

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

NIT NO. CEOWB/2015/e-Tender/001/EVM

Dated: 14 /10/2015

Notice Inviting e-Tender No. **001/EVM, dated, 14.10.2015** 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)

Sl. No.	Name of the work	Volume of work	Earnest Money	Schedule Completion Time	Eligibility Criteria	Disqualification Criteria	Rejection Criteria
1	Transferring of Trunks containing Ballot Units and Control Units of Electronic Voting Machines from the State of Uttar Pradesh	1800 trunks of BUs and 1800 trunks of CUs	Rs 50000/-	21 days from issuance of Work Order	<p>(A)Credential: 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.</p> <p>Only one credential certificate needs to be uploaded which satisfies the work criteria. In case of multiple credentials, only the 1st credential uploaded will be considered for evaluation.</p> <p>(B) Documents & Certificates: IT Returns of last three(3) financial years, P.T., C.C, ST/VAT, Registration Certificate along with VAT 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.</p>	<p>Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:</p> <p>(i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and / or record of submission of any false / fake document(s).</p> <p>(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.</p>	<p>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 reserve the right to refuse any explanation to Bidders to any applicant without assigning any reason thereof and the decision of the this Office in this respect will be final.</p>
2	Transferring of Trunks containing Ballot Units and Control Units of Electronic Voting Machines from the State of Maharashtra	8000 trunks of BUs and 6100 trunks of CUs	Rs 50000/	21 days from issuance of Work Order			
3	Transferring of Trunks containing Control Units of Electronic Voting Machines from the State of Uttarakhand	700 trunks of CUs	Rs 50000/	21 days from issuance of Work Order			

The Chief Electoral Officer, West Bengal, invites **rates for carrying trunks containing Ballot Units and Control Units of EVMs inclusive of loading and unloading charges and all admissible taxes through e-tender** as above, from resourceful Contractors/ Agencies/ Transporters including bona-fide outsiders & Govt. registered contractors/agencies/transporters having experience in same type of works. The EVMs will be transported in sealed trunks. Each trunk will contain 10 BUs/ 10 CUs or less.

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

Technical and Financial Bids

Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.in>

Tender documents may be downloaded from 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 tenderer is found qualified by the 'Tender Evaluation Committee' formed by the Chief Electoral Officer and Principal 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 in the website.

Bill of Quantity - The rates shall be quoted by the bidder entirely in Indian Rupees. Bidders will have to submit rates for trunks containing BUs and CUs and shall include **rates for carrying trunks containing Ballot Units and Control Units of EVMs inclusive of loading and unloading charges and all admissible taxes/toll/Cess etc. In case of non-participation by any bidder, the specified space for quoting the rate must be kept Blank and in no situation , it is to be filled with Zero (0).**

Earnest Money:

The scanned copy of the Bank Draft for Earnest Money will be required to be uploaded online by 05.11.2015 (2.00 PM) . At the same time, the Bank Draft in itself must be received at this Office by 05.11.2015. It is important to note that both the online submission of the EMD and the physical receipt of the Bank Draft through registered post at this office are mandatory and both the conditions must invariably be fulfilled.

Apart from Disqualification and Rejection of tender the Earnest Money deposited by the bidder will be forfeited if they submit false/fake/forged documents in respect of Credential and Turnover.

Special Terms & Condition:

There will be no sub-letting of the Contract.

1. **Loading Point:** Trunks with BUs and CUs will be loaded in trucks from different warehouse points located in the district of Maharastra, Uttarakhand and Uttar Pradesh
2. **Unloading Point:** The trunk boxes are to be unloaded at the various locations spreading twenty one (21) districts across West Bengal, preferably to the district Head Quarters, within 15 (fifteen) days of receipt of the work-order..
3. **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.

4. **Material lost in transit/Break down:** Considering the importance and high security value of the loaded materials like EVMs, all precaution and preparedness shall have to be put on place by the Agency to ensure safe and secured passage of the materials up to the unloading point. The EVM trunk boxes are to be unloaded at the district Head Quarters in perfect condition as they were when loaded at the loading points at Maharashtra, Uttarakhand and Uttar Pradesh with the seals of each boxes 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. No compromise will be made in providing security of the EVMs and any lapse will be viewed very sternly by the Authority.
5. **Details of vehicles carrying EVMs:** Details of vehicles carrying EVMs 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..
6. **Time-frame:** The works of loading, transportation and unloading of EVM trunk Boxes loaded with BUs and CUs are to be completed within 21 (twenty one) days from the date of receiving of work-order.
7. **Mode of Payment:** Payment will be made on receipt of the bills after successful completion of the work, i.e. transportation of EVMs from the warehouse points in Maharashtra, Uttarakhand and Uttar Pradesh to respective districts in West Bengal in perfect condition. Payment to be made including service taxes and cess and all other levies as applicable after deducting TDS.
8. **Termination:** The office of the Chief Electoral Officer, West Bengal reserves the right to terminate the consignment without giving any reasons in case of failure to execute the contract or abide by any terms and conditions detailed herein.
9. **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 transporting agency to be selected and the office of the Chief Electoral Officer, West Bengal and a presiding arbitrator before entering upon the references. The venue of such Arbitration shall be decided according to the conveyance of both the parties.
10. **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 of West Bengal, Odisha, Madhyapradesh, Jharkhand, Chattishgarh, Bihar, Uttar Pradesh, Uttarakhand and Maharashtra etc.
11. An agreement will have to signed by the successful bidder with this office pledging adherence to the terms and conditions as above.
12. 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.
13. 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.

