



**GOVERNMENT OF WEST BENGAL**  
**DIRECTORATE OF COMMERCIAL TAXES**  
**14, BELIAGHATA ROAD, KOLKATA – 700015**

TENDER NO: DOCT/GEN (RGZ)/e-NIT42/2023-24

DATE: 06/02/2024

**Name of the Work: Engagement of contractor to provide generator services of 30 KW capacity round the clock for supplying electricity during power cut and low voltage at the office premises of Raiganj Zone of the Bureau of Investigation (North Bengal) under the Directorate of Commercial Taxes, W.B. situated at Chanditala (by the 10A State Highway), Mouza- Chandor, GP- Kamalabari-I, P.O. +P.S.- Raiganj, Dist.-Uttar Dinajpur, PIN-733134.**

Electronic Tenders are invited from financially sound, experienced, resourceful and bona fide bidders dealing in the business of generator services for providing generator services of 30 KW capacity round the clock for supplying electricity during power cut and low voltage at the new office premises of Raiganj Zone of the Bureau of Investigation (North Bengal) under the Directorate of Commercial Taxes, W.B. situated at Chanditala (by the 10A State Highway), Mouza- Chandor, GP-Kamalabari-I, P.O.+P.S.- Raiganj, Dist.-Uttar Dinajpur, PIN-733134, as per details given below.

**Interested bidders must go through and review this 'Notice Inviting Tender' carefully before submitting bids** and ensure that they can meet all the requirements stipulated in this NIT and can achieve the desired objectives of the required services. The Tender shall be electronically submitted in the website: <https://wbtenders.gov.in>.

**1) e-Tender Schedule**

The schedule which will be followed during this tender process is mentioned below. The Tender Inviting Authority, if required, may extend the deadline for submission of bids only by issuing a corrigendum.

<b><u>SUBMISSION &amp; OPENING OF TENDER</u></b>	
Publish date & time	6 <sup>th</sup> . February, 2024 at 05:00 P.M.
Documents download/sale start date	6 <sup>th</sup> .February, 2024 at 05:30 P.M.
Bid submission start date	6 <sup>th</sup> .February, 2024 at 05:30 P.M.
Last date of submission of e- tender at the website wbtenders.gov.in.	24 <sup>th</sup> February, 2024 at 06:30 P.M.
Date of Opening of the Technical Bid of Tender:	27 <sup>th</sup> February, 2024 at 11.30 A.M.
Date of Opening of the Financial Bid of Tender:	To be informed later on

Quality is the essence of the service to be rendered. Services are to be performed to the satisfaction of this Directorate. Bills for the said services rendered will have to be raised on monthly basis for a calendar month or part thereof, as the case may be and are required to be submitted within the 15<sup>th</sup> of the month next to the concerned month along with proof of payment to the operating work force. No advance payment will be made.

**2) Scope of Work:**

Engagement of contractor to provide generator services on 24 x 7 basis round the clock for supplying electricity during power cut and low voltage at the office building of the Directorate of Commercial Taxes, West Bengal as given below.

Sl. No.	Office Address	Minimum Generator Capacity Required
1.	Office premises of Raiganj Zone of the Bureau of Investigation (North Bengal) under the Directorate of Commercial Taxes, W.B. situated at Chanditala (by the 10A State Highway), Mouza- Chandor, GP-Kamalabari-I, P.O. +P.S.-Raiganj, Dist.-Uttar Dinajpur, PIN-733134.	30 KW

**3) Tender Value:**

Estimated price for the entire work is Rs. 15,000/- (Rupees fifteen thousand only) per month, which is inclusive of all the charges, for providing 24 x 7 round the clock generator services including fuel, maintenance and operator cost, but excluding applicable taxes. The bidders shall quote their rate percentage above/ below/ at par the Tender Value for the intended work online, in strict compliance with this Notice Inviting Tender. No other amounts, except for statutory taxes, if applicable, will be paid to the vendor beyond the quoted rate.

