

Webel Mediatronics Limited
 (A Govt. of West Bengal Undertaking)
 P- 1 Taratala Road, Kolkata 700 088
 Phone: 033 2401 5602, FAX: 033 2401 4081

Notice Inviting Tender

Tender no: WML / NIT / 34 / 15-16

Dated: 11.02.2016

Sealed Tenders are invited for the following job from reputed organizations having sufficient experience & credentials for successful completion of similar nature of work preferably in Govt. Department. Similar Nature means supply and installation of 12V, 65AH SMF batteries and replacement of existing non-functional batteries with the new one.

The Dy. Manager (Purchase) on behalf of DGM (Mkt) & Unit Head, Webel Mediatronics Limited, invites tender for the work detailed in Table below:-

Brief Description	Tender Document fee (Rs.) [Non-returnable]	Earnest Money Deposit (EMD) Rs. [Returnable]	Last date and time of tender submission	Date of opening of tender
Supply and installation of 12V-65Ah SMF batteries, reputed make and replacement of existing non-functional batteries with the new one with buy back facilities . Location: SHQNOC, Monibhandar 3 rd Floor, Webel Bhavan, Salt Lake Kolkata-91,	Rs. 500/- (in the form of DD duly pledged in favour of Webel Mediatronics Limited, Kolkata)	Rs. 3,000/- (in the form of DD from a scheduled Bank duly pledged in favour of Webel Mediatronics Limited payable at Kolkata)	22.02.2016 at 5.00 PM	23.02.2016 at 11.00 a.m.
Bid Opening Venue	Webel Mediatronics Limited, P- 1 Taratala Road, Kolkata 700 088			

1) Tender Details:

1.1) The intending bidder may download the tender documents from our website directly. Necessary **cost of tender documents (tender fees)**, and **Cost of Earnest Money Deposit (EMD)** may be remitted through Demand Draft issued from any Scheduled Bank in favor of "Webel Mediatronics Limited", payable at Kolkata and this to be submitted physically along with your bid. Any bid not accompanied with the valid EMD shall be summarily rejected.

The Bid must be addressed to the Deputy General Manager (Mkt) & Unit Head Webel Mediatronics Limited, P1 Taratala Road, Kolkata – 700 088, **The Tender no, date, tender description, bidder's name and contact details should be superscripted on the sealed envelope.**

1.2) **FINANCIAL OFFER** of the prospective bidder will be considered only if the **TECHNICAL BID** of the bidder is found acceptable by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect.

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**Quotation is to be submitted in two Bid format,
Part 1: Techno commercial Offer, Part 2: Price Bid.**

2) Eligibility criteria for participation in the tender:-

2.1) The Bidder shall be an established & registered company under the Companies Act, having operations in West Bengal for the last three years as and shall submit valid documentary proof of:

- (a) Certificate of incorporation.
- (b) Certificate consequent to change of name, if applicable has to be submitted.
- (c) Valid PAN, Service Tax Registration, Trade License, Professional Tax submission details along with income tax return submission document are to be enclosed with the bid.

2.2) Vendors with experience in the same field are only eligible to quote. relevant document is to be attached. **Authorization letter** has to be submitted from the concerned OEM stating that the vendor/bidder shall supply the required item and provide necessary warranty service support as per NIT no. **WML / NIT / 34 / 15-16 dated 11.02.2016.**

2.3) The Bidder's should have an annual turnover of INR 15.00 Lakhs (min.) in the last financial year and aggregate turnover of last three financial years must be Rs. 30 Lakhs or above. Balance Sheets / Profit & Loss Accounts / Annual Reports / Certified document by the Chartered Accountant stating the net worth and average annual turnover of the Bidder has to be submitted for FY. 2012-13, 13-14, 14-15.

2.4) The Bidder should have executed (completed) at least 3 single orders each of Rs. 1.5 Lakh or One Single Order of Rs. 2.5 Lakhs or more of similar nature in any reputed organization. Required document is to be submitted as evidences.

2.5) The Bidder shall be required to give a declaration in their letter head that they have not been banned by any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization banned the Bidder in the past, this fact must be clearly stated.

