



# West Bengal State University

Berunanpukuria, Malikapur Barasat  
24 North Parganas, Kolkata-700126

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## **NOTICE INVITING e-TENDER**

Notice Inviting e-Tender No	WBSU/24PNR/ETEN/ELECT S.S. MANPOWER/2020-21/3 <sup>rd</sup> Call	Dated	24.11.2020
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**Name of Job :** **Electro Mechanical Operation, Maintenance and Monitoring of 33/0.433 KVA Sub-station, Operation of Pumps and Motors and Diesel Generators(02 Nos.) works under WBSU for a period of one(01) calendar year(in three shifts basis per each day)**

The Registrar (Officiating), WBSU, invites e-tender for the work detailed in the table below including GST and all other charges. Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (<https://wbtenders.gov.in>). **Interested bidders/contractors may upload their bids in prescribed format with all relevant documents in the website <http://www.wbtenders.gov.in>**

Sl. No	Name of the work	Brief details of scope of work.	Earnest Money (Note: Through Online)	Price of Technical & Financial Bid documents	Period of completion	Name of the Concerned Officer	Eligibility of Contractor
1	1	2	3	4	5	6	7
	Electro Mechanical Operation, Maintenance and Monitoring of 33/0.433 KVA Sub-station, Operation of Pumps & Motors and Diesel Generators(02 Nos.) under WBSU for a period of one(01) calendar year(in three shifts basis per each day) (Re-Tender).	<p>a) Electro Mechanical Operation, Maintenance and Monitoring of 33/0.433 KVA Sub-station, maintenance and operation of Internal, external electrical works under WBSU for a period of one(01) calendar year(in two shifts basis per each day).</p> <p>b) Entire service is intended in three(03) shifts basis per each day. Each shift to span for Eight (08) working hours. Also each shift to involve one skilled personnel and another unskilled personnel.</p> <p>c) Complete overhauling &amp; servicing of WBSUEDCL 4 panel 33 KVRMU, consumer part 33 KV switch gear, 02 nos. 1000 KVA dry type transformers, LT panels and other installations to be done for at least two times within working span of one year. This number may increase if the situation so demands and in line with direction from M/s WBSUEDCL, Directorate of Electricity, Government of West Bengal. All sundry materials and labour for this work shall have to be provided/supplied by the agency concerned.</p> <p>d) Operation of Water Pumps &amp; Motors and Diesel Generators etc.</p>	Earnest Money Rs. 20,000.00. to be submitted through Net Banking/ RTGS/NEFT in favor of the "West Bengal State University" payable at "Barasat".	N.A	365 (Three hundred sixty five days) from the date of Work Order issued.	The Registrar (Officiating), West Bengal State University	<p>1) Applicant should be licensed Electrical Contractor having supervision certificate of competency in Parts 1,2,3,4,5,6A,6B, 7A,7B &amp; 11,12 from competent Government Licensing Authority.</p> <p>2)Tenderer must have completed similar nature of work within last five years in Govt./Semi Govt./Govt. Undertaking/PSU with appropriate certificate of completion in support of single work of 40% value of the estimated amount put to tender.</p> <p>3) Valid Trade License, GST Registration certificate, PAN Card with IT return for last three Financial Years, PT Challan for last quarter of 2017-18.</p> <p>4) Credit worthiness certificate not less than 1/2 of the quoted value issued by any Scheduled bank against the instant tender.</p> <p>5) Hard copies of all documents should be submitted along with a written declaration in the form of an affidavit duly notarized as to the correctness of the copies of all documents submitted as hard copy and a declaration whether penalty/debarment etc. had been faced by the agencies under any Govt./Semi Govt./Autonomous body etc.</p> <p>6) Intending contractors / tenderers must be financially sound and have their machineries Support with adequate working experience required for the job.</p>

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**1. General Terms and Condition:**

