

# Notice Inviting e-Tender

**Purchase of 3 Nos. Battery Operated AC Electric Buses  
including 5 years AMC under WBHIDCO Ltd.,  
New Town, Kolkata**

**Memo. No.803/HIDCO/G.M.-Elect./e-NIT-21/2020-21**

**Dated: 19.08.2020**

**West Bengal Housing Infrastructure Development Corporation Ltd.**

HIDCO Bhavan, New Town, Premises No: 35-1111, Major Arterial Road, 3rd Rotary,  
Kolkata-700156, Phone: 2324-6037/6038, Website: [www.wbhidcoltd.com](http://www.wbhidcoltd.com)

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# West Bengal Housing Infrastructure Development Corporation Ltd.

(A Government of West Bengal Undertaking)

HIDCO Bhavan, New Town, Premises No: 35-1111, Major Arterial Road, 3rd Rotary,  
Kolkata-700156, Phone: 2324-6037/6038, Website [www.wbhidcoltd.com](http://www.wbhidcoltd.com)

Memo.No. 803/G.M.(Elect)/HIDCO/e-NIT-21/2020-21

Dated: 19/08/2020

**Notice Inviting e-Tender No.WBHIDCO/GM(Electrical)/ e-NIT-21/2020-21** of The General Manager (Elect), WBHIDCO Ltd. The General Manager (Electrical) invites **online Item rate** (two parts) tender for the work detailed in the table below.

List of Schemes:

Sl. No	Name of the work	Estimated Amount (Rs)	Earnest Money (Rs)	Price of Technical & Financial Bid documents and other annexures (Rs.)	Period of Completion	Name of the Concerned Officer	Eligibility of Contractor
1.	Purchase of 3 Nos. Battery Operated AC Electric Buses including 5 years AMC under WBHIDCO Ltd., New Town, Kolkata	Agency has to quote	Earnest Money INR. 6,00,000.00 (Rupees Six Lakh only) to be submitted in the form of Demand Draft from Nationalized/ Scheduled Bank in favour of WBHIDCO Ltd. Balance amount covering 2% of the quoted amount to be submitted in Bank draft at the time of making agreement by the successful bidder.	NA (The selected bidder has to deposit the price of Technical and Financial Bid documents at the time of agreement)	8 (Eight) months	General Manager (Elect), WBHIDCO Ltd.	<ol style="list-style-type: none"> <li>WBHIDCO Ltd. invites offers only from eligible and responsible resourceful Manufacturers/Suppliers/Technology Company of Electric Vehicles in India and abroad, who is a company incorporated under the Companies Act, 1956 (the "Manufacturer/ Supplier/ Technology Company") have valid permits for manufacturing/ supplying/ consulting/ engineering of passenger transport services as per applicable laws and regulations, for supply and maintenance of battery operated electric buses.</li> <li>Foreign Manufacturers/ Suppliers/ Technology Company willing to apply in order to participate in the bidding process should be with the local partnering firm. The local partnering firm must be registered under the Companies Act, 1956</li> <li>The Bidder may be manufacturer of Battery operated Vehicles with factory set up have valid</li> </ol>

