

**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 / 12 / 2015**

**Dated: 15/07/2015**

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 operation and maintenance of 125 KVA Diesel Generators)


FOR: Mandatory 24x7 operation and maintenance of 125 KVA Diesel Generator (Mahindra Make, Model No.: 61695GM - Quantity: 1 no.) having sound proof quality - installed at ManiBhandar Building in use under WBSWAN Project.

The Deputy General Manager (Mkt) on behalf of 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 (on line) Technical Part
Mandatory 24x7 operation and maintenance of 125 KVA Diesel Generator (Mahindra Make, Model No.: 61695GM - Quantity: 1 no.) having sound proof quality - installed at ManiBhandar Building in use under WBSWAN Project, (for a period of 5 months initially, thereafter it may get extended for further period depending upon the requirement)  (Quoted rate should include all expenses like operators on shift basis, materials, spare, lube oil, all type(s) of incidental expenses, transportation charges for bringing material to site etc.) – excluding supply of fuel	Rs. 500/- (in the form of DD duly pledged in favour of Webel Mediatronics Limited, Kolkata)	Rs. 3,000/- (in the form of DD / BG from a scheduled Bank duly pledged in favour of Webel Mediatronics Limited payable at Kolkata)	24/07/2015 at 4.00 PM	27/07/2015 at 11.00 AM
Bid Opening Venue	<b>Webel Mediatronics Limited, P- 1 Taratala Road, Kolkata 700 088</b>			

**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 favour of “Webel Mediatronics Limited”,

<b><u>Tender No: WML/ NIT- 12 / 2015</u></b>		
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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), Webel Mediatronics Limited, P1 Taratala Road, Kolkata – 700 088, must be submitted under sealed cover on or before the Time Schedule stated in this Tender Document.

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.

**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 of Commencement.
- (c) Certificate consequent to change of name, if applicable has to be submitted.
- (d) Valid PAN, Service Tax Registration, Trade License along with its return submission document are to be enclosed with the bid.

2.2) Vendors with experience in the same field are only eligible to quote. The bidder should have at least one registered service center for DG Set maintenance services at Kolkata. Supporting documents is to be attached.

2.3) The Bidder's should have an annual turnover of INR 3.00 Lakhs in the last financial year and aggregate turnover of last three financial years should be 7.00 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.

2.4) The Bidder should have executed (completed) at least 2 single orders each of Rs. 1.0 Lakh or One Single Order of Rs. 1.5 Lakh or more of similar nature in any reputed organization. Supporting documents 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.

<b>Tender No: WML/ NIT- 12 / 2015</b>		
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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. In case of successful bidders Earnest Money will be retained till security deposit of 15% of the total value of the job is deposited in the form of Bank Guarantee for a validity period of 60 days more than the contractual period.

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) offered to them (If any) in last three years. Successful completion certificate of such projects from the concerned project in-charge is to be attached with the bid document.

## **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 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) furnish performance security, (iii) 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.

<b>Tender No: WML/ NIT- 12 / 2015</b>		
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### 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](mailto:webelmedia@gmail.com) , or call at 033 2401 5602 / 033 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 60 **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 WORK 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.

The successful Bidder(s) will have to provide a security deposit of 15% of the value of the LOI awarded to them, in the form of a Bank Guarantee for a period of 60 days more than contractual period among the items quoted. After receiving the PBG, firm P.O. will be issued.

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 time in the tender box kept at our office.

Technical proposal must include bid covering letter, original tender document duly stamped & signed on

<b>Tender No: WML/ NIT- 12 / 2015</b>		
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each page, as a token of acceptance of all terms & condition laid down in the tender document, detailed company profile, and supporting documents 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 “Mandatory 24x7 operation and maintenance of 125 KVA Diesel Generator (Mahindra Make, Model No.: 61695GM - Quantity: 1 no.) having sound proof quality - installed at ManiBhandar Building in use under WBSWAN Project.” as per the Tender No. **Tender no: WML / NIT - 12 / 2015 Dated: 15/07/2015**

We agree to abide by this bid for a period of 60 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 / BG No \_\_\_\_\_ dated \_\_\_\_\_ issued by -----) along with our Techno-Commercial bid.

In the event that we are awarded the LOI, we shall provide a bank Guarantee of 15% of the job value as Performance Bank Guarantee valid.

Dated, this .....day 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)

<b>Tender No: WML/ NIT- 12 / 2015</b>		
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## **SECTION – B**

### **Scope of Work**

#### **OPERATION**

- a) Mandatory 24x7 operation during power failure only.
- b) Posting of Operators for 24X7 on shift basis.
- c) Stock of Lube Oil, Spares, etc. are to be maintained.
- d) Cost of Fuel (HSD) will be borne by Webel (WBEIDC) at actual along with separate transportation charges.**
- e) Preventive Planned Maintenance (PPM) to be maintained properly.
- f) Resolution time requirement: Immediately on Call.
- g) Technical Support is to be provided as and when required.

**Penalty:** Penalty of 0.50% of the ordered value beyond 1 Hr. but within 1 day and thereafter additionally 1% of the order value on per day basis.

#### **TENURE**

Operation & Maintenance service to be started at West Bengal Electronics Industry Development Corporation Limited, Salt Lake, Block- EP & GP, Sector-V, Salt Lake, Kol- 91. within **7 days from the date of award of contract.**

The contract will be initially for 5 (five) months.

**IN CASE OF ANY FAULT / BREAK DOWN / STOPPAGE OF OPERATION OF GENSET FOR REASONS WHATSOEVER,** Immediate repair & maintenance work or replacement of spare parts to be taken up by the service provider to bring back the generator in operation.

#### **Liquidated Damage**

The job includes the Operation & Maintenance of a DG set mentioned in the tender document. In the event of failure to meet the job as mentioned in the tender document, liquidated damage will be imposed on the contractor as stated above, 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.

#### **Payment Terms**

Payment will be made on submission of bills ( in triplicate ) along with successful maintenance certificate FROM THE authority (WBSWAN Team) on monthly basis i.e. on completion of service in previous month. The security deposit of an amount of 15% of the total order value **is to be deposited** ( within 14 Days from the date of issuance of LOI ) in the form of a bank guarantee valid for 60 days more than the composite on-site Operation & maintenance period of the item quoted , from any **Scheduled Bank** .

<b>Tender No: WML/ NIT- 12 / 2015</b>		
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**Price Bid Format**

Brief Description	Period	Rate / month (Rs.) inclusive of Taxes (Tax break up is to be shown)	Total amount (Rs) inclusive of Taxes
<p>Mandatory 24x7 operation and maintenance of 125 KVA Diesel Generator (Mahindra Make, Model No.: 61695GM - Quantity: 1 no.) having sound proof quality - installed at ManiBhandar Building in use under WBSWAN Project, (for a period of 5 months initially, thereafter it may get extended for further period depending upon the requirement)</p> <p>(Quoted rate should include all expenses like operators on shift basis, materials, spare, lube oil, all type(s) of incidental expenses, transportation charges for bringing material to site etc.) – excluding supply of fuel</p>	5 months		

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**Tender No: WML/ NIT- 12 / 2015**