- A.** In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- B.** A bidder desirous of taking part in the tender shall login to the e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in> using his login ID and password and thereafter may download the tender document from the website directly with the help of Digital Signature Certificate.
- C. Login by bidder:**
- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc. shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) The bidder will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
- i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.
- ii. RTGS/NEFT in case of offline payment through bank account in any Bank.
- D.** Necessary Earnest Money deposit may be remitted through Online in favor of the **“West Bengal State University” payable at ‘Barasat’**. The Copy of Earnest Money Deposit (EMD) against the tender should be submitted to the Office of the Registrar (Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, North 24 Parganas, Kolkata-700126. The original part of online submission of EMD Payment challan copy (Hard Copy), other submitted documents through online (Hard Copy) and other documents as per NIT should be submitted at the Office of the Registrar (Officiating), West Bengal State University, under sealed cover at least 24 Hrs. before the date of opening of the tender, failing which, the submission will treated as cancelled.
- E.** Both Technical bid and Financial bid are to be submitted duly digitally signed in the website <http://wbtenders.gov.in>. Tender documents may be downloaded from the website and submission of Technical Bid and Financial Bid will be done as per Date & Time Schedule stated. The Financial Offer of the prospective tenderer will be considered only for those tenderer who have successfully qualified technically i.e., Technical Bid is found suitable in all respect. The decision of the ‘University’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website <http://wbtenders.gov.in>.
- F.** There shall be no provision of legal arbitration in this work.
- G.** The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings on any working day and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting e-Tender before submitting offer with full satisfaction. The cost of visiting the site shall be at his own expense.
- H.** The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the University. The tender accepting authority of WBSU. reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- I.** Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in ‘Instructions to Bidders’ stated in this tender document.
- J. **CONDITIONAL/ INCOMPLETE TENDER will not be accepted under any circumstances.****
- K. **The intending tenderers are required to quote the rate online only.****

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- L. In the event of multiple lowest rate submitted by the bidders, University's discretion will prevail.
- M. The University reserves the right to cancel the N.I.e.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- N. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
- O. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and the application will be out rightly rejected without any prejudice and forfeiture of earnest money.
- P. If there be any objection regarding pre-qualifying the Agency that should be lodged online to the Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
- Q. List of "Technically Qualified Bidders" will be published in the web portal only.
- R. Before issuance of the Work Order, the tender inviting authority will verify the credential & other documents of the lowest tenderer if found necessary. After verification if it is found that the documents 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.
- S. **Rates shall be quoted per working shift basis for 12 Calender months only. The work to be executed in three(03) working shifts per day. Each shift to involve 01 Skilled personnel + 01 Unskilled personnel.**
- T. **This Work Contract is valid for One(01) Calendar year from the date of issue of relevant Work Order. However there is a provision of extension of services for One(01) more Calendar year depending on satisfactory performance by the agency for the first year and also with same rates and terms & conditions.**
- U. The University shall be at liberty to terminate the execution order by issuing one(01) calendar month prior notice at any point of time during execution. The selected agency shall be at liberty to discontinue the execution order by issuing of one(01) calendar month prior notice. This provision is made to ensure proper handing over/taking over in case of discontinued service during the contract period.

**2. Eligibility criteria for participation in the tender.**

- i) Copies of orders of engagement of the agency concerned by the Govt. Department/s, Public, Statutory Body/s etc. during last 3 (three) years and performance certificate/s from such organization/s are to be submitted in support of credential/s with the applications.
- ii) The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit (Affidavit-Y) has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)
- iii) Valid Licenses under the above mentioned Act read with the prescribed Rules.
- iv) Credential to proof their satisfactory past services in reputed organization.
- v) Contractors/Bidders having Valid Trade License, Provident Fund Registration/Code no and certificate, GST Registration Certificate, PAN Card, ESI Registration certificate, EPF Registration Certificate and up-to-date challan should be furnished along with the Technical Bid Documents.
- vi) Income Tax Return for the last three(03) Financial Year (i.e. 2015-2016,2016-2017,2017-2018), P.T. Deposit Challan for the last three(03) Years, i.e., 2014-2015/2015-2016/2016-2017 should be furnished along with the Technical Bid Documents.
- vii) In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.