**4) Technical Bid**

- a) Technical bid should contain all the documents like Tender documents along with Annexure, General terms & conditions, Instructions to bidders, self-attested copies of all the documents in support of eligibility etc. All documents must be duly filled in, stamped & signed by the bidder.
- b) Technical bid should contain 02 (two) covers (folders) –1) Statutory Cover &2) Non-Statutory Cover.
- c) **Statutory Cover** should **only** contain –1) NIT, 2) EMD payment/exemption document, and 3) Bidder Information sheet in Annexure A, Declaration in Annexure B & Self-declaration Certificate in Annexure C. **No other documents are to be included in this cover.**
- d) **Non-Statutory Cover** should contain all other mandatory documents as mentioned in **Point No. 5.** Legible photocopies of all documents duly attested by the bidder or his authorized representative are to be submitted.
- e) **Uploading of extra non-related document is strictly discouraged. Intending bidders are advised to upload the required valid and current documents only, in a proper sequence. A particular document is to be uploaded in the respective cover once only. Bidders are instructed to exercise due care so that they do not upload any document multiple times.**
- f) Only one set of tender document duly signed & stamped on each page by the bidder or his

authorized representative shall be electronically submitted. Bidders should specifically note that all pages of tender document are to be electronically submitted by them as a part of their offer.

**Price should not be mentioned by them anywhere in the technical bid portion of offer.**

- g) Each bidder should submit a single bid. In case of submission of multiple bids by any individual bidder, all such bids shall not be considered for evaluation and shall be summarily rejected.
- h) On the date of opening of tender, Technical Bid shall be opened first. Non-submission and/or incomplete submission of any of the requisite and valid supporting document(s)/documentary evidence(s)/Annexure(s) during online submission of bid may result in rejection of the bid during Technical Evaluation.
- i) Financial bid will be opened on the scheduled date and time. In the event of the specified date of bid opening being declared holiday or in case of exigent circumstances or conditions of force majeure, the bid shall be opened at the specified time and location preferably on the next working day, or on a suitable subsequent date as immediately as possible, only in respect of those bidders, whose bids are found technically acceptable.
- j) Each of the bids shall be evaluated as per the criteria and requirements specified in this NIT.
- k) Misleading or false representations of any nature in any document(s)/certificate(s)/Annexure(s) submitted as proof of the qualification/requirements will result in rejection of the Bid.
- l) The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to accept or reject any or all offers without assigning any reason thereof and its decision in the matter of evaluation of bids shall be final and binding. In addition, the Directorate of Commercial Taxes, Govt. of West Bengal shall not entertain any correspondence by any means whatsoever from bidders in this matter.
- m) Prior to quoting of rates, the intending bidder may, at his own responsibility and own expense, inspect the office premises of Raiganj Zone of the Bureau of Investigation (North Bengal) under the Directorate of Commercial Taxes, W.B. situated at Chanditala (by the 10A State Highway), Mouza- Chandor, GP- Kamalabari-I, P.O. + P.S.-Raiganj, Dist.-Uttar Dinajpur, PIN-733134, as mentioned in Point No.2.

**5) An intending bidder shall submit and electronically upload self-attested copies of the following mandatory documents duly valid and up to date (Non-Statutory Cover)**

- a) Valid Trade license.
- b) PAN Card.
- c) Valid Profession Tax Enrolment Certificate with current P. Tax payment challan.
- d) GST Registration Certificate (wherever applicable).
- e) Income Tax Return for the last one assessment year (AY: 2023-24).
- f) Minimum 06 (six) months' continuous experience of rendering generator service, during the period from 01.04.2021 till the date of publication of this notice, to offices under any Government establishment / Government Undertaking or any Private Organization of repute.

**Unrelated documents and documents beyond the stipulated period should not be uploaded.**

**6) Financial Bid:**

- a) Price should be mentioned only in the "Bill of Quantities (BOQ)" after quoting the rates online as specified in the 'price schedule' format. Rate should be quoted both in figures as well as in words

excluding applicable taxes in the financial bid.

