

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 - 06 / 16 - 17

Dated: 06/12/2016

Sealed Tenders are invited 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.

Title: Mandatory 24x7 operation and maintenance (Comprehensive AMC) of 125 KVA Diesel Generator (Mahindra Make, Model No: 61695GM - Quantity: 1 no.) installed at ManiBhandar Building for use under WBSWAN Project.

The Deputy Manager (Purchase) on behalf of Webel Mediatronics Limited, invites tender for the work detailed in Table below:-

Job 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
Mandatory 24x7 operation and maintenance of 125 KVA Diesel Generator (Mahindra Make, Model No.: 61695GM - Quantity: 1 no.) installed at ManiBhandar Building in use under WBSWAN Project. AMC period: 1 year. Quoted rate should include all expenses like engagement of DG set operators on shift basis, cost of spares required to maintain the DG set. (Refer scope of work for complete details)	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)	19.12.2016 at 4.00 PM	19.12.2016 at 5.00 PM
Bid Opening Venue	Webel Mediatronics Limited, P- 1 Taratala Road, Kolkata 700 088			

1) Tender Details:

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 as stated above and the same is to be submitted physically along with the bid. Bidders who are exempted from payment of EMD money shall have to submit relevant exemption certificate.

The Bid must be addressed to the Deputy Manager (Purchase), 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.

Bid will be accepted only if the bidders meet the eligibility criteria for participation and complies all Terms & Condition as per NIT.

2) Eligibility criteria for participation in the tender:-

2.1) The Bidder may be either a sole proprietorship firm / a partnership firm / a limited liability partnership firm / a company registered under the Companies Act 1956, having operations in West Bengal for the last three years and shall submit valid documentary proof of:

(a) Certificate of incorporation (Certificate consequent to change of name, if applicable, has to be submitted).

(b) Valid PAN, Sales & Service Tax Registration Certificate, Trade License along with Income Tax Return submission document for the last three financial years, Professional Tax payment details 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. Relevant document is to be attached.

2.3) The Bidder's should be a profit making company, have an annual turnover of INR 12.00 Lakhs in the last financial year and aggregate turnover of last three financial years should be 24.00 Lakhs or above. Balance Sheets / Profit & Loss Accounts / Annual Reports / Certified document 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 three single orders each of Rs. 1.5 Lakh and One Single Order of Rs. 2.0 Lakh or more of similar nature in any reputed organization. Relevant document is to be submitted as evidence.

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. In case of successful bidders, earnest Money will be retained till security deposit of 5% 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. In case, the bidder has executed any Govt. projects of similar nature, relevant details are to be furnished.

3) Other Terms & Conditions

3.1) 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.

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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, or even cancel the tender. 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 document.

3.2) 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.

3.3) 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 , or call at 033 2401 5602 / 033 2401 7699.

3.4) 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.

3.5) 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).

3.6) 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 financial capacity, Technical Capability, and Experience / Credential in this field.

Before issuance of 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 contrive or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

3.7) 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 5% of the value of LOI awarded to them, in the form of a Bank Guarantee for a period of 60 days more than contractual period. After receiving the PBG, firm P.O. will be issued.

3.8) Tender participation:

Interested Bidders are required to submit offer in a **sealed envelope, super-scribing Bidder's name, contact details, tender enquiry number & title** and submit bid document in the tender box kept at our office, 3rd floor of the building.

Bid document must include bid covering letter, 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 statutory document as mentioned in eligibility criteria of the Tender Document.

Annexure - I

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 Manager (Purchase)

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 (Mohindra Make, Model No.: 61695GM - Quantity: 1 no.) installed at ManiBhandar Building in use under WBSWAN Project." as per the Tender No. **Tender no: WML / NIT 06 / 16 - 17 Dated: 06/12/2016**

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 5% of the job value as Performance Bank Guarantee valid for 60 days more than the contractual period.

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)

Annexure – II

Bid Processing Fees & Tender Fee Deposit Details

Sr. no	Item	Amount (Rs)	Name of the Bank & Branch	Demand Draft No.
1	Tender Fee Deposit			
2	Earnest Money Deposit			

Financial strength of the bidder (include Balance Sheet, Profit & Loss)

Financial Year	Turnover (Rs. in Lakhs)	Mention, in case of any deviation from eligibility criteria
FY 2013 -14		
FY 2014 - 15		
FY 2015 - 16		

Office in West Bengal

Sr. no.	Address	Contact Person name	Contact nos.

