



**Government of West Bengal
MSME & Textiles Department
Hemanta Bhawan, 4th Floor,
12, B.B.D.Bag (East), Kolkata 700 001**

NOTICE INVITING E-TENDER

E-Tender No. 3328 /MSMET/V/7L-57/18

Dated 28.11.2018

Online e-Tender is invited by the MSME & Textiles Department, Government of West Bengal, for purchase of Complete Factory Built Buses as per ARAI certification suitable for carrying human beings as passengers in these. Total number of the Vehicles required is 6 (six) from OEMs/ Authorised Dealers of OEMs having presence in state of West Bengal. Interested vendors may follow the instructions as given below for submission of their tenders under online mode :

Sl.No.	Name of the item	Qty.	Delivery Period	Application Fee	Earnest Money
1	Complete Factory Built Bus , BS IV with ARAI certification	6 nos.	30 Days	Rs.1,000/- (non refundable)	Rs.50,000/-

1. General Instructions:

In the event of e-tendering intending bidder may download the tender documents from the website : <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC). For further details Bidder can also visit the website of the department.

The EMD shall be received and refunded (of the unsuccessful bidders) online in accordance with Finance Department Memo No. 3975-F(Y) dated 28/07/2016. Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name(ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD.

2. Submission of bids :

Both Technical aspects and Financial aspects are to be submitted under Double Bid System after duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorizaton from the company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

3. Time Schedule:

The Time Schedule for obtaining the Bid Documents, Pre Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 9 given below.

4. Eligibility for Quoting :

Manufacturers/Dealers/Distributors duly authorized by their manufacturers to participate in this tender who are able to supply the assured quantities as per requirement & have requisite Annual Average Turnover, as per clause no.5, are only eligible for quoting. Manufacturers not having the capability to supply the required quantity solely need not apply. Failure of submission of declaration of full supply will lead to cancellation of tender.

Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements:

Vendor having average annual Turnover for last three financial years is more than **Rs.5 crore** in India or equivalent foreign currency in the respective foreign country for the year 2015-16, 2016-17 & 2017-18 are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Both the Technical and Financial Bid are to be submitted concurrently in two folders duly digitally signed in the website <https://wbtenders.gov.in>.

The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Documents Format (PDF) to the portal in the designated locations. For Technical issues, bidder needs to upload files at several folders earmarked for Technical Files. For Financial issues, bidder needs to fill up the BOQ in the designated cell and upload the same in designated location. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Earnest Money Deposit (EMD)

Necessary Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) should be remitted through bidder's net banking enabled bank account, maintained at any bank or: offline –through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the beneficiary details from e-tender portal in favour of "West Bengal State Export Promotion Society", against the work.

6.3 Online Submission of Double Bid

Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in> .

Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Date and Time Schedule.

Bid Proposal is submitted in two parts. The two parts of the proposal are :-

- (i) Part – 1 : Technical proposal (ii) Part – 2 : Financial proposal

Eligibility criteria for participation in the tender :

Certificate of authorised Dealership are to be accompanied with the Technical Bid Documents. [Non statutory Documents]

Bill of Quantities (BOQ) - The contractor has to quote the rate through computer in the space marked in excel file for quoting rate in the BOQ (to be submitted in "BOQ" folder).

NB : Tenders will be summarily rejected if any item in the statutory cover is missing.

7. The tenderers are not required to submit hard copies of any file. Submission of hard copy is totally prohibited and files are only to be submitted through online through NIC portal.

8. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY :

8.1 Bid Information :

- a) The Bid shall be made for the full item. Partial Bid for any part (s) of the item will not be accepted and tender will be liable for cancellation.
- b) All duties, taxes and other levies payable by the vendor under the contract shall be included in the total price but should be indicated separately in the price bid.
- c) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on an account.
- d) Currency will be INR only

8.2 Award of Contract : The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. Purchase reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

8.3 Warranty : The vendor shall be fully responsible for the warranty in all respect of the equipment, accessories etc. including spares and services for a period of two years from the date of supply with extended comprehensive onsite AMC for a further period of one year. Warranty will be effective from the date of inspection.

8.4 Adequate support service facility : The bidder /manufacturer should have adequate service support Centre in India for any emergency fault offering facility within 48 hours and should be agreeable to provide AMC facility after 2 year.