- b) The bidders shall quote their rate [percentage above (+) / below (-) / at par (+/- 0.00) the Tender Value for the intended work] online accordingly in the space marked for quoting rate in the BOQ considering the fact that no escalation and / or price adjustment may be allowed by this Directorate under any circumstances after awarding the contract.
- c) The bidders shall quote the rate on per month basis, inclusive of fuel, maintenance, operator cost and incidental charges excluding applicable taxes, if any.
- d) In case of discrepancy between rate quoted in figures and words, the lower will be accepted as offered rate.
- e) The financial bid of the prospective bidder will be considered only if the technical bid is found qualified. The decision of the Directorate of Commercial Taxes, Govt. of West Bengal in this regard, shall be final and abiding.
- f) If any case of tie bid arises, the matter will be decided in terms of Finance Department, WB's G.O. No. 2320-F(Y) dated 07.06.2022.

**7) Mode of submission of Bids**

All documents and corresponding information are to be obtained, shared and submitted only through e-tender process. **No manual submission of documents, etc. will be entertained.** Canvassing in any form by any bidder will be treated as disqualification and may result into rejection of the Bid.

**8) Restrictions on procurement from a bidder of a country which shares land border with India:**

- a) A bidder from a country which shares a land border with India will be eligible to bid only if the bidder is registered with the Competent Authority in terms of G.O. No. 202-F(Y) dated 18.01.2021 of Finance Department, Government of West Bengal read with Office Memorandum bearing F. No. 6/18/2019 – PPD dated 23.07.2020 of the Ministry of Finance, Department of Expenditure, Public Procurement Division, Government of India.
- b) A self-declaration certificate as per **Annexure – C** of this document, is to be filled in and signed by the bidder or its authorised representative in bidder's letterhead and be submitted with proper date and stamp. (Where applicable, evidence of valid registration by the Competent Authority should be attached.)

**9) Terms & Conditions:**

- a) Multiple bids by a single agency will not be entertained.
- b) Joint ventures will not be entertained.
- c) Sub-contracting of the work will not be allowed.
- d) The intending bidders should clearly understand that whatever may be the outcome of the present invitation of bids, no cost of bidding is reimbursable and the Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to reject any or all the bid(s) prior to the issuance of Work Order, without assigning any reason thereto and / or not to place any Work Order even after selection and is not liable for any cost/damages that might have been incurred by any bidder at any stage of bidding. In case the bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit (EMD) shall be forfeited without assigning any reason thereof. The bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original offer.

- e) Tenders with incomplete/ incorrect information, subjective and conditional offers as well as partial offers will be liable for rejection.
- f) Tenders with variance / contradiction between Technical Bid and Financial Bid will also be liable for rejection. Further, tenders submitted without any of the mandatory statements/ documents / annexure of the bidders are liable for rejection.
- g) The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to relax the pre-requisites and/or negotiate the rates, terms and conditions with the lowest bidder or any of the other bidders to ascertain the suitability of the acceptable offer.
- h) The lowest bidder shall have to submit hard copies of the documents to the Tender Inviting Authority along with acceptance letter. Failure to submit the hard copies with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and will be dealt with accordingly as per provisions of law including blacklisting of the bidder.
- i) Before issuance of WORK ORDER the credential and / or other documents of the lowest bidder may be verified and if it is found that the document(s)/self-declaration submitted by such bidder is incorrect / false / fabricated / manufactured, WORK ORDER will not be issued in favour of such bidder under any circumstances.
- j) The contract shall be initially for 01 (One) year which may be extended for further period if considered necessary. The authority holds the right to terminate the contract for breach/violation of terms and conditions by the selected bidder at any time without any notice or assigning any reason and in addition can blacklist the agency. The selected bidder may terminate the contract by giving three months prior notice in writing.
- k) The agency selected for engagement shall have to enter into a formal agreement with the Directorate of Commercial Taxes, West Bengal.
- l) The quoted rate must be valid for a period of **180 days** from the date of opening of the tender, or award of contract, whichever is earlier. Once the job is awarded to the selected bidder as per the rate quoted in the BoQ, no escalation in price is admissible to the bidder there after. If any bidder quotes rates for validity shorter than the required period, the same will be treated as unresponsive and will be summarily rejected.
- m) In case the bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit (E.M.D.) shall be forfeited without assigning any reason thereof. The bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original offer.
- n) All payments will be subjected to tax deduction at source as per existing provisions of law.
- o) The selected vendor will have to supply Generator Set of above-stated capacity in good condition with all the essential accessories, instruments etc. and install the same at the designated place of the above-mentioned office premises at its own cost. The electrical cable and connections from the Generator to the Mains for changeover shall be the responsibility of the selected vendor.
- p) The selected vendor shall make arrangements for and bear the cost of transportation, loading & unloading of the Generator Set, accessories, exhaust pipe etc. for installation of the same.
- q) The selected vendor shall ensure minimal decibels of noise, compliant with all the applicable norms stipulated by any concerned regulatory authority/Government department.
- r) The service must be rendered for round the clock beyond the stipulated hours of work and