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- viii) Annual report and Balance Sheet for the last three years.
- ix) Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.
- x) **Joint Ventures will not be allowed.**
- xi) A prospective bidder shall be allowed to participate in a particular 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, without assigning any reason thereof.
- xii) **No mobilization advance and secured advance will be allowed.**
3. The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 1 (one) year from the date of successful completion of the work to the entire satisfaction of the University. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the University as deem fit.
4. Intending bidder are instructed to attend per-bid meeting to have a clear discussion on the entire matter. No dispute or objection regarding any specification would be entertained after the due date and time of the pre-bid meeting.
5. Engaged skilled personnel/s must be holder of valid workmen permit issued from the competent authority so as to be engaged in works related to operation, maintenance & monitoring of 33 KV Substation. He must have cleared licensing part 4 & 6A. (Relevant documents to be submitted in online during application).
6. The University shall be at liberty to terminate the execution order by issuing one(01) calendar month prior notice at any point of time during execution. You shall be at liberty to discontinue the execution order by issuing of one(01) calendar month prior notice. This provision is made to ensure proper handing over/taking over in case of discontinued service during the contract period.
7. **EARNEST MONEY:**
- Rs. 20,000.00(Rupees Twenty Thousand) only should be deposited as Earnest Money against this Tender. The amount is to be paid through Net Banking or RTGS/NEFT in favor of the **“West Bengal State University” payable at ‘Barasat’**. In case of unsuccessful tender/(s), the earnest money will be refunded without any interest and in case of successful tender/s, the earnest money shall be automatically converted into Security Deposit for fulfillment of the Contract.
8. **SECURITY DEPOSIT:**
- Retention money towards performance Security amounting to 5% (five point zero percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on Security Deposit. Labour Welfare CESS, if applicable as per Government Rules, @1% of the executed work will be deducted from each running bill.
- Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost, risk and responsibility.
- All materials required for the proposed work shall be of specified grade in conformity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes.
9. Bid Documents are not transferable. All the tenderers must keep their offers valid for acceptance for a period of One Twenty (120) days from the date of opening of tenders.
10. Submission of tender submitted by Telex/Fax/Telegraph is not acceptable. Incomplete tenders, i.e. illegible and /or submitted with qualifications or with condition at variance with the terms and conditions of the tender. i.e. combined offer/conditional offer/ counter offer are liable to be rejected.
11. **The competent authority of the West Bengal State University reserves the right to accept the full or part of tender or reject any/ or all tenders and / or negotiate by way of revised and /or improved offer from all the tenderers for**

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**the concerned job. The West Bengal State University reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.**

**12.** The tender must be accompanied with the following documents:

- a) Attested photocopy of the IT and P.T. clearance certificate.
- b) Attested photocopies of Provident fund Registration Certificate /Code No. or EPF Registration Certificate, ESI Registration Certificate, GST Registration Certificate, PAN Card.
- c) Credentials (**Including the same credentials as specified in ‘Eligibility of Contractor’ at the very first page.**)
- d) Annual report and Balance Sheet of the agency.

**13. Submission of Bids:**

Technical Bid & Financial Bids are to be submitted duly digitally signed in the website <https://wbtenders.gov.in> .

**14. Bid Validity:**

Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

**15. TERMS OF PAYMENT:**

Monthly payment will be made after successful operation and maintenance of that particular month for which intended service is rendered.

**16. Qualification Criteria:**

The Tender Inviting & Accepting Authority through a ‘Purchase & Tender 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 comprising of personnel & equipment capability
- c) Experience/ Credentials.

The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as mentioned in a), b) and c) as above and the declaration executed through prescribed affidavit in non-judicial stamp paper of Rs.100.00 duly notarized. If any document submitted by a bidder is either concocted or false, in such cases the eligibility of the bidder/ tenderer will be outrightly rejected at any stage without any prejudice and forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of the University.

