

Office of the Chief Electoral Officer, West Bengal
Balmer Lawrie Building
21, N.S Road, Kolkata- 700001
(033) -2231-0840

NIT No. CEOWB / 2022 / e-Tender / 001/ Transportation of VVPAT Dt: 9th February,2022

Notice Inviting e-Tender No. CEOWB / 2022/ e-Tender / 001 / Transportation of VVPAT Dt: 09.02.2022 of the Chief Electoral Officer and Principal Secretary to the Government of West Bengal.

The Chief Electoral Officer and Principal Secretary to the Government of West Bengal invites e-Tender Pre-qualification-cum-Tender (two cover system) for the work as detailed below. (Submission of Bid through **online**)

S I	Name of the Work	Volume of Work	Earnest Money	Schedule Completi on time	Eligibility criteria	Disqualification criteria	Rejection Criteria
1	Transportati on of VVPAT within Carrying Box from various districts of West Bengal to ECIL, Hyderabad, Telangana BEL factory, Panchkula, Hariyana & Bangalore, Karnataka as detailed at Page 2 and 3 of the NIT document	Cost of transportation for transporting VVPAT within Case-94200 nos of VVPATs to ECIL, Hyderabad, 11452 nos of VVPATs to BEL, Panchkula, Hariyana and 13304 nos of VVPATs to BEL, Bangalore, Karnataka from different Districts of West Bengal as detailed at Page 2 and 3 of the NIT document.	₹ 1,00,00 0/- (Rupees one lakh) only	14 days from issuance of Work Order	(A) <u>Credential:</u> The applicant in the same name and style, as prime contractor should have successfully completed at least one contract of same type of transportation work within the last 5 years, with a single work value of minimum Rs. 20 Lakh. Only one credential certificate needs to be uploaded which satisfies the work criteria. In case of multiple credentials, only the 1 st credential uploaded will be considered for evaluation. (B) <u>Documents & Certificates:</u> IT Returns of last three(3) financial years, P.T., C.C, GST, Registration Certificate along with VAT/GST Returns of last three(3) financial years (Attested copies) and all other documents must be produced by all bidders and submit the same with full address. Authorized persons will sign on tender documents along with papers of Technical and Financial Bids. Both the Technical and Financial Bids must be in the letterhead pad of the concerned agency/ concern. GST registration & PAN should be in the same name and style as of the bidders. Further details are given under appropriate clause of NIT	Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have: (i) Made misleading or false representations in the forms, statements, Affidavits and attachments submitted in proof of the qualification requirements; and / or record of the submission of any false / fake document(s). (ii) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc. Further details are given under appropriate clause of NIT	During scrutiny of Technical Bid / Tender documents if it is found that any information is incorrect or inadequate in the Technical Bid / Tender documents the same will be rejected without assigning any reason thereof. The Chief Electoral Officer, West Bengal will have sole discretion to decide the eligibility of the Bidder on the basis of his submitted documents and evaluation thereof and reserves the right to refuse any explanation to Bidders to any applicant without assigning any reason thereof and the decision of this Office in this respect will be final. Further details are given under appropriate clause of NIT

1A. Scope of Work:

The Chief Electoral Officer, West Bengal, invites rates for carrying the VVPATs within the Carrying Box inclusive of loading and unloading charges and all admissible taxes, excluding GST and other taxes applicable, through e-tender as above, from resourceful Contractors / Agencies / Transporters including Govt. registered contractors/agencies/transporters having experience in similar type of works. The VVPAT will be transported in separate carrying cases singly. The dimension of each carrying case of each VVPAT is roughly 480 ×290×450 mm and will weigh about almost 6.85 Kg while loaded. Every vehicle carrying VVPATs shall be fitted with GPS and should be closed containers. The bidder/transporter will remain solely responsible for the safety of the materials transported till delivery. The detailed district-wise number of machines along the sending destination is given below –

A) Machines to be transported to ECIL, Hyderabad, Telangana from following districts of West Bengal