even on holidays including Sundays.

- s) The selected vendor shall deploy at its own cost, at least one trained operator for operating and maintaining the Generator Set on 24 x 7 basis, round the clock. The operating staff must have knowledge regarding entire electrical control system of the generator with change-over switch and other electrical gadgets and should have such state of physical and mental ability, commensurate to provide the above stated work. Compliance with the applicable labour laws shall be the sole responsibility of the selected vendor.
- t) Fuel charges including lubricant, maintenance and repairing, relating to the Generator and salary of the operating staff shall be borne by the vendor.
- u) The selected vendor shall procure and make available at its own cost, all the essential lubricant oils, filters, belts, hoses, other spare parts etc. as well as the fuel, as may be required from time to time for the running and maintenance of the Generator set.
- v) Replacement of Generator, of identical capacity, during breakdown, if any, shall have to be provided by the contractor immediately.
- w) All sorts of safety precautions for the work and workmanship shall be the sole responsibility of the selected vendor at its own cost. The Directorate of Commercial Taxes, Govt. of West Bengal shall not be responsible in any manner for any sort of damage/injury/loss, including loss of life suffered by the vendor or its employee(s)/ representative(s)/ technician(s) etc. in the office premises in connection therewith. The vendor shall be responsible to adequately compensate the Government of West Bengal for the loss/damage, if any, incurred by the latter because of any accident that might have taken place out of mishandling the generator set, lack of proper maintenance, absence of safety protocols or any other act of negligence on the part of the vendor and his/her employee(s)/representative(s)/technician(s) etc.
- x) Labour related enactments and laws of the land are to be observed strictly.

**10) Qualification of the personnel engaged for duty of Generator Service by the successful bidder:**

- a) He/she shall be a citizen of India with valid proof of citizenship of India.
- b) He/she shall have an authority by the successful agency to work on their behalf.
- c) He/she shall have age not below 18 years and must be physically and mentally fit for the work.
- d) He/she shall be courteous, sober obedient and dutiful.

**11) Earnest Money:**

The bidder shall be required to deposit Earnest Money of Rs. 4,000.00 (Rupees four thousand only) in Online Mode only (as per Finance Department Memo No: 3975 F(Y) dated 28<sup>th</sup> July 2016). Regarding EMD, the notifications issued by Government from time to time are applicable. By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online, in that case bidder has to pay the EMD at their concerned bank branch through NEFT or RTGS mode. The Earnest Money may be converted to Security Deposit in case of successful bidder who is **not exempted** from EMD Payment. The same may be forfeited in the event of any breach or negligence or un-satisfactory performance. If the successful bidder is **exempted** from payment of EMD in that case such successful bidder may be required to submit a security deposit of Rs. 4,000.00 (Rupees four thousand only).

**12) Instructions to Bidders:**

- a) **Registration of Contractor:** Any service provider and/or its authorized representative 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>.
- b) **Digital Signature Certificate (DSC):** Each service provider and/or its authorized representative 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 website <https://wbtenders.gov.in>. DSC is given as a USB e-Token.
- c) Each service provider and/or its authorized representative can search and download the NIT and Tender Document(s) electronically from computer once he/she logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- d) **Submission of Tenders:** Tenders are to be submitted through online to the web site <https://wbtenders.gov.in> in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).
- e) **Technical Proposal:** The Technical Proposal should contain scanned copies of the following two covers (folders):
  - i) **Statutory Cover** Containing the following documents – 1) NIT, 2) EMD payment/exemption document & 3) Bidder Information sheet in Annexure A, Declaration in Annexure B & Self-declaration Certificate in Annexure C.
  - ii) **Non-Statutory Cover** Containing the following documents – All documents as stated in the Point No. 5.
- f) **Financial Proposal:**
  - i) **BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The service provider and/or its authorized representative is to quote the rate online through computer in the space marked for quoting rates in the BOQ after downloading the prescribed format from the web site.
  - ii) The rates shall be quoted by the bidder entirely in Indian Rupees.
- g) **Opening & Evaluation of Tender:**

