

NOTICE INVITING TENDER

Sealed Tenders are invited for the following job from OEM/Authorised Distributors/Dealers/Service Providers having sufficient experience and credentials for successful completion of similar nature of work, preferably in a Govt. Deptt. Or other Similar nature means supply, installation & commissioning of Battery along with two(02)years onsite warranty from the date of installation of reputed make Batteries (12 V /100AH) specifications mentioned Under Annexure “A” to be installed at Head office , 2nd Floor , 24 A , Waterloo Street ,Kolkata – 700069 .

Brief Description of Work	Cost of Tender Document	Start Date of eTender Availability at website	Last Date & Time of submission of eTender	Opening date of Technical bids	Opening date of Financial bids
Supply, installation of Battery(40Nos - 100AH-12V) as per Annexure “A” in existing Legrand/Numeric make UPS System at HO of the Bank	Nil	07/06/2024	15/06/2024 upto 5 P.M.	18/06/2024 at 11.30 A.M.	To be notified latter
Online availability of eTender Documents	www.wbtenders.gov.in and www.wbstcb.com				
Online mode of submission of eTender documents	www.wbtenders.gov.in				

The Bank reserves the right to accept/reject any/all the tenders without assigning any reason whatsoever and no hardcopy will be submitted by bidders & all the bidders are requested to submit all the documents, though the said eTender Site .

IMPORTANT NOTES TO THE BIDDER:

Prospective bid applicants are advised to read carefully the minimum qualification criteria as mentioned in ‘**ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER and TECHNICAL CRITERIA MENTIONED UNDER ANNEXURE A** ’ & must be qualify of the said Criteria first.

1. Tenders shall be submitted in 2 parts-Eligibility Criteria for participation in the Tender & Technical Bids mentioned in Annexure “A” and Financial bid in Annexure “B” .
2. Loss or damage in transit will be solely borne by the supplier. The suppliers may, if he/she so desires, get the goods insured and include such charges in the tendered rate.
3. No Advance Payment will be made in favour of any supplier under this tender. The bidders are requested to not to mention any such clause for advance payments in their bid documents and if there is anything in this regard, the same will be ignored for consideration and no communication will be done in this regard.
4. The bidders must submit necessary valid documentary proof/s of their Company/Firm’s Registration/Authorization along with their GST and other Service Tax Registration No. ,Trade License and PAN details along with the quotation.
5. The Bank reserves the right to verify and confirm of all necessary documents as submitted by the venders in support of their tender bids along with their credentials/documents required for the eligibility criteria & technical criteria mentioned under Annexure A. In any case, any information as furnished by the bidder/s if found fabricated or mala-fide or false or incorrect, the tender bids will be rejected and necessary legal proceedings may be taken against the bidders.
6. Once the Bank authority confirms its Purchase Order(PO) to the respective winning bidder through email or hand to hand .The items is to be delivered and installed accordingly within a period of maximum Seven(07) day’s from the date of issuance of such PO. If delivery does not happen within 10(Ten)days, Bank reserves the right to cancel the PO.

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7. Normally the payment may be made to the vendor agency within a period of Seven(07) days from the date of successful installation of equipment and submission of proper Invoice along with the warranty and installation certificate duly signed by supplier. For online payment, the bidders are requested to provide a copy of cancelled cheque along with their Invoice.
8. If the last date of tender submission falls on holiday/strike /Bandh etc., the last date for submission of tender will be extended up to the next working day.
9. This tender is floated for procurement of the SMF Battery (Approx 40 Numbers) which will be installed in the 30 KVA online UPS system and the stated quantity for the same is indicative ones and their actual quantity for purchase may vary as per the requirement of the Bank.

In future Bank may purchase 26 AH , 12 V Battery(approx. 36 Nos) at HO of the Bank as per technical specifications mentioned under Annexure A and the bidders are requested to quote accordingly in addition .