Sl No.	District	No. of VVPAT
1	Alipurduar	2223
2	Bankura	4814
3	Birbhum	3980
4	Coochbehar	4203
5	Dakshin Dinajpur	2412
6	Darjeeling	2278
7	Hooghly	2634
8	Jalpaiguri	2937
9	Jhargram	1705
10	Kalimpong	420
11	Kolkata North	2268
12	Kolkatta South	1617
13	Malda	6076
14	Murshidabad	10140
15	North 24-Parganas	533
16	Paschim Bardhaman	3294
17	Pashchim Medinipur	7063
18	Purba Bardhaman	6204
19	Purbo Medinipur	6047
20	Purulia	3822
21	South 24-Parganas	15329
22	Uttar Dinajpur	4201
	Grand Total	94200

B) Machines to be transported to BEL, Panchkula, Haryana from following districts of West Bengal		
Sl No.	District	No. of VVPAT
1	Nadia	2472
2	North 24-Parganas	3029
3	Howrah	2547
4	Hooghly	3404
	Total	11452

C) Machines to be transported to BEL, Bangalore, Karnataka from following districts of West Bengal

Sl No.	District	No. of VVPAT
1	Nadia	2070
2	North 24-Parganas	7660
3	Howrah	2156
4	Hooghly	1418
	Total	13304

1B. Preparation of Bids / Tender Documents:

- a) Language of the Bid / Tender documents will be in English.
- b) Documents Comprising the Bid / Tender documents.

The Bid submitted by the Bidder shall be in two separate parts: Technical and Financial Bids

2. Technical and Financial Bids:

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 the website and submission of Technical Bid and Financial Bid will be done as per Time Schedule.

The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tender is found qualified by the 'Tender Evaluation Committee' formed by the Chief Electoral Officer and Additional Chief Secretary to the Government of West Bengal. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed on the website.

The Bidder should have never been black-listed ever by any department of the Government of West Bengal till the date of issue of this NIT. In case of history of any unsuccessful completion of work/ Refusal of work or litigation with this Office, the Bidder would not be considered to be not qualified for Technical Bidding. The participating Agency is required to furnish notarized undertaking that it has no previous background of having defaulted while undertaking any previous work of the Government or its entities.

The Bidder should be eligible for all the terms and conditions as detailed in the Instructions to Bidder (Clause/ Point 15 of the NIT) and point 2 of the NIT document. All the relevant documents should be uploaded in the Tender portal. In case of failure to do so the Bidder would be treated as not qualified in the Technical Bidding. All the relevant documents in support of the eligibility criteria as discussed above should be submitted by the bidder as per proforma given in the e-tender in their letter head with proper signage and stamp by the authorized signatory of the bidder, in order to be qualified in the Technical Bid. The proforma is enclosed with the NIT.

All the rows in the BOQ should be quoted. In case of non-submission of the Bid for all the items in the BOQ, the Bid would be summarily rejected.

3. Bill of Quantity:

The rates shall be quoted by the bidder entirely in Indian Rupees. Bidders will have to submit rate for transportation of carrying case containing VVPAT. The rate shall include rates for carrying the cases containing VVPATs inclusive of loading and unloading charges and all admissible taxes / toll / Cess etc. excluding GST. The bidder will have to quote rates for all the works in the BOQ or else will be treated as disqualified. The bidder will be selected on the basis of lowest rate quoted by the bidder. The vehicles should have GPS tracking facility and should be closed container. In case of any increase or decrease in number of VVPATs, bills will be adjusted on pro-rata basis @ increase or decrease of VVPATs in carrying box.

The tentative Number of VVPATs for transportation to **ECIL, Hyderabad, Telangana is- 94200 nos of VVPATs.**

The tentative Number of VVPATs for transportation to **BEL, Panchkula, Haryana is- 11452 nos.**

The tentative Number of VVPATs for transportation to **BEL, Bangalore, Karnataka is- 13304 nos.**

These numbers are purely indicative. The number of machines may vary slightly as per the actual allotment. In pursuance of actual allotment for transportation of machines, work order will be issued from this Office. Since, the quantity of the item may vary in number depending upon actual allotment of machines, the payment will be made on pro-rata basis of the approved rates of the Bid, for the item of the BOQ.