2.6) The Bidder shall furnish Earnest Money Deposit (EMD) & Tender Cost as part of its Bid. Earnest money will be refunded to the unsuccessful bidders after receiving application from them on completion of tender process.

2.7) The bidder shall be required to give a declaration in their letterhead that they have successfully & timely completed earlier projects of WBEIDC Ltd (including all of its subsidiaries)/ any Govt./ Private. orders awarded to them in last three years. Successful completion certificate of such projects from the concerned project in-charge is to be attached with the bid document.

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Other Terms & Conditions

1) Amendment of Invitation

WML Management team reserves the right to waive specific terms and conditions contained in this tender document. It shall be understood by the Bidders that the proposal is predicated upon acceptance of all terms and conditions contained in this tender, unless the Bidder has obtained such a waiver in writing, prior to submission of the proposal. Such waivers, if granted, will be granted to all prospective Bidders.

At any time prior to the deadline for submission of proposals, WML reserves the right to add/modify/delete any portion of this tender document or even cancel the NIT by issuance of Corrigenda / Addenda, which will be published on the website. All prospective bidders should keep track of any publication of such corrigenda / addenda. Such modification once published in our website will be binding on all prospective Bidders and will form part of the bid documents (Techno-Commercial as well as Price Bid).

2) Forfeiture of Earnest Money

The EMD may be forfeited either in full or in part, at the discretion of WML, on account of one or more of the following reasons: -

- a. The Bidder withdraws their bid during the period of bid validity.
- b. The Bidder fails to co-operate in the bid evaluation process.
- c. If the Bidder violates any of the provisions of the terms and conditions of this tender
- d. The successful Bidder fails to (i) accept award of work, (ii) sign the Contract Agreement in time,

The decision of WML regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the bidder by Webel and/or Department of IT, Government of West Bengal.

Earnest money of the Bidder is also liable to be forfeited in case of any false submission/statement. In case of any refusal to abide by terms and conditions of our LOI/PO or refusal to enter into a written agreement as per prefixed terms and conditions, the authority is at liberty to forfeit earnest money and take lawful actions.

3) Clarification Regarding Tender Document

A prospective Bidder requiring any clarification about the tender document and scope of work against the Tender may contact Smt K. Sikdar, Dy. Manager (Purchase), / Sri Mrinmoy Chattopadhyay, Project Engineer through e-mail: webelmedia@gmail.com/ kakoli.wml@gmail.com , or call at 033 2401 5602 / 033

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2401 7699.

4) Extension of Proposals

In order to afford prospective Bidder reasonable time to make amendment in their proposals, WML may, at its discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on WML.

5) Period of Validity of Proposals

The quoted offer and/or rates must be valid for a minimum period of 90 **Days** from the date of opening the Techno-Commercial bids. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the qualified Bidder(s).

6) Qualification criteria:

The tender inviting and Accepting Authority through "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- a. Financial Capacity
- b. Technical Capability.
- c. Experience / Credential

Before issuance of the ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification, if it is found that the document submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

7) Awarding of Contract

WML will award the contract to the successful Bidder whose bid has been valued as per Price and Other criteria. WML reserves the right not to accept the Lowest Price bid without assigning any reason whatsoever and the Bidder will not challenge such decision in any forum whatsoever.

WML reserves the right to negotiate with the Bidder whose proposal has been ranked first on the basis of best value. However, the quantity may increase or decrease as per project requirement.

Successful bidder has to submit Security Deposit amounting 5% of the order value in the form of Performance Bank Guarantee from any Scheduled Commercial Bank.

8) Other Terms & Conditions

Interested Bidders are required to submit their technical proposals and commercial proposal in two separate sealed envelopes through post / speed post / Courier or dropped personally within the stipulated

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time in the tender box kept at our office.

Technical proposal must include bid covering letter, data sheet /specification of the quoted item, original tender document duly stamped & signed on each page, as a token of acceptance of all terms & condition laid down in the tender document, detailed company profile, and other document as mentioned in eligibility criteria of the Tender Document.