The online tenders will be received up to the time and date mentioned in the Bid Schedule and will be opened on the date and time mentioned therein. In the event of the specified date of bid opening being declared holiday or in case of exigent circumstances or conditions of force majeure, the bid shall be opened at the specified time and location on the next working day, or on a suitable subsequent date as immediately as possible.

- i) The Tender Inviting Authority also reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.
- ii) 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 / Non-statutory Documents the tender will summarily be rejected.
- iii) Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Committee.
- iv) Summary list of technically qualified bidders will be uploaded online.
- v) During evaluation, the Tender Committee may summon the bidders and seek

clarification / information or additional documents or original hard copy of any of the documents already submitted electronically and if these are not produced within the stipulated time frame, their bids will be liable for rejection.

- h) **Rejection of Bid:** The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to reject any / or all the bid(s) prior to the issuance of Work Order, without assigning any reason thereof and / or not to place any Work Order even after selection and is not liable for any cost that might have been incurred by any bidder at the stage of bidding. The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to divide the contract amongst any number of bidders, if required so. Tenders with incomplete / incorrect information, subjective and conditional offers as well as partial offers will be liable for rejection. Tenders with variance / contradiction between Technical Bid and Financial Bid will also be liable for rejection. Further, Tenders submitted without any of the mandatory statements/ documents of the bidders are liable for rejection. The Directorate of Commercial Taxes, Govt. of West Bengal does not bind itself to accept the lowest rate.

Sd/-

(Gopal Chandra Barman)  
Special Commissioner  
Commercial Taxes, W.B.



**Annexure - A**  
**(Bidder Information Sheet)**

(To be submitted on bidder's letterhead duly signed & stamped by bidder/authorised signatory)

With reference to Tender No. \_\_\_\_\_  
Dated \_\_\_\_\_, I/we do hereby confirm that I/we have read the NIT/Bid documents carefully and accept all the terms, conditions and instructions as stipulated in the NIT/Bid documents.

I/we do hereby submit all the necessary information as mentioned below.

**General Details of Bidder**

1. Name of the Organisation: \_\_\_\_\_

2. Type of Organisation (Proprietorship  
/Partnership/Company etc.): \_\_\_\_\_

3. Name of the Proprietor/Partners/Directors (as applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Registered Office Address in West Bengal: \_\_\_\_\_

\_\_\_\_\_

5. Telephone Number (Office): \_\_\_\_\_

6. Mobile Number: \_\_\_\_\_

7. E-mail ID: \_\_\_\_\_

8. PAN No.: \_\_\_\_\_

9. GST Registration No.: \_\_\_\_\_

**Details of Individual(s) who will serve as Point of Contact/Communication for the Bidder**

1. Name: \_\_\_\_\_

2. Designation: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Telephone No./Mobile No.: \_\_\_\_\_

5. E-mail ID: \_\_\_\_\_

**Details of the Authorised Signatory on behalf of the Bidder**

1. Name: \_\_\_\_\_

2. Designation: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Telephone No./Mobile No.: \_\_\_\_\_

5. E-mail ID: \_\_\_\_\_

Name: \_\_\_\_\_

Full Signature: \_\_\_\_\_

In the capacity of (Designation): \_\_\_\_\_

Duly authorised to sign  
for and on behalf of: \_\_\_\_\_  
(Name of Organisation)

Date: \_\_\_\_\_

Official Stamp:

**Annexure - B**  
**(Declaration)**

(To be submitted on bidder's letterhead duly signed & stamped by bidder/authorised signatory)

**A]** With reference to Tender No. \_\_\_\_\_,  
Dated \_\_\_\_\_, I, \_\_\_\_\_ on behalf of M/s \_\_\_\_\_ (name of the bidder) do hereby declare that I have gone through all the provisions of NIT (including subsequent Addenda/ Corrigenda and other documents) and clearly understood the implications of all those provisions and I am submitting my / our bid accepting all the provisions of said NIT (including subsequent Addenda/ Corrigenda and other documents).