4. Earnest Money:

The Bidders are required to submit an Earnest Money Deposit (EMD) amounting to ₹1,00,000/- (Rupees one lakh) only through online mode at the government site. The EMD of the unsuccessful bidders will be discharged / returned online after the Notification of the Award without any interest to it. It may be clarified that no interest payable on the deposit to the unsuccessful bidders.

The EMD shall be forfeited in the event of

- The Bidder withdrawing the offer during the period of validity of the RFP / tender OR
- The Bidder submits false, fake and forged documents, OR
- The Successful Bidder failing to sign the contract form or furnish the Performance Bank Guarantee / Security Deposit as specified in this document.

5. Special Terms & Condition:

There will be no sub-letting of the Contract.

- a) **Loading Point:** Loading may be from anywhere in 24 districts of West Bengal as mentioned in page 2 and 3 of the NIT. The VVPATs within the Carrying Boxes will be loaded in trucks as per the work order

issued from this Office. The container should be sealed with locks at the loading point. The Agency should keep a certificate of the authorized officer from the respective District regarding the content, condition and the status of sealing of the vehicle. It should accompany the Bill.

b) Unloading Point: Unloading point will be ECIL, Hyderabad, Telangana; BEL, Panchkula, Haryana and BEL, Bangalore, Karnataka as applicable and as mentioned in the table of page 2 and 3 of the NIT. The Carrying boxes containing VVPATs are to be unloaded at the points as detailed in the Table at Page 2 and 3 of NIT. Loading and unloading charges should be borne by the Agency.

c) Proof of Delivery: A receipt depicting details of delivery scripted with “received in good condition” with the receiver’s signature and stamp is to be submitted along with the bills/challans. Without the certificate the bill would not be entertained.

d) Material lost in transit / Break down: Considering the importance and high-security value of the loaded materials like VVPATs, all precautions and preparedness shall have to be put in place by the Agency to ensure safe and secured passage of the materials up to the unloading point. The VVPATs in the carrying box are to be unloaded in perfect condition as they were when loaded at the loading points, with the seals of each box remaining intact. The transporting agency will hold complete responsibility for any damage caused or material lost in transit / break down and action will be taken as per existing norms and mandates of the Election Commission of India. In case of damage of the material, the transporter will be subjected to legal punishment as per provision of R P Act 1951, in cases of negligence on the part of the transporter. No compromise will be made in providing security of the VVPATs and any lapse will be viewed very sternly by the Authority. The container should be sealed with the locks at the loading point and will only be unsealed by the appropriate authority of the ECIL / BEL receiving it.

e) Details of vehicles carrying VVPATs: Details of vehicles carrying VVPATs with truck no / drivers contact no / route maps along with a list of manpower for handling those materials are to be submitted to this end beforehand and no unauthorized handling will be accepted under any circumstance.

f) Time-frame: The works of loading, transportation and unloading of the VVPATs are to be completed within 14 (fourteen) days from the date of receiving of work-order.

g) Submission of the authenticated GPS data determining the route of travel, should be submitted immediately (within 24 hours of delivery of VVPAT). In case of failure to submit the GPS data bills may not be entertained.

h) Only one agency will be selected for execution of the whole works of the total quantity of VVPATs for transportation and the selected agency has to transport all the VVPATs irrespective of the areas of locations involved on either ends of transportation as mentioned in point 5.a and 5.b. No extra payment will be made in addition to the quoted rates for transporting machines in hilly areas / remote areas.

6. Mode of Payment:

Payment will be made on receipt of the bills after successful completion of the work, i.e. transportation of VVPATs in perfect condition. Payment to be made including GST and cess and all other levies as applicable after deducting TDS, TDS on GST and other taxes prevailing. The bidder will remain responsible for payment of the GST / taxes/ cess / levies as applicable from their end. Bill should be submitted in triplicate along with proper receipts as described above, of the transported materials. The printed document of the GPS reading showing distance travelled for each consignment should be attached to the bill.

Since, the quantity of the each items may vary in number depending upon actual allotment of machines of each category, the payment will be made on pro-rata basis of the approved rate of the Bid, for each item of the BOQ.