10. Tenders shall be submitted in 2 Part “A” (Technical Bid) along with Eligibility Criteria for participation in the Tender and Part “B” (Financial bid). Only those bidders who will qualify the technical bid & Eligibility Criteria mentioned below are eligible to open the Financial Bids
11. **Warranty:** As per the Original Equipment Manufacturer(OEM)/manufacturer terms and conditions. for two (02) years from the date of Installation of all the supplied items/accessories.

The intending bidder/s must quote their price for their item of the work within the BOQ.

Scope of Work:

The successful bidder [hereafter referred to as the Contractor] has to supply, install, commission Battery as per the specifications mentioned under Annexure “A” in existing UPS system(Numeric/Vertiv make) at Head Office of the Bank and provide on-site comprehensive SBD [Same Business Day] warranty support for 2 years from the date of commissioning/Installation. Warranty Support i.e for 2 years from the date of installation may be provided directly by the OEM of Battery or the winning selected bidder to meet SBD response time criteria .

12.Tender Validity:

- a. The tenders shall be kept valid for a period of 60(Sixty) day’s from the last date of submission of tenders or any extended date as indicated below;
- b. In exceptional circumstances, WBSCB may solicit the bidder’s consent for extension of the bid validity period. The request and the responses shall be made in writing. When the validity period is extended by the bidder, the same is to be done without any modification to the bid proposal by the bidder;
- c. All prices quoted must be firm and valid during bid validity period and extended periods. All prices quoted shall not be affected by any escalation in prices of labour or materials, machineries, equipment etc. or in rupee exchange rate during the bid validity period whatsoever.

13. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

1. Bidder should have submitted the Manufacturer’s Authorisation Form(MAF)mentioned in Annexure I duly sign and stamp by the OEM .
2. Bidder should be authorised business partner of Quoted make Battery (The validity certificate must be enclosed in a separated sheets of paper) and the said Battery will Comply all the Technical specifications mentioned under Annexure “A “ .
3. The Bidder is a IT company for last 05 years and also service centre with call logging facility at West Bengal ..Supporting documents for existence of Service Centre with phone nos. has to be attached.
4. The bidder shall be required to give a declaration in their letterhead that they have not been banned by any Govt. Agency/Govt. Deptt./Quasi-Govt. Deptt./PSU/Board/Council or similar organisation. If any Govt. Agency/Govt. Deptt./Quasi-Govt. Deptt./PSU/Board/Council or similar organisation has banned the bidder & later on lifted the ban, the fact must be clearly stated.
5. The bidder should have an Annual Turnover of Rs. 50 (Fifty) Lakhs or above each in the last Two (02) Financial Year I.E FY [2021-2022] and FY [2022-2023] ;

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14. FINANCIAL BID

1. Bid Format:

All the items mentioned in under following specification mentioned under Annexure “A” and requirement should be quoted in the financial bid under Annexure “B” . Bank is not given any Delivery/installation charges separately for supply of the Battery at mentioned in Head office of the Bank & should be submitted as per the following format:

The financial bid should be inclusive of all the taxes, cost of freight, delivery and installation charges and Quarterly Preventive Maintenance (PM) etc with in the warranty period .Bank does not give any delivery , visit charges & Installation charges separately for the same.

15 Validity of Offer:

The proposals shall remain for a period of Sixty Days[60] after the scheduled date for submission of the ‘Proposal’. In exceptional circumstances, Bank may solicit the Bidder’s consent for extension of the bid validity period. When the validity period is extended by the bidder, the same shall be done without any modification to the bid proposal by the Bidder.

16 Termination Of Contract :

(a)The Bank reserves the right to terminate the contract with the vendor if there is delay in supply of Battery/Warranty Support/performances of Battery problems supplied by the vendor do not strictly conform to specifications by issuing 15(Fifteenth) days notice to the vendor and engage a new vendor for the purpose and the required losses will be borne by the selected bidder.

(b)Any dispute arising between the vendors & the Bank in the matter of interpretation of any or all of the clauses of the agreement shall be adjudicated in accordance with the West Bengal Cooperative Societies Act 1983 & rules there under .