8.5 Training : User training regarding the operation of the equipments shall be arranged by the supplier / vendor at no extra cost.

8.6 Document in support of Manufacturer/Dealer and Service Provider : Bidder must submit such sorts of documents as to be submitted along with the tender paper. If the bidder is not the manufacturer, proper manufacturer's authorization and warranty from manufacturer is required.

8.7 Credentials : Bidder must submit documents having previous experience in last 5 years for supplying similar vehicles to government dept in state of West Bengal

- 8.8 DSIR Certification** : The facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification may be obtained as per procedure and norms.
- 8.9 Make & Model** : Bidder must mention Make and Model in the appropriate column and upload softcopy of the product details/catalogue/brochure in the folder.
- 8.10 Time Schedule** : The supply must be completed within 30 days from the date of intimation of the purchase order
- 8.11 Validity of Offer** : The bid shall remain valid for a minimum period of 6 (six) months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
- 8.12 Place of Delivery** : Calcutta Leather Complex, Bantala
- 8.13 Payment Schedule** : Payment will be made after successful delivery.
- 8.14 Performance Security**: Successful bidder should deposit Performance Security money equivalent to 10% of the order value in the form of DD/Bank Guarantee immediately before issuing purchase order from the Department of MSME & Textiles. Such security will be refunded after completion of the warranty period in normal without any accrued interest. The Department may forfeit the security money in the event of the following circumstances :
- i) Selected Bidder withdraws the bid before expiry of its validity but after receipt of the purchase order;
 - ii) Selected Bidder does not accept the order after issue of the same or fails to enter into a contract within validity period of offer;
 - iii) Selected Bidder fails to supply the items within the scheduled time as specified in the purchase order;
 - iv) If before expiry of the warranty period, the supplied items breakdown or do not function satisfactorily due to the cause related with the item itself and not for any reason caused by the Department and the supplier denies to take the responsibility to make the item in order.
 - v) In case of false submission/statement by the Bidder;
 - vi) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions.
- 8.15 Issue of Quantity** : Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch, or, for other valid reasons.
- 8.16 Requisite Documents to be submitted** : Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, GST , Audited Statement of Accounts and other documents as sought for.
- 8.17 Turnover Criterion** : Bidder must have average annual turnover of Rs.100 lakh in last three financial year ending 2017-18.
- 8.18 Disposal of Disputes** : In case of any dispute, the Authority's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata High Court jurisdiction only.
- 8.19 Discretion of the Department** : The Department may take decision about non purchase of the said item even after selection of supplier due to its fund constraints.
- 8.20** The Department may seek documents from the bidder in addition to the scanned documents sent

by them at the time of uploading technical bid for verification and evaluation of tender.

8.21 The Department reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

9. Dates & Information :

Sl. No.	Particulars	Date & Time
1	Date of uploading of N .I.T . & other Documents (online)	04.12.2018 at 10 A.M.
2	Documents download (online)	04.12.2018 at 10 A.M.
3	Bid submission start date (online)	04.12.2018 at 10 A.M.
4	Bid Submission closing date (online)	24.12.2018 at 05 P.M.
5	Bid opening date for Technical Proposals (Online)	27.12.2018 at 03 P.M.
6	Date of opening financial proposal (online)	31.12.2018 at 02 P.M.

10. The decision of the Department for selection of vendor will be notified later on. Bid can be seen and accessed by the bidder through the NIC Portal online after opening of bid online. No objection raised by any Bidder in this respect will be entertained. No informal tender will be entertained in the Bid further.

11. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

12. The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

13 Special / Compulsory Provisions

Compliance of the provisions of law as stated hereinafter shall be the responsibility of the manufacturer / supplier of the coaches / vehicles. Construction, equipment and maintenance of the coaches / vehicles shall satisfy the provisions of –

(a) **Section 109 of Motor Vehicles Act, 1988 read with Rule 93 and Rule 128 of Central Motor Vehicles Rules 198**

(b) **Chapter VII of WB Motor Vehicles Rules, 1989.**

Note : (i) The provisions under reference shall prevail on specification etc. provided when they are found contradictory.

(ii) An undertaking shall be required with the Technical Bid to the effect that the aforesaid provisions shall be duly complied with.