The Chief Electoral Officer, West Bengal will have the right to accept/ reject the BID at any point of time if the performance of the selected agency is not satisfactory by giving 3(three) days' notice.

7. Penalty:

The selected agency will have to execute the work with strict adherence to the schedule. In case of failure to execute the work within the time frame specified by the Chief Electoral Officer, West Bengal, without prejudice with other remedies under agreement, the Chief Electoral Officer, West Bengal will levy as penalties a sum in accordance with following principle.

The penalty @ 2% of actual claim of the Bill value (without applicable tax) for 'per week delay' will be imposed on the engaged agency for delaying the completion of the work after the expiry of the allocated period.

Material lost in transit / Break down: As detailed under point/clause 5 (d) of the NIT document detailing the Special Terms and Conditions.

8. Rejection of Bid:

The office of the Chief Electoral Officer, West Bengal reserves the right to reject the Tender / consignment without giving any reasons in case of failure to execute the contract or abide by any terms and conditions detailed herein.

- RFP / Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- RFP / Tenders with variance / contradiction between Technical Bid and Financial Bid will be liable for rejection. If the offer does not meet the RFP / tender requirements, this Office reserves the right to reject any or all the RFP / tenders without assigning any reason whatsoever.
- RFP / Tenders submitted without any of the mandatory statements / documents of the bidders are liable for rejection.
- In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this RFP / Tender Document, the tenders are liable for rejection.

All the criterion of Technical and Financial bid are applicable.

9. Termination:

The office of the Chief Electoral Officer, West Bengal reserves the right to terminate the Work Order without giving any reason in case of failure to execute the contract or abide by any terms and conditions as contained in the agreement.

The CEO, WB without prejudice to any other remedy for breach of Contract, by written notice of default sent to Selected Agency, may terminate the Contract for violation of any of the following -

- If the selected agency fails to deliver any or all contracted services as per service standards specified in the agreement.
- If the selected agency fails to perform any other obligation (s) under the Contract.
- If the selected agency in the judgment of CEO, WB has engaged in corrupt or fraudulent practices in competing for or in executing the Contract / NIT.
- Violation of any other terms of the contract / NIT

The Chief Electoral Officer, West Bengal will have the right to terminate the contract at any point of time if the performance of the selected agency is not satisfactory by giving 3(three) days' notice.

10. Arbitration:

In the event of any dispute or differences between the parties, the same shall be referred to the Arbitration before a Board of Arbitrators comprising one nominee from the agency and for the office of the Chief Electoral Officer, West Bengal and a presiding arbitrator, to be nominated in consultation with the State Government in the Home Department, before entering upon the references. The venue of such Arbitration shall be the Office of the Chief Electoral Officer, West Bengal.

10A. Jurisdiction:

Any further dispute arising out of this Agreement / Contract will be tried in the Courts of Kolkata and Kolkata alone.

11. Safety and Security:

Under no circumstance, the trucks will move without security as will be provided by the respective state police passing through the states. The vehicles should follow the designated approved route.

12. Security Deposit:

The Successful Bidder has to submit a Security Deposit of a lump sum amount of Rs. 10 % of the BID value in the form of performance bank guarantee, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Bank acceptable to Chief Electoral Officer, West Bengal, payable on demand, for the due

performance and fulfilment of the contract, in the name of the Chief Electoral Officer, West Bengal within five days of communication to this effect from the Chief Electoral Officer, West Bengal.

Security Deposit will also be forfeited in case the selected agency fails to enter into an agreement or refuses to work as per provisions of the tender.

13. Signing of agreement:

An agreement will have to be signed by the successful bidder with this office pledging adherence to the terms and conditions as above.

The selected agency will be offered an intimation of acceptance before the signing of the agreement.

The bidder should submit a self-declaration that it has no previous history of arbitration, litigation or causing accusations against the Government or its organizations.

The participating company has to furnish an undertaking that it has no previous background of having defaulted while undertaking any previous work of the Government or its entities.