SECTION – A

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, fill in the entire form and submit on their respective Letterheads)

Ref.No:(Mandatory)

Date: (Mandatory)

The Deputy General Manager (Mkt) & Unit Head

Webel Mediatronics Limited

P1 Taratala Road,
Kolkata-700 088

Dear Sir,

Having examined the tender documents together with the corrigenda, subsequently issued, we, the undersigned, offer to undertake the job of "Supply and installation of 12V- 65 Ah SMF batteries make reputed and replacement of existing non-functional batteries residing at SQNOC, Monibhandar, Webel Bhavan, Kolkata-700 091 with the new one (with buy back facilities) as per the Tender No. **Tender no: WML / NIT - 34 / 15-16 Dated: 11/02/2016.**

We agree to abide by this bid for a period of 90 days from the date fixed for Techno-Commercial bid opening and it shall remain binding upon us for acceptance at any time before the expiry of this period.

This bid, together with your written acceptance thereof and your order (PO) / notification of award (LOI), shall constitute a binding contract between us.

We understand that WML reserves the right to accept and / or reject any or all the bids received without any explanation to Bidders and its decision on the subject will be final and binding on Bidders. We also understand that WML is not bound to accept the lowest bid for placement of order.

We have given an EMD of Rs.----- (DD) dated _____ issued by -----) along with our Techno-Commercial bid.

Dated, thisday of (month), 20.....

Signature

.....

(In the capacity of)

Duly authorised to sign the bid for and on behalf of

(Name and Address of the Bidding Company)

(Affix Official Seal/Stamp)

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SECTION – B

Scope of Work

- a) Batteries are to be delivered to the destination in one batch to ensure that age and status of each battery remains same to get the maximum performance of UPS, and size of batteries must be compatible with the existing one and should fit within the battery rack to drive 3 nos. of 20 KVA UPS.
- b) Replacement work is to be undertaken within 2 - 3 days after official hours or during Saturdays / Sundays, without hampering normal official work at the premises, and should have to be completed within 2 weeks time from the date of award of contract.
- c) The charging current is to be adjusted after replacing the batteries to optimize the performance.
- d) Supply and replacement of UPS Battery are to be carried out in the following location.

Sr No.	Location	State	Spec. of UPS	Battery Qty	Battery Spec
1	SHQNOC, Monibandar, 3 rd floor, Webel Bhavan, Kolkata- 700 091	West Bengal	20 KVA UPS – 3 nos	96 nos.	12V, 65Ah

Note: Interested Bidders are requested to visit the site have a thorough study of UPS specification before submission of bid. For that purpose they may directly contact with Sri Mrinmoy Chattopadhyay of WBSWAN Group at site.

- e) Technical Support is to be provided as and when required.
- f) Warranty: 24 months Onsite Warranty is to be provided from the date of delivery.
- g) Payment: Will be released by Cheque on back-to-back basis on receipt of corresponding payment from the end customer, on submission of Invoice and other certified commercial documents in Original, and on receipt of Security Deposit in the form of PBG having 5% Order value as per prescribed format.

Liquidated Damage

Liquidated damage will be imposed on the contractor @1% per week, subject to a ceiling of 5% of the total contract value (including all taxes & duties and other charges). In the event of such failure, WML reserves the right to terminate the contract and will get the job completed by any other competent party. The difference of cost incurred by WML will be recovered from the earnest money deposited by the vendor.

Price Bid

Price should be quoted strictly in the Price Bid format only.

- No deviation in any form in the Price Bid sheet is acceptable.
- Percentage / specified amount of taxes & duties should be clearly mentioned otherwise WML reserves the right to reject such offer.
- Total cost of the entire job should be inclusive of all prices as mentioned in the enclosed Price Bid format. No extra cost, other than that mentioned in Price Bid would be taken into account.

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.Price Bid Format**Tender no: WML / NIT / 34 / 15-16****Dated: 11.02.2016**

Brief Description	Quantity (nos)	Unit Rate (Rs.) inclusive of Taxes (Tax break up is to be shown)	Total amount (Rs) inclusive of Taxes
Supply and installation of 12V-65Ah SMF batteries, reputed make and replacement of existing non-functional batteries with the new one with buy back facilities.	96		
Location: SHQNOC, Monibhandar 3 rd Floor, Webel Bhavan, Salt Lake Kolkata-91,			
Less: Buy Back Price	96 nos.		
Total in words :			

Offer Validity:

Warranty:

Completion period:

Payment Terms:

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