							<p>license or their Authorized agent eligible for similar nature of work or supplier with valid permits.</p> <p>4. Intending contractors / tenderers must be financially sound and have their machineries with Technical Support and adequate working experience required for the job.</p> <p>5. Average Revenue of Manufacturer cum Supplier or OEM for Supplier or Technology Company (or their parent company in case of subsidiary) should have Turnover greater than INR. 300.00 .(Three Hundred)Crore for the last three financial years. For Foreign Manufacturer while determining the Turn over the exchange rate on the Bid Due date should be applicable</p> <p>6. The manufacturing/ supplying/ technology company entity should have at least 5 years of experience in manufacturing/consulting/pr oviding technology services of/to global standard vehicles; whereas the supplying entity should have a minimum of 2 years of experience</p> <p>7. Supplying entity or technology company (or their parent entity in case of subsidiary) should have a minimum average annual turnover of Rs. 20.00(Twoenty) Crore</p> <p>8. Manufacturer/Supplying/Tec hnology company          Credentials: satisfactory Completion Certificates/ Purchase order during the last five years from any government organization/undertaking in any country for Electric Buses.</p> <p>9. Additional Supplier          Credentials: Supplying firm having credential with completion certificate and adequate experience in bus procurement for Govt./ Semi Govt./Govt.          Undertaking/PSU with submission of appropriate credentials on support of</p>
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							<p>work within last five years. No private certificate will be considered</p> <p>10. Presence in India as manufacturer/ supplier/ importer/technology company either in the same trade name of the manufacturing/supplying entity/technology company or through tie up with an Indian legal entity.</p> <p>11. OEM (Original Equipment Manufacturer) /manufacturer/ Technology Company must furnish a letter of consent to maintain the comprehensive maintenance of Buses for a period of 5 years (Including one year warranty) along with supplying all the spares and parts and necessary knowhow, competencies and skills.</p> <p>12. The proposed buses must be compatible with the existing electric Bus chargers available with WB HIDCO.</p> <p>13. The bidder(Manufacturer/ supplier/technology company (jointly the bidder and the Original Equipment Manufacturer (OEM) in case the bidder is different from OEM) must produce a declaration at the time of Agreement stating that they will get the type approval as per relevant AIS before or during delivery of the said buses.</p> <p>14. A written declaration in the form of an affidavit before notary as to the correctness of the copies of all documents submitted and a declaration whether penalty/debarment had</p> <p>15. EMD &amp; other physical document will be received after declaration of L1. Only L1 Bidder have to submit hard copy of tender documents along with the acceptance of LOI</p>
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\*Three financial years would refer to 2014-15, 2015-16 and 2016-17 as per audit report.

**\*\*\* IN NIT AND OTHER TENDER DOCUMENTS / BOQ WHERE VAT & SERVICE TAX MENTIONED SHOULD BE CONSIDERED AS GST IN PLACE OF VAT & SERVICE TAX.**

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate. Necessary cost of Earnest Money may be remitted through Demand Draft (henceforth "DD") issued from any nationalized/ scheduled banks in favour of the "**WBHIDCO Ltd.**" payable at **KOLKATA** and also to be documented through e-filling.
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.in>
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in **Sl. No. 6**.
- 4) The **Financial Offer** of the prospective tenderer will be considered along with the **Technical Bid** of the tenderer by the '**Tender Evaluation Committee**' formed by the authority of WBHIDCO Ltd. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect.
- 5) **Eligibility criteria for participation in the tender.**

- 1) As detailed in NIT

Income Tax Return for the last three Financial years, Professional Tax Registration / Deposit Challan , Pan Card, GST Registration Certificate along with challan to be accompanied with the Technical Bid Documents.

*[Non-statutory documents]*

The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (*five*) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit duly notarized has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.

*[Non-statutory documents]*

#### **Joint Ventures/Consortiums will not be allowed.**

A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner firm. If found to have applied severally; in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

The land with necessary infrastructure construction for shed, workshop/store etc and meter for electricity shall be provided by WB HIDCO LTD. Tools & plants and other related machineries required for maintenance purpose to be provided by Manufacturer/ Supplier/ Technology Company.

Bid shall remain valid for a period not less than 120 days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

#### **Mobilization advance will not be allowed.**

**Terms of payment:** Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges, deductions or adjustments as per terms & conditions of contract:

Payment	Payment Amount	Timeline	Submissions and Approval required for Payment
<b>Manufacturing and Delivery of Electric Buses (3 buses)</b>			
First Part of Payment	40% of total cost of Electric Buses procurement	After Delivery of the Procured Items (3 Electric Buses) and three days trial run	Submission of required documents (Such as Challan etc.) and Invoice by the Manufacturer/ Supplier & Submission of type approval certificate as per relevant AIS norms
Second Part of Payment for Balance amount	30% of total cost of Electric Buses procurement	Post-delivery One Month of plying	Issuance of Final Completion Certificate of buses as well as fulfillment of the arrangement of maintenance requirements
Third Part of Payment for Balance amount	30% of total cost of Electric Buses procurement	Post six months of bus plying on road with successful performance of AMC obligations	
<b>Maintenance of Electric Bus (on total maintenance cost)</b>			
AMC	Year 1 = 10%	On completion of 1st year	Within 15 days of certifications from the Authority on satisfactory maintenance. The payment Will be made yearly on total Maintenance Cost
	Year 2 = 15%	On completion of 2nd year	
	Year 3 = 20%	On completion of 3rd year	
	Year 4 = 25%	On completion of 4th year	
	Year 5 = 30%	On completion of 5th year	