14. Bid Submission Process

Prospective bidders have to submit their bid on-line through <https://wbtenders.gov.in>

Intending bidders may download tender documents from web site: <https://wbtenders.gov.in> In case of change of date, due intimation will be given in News dailies and website. List of the important dates related to bid are given in the Bid Data Sheet.

The bidder shall have to deposit Earnest Money as mentioned in page 1 and at point/clause 4 of NIT document.

15. INSTRUCTION TO BIDDERS

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.

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>. The bidder may also consult the website of the Chief Electoral Officer, West Bengal to view the NIT.

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 above. DSC is given as a USB e-Token. The contractor can search & download N.I.T. & Document(s) electronically from computer once he logs on to the website using the Digital Signature Certificate.

Submission of Tenders:

Tenders are to be submitted 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 which should be virus scanned and Digitally Signed. The documents will get encrypted (transformed into non-readable formats).

Technical Proposal:

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

(a) Statutory Cover containing the following documents:

As the work performance guarantee, the successful bidder shall have to submit Security Deposit in the form of a Bank Guarantee of 10% of the BID value in the name of the Chief Electoral Officer, West Bengal within five days of communication to this effect from the Chief Electoral Officer, West Bengal. In case of failure, to submit Bank Guarantee within the stipulated period his earnest money shall be forfeited.

The Chief Electoral Officer, West Bengal reserves the right to reject or cancel any or all pre-qualification documents and bid document or the entire tender process without assigning any reason whatsoever.

N.I.T. (download properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate elsewhere other than the BOQ, the tender is liable to be summarily rejected. The Chief Electoral Officer, West Bengal will have the right to terminate the contract at any point of time if the performance of the selected agency is not satisfactory by giving 3(three) days' notice.

(b) Non-statutory Cover containing the following documents to be uploaded in the Tender Portal:

The following documents, duly self-attested and scanned, are to be uploaded at the time of submission of tenders through e-tendering Process. The Agency will have to submit the documents and attach in the e-tender portal to be considered for being qualified in the Technical Bidding.

1. Valid GST Registration No up to 31.3.2022.
2. Completion certificate along with certificate of payment received for works of similar type and of values as mentioned above individually for the above tenders from an officer not below the rank of the CEO/ MD/ DDO of the concerned Department.
3. Professional Tax clearance certificate.
4. Annual Profit & Loss Account & Balance Sheet from chartered accountant for last 3 (three) financial years. The registration number of Chattered Accountant must be prominently shown in the Audit Report. The Certificates have to be signed by practicing Chartered Accountants.
5. Credential as per Basic Qualification Criteria mentioned above. The applicant in the same name and style, as prime contractor should have successfully completed at least one contract of same type of transportation work within the last 5 years, with a single work value of minimum Rs. 20 Lakh. The agency must have turnover of positive net worth of at least Rs. 30 lakh in each of last three years
6. Trade license- should be a valid till .
7. PAN Card.
8. IT Returns of the last three (3) financial years.
9. List of completed works for the last 5 Years.
10. Since, the contractor should have sufficient manpower, vehicles and other logistic supports to complete the work,
 - a) List of Transport vehicles with capacity
 - b) List of technical staff.

All the above noted documents should be uploaded in the tender portal along with the tender