**The Purchase and Tender Committee, WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 reserves the right to accept or reject the tender and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. The Hon’ble Vice Chancellor, WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 also reserves the right to withdraw the tender without assigning any reason whatsoever.**

**17.** Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.

**18. No. price preference and other concession will be allowed under any circumstances.**

**19. Tender Evaluation Committee (TEC):**

Evaluation Committee constituted by the Competent Authority will function as Evaluation Committee for selection of technically qualified contractors.

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**20. Opening & Evaluation of Tender:**

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

**21. DATE & TIME SCHEDULE:**

Sl. No.	Particulars	Date	Time
1	Date of uploading of N.I.T. & other Documents (Online) (Publishing Date)	24/11/2020	05:00 P.M.
2	Documents download/sale start date (Online)	24/11/2020	05:00 P.M.
3	Documents download/sale end date (Online)	04/12/2020	03:00 P.M.
5	Bid submission start date (Online)	24/11/2020	05:00 P.M.
6	Bid Submission closing (Online)	04/12/2020	03:00 P.M.
7	Last Date of submission of original copies for the Earnest money deposit Payment challan copy (Hardcopy) & Necessary sufficient documents as per Online Submission (Hardcopy) & Others documents as per NIT	04/12/2020	03:00 P.M.
8	Bid opening date for Technical Proposals (Online)	07/12/2020	01:00 P.M.
9	Date of uploading list for Technically Qualified Bidder(online)	To be Notified after evaluation of Technical Proposal	
10	Date for opening of Financial Proposal (Online)	To be Notified after evaluation of Technical Proposal	

- I. **WEST BENGAL STATE UNIVERSITY**, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE.
- II. Opening of the financial bid as per schedule may be subject to change due to administrative exigencies. No objections in this respect will be entertained raised by any bidder who will be present during opening of bid or from any bidder who will be absent at the time of opening of the Financial bid. No informal tenderer will be entertained in the bid further.
- III. During the scrutiny, if it comes to the notice to the Tender Inviting Authority that the credentials or any other paper is incorrect/manufactured/fabricated, that bidder would not be allowed to participate in the Tender and that application will be outrightly rejected without any prejudice. The onus of the legibility of the documents will solely rest on the bidder.

**22. Instruction to Bidder:**

**A. General guidance for e-Tendering**

Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the bidders to participate in E-Tendering.

**B. Registration of Contractor**

Any contractor 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://wbtenders.gov.in>.

**C. Digital Signature certificate (DSC)**

Each vendor is required to obtain a relevant Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available

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at the Web Site stated in Clause 2 of Guideline to Tenderer DSC is given as a USB e-Token. Bid may be treated as non-responsive if name of the company/ firm differs from DSC to any of the submitted documents.

**D.** The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned, using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**E. 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.

**F. Submission of Tenders**

General process of submission, Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other is Financial 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). Documents only in pdf format are to be submitted. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour.

**23. Tenders Document Details:**

a) **Statutory Cover containing the following documents:**

**I. Technical Proposal:**

The Technical proposal should contain scanned copies of the following further two covers (folders).

- i. Prequalification Application [**Form – I**].
- ii. STRUCTURE AND ORGANISATION [**Form II**]
- iii. The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.
- iv. **Special terms & conditions and specification of works.**
- v. **TECHNICAL DOCUMENTS**
  - Affidavit [Ref. Format]
  - Experience profile [**Form No-III**].

**II. Financial Proposal**

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (inclusive of all statutory taxes as applicable) online through computer in the space marked for quoting rate in the BOQ. Rates shall be quoted all inclusive of applicable taxes and duties as per Government Rules but excluding service tax. Statutory charges towards engagement of Manpower (e.g. Bonus, P.F, E.S.I, Medclaim etc.) in line with the directives of Labour Department, Government of West Bengal also needs to be included within the quoted cost. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished.