The cost of maintenance for Five years following procurement shall be disbursed on yearly basis as per the rates mentioned in the table above

**Security Deposit:**

EMD of Rs 6,00,000.00 has to be submitted by way of bank draft from nationalized/ scheduled bank in favour of WBHIDCO Ltd. Payable at Kolkata. The same shall be returned on submission of 10% security deposit of the total project value by way of bank guarantee encashable at Kolkata from a nationalized/ scheduled bank in India during signing of agreement.

**6) Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1.	Issuance of Notice Inviting Tender. & other	19-08-2020

	Documents (online) (Publishing Date)	
2.	Documents download/sell start date (Online)	<b>19-08-2020 at 06:00 A.M.</b>
3.	Documents download/sell end date (Online)	<b>09-09-2020 at 04:00 P.M.</b>
4.	<b>Pre-Bid meeting (Pre-Bid meeting to be held at Office of the General Manager- Electrical ,HIDCO BHABAN)/Online</b>	<b>01-09-2020 at 04:00 P.M.</b>
5.	Authority/Client response to queries latest by	<b>05-09-2020 at 2:00 P.M.</b>
6.	Bid submission start date (On line)	<b>19-08-2020 at 06:00 P.M.</b>
7.	Bid Submission closing (On line)	<b>09-09-2020 at 6:00 P.M.</b>
8.	Opening of Technical Bids	<b>12-09-2020 at 11:00 A.M.</b>
9.	Date of uploading list for Technically Qualified Bidder(online)	<b>To be notified later</b>
10.	Date of uploading the final list of Technically Qualified Bidder(online) after disposal of appeals, if any.	<b>To be notified later</b>
11.	Date for opening of Financial Proposal (Online)	<b>To be notified later</b>

- 7) Please note that Pre-Bid meeting is to be attended atleast by one representative of the Bidding Firm/Company. If there is no participation from any of the intended Bidders during the pre-bid, the decision of the pre-bid committee shall be final and shall not be altered at any request from the Bidders post the scheduled meeting time on **01-09-2020**.
- 8) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of Five years from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge. If any defect / damage is found during the period as mentioned above, the Manufacturer/Supplier shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the Manufacturer/Supplier will be imposed by the WBHIDCO as deem fit. The Manufacturer/ Supplier may quote his rate considering the above aspect.

**Refund of Bank Guarantee will be made after successful completion of the work, i.e., post completion of five years of maintenance contract. Provision in Clause No. 17 of Form No. 2911 shall be treated as superseded.**

- 9) **Earnest Money Deposit (henceforth "EMD"):** The EMD of **Rs.6,00,000.00** to be deposited in the form of DD from any nationalized/ scheduled bank of India in favour of WBHIDCO Ltd. payable at Kolkata.
- 10) EMD will be refunded against submission of Bank Guarantee of 10% of the total project cost with a validity of five years
- 11) Bidders are encouraged to submit their respective Bids after examining the requirement of Bus infrastructure and ascertaining themselves the existing and new technology, availability of power and other utilities for construction, handling and storage of materials, applicable laws and regulations, and any other matter considered relevant by them.



- 12) The intending Bidders shall clearly understand that whatever may be the out-come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of WBHIDCO Ltd. reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at the stage of Bidding.
- 13) **Refund of EMD:** The EMD of all the unsuccessful Bidders deposited in favour of WBHIDCO Ltd. will be refunded by the said General Manager on receipt of application from tenderers for release of the same. EMD of selected bidder shall be returned once the selected bidder signs the agreement.
- 14) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in Section – 'A' before tendering the bids.
- 15) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 16) **The intending tenderers are required to quote the rate *online*.**
- 17) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
- 18) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 19) The General Manager (Elect), WBHIDCO Ltd. reserves the right to cancel the notice inviting tender. Due to unavoidable circumstances and no claim in this respect will be entertained.
- 20) If there be any objection regarding prequalifying the bidding firm/ company that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
- 21) Before issuance of the Letter of Intent, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification, if it is found that the documents submitted by the lowest tenderer are either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
- 22) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
  - 1) Form No. 2911
  - 2) N.I.T.
  - 3) Special Terms & Conditions
  - 4) Technical Bid
  - 5) Financial Bid