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

Click the checkboxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to the 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	Details
A	CERTIFICATES	CERTIFICATES	1. VALID GST REGISTRATION NO UP TO 31.3.2022. 2. PAN 3. PTAX (CHALLAN) 4. IT RECEIPT FOR LAST 3 FINANCIAL YEARS.
B	COMPANY DETAILS	COMPANY DETAILS 1 COMPANY DETAILS 2	1. PROPRIETORSHIP FIRM (TRADE LICENCE) 2. PARTNERSHIP FIRM (PARTNERSHIP DEEP, TRADE LICENCE) 3. LTD COMPANY (INCORPORATION CERTIFICATE, TRADE LICENCE) 4. SOCIETY (SOCIETY REGISTRATION COPY, TRADE LICENCE)
C	CREDENTIAL	CREDENTIAL 1 CREDENTIAL 2	1. SIMILAR NATURE OF WORK DONE & COMPLETION CERTIFICATE FOR LAST 5 YEARS, with a single work value of minimum Rs. 20 Lakh. 2. A) LIST OF TRANSPORT VEHICLES WITH CAPACITY B) LIST OF TECHNICAL STAFF. 3. COMPLETION CERTIFICATE ALONG WITH CERTIFICATE OF PAYMENT RECEIVED FOR WORKS OF SIMILAR TYPE AND OF VALUES AS MENTIONED ABOVE INDIVIDUALLY FOR THE ABOVE TENDERS FROM AN OFFICER NOT BELOW THE RANK OF THE CEO/ MD/ DDO OF THE CONCERNED DEPARTMENT.
E	FINANCIAL INFO	P/L AND BALANCE SHEET 2017-2018	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXURE AND 3CD FORM IN CASE OF TAX AUDIT). The agency must have turnover of positive net worth of at least Rs. 30 lakh in each of last three years
		P/L AND BALANCE SHEET 2018-2019	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXURE AND 3CD FORM IN CASE OF TAX AUDIT)
		P/L AND BALANCE SHEET 2019-2020	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXURE AND 3CD FORM IN CASE OF TAX AUDIT)
F	MANPOWER	TECHNICAL PERSONNEL	LIST OF TECHNICAL STAFFS ALONG WITH STRUCTURE & ORGANIZATION (AS PER NIT)
G	DECLARATION	DECLARATION 1 DECLARATION 2	1. THE BIDDER SHOULD SUBMIT A SELF-DECLARATION THAT IT HAS NO PREVIOUS HISTORY OF ARBITRATION, LITIGATION, CASTING ASPERSIONS OR CAUSING ACCUSATIONS AGAINST THE GOVERNMENT OR ITS ORGANIZATIONS. 2. THE PARTICIPATING AGENCY IS REQUIRED TO FURNISH AN UNDERTAKING THAT IT HAS NO PREVIOUS BACKGROUND OF HAVING DEFAULTED WHILE UNDERTAKING ANY PREVIOUS WORK OF THE GOVERNMENT OR ITS ENTITIES.

All the above noted documents to be attached as document is mandatory and to be attached by the Agency before last date of submission by the bidder, to be qualified in the Technical Evaluation of the e-tender. The bidder will be treated as disqualified for the Technical Evaluation in case of failure to submit / attach the documents in the e-tender portal.

Milestones to be achieved during the contract period

(a) Day-to-day communication from authorized signatory/ Nodal Communicating Staff of awarded agency regarding location and status of transportation are must, through E-Mail and over Phone.

(b) To keep carrying cases and their contents in good condition under sealed lock and key (to be examined in security period):

Security period means 1(One) Month from completion of work

i) No Advance payment will be made.

ii) Under no circumstances escalation in prices will be entertained.



(Dr. Aariz Aftab, IAS)

Chief Electoral Officer, West Bengal

DR. AARIZ AFTAB, IAS
Chief Electoral Officer, West Bengal
& ex-officio Principal Secretary,
Home & Hill Affairs Department, Election Branch
Government of West Bengal



1. Bid Data Sheet

1	RFP/e-Tender/ EOI Inviting Authority	Office of the Chief Electoral Officer, West Bengal
2	Name of the Work	Transportation of VVPAT within Carrying Box from various districts of West Bengal to ECIL, Hyderabad/ BEL factory, Panchkula & Bangalore
3	RFP/ Tender/ EOI Reference	CEOWB / 2022/ e-Tender / 001 / Transportation of VVPAT Dt: 09.02.2022
4	Date of uploading of N.I.T. & other Documents (online Publishing Date)	09.02.2022 (6:00 PM)
5	Documents download start date (Online)	09.02.2022 (6:00 PM)
6	Pre-bid Queries to be made (Online)	15.02.2022 (2:00 PM)
7	Pre-Bid meeting	18.02.2022 (2:00 PM)
8	Bid Submission (Both Technical & Financial) closing (Online)	08.03.2022 (3:00 PM)
9	Bid opening date for Technical Proposals (Online)	10.03.2022 (3:30 PM)
10	Date for opening of Financial Proposal (Online)	11.03.2022 (4:00 PM)



(Dr. Aariz Aftab, IAS)
Chief Electoral Officer, West Bengal

DR. AARIZ AFTAB, IAS
Chief Electoral Officer, West Bengal
& ex-officio Principal Secretary,
Home & Hill Affairs Department, Election Branch
Government of West Bengal

Annexure I: Covering Letter Format of Technical Bid

Date: [Insert: date of bid]

To
The Chief Electoral Officer,
West Bengal,
21, Netaji Subhas Road,
Balmer Lawrie Building
Kolkata – 700001.