**Note:- Detailed Break-Up for Cost quoted against Column No. 5 in BOQ shall be furnished separately, duly sealed & signed alongwith Hardcopy submission of Tender.**

b) **Non-statutory Cover containing the following documents :**

**WEST BENGAL STATE UNIVERSITY**  
Berunanpukuria, Malikapur, Barasat, Kolkata-700126

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- i. GST Registration Certificate, PAN Card, P. Tax (Challan) (Last 03 Financial Years), IT Return for Last 03(three) Financial Year(i.e., 2015-2016, 2016-2017, 2017-2018).
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. Balance Sheet for last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)
- vi. List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & waybill.
- vii. List of Technical staffs along with structure & organization.
- viii. Job Credential.
- ix. Company Details.
- x. Payment Certificate.

**N.B.:** Failure of submission of any of the above mentioned documents as stated above will render the tenderer liable to be rejected for both statutory & non statutory cover.

**Note-** The original part of online submission of EMD Payment challan copy(Hard Copy), other submitted documents through online(Hard Copy) and other documents as per NIT(Hard Copy) should be submitted, at least one day before the date of opening of the technical bid, failing which, the submission will be treated as cancelled. Detailed Break-Up for Cost quoted against Column No. 5 in BOQ shall be furnished separately, duly sealed & signed alongwith Hardcopy submission of Tender

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Sl. No	Category Name	Sub-Category Description	Detail(s)
1.	Certificate(s)	Certificate(s)	GST Registration Certificate. PAN Card. P Tax (Challan) (March 2016, March 2017 and March 2018) Latest IT Receipt IT-Return for Financial year 2015-16, 2016-17, 2017-18.
2.	Company Detail(s)	Company Detail	Valid Trade License Proprietorship Firm (Trade License) -Structure & Org. Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
3.	Credential	Credential	The Agency should have a valid license as mentioned earlier in this document. Similar nature of work completion certificate, in addition to the credentials as specified in 'Eligibility of Contractor' at the very first page.
4.	Financial Info		Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)
5	Man Power	Technical Personnel	List of Technical Staffs with Qualifications & Experience

**24. Opening of Technical Proposal:**

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Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**25. Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**26. Rejection of Bid:**

The Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders on the ground for Purchase and Tender Committee's action.

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**27. Award of Contract:**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through an Acceptance e-mail / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement as per enclosed format in G.C.C. will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents.

After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents stated in N.I.T. of the concerned work within time limit to be set in the letter of acceptance.

**28. SCOPE OF WORK:**

- a) Agency have to equipped with necessary testing equipments, machineries e.t.c.
- b) He should have to engage qualified electrical supervisor to look after operation, maintenance & servicing of the system of indoor & outdoor lighting arrangement.
- c) Agency have to keep necessary tools & plants for day to day maintenance with their personnel.
- d) He has to maintain and operate round the clock service in three shifts per each day to cover entire maintenance and operation so that under any circumstances performance of the lighting installations & air-conditioning system of the University should not be hampered in any way.