(c) any dispute will be under the jurisdiction of Hon’ble Calcutta High Court .

17 **Document Verification:** The bidders may be called on to be present at the Bank for evaluation, verification, and clarifications, if any and may be asked to bring their original documents for satisfaction of the authority. If the bidders fail to produce the same within the stipulated time frame, their bid/s will be liable to rejection.

18. Rejection Bids:

- a) Incomplete bids are liable to be rejected.
- b) Unsigned tenders/bids, unattested corrections and overwriting by bidders are also liable for rejection.
- c) The schedule for accepting the tenders shall be strictly followed-late tenders shall not be accepted.
- d) Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
- e) The bidder/s must confirm in their bid acceptance in full of the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, bidders must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render the quotation liable for rejection.
- f) Each page of the tender document including all annexure duly stamped and signed by the bidder must be submitted along with the tender bid and the tender should be page-numbered.
- g) The selected bidders are comply all the technical specifications mentioned under Annexure “A” otherwise their Bids will be rejected and Bank will not any bound to give any clarifications regarding this .

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Annexure – I

[Manufacturer’s Authorisation Form(MAF)]

[To be submitted on OEM Letterhead, signed by a person competent along with official Email Id & Phone No] and without this MAF, the bid is liable to be rejected.

Tender No.: HO/IT/427

Date: 06/06/2024

To
The Managing Director,
The West Bengal State Co-operative Bank Ltd.,
24-A, Waterloo Street,
Kolkata – 700 069.

WHEREAS _____ who are official producers of _____ and having production facilities at _____ do hereby authorise _____ located at _____ [hereinafter, the “Bidder”] to submit a bid of the following products produced by us, for the Supply Requirements associated the above Invitation of Bids.

[Note: Please specify the Product Name & Model No. here]

When resold by _____ these products are subject to applicable warranty terms of this Tender .

We assure you that in the event of _____ not being able to fulfil its obligation as our Sales & Service provider in respect of this Tender, we would continue to meet out the terms stated in the abovementioned tender through alternate arrangements.

We also confirm that _____ is our authorised service provider/system integrator and can hence provide maintenance and upgrade support for our products.

We also undertake to supply the materials in the event of the non-supply of the materials by _____ as per the Tender and assure you the availability of products for the next two years after the installation of materials at site .

In the capacity of

Name: _____

Signed: _____

Phone No :-----

Official Email :Id :-----

Designation :-----

Note: This letter of authority must be on the letterhead of the Manufacturer, must be signed by a person and must be included by the Bidder in its bid as specified in the Instructions to Bidders.

19. Bid Evaluation Process:

After submission of the bid, all the bids submitted through electronically & will be opened . At first the Eligibility Criteria for Participation in the Tender and Technical Criteria mentioned in “A” will be evaluated first . If any bids are disqualify for the Eligibility Criteria and comply of Technical Bids or vice versa are totally disqualify .The technical specifications should be verified and duly signed and stamped by the OEM. .

If all the qualification criteria are fulfilled, then the bidders will be eligible for evaluation of Technical Bid which was mentioned in Annexure A . The evaluation of the bids will follow the steps outlined below.

a. Compliance Against Eligibility Criteria

The bidder’s response satisfies the stated eligibility criteria specified in the Tender Documents . Any shortfall [including omissions & variations] will be recorded. If a bid is not meeting the eligibility criteria, it shall be rejected and cannot be made eligible by correction or amendment.

20. Examination of Short-listed Technical Bids

The short-listed technical bids shall be examined for completeness and clarifications, if any, shall be sought for from the respective bidders in case the same is considered essential. Once the examination of the Technical Bids is completed, the Financial Bids of only those bidders whose technical bid & Eligibility Criteria Bid are acceptable is to be opened.

21. Examination of Short-listed Financial Bids

The Bank will determine whether the Financial Proposals, opened, are complete, i.e. whether the Bidder has included all components as per the Tender Document. If not, WBSCB may reject the bid as non-responsive. The Bank is not bound to accept the lowest bidders(L1) .