Dear Sir,

Having examined e-tender **CEOWB/2022/e-Tender/01/Transportation of VVPAT Date: 09.02.2022**, the receipt of which is hereby acknowledged, we, the undersigned, offer to provide services (as specified in the e-tender) as the “State Level Transporting Agency” in the Office of the Chief Electoral Officer, West Bengal, in full conformity with the provisions of the e-tender for the sum we have quoted item-wise in the BOQ.

We undertake, if our bid is accepted, to commence work as the State Level Transporting Agency entrusted to undertake work in terms of the provisions maintained in the e-tender document at the office of the Chief Electoral Officer, West Bengal and to deliver the services within the respective time-frames mentioned in the work-orders to be issued from time to time. If our offer is accepted, we undertake that we understand the value in completion of work and while maintaining the quality of work. We pledge that we shall complete the works, entrusted to us, in right earnest maintaining quality in standards and in due time.

We declare that we have studied the e-tender document and are making this proposal for all the services specified in the **e-tender document**. We also declare that we have studied the necessary conditions, volume of work and quality standards necessary for participating in the technical and financial bid.

We have read the provisions of the e-tender and confirm that these are acceptable to us. All necessary clarifications sought for by us had been duly clarified, by the Chief Electoral Officer, West Bengal. We undertake, if our bid is accepted, to commence the work on the project immediately upon your Notification of Award to us, and to complete it within the specified time-frames. We also understand that Bids with Commercial Values entered in the Technical Proposal shall be summarily rejected. If our bid is accepted, we undertake to provide a Performance Guarantee in the prescribed form and, for the amount, and within the times specified in the e-tender document while entering into the agreement in due course in terms of the e-tender.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the relevant laws in force against fraud and corruption in India.

We agree to abide by this bid, consisting of this letter, the Price Schedules, EMD, the duly notarized power of attorney, and all the Appendices to this Bid Form, from the date fixed for submission of bids as stipulated in the e-tender and it shall remain binding upon us and we agree to abide by all the clauses prescribed in this bid document for the duration of the contract, if awarded to us.

Until the formal order is placed and final Agreement is prepared and executed between us, this bid, together with your written acceptance of the bid (if provided) and your notification of award, shall be a binding contract on us.

Dated this [insert: number] day of [insert: month], [insert: year] Signed:

In the Capacity of [insert: title of position]

Duly authorized to sign this bid for and on behalf of [insert: name of the Bidder]

Appendices: as per technical specifications.

Annexure II (Format for Financial Bid)

Office of the Chief Electoral Officer, West Bengal

Balmer Lawrie Building, 21, Netaji Subhas Road, Kokata-700001

NIT No. CEOWB/2022/e-Tender/01/Transportation of VVPAT Date: 09.02.2022

FINANCIAL BID

Sl. No	Description of work and requirement of given number of personnel as per RFP/tender document	No. of Qty.	Unit	Total Cost excluding GST and other taxes (Rs.)
a	b	c	d	e
1	Transportation of 94200 nos. of VVPATs within Carrying Box from all districts of West Bengal except Nadia & Howrah to ECIL, Hyderabad	94200	Number	
2	Transportation of 11452 nos. of VVPATs within Carrying Box from Nadia, North 24 Parganas, Howrah and Hooghly of West Bengal to BEL Panchkula, Haryana.	11452	Number	
3	Transportation of 13304 VVPAT within Carrying Box from Nadia, North 24 Parganas, Howrah and Hooghly of West Bengal to BEL, Bangalore	13304	Number	
	Total Transportation cost for transporting all VVPAT machines i.e. row 1+2+3	118956	Number	