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- e) In case of power failure from WBSEDCL, immediate steps to be taken and inform the concerned call center/ Sub-Station for restoration of power at the earliest possible time as well as to report & inform the University Authority.
- f) He should maintain a register showing date and time of power failure and restoration of power be also entered.
- g) In case of replacement of materials like bulb, igniter, ballast, holder, timer, contactor unit, etc. are to be informed in writing addressing to the University Authority for arranging the materials.
- h) The agency should follow strict vigilance in each and every day and should look after to depute his person to attend the fault upto its normalcy. However, no extra payment will be entertained for this purpose. The Agency should maintain the attendance of the supervisor in a separate attendance register kept in the spot.
- i) Site instruction register should have to be kept at site for communicating instruction etc.
- j) Contractor's personnel has to be provided with photo identity card.
- k) On duty personnel should wear identical dress i.e. similar uniform on every working days.
- l) The wages of skilled, semi-skilled and un-skilled labour should be maintained as per relevant latest circular of the Labour Department, Govt. of West Bengal.
- m) Engaged Electrician (skilled) must have passed the workman permit for i(b), ii, iii and should be holder of valid permit issued from the Government of West Bengal to work of such field.
- n) To keep and maintain all the rolling shutters of the sub-station, so that those can be operated smoothly as and when required.
- o) Day to day reading of Ammeter, Voltmeter & Frequency meter of LT panel and any other relevant installation are to be recorded in a log book.
- p) Skilled personnel should have required valid certificate as mentioned in clause towards Eligibility of Contractor.
- q) To keep the area in and around the substation as clean as possible.
- r) **To adhere and conform to the guidelines/instructions of M/s WBSEDCL, the Directorate of Electricity Testing during & after inspection of their officials as and when necessary.**
- s) **In case of sudden break down of equipments/power system, utmost care/action to be taken by the agency to restore the power supply at the earliest possible time and the same has to be undertaken at the agency's own cost, risk and complete responsibility.**

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**FORM – I**

**PRE-QUALIFICATION APPLICATION**

To  
The Registrar (Officiating)  
West Bengal State University  
Berunanpukuria, Malikapur  
Barasat, Kolkata-700126

Ref : Tender for .....  
(Name of Work).....  
.....

N.I.e.T. No. : .....

Having examined the Statutory, Non-statutory & N.I.T. documents, I/we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of .....in the capacity  
..... duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

1. Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
2. Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason

Enclosure(s): e-Filling:-

- a) Statutory Documents.
- b) Non Statutory Documents.

Date: .....

.....

Signature of applicant including title  
and capacity in which application is made.

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**FORM – II**

**STRUCTURE AND ORGANISATION**

1	Name of the Applicant	
2	Office Address	
	Telephone No.	
	Fax No	
3	Name and Address of Bankers	
4	Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data.  <b>Note :</b> Application covers Proprietary Firm, Partnership, Limited Company or Corporation	

.....  
Signature of applicant including title and capacity in which application is made

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**FORM – III**

**Experience Profile**

Name of the Firm: .....

List of projects completed that are similar in nature to the works having more than 50% (fifty percent) of the project cost executed during the last 2 (two) years.

Name of Employer	
Name, Location & nature of work	
Name of Consulting Engineer responsible for supervision	
Contract price in Indian Rs.	
Percentage of Participation of company	
Original Date of start of work	
Original Date of completion of work	
Actual Date of starting the work	
Actual Date of completion of work	
Reasons for delay in completion (if any)	

Note:

1. Certificate from the Employers to be attached
2. Non-disclosure of any information in the Schedule will result in disqualification of the firm

.....  
Signature of applicant including title  
and capacity in which application is made.

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**AFFIDAVIT – “Y”**

(To be furnished in Non – Judicial Stamp paper  
of Rs.100.00 (One Hundred only) duly notarized)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm  
M/S.....nor any of  
constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.e.T.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the University to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the University.
5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

.....  
Signed by an authorized officer of the firm.

.....  
Title of the officer

.....  
Name of the Firm with Seal

Date:.....

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Copy forwarded for information and necessary action to :

1. Vice-Chancellor's Secretariat, W.B.S.U.
2. Notice Board of the Office of the District Magistrate, North 24 Parganas.
3. The Prodhan, Ichhapore Nilgunj Gram Panchayet, North 24 Parganas.
4. The Sabhadhipati, North 24 Parganas Zilla Parishad, Barasat
5. The Officer-in-Charge, Duttapukur Police Station.
6. Finance Officer, W.B.S.U
7. University Engineer, W.B.S.U
8. Deputy Registrar, W.B.S.U with request to upload the N.I.T on University Website and arrange for putting the same on University Notice Board.
9. Registrar's Department, Guard file

Sd/-  
Registrar(Officiating)  
West Bengal State University