Financial Bids shall be compared for the complete scope of work as per the Price Proposal Schedule, inclusive of all taxes and duties. The price schedule shall also have the indicative price break-ups.

22. Payment Schedule

The contractor will have to get the delivery challans and installation certificates endorsed by the Concern Bank Official Personnel of the Bank . Invoices in triplicate accompanying the properly endorsed challans and installation certificate will be processed. Payment for the material supply & installation will be made factored by penalty incurred, if any, within 7(Seven)-days of receipt of commercially clear invoice.

23. Penalty

The delivery of the entire material ordered will have to be completed within Seven (07) Day’s of the release of the Letter of Intent or Purchase Order . The installation will have to be carried out as soon as possible after delivery. The delivery & installation process must be completed within Seven(07) Day’s of the receipt of the work order copy . In the unlikely event in delay of material delivery/Quality of support services /quality of supplied Battery etc a L.D. penalty of 1% of per day will be charged to selected bidder .

24. Delivery(1): The equipments should be delivered and installed at Bank’s Head Office, within a time period of Seven(07) day’s from the date of receipt of Work Order or Purchase Order, if any extension otherwise is not allowed. If any material is not delivered within the time period specified in the Work Order, the Bank Authority reserves the right, without incurring any liability, to cancel the work order., and there by, to purchase the same from another vendor. If the vendor is unable to complete the work performance at the time specified for delivery, by reason of strikes, labor disputes, fire or other causes beyond the Vendor’s reasonable control, the vendor will be allowed to extend the period of the Work Order.

2.The selected bidder will provide first level support within 04 Hours on any Working day’s or any other Holiday’s including Sunday during warranty period for 02(Two) years from the date of installation of items . The supplied Accessories should conform to the detailed technical specification mentioned in Annexure “A “;

3. That the all supplied SMF battery delivered by selected bidder must be covered by a comprehensive warranty for a minimum period of two (02) years from the date of installation and supplied Accessories including supplied SMF Battery will provide 99.9 % uptime including Sunday/other Holiday's during the warranty period and all the UPS are running 24 X 7 Basis ;

4. That the selected bidder will bear all expenses for repair/replacement of the supplied accessories including Battery during the warranty period i.e 2(Two) years from the date of installation and this Bank will not make any separate payment for any such expenses to be incurred within the comprehensive warranty period & all the replacement materials are original & same make ;

5. That the selected bidder will transfer ownership of the accessories in favour of the Bank and the same shall be effected as soon as the equipments is brought to the sites of the Bank's premises, installed thereafter and accepted by the bank;

6. The Selected bidder will give a training to the Bank's Employee's regarding the supplied items along with free of Costs .

7. The Bank was bound to accept the Lowest Bidders (L1)

8. The technical specifications duly by Stamp & Signed with name ,Mobile No and Official Email Id by the OEM

25. Regarding Financial Bid:

- i) The Financial Bid submitted by the bidders should contain the price of the material required to be uploaded as given in the BOQ format by bank
- ii) All costs should be given in the exact figures and words. All the Govt. levies like sales tax, Custom Duties, and educational CESS, service tax ,GST etc., if any, should be included within quoted amount for each item or component in the BOQ.
- iii) Prices shall not be subject to any escalation in the future prices
- iv) Prices should be exclusively for the Bank, including installation charges should be specified separately.
- v) Bank may increase/decrease the quantity of the items mentioned above
- vi) The Applicable TDS (if any) will be deducted from the submitted Bill Amount from the selected bidder as per the norms of the Bank's
- vii) At first Technical bids along with Eligibility Criteria of respective bidders will be evaluated first and financial bids will be opened who are qualified for both technically & Eligibility Criteria.

Separate Technical ,Eligibility & Commercial/Financial bids as per specifications along with all requisite documents duly submitted through Online & addressed to the Managing Director ,24 A , Waterloo Street ,Kolkata-700069 and No separate hard Copy will be submitted at Head Office of the Bank .

(A. Bhattacharya)
Managing Director