**B]** I, \_\_\_\_\_ on behalf of M/s \_\_\_\_\_ (name of the bidder) do hereby declare that no additions/ deletions/ corrections have been made in the downloaded tender document and the tender document submitted by M/s. \_\_\_\_\_ (name of the bidder) is identical to the one appearing in the procuring entity's portal.

**C]** I, \_\_\_\_\_ on behalf of M/s \_\_\_\_\_ (name of the bidder) do hereby declare that M/s. \_\_\_\_\_ (name of the bidder) is not blacklisted/ debarred by any Government department/ Public Sector Undertakings/ Other Government Agencies for which we have executed/undertaken the works/ services during the last 03 (three) years. Neither the Firm nor the proprietor / any of its Directors / any of its constituent partners as the case may be, has ever been convicted in any case by any Court of Law.

**D]** I, \_\_\_\_\_ on behalf of M/s. \_\_\_\_\_ (name of the bidder) do hereby declare that M/s \_\_\_\_\_ (Name of the agency) has satisfactory past record of compliance of all statutory applicable Labour / Financial Laws in its favour and has no adverse record nor is a defaulter of statutory liabilities including provisions of EPF and ESIC.

I, hereby, further declare that all the above information declared hereinabove, is true to the best of my knowledge and belief and in the event of any of the above information is found to be false at a later stage, by the Procuring Entity (The Directorate of Commercial Taxes, West Bengal), the Procuring Entity shall be at liberty to take any action as deemed fit at my/ our sole risk and cost.

\_\_\_\_\_  
Signature of Bidder / Authorized representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Name of the Organisation with Seal

\_\_\_\_\_  
Date:

**Annexure - C**  
**(Self-declaration Certificate)**

(To be submitted on bidder's letterhead duly signed & stamped by bidder/authorised signatory)

Ref: Tender No. - \_\_\_\_\_

dated \_\_\_\_\_

*"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder M/s....."*

*(a) is not from such a country,*

*or,*

*(b) if from such a country, has been registered with the Competent Authority.*

*(Where applicable, evidence of valid registration by the Competent Authority shall be attached.)*

**(Strike out whichever of the above two clauses is not applicable)**

*I hereby also certify that this bidder M/s..... fulfils all*

*requirements in this regard and is eligible to be considered.*

\_\_\_\_\_  
(Signature of the Bidder/Authorised Representative)

Name:

Date:

Seal:

Government of West Bengal  
Finance Department  
Audit Branch

No. 3975-F(Y)

Dated, 28<sup>th</sup> July, 2016

**MEMORANDUM**

**Sub: Online receipt and refund of EMD of e-procurement through State Government e- procurement portal**

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMD / Bid Security related to e- procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc

**1. 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) He 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.

**2. Payment procedure:**

- a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:
  - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
  - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
  - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
  - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
  - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

**b) Payment through RTGS/NEFT:**

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**3. Refund/Settlement Process:**

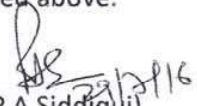
- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L<sub>1</sub> and L<sub>2</sub> bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L<sub>2</sub> bidder should not be rejected till the LOI process is successful.
- iv. If the L<sub>1</sub> bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L<sub>2</sub> bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L<sub>1</sub> bidder is uploaded to the e-Procurement portal by the tender inviting authority.

- v. As soon as the L<sub>1</sub> bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
- a) EMD of the L<sub>1</sub> bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L<sub>1</sub> bidder.
  - b) EMD of the L<sub>1</sub> bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L<sub>1</sub> bidder.
- In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.
- vii. Once the EMD of the L<sub>1</sub> bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees ( if any ) were initiated.

**4. Accounting and Monitoring Process:**

- i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.
- ii. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.
- iv. The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.

  
(P A Siddiqui)

Secretary to the  
Government of West Bengal  
Finance Department