Job Completion details (Attach Completion Certificate / Purchase Order & Invoice Copy)

Sr. no.	List of Customers	Order reference date and value

Annexure - III Scope of Work

Operation & Maintenance

- a) Mandatory 24x7 operation during power failure only.
- b) Posting of adequate & trained operators for 24X7 operations on shift basis, and engagement of suitable technician during maintenance.
- c) Bidder shall have to provide a list of recommended spares to maintain the DG set. Unit price and tentative quantity of requirement for each spares is to be mentioned in the Price Bid. Selected party shall have to keep Spares in ready stock at their end to ensure smooth running of the system. The persons responsible for operation and maintenance should maintain a daily log book (to be kept at site premises) to note down all the faults encountered, causes of failure and rectification undertaken in each case. If any spare item is replaced during maintenance, same is to be notified in the log book. Preventative planned maintenance (PPM) is to be carried out at least once in a month to ensure trouble free operation of DG set.
- d) Cost of Fuel will be borne by Webel (WBEIDC Ltd) at actual along with separate transportation charges. All consumables like lubricating oil etc. shall be arranged by the Tender Inviting Authority.**
- e) Resolution time requirement: Immediately on Call.
- f) Technical Support is to be provided as and when required.

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

Tenure: One year from the date of award of order.

Site location: Operation & Maintenance service to be started at West Bengal Electronics Industry Development Corporation Limited, Salt Lake, Block- EP & GP, Sector-V, Salt Lake, Kolkata 700091 within **7 days from the date of award of contract.**

IN CASE OF ANY FAULT / BREAK DOWN / STOPPAGE OF OPERATION OF GENERATOR SET 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 / non-compliance of work, 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 pro-rata basis, within 30 days time on submission of bills (in triplicate) along with successful maintenance certificate from the authority (WBSWAN Team), on completion of service for the previous month. Invoice for previous month is to be submitted by the 1st week of next month. Certified copy of Log Register is to be submitted along with the Invoice.

The security deposit of an amount of 5% of the total order value is to be deposited from any Scheduled Bank (within 10 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.

Annexure - IV

Price Bid Format (To be submitted in bidder's letterhead only)

Job Description	Period	Rate / month (Rs.) exclusive of Taxes (Tax break up is to be shown)	Total amount (Rs) inclusive of Taxes
Mandatory 24x7 operation and maintenance of 125 KVA Diesel Generator (Mahindra Make, Model No.: 61695GM - Quantity: 1 no.) installed at ManiBhandar Building in use under WBSWAN Project. (Quoted rate should include all expenses like engagement of operators on shift basis, maintenance charge, transportation charges for bringing material to site etc.	One year		
Recommended list of spares			
Item Description with Part no. / Make etc.	Unit price (Rs.)	Tentative quantity of requirement for the AMC period (no.)	
1. Spare Item 1 2. Spare Item 2 3. Spare Item 3 etc.			

(Note: Terms & Condition i.e. offer validity and payment terms is to be clearly indicated in your price bid. No deviation from NIT terms is acceptable.)

Annexure – V

SELF-DECLARATION – NO BLACKLISTING

{to be filled by the bidder in bidder letter head}

To,

{Tendering Authority},

_____,
_____;

In response to the Tender/ NIT Ref. No. _____ dated _____ for {Project Title}, as an Owner/ Partner/ Director of _____, I/ We hereby declare that presently our Company/ firm _____, at the time of bidding, is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State/ Semi-Government/ or other Govt. subsidiaries including autonomous bodies in India.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and our bid, to the extent accepted, may be canceled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization:

Date:

Place:

Annexure - VI

PERFORMANCE SECURITY GUARANTEE BOND
(To be submitted by the selected bidder)

In consideration of the Unit Head, WML (hereinafter called 'WML') having agreed to exempt M/s ----- (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement / Advance Purchase Order / LOI No. Ref: ----- dated ----- made between WEBEL MEDIATRONICS LIMITED and M/s ----- for the work titled ----- (hereinafter called "the said agreement"), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement / Order, on production of the Bank guarantee for 12 months from final acceptance of the system by the end customer i.e. ----- + 60 days. We, _____ (name of the bank) presently located at _____, where claims are to be lodged and are payable (hereinafter refer to as "the bank") which term shall mean and include, unless to repugnant to the context or meaning thereof, its successors and permitted assigns), at the request of ----- (contractor(s)) do hereby undertake to pay to the WML an amount not exceeding Rs. ----- (Rupees --- ----- only) - against any loss or damage caused to or suffered or would be caused to or suffered by WML by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We _____ (name of the bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the WML by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of WML in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ----- (Rupees -----)

3. We under take to pay to the WML any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We _____ (name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the WML under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till ----- (office/Department) WML certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee or till the expiry date i.e. ----- . Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of claim date, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) _____ further agree with the WML that the WML shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WML against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the WML or any indulgence by the WML to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the WML in writing.