(Copy of the text of the aforesaid Act and Rules may be downloaded from relevant Government websites)

SPECIFICATIONS OF VEHICLE

SL No.	Description	Specification
1	Engine	COMMON RAIL DIESEL ENGINE
2	Emission	BS IV
3	Displacement	3200 - 3500 CC
4	Max Output	80KW TO 100KW
5	TRANSMISSION	
	Type	Synchromesh
6	No. of Gears	5Forward, 1 Reverse
7	SUSPENSION	
	Front	SEMI ELLIPTICAL
	Rear	
8	STEERING	POWER
9	ABS	ABS
10	Wheel Base (mm)	3300 - 4050CC
11	Overall Length (mm)	6500 - 7400MM
12	Overall Width (mm)	2100 - 2300MM
13	Overall Height (mm)	2900MM (MAX)
14	Ground Clearance (mm)	180 - 210MM
15	Max. Permissible GVW	5250 - 6500KGS
16	Fuel Tank	65LTRS (MIN)
17	Seating Capacity	24 + DRIVER
18	CMVR	CMVR COMPLIANCE FOR ALL PARAMETERS

INSTRUCTION TO BIDDERS

A . General guidance for e-Tendering:

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

A .1 . Registration of Contractor:

Any contractor/supplier 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> (the web portal of West Bengal). The contractor/supplier is to click on the link for e -Tendering site as given on the web portal.

A .2 . Digital Signature certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A .1 . above. DSC is given as a USB e-Token.

A .3. The contractor can search and download N.I.T ., Tender Document(s) and Addenda & Corrigenda (if any) electronically from computer once he logs on to the website mentioned in Clause A .1 . using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

A .4 .1 . Technical Proposal:

The Technical proposal should contain scanned copies of the following in respective cover (folder).

A .4 .1 .1 . **Statutory Cover containing the following documents:**

(i) N.I.T . (download properly and upload the same Digitally Signed). The rate will be quoted in the BOQ . Quoted rate will be encrypted in the BOQ under Financial Proposal.

(ii) Special terms & conditions and specification of works.

A .4 .1 .2 . **Non -statutory Cover Containing the following documents :**

Certificate of authorised Dealership are to be accompanied with the Technical Bid Documents [Non statutory documents]

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

Click the check boxes beside the necessary documents in the My Document list and then click the tab 'Submit Non Statutory Documents' to send the selected documents to Non- Statutory folder.

Next Click the tab Click to Encrypt and upload and then click the Technical Folder to upload the Technical Documents.

Sl No	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	1. Certificate of authorized dealership

A .4 .2 . Tender Evaluation Committee (TEC)

A .4 .2 .1 .Evaluation Committee constituted as per Order of the Finance Department, Govt of West Bengal will function as Evaluation Committee for selection of technically qualified contractors.

A .4 .2 .2 . Opening of Technical Proposal:

Technical proposals will be opened by the at least 2 (two) members of TEC from the website using their Digital Signature Certificate (DSC) .

A .4 .2 .3 . Intending tenderers may remain present if they so desire.

A .4 .2 .4 . Cover (folder) for Non-Statutory Documents (Ref. Sl. No . A .4 .1 .2 .) will be opened first and if found in order, cover (folder) for Statutory Documents (Ref. Sl. No. A.4 .1.1 .) will be opened .

A .4 .2 .5. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

A .4 .2 .6 . 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 .

A .4 .2 .7. During evaluation the committee may summon of the tenderers & seek clarification /information 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.

A .4 .3 . Financial Proposal

A .4 .3 .1. The financial proposal should contain the following documents in one statutory cover (folder) i.e. Bill of Quantities (BOQ) . The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ which should include all inclusive price of the vehicle , 1st year insurance, Final Registration and 5 years all Bengal PSV permit .

A .4 .3 .2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

A. 5. Rejection of Bid:

The MSME & Textiles Department 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 of the ground for Employer's action .

A. 6. Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

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

The Agreement in West Bengal Form No. 2911 (ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T . & BOQ 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 along with **requisite cost**** (Ref: Sl. 8.14 of this N.I.T.) through Demand Draft / Pay Order/ Bank Guarantee issued from any nationalized bank in favour of the Member- Secretary, West Bengal State Export Promotion Society, of the concerned work within time limit to be set in the letter of acceptance .

*** For the selected bidder, the Earnest money will be converted as a part of performance security and the rest amount will have to be deposited*

By Order

Sd/-
Joint Secretary to the
Government of West Bengal