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 Annexure - I.

The bidder shall have to deposit Earnest Money as mentioned in page 1 of this notice by the way of Bank Draft in the name of **the Chief Electoral Officer, West Bengal** payable at **Kolkata**

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:

1) Demand Draft towards Earnest Money (EMD) as prescribed in the N.I.T. against each of the serial of work in favour of the **Chief Electoral Officer, West Bengal** payable at Kolkata . The DD will be returned to unsuccessful bidders after the tender process is over.

As the work performance guarantee, the successful bidder shall have to submit Bank Guarantee at the rate 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 deposit bank draft 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.

2) 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.

(b) Non-statutory Cover Containing the following documents:

The following documents, duly self-attested and scanned, are to be uploaded at the time of submission of tenders through e-tendering Process.

1. Valid Sales Tax / VAT Registration No up to 31.3.2015.
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 Chartered Accountant must be prominently shown in the Audit Report.
5. Credential and Turnover as per Basic Qualification Criteria mentioned above.
6. Trade license.
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.

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.

SI No	Category Name	Sub Category Description	Details
A	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none"> 1. VALID SALES TAX / VAT REGISTRATION NO UP TO 31.3.2015. 2. PAN 3. PTAX (CHALLAN) 4. IT RECEIPT FOR LAST 3 FINANCIAL YEARS.
B	COMPANY DETAILS	COMPANY DETAILS 1 COMPANY DETAILS 2	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. SIMILAR NATURE OF WORK DONE & COMPLETION CERTIFICATE FOR LAST 5 YEARS. 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 2012-2013	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXURE AND 3CD FORM IN CASE OF TAX AUDIT)
		P/L AND BALANCE SHEET 2013-2014	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXURE AND 3CD FORM IN CASE OF TAX AUDIT)
		P/L AND BALANCE SHEET 2014-2015	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	<ol style="list-style-type: none"> 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.

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) Amount of liquidated damages for Delay in completion of works For whole of work
Rs 0.5% of Bank Guarantee

(c) Maximum limit of liquidated damages for delay in completion of work. 10 per cent of the Bank Guarantee rounded off to the nearest thousand.

b) **To Keep Trunks and its 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.

Sd/-

(Sunil Kumar Gupta)
Chief Electoral Officer,
West Bengal

Annexure I:

Date and Time Schedule:

Sl. No.	Activity Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	14.10.2015 (6:00 PM)
2	Documents download start date (Online)	14.10.2015 (6:00 PM)
3	Documents download end date (Online)	04.11.2015 (2:00 PM)
4	Pre-bid Queries to be made (Online)	28.10.2015 (10:AM to 5:00PM)
5	Pre-bid Clarifications to be provided from the CEO, WB's Office (Online)	28.10.2015 (10:AM to 5:00PM)
6	Bid submission (Both Technical & Financial) start date (On line)	29.10.2015 (9:00AM)
7	Last Date of uploading of scanned documents in proof of Earnest Money Deposit (EMD)	05.11.2015 (2.00 PM)
8	Bid Submission (Both Technical & Financial) closing (On line)	05.11.2015 (4:00 PM)
9	Last Date of submission of EMD through Registered Post	05.11.2015
10	Bid opening date for Technical Proposals (Online)	06.11.2015 (12:00 Noon)
11	Date of uploading list for Technically Qualified Bidder (online)	09.11.2015 (11:00 AM)
12	Date for opening of Financial Proposal (Online)	09.11.2015 (2.00 PM)

Memo No. 3698/Home (Elec)/R1M-33/2015

Date: 14.10.2015

Copy forwarded for information with a request to please display the notice in the Office board for wide circulation to the:

1. The Chief Electoral Officer (all)
2. Shri K N Bhar, Secretary, Election Commission of India, New Delhi
3. Office Notice Board.
4. Guard File.

Sd/-

(Sunil Kumar Gupta)
Chief Electoral Officer,
West Bengal