</b>
Opening of price bid	:	<b>To be intimated later</b>
Bid validity	:	90 days from the next date of bid opening
Delivery time	:	All materials are to be make ready for delivery <b>within 45 (Forty-Five)</b> days from the date of placement of order.
EMD	:	<b>Rs. 9,906.00</b> (Rupees Nine Thousand Nine Hundred & Six Only)
Tender Fee	:	<b>Rs 2000/- + Rs360/- (18% GST) = Total Rs. 2360/-</b> (Rupees Two Thousand Three Hundred & Sixty Only).

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 "**SALT LAKE AREA OFFICE WBSETCL**" from any scheduled commercial bank payable at Kolkata shall have to be deposited physically at the office the S.E. & Area Manager, SLT-AO, WBSETCL on or before **31.08.2023 up to 01:00 PM**.

4. 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
5. All bids must be supported by **Bid Security (EMD)** for an amount of **Rs. 9,906.00(Rupees Nine Thousand Nine Hundred & Six Only)** in the form of Demand Draft / ~~Pay Order / Banker's Cheque~~ drawn in favour of "**SALT LAKE AREA OFFICE, WBSETCL**" 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 S.E. & Area Manager, SLT-AO., within the date as specified above and also to be documented along with the bid and submitted online. **EMD value will remain unaltered irrespective of the number of items quoted by the bidders.** 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.



## 6. Qualifying Requirements (Q.R.) for bidders:

6.1 Following shall be the Qualifying Requirements:

### A. Technical:

The bidder should have the past experience of **supply & delivery of similar type of items of amount not less than Rs. 5.9435/- Lakhs in the preceding 5 (five) financial years** under Central/ State Government or reputed PSUs.

### B. Financial:

Financial Q.R. for the tender are as follows:

Net Worth:	Net Worth should be positive.
Liquid Asset:	Rs. 2.47646/- Lakhs Bidder should have liquid assets (L.A.) and/or evidence of access to or availability of credit facilities of equivalent amount.
MAAT:	Rs 14.85875/- Lakhs

**1. MAAT: Minimum average annual turnover for the best three years out of the last five financial years.**

**2. 'Liquid Asset' shall be as per the last audited accounts available.**

### C. Personnel Capability:

Details by the bidder shall be furnished in their offer. Bidders shall upload scanned copies of valid and authenticated documentation in support of his capability/experience/requirement and qualification.

6.2 The bidder shall furnish, as part of his bid, scanned copies of documents to be uploaded for establishing the bidder's qualifications. In particular, the following documents need to be uploaded by the bidder:

- a. List of contracts for similar supply & delivery executed in the past three years with copies of LOAs and execution status of each contract supported by client's certificate.
- b. 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).

- 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.

6.3 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.

7.0 Notwithstanding anything stated herein, WBSETCL reserves the right to inquire and review the bidder's capability and capacity to execute the 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 seeking any clarifications on the bid documents:

O/O The S.E & Area Manager, Salt Lake Area Office, WBSETCL, Ground Floor, North Block, Abhikshan Bhavan, BN-01, Salt Lake, Sector -V, Kolkata - 700091.

EMAIL: [saltlakeareaoffice@yahoo.com](mailto:saltlakeareaoffice@yahoo.com), Contact No: **9434910803**, Website: [www.wbsetcl.in](http://www.wbsetcl.in)

10. Interested bidders shall obtain detailed NIT and bidding documents from Salt Lake Area Office on payment of prescribed cost of bidding documents.

Detailed NIT and bidding documents are also available on WBSETCL website ([www.wbsetcl.in](http://www.wbsetcl.in)) and can be downloaded from the website for bidders' information. Bid submission should however be made on the bid documents purchased from WBSETCL and as amended from time to time.

11. **Delivery Schedule:** All materials are to be make ready for delivery **within 45 (Forty-Five)** days from the date of placement of order.

12. **Consignee Officer: The Divisional Engineer-In-Charge, New Town AA - III 220KV Sub-Station, WBSETCL (Phone: 9434910166).**

13. Paying Officer: The Asst. Manager (F&A) & D.D.O., Saltlake Area Office, WBSETCL.