6) General Terms & Conditions

23. **Qualification criteria:**

The tender inviting and Accepting Authority through a “Tender Evaluation Committee” will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- 1) Financial Capacity (Bank Solvency Certificate)
- 2) Technical Capability comprising of personnel & equipment capability
- 3) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice

24. Escalation of Price on any ground and consequent cost over-run shall not be entertained under any circumstances. Rates should be quoted accordingly.
25. The address for communication and email id of contact person is as below:

The General Manager (Electrical)  
HIDCO BHABAN  
Premises No.: 35-1111  
Major Arterial Road, 3rd Rotary  
New Town, Kolkata--700156  
Phone: (033) 2324 6037/6038  
Email id: gm.electrical@wbhidco.in

Memo. No. **803(1-10)/HIDCO/G.M.-Elect./ e-NIT-21/2020-21**

**Dated: 19/08/2020**

Copy forwarded for information to:-

- 1) Executive Director, WBHIDCO Ltd.
- 2) Joint Managing Director (Admin), WBHIDCO Ltd.
- 3) Chief Engineer (Electrical), WBHIDCO Ltd.
- 4) Chief Engineer (Civil), WBHIDCO Ltd.
- 5) Chief Financial Officer, WBHIDCO Ltd.
- 6) T.S. and OSD to Chairman, WBHIDCO Ltd.
- 7) Assistant Engineer, Electrical, WBHIDCO Ltd.
- 8) Senior Accountant GM (Electrical), WBHIDCO Ltd.
- 9) Notice Board

**General Manager (Electrical),  
WBHIDCO**

## 1 INSTRUCTION TO BIDDERS

### 1.1 General guidance for e-Tendering:

Guidelines for electronic submission of the tenders have been annexed in **Appendix** for assisting the bidder to participate in e-Tendering.

- i. **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://etender.wb.nic.in> (the web portal of WBHIDCO Ltd., the Manufacturer/Supply is to click on the link for e-Tendering site as given on the web portal.
- ii. **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(i) above. DSC is given as a USB e-Token.
- iii. **Tender document access**: The contractor can search & download NIT & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A(i) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. **Participation**: The Bidder shall be the sole applicant, consortiums and joint ventures shall not be entertained. One bidder will be allowed to submit just one document. If found to have applied severally in a single job all his applications will be rejected for that job.
- v. **Submission of Tenders**: Tenders are to be submitted through online to the website stated in Clause A(i) 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 virus scanned copy duly 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) **PREQUALIFICATION DOCUMENTS:**

- **Prequalification Application (Section-B, Form – I)**
- Scanned copy of DD towards EMD as prescribed in the N.I.T. against each of the serial of work in favour of the WBHIDCO Ltd.

##### 2) **HIDCO 2911**

3) **Tender Document**

4) **N.I.T.**

(NIT, Tender Document and 2911 downloaded 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 in HIDCO 2911, the tender is liable to be summarily rejected.)**

5) **Special terms & conditions and specification of works.**

6) **TECHNICAL DOCUMENTS**

- Affidavit [Ref. Format]
- Experience profile [Form No-IV] Section B.

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

- i. Professional Tax (PT) deposit receipt challan for March, 2021 Pan Card, IT Return for Financial year 2019-20, If unavailable return for financial year 2018-2019 will be accepted. GST Registration Certificate .
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. Balance Sheet for last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)
- vi. List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & waybill [Ref.:- Sl. No. 5(viii) of this N.I.T. and (Section –B, Form IV)]
- vii. List of Technical staffs along with structure & organization (Section – B, Form – II).

N.B.: Failure of submission of any of the above mentioned documents will render the tenderer liable to be rejected for both statutory & non statutory cover.

**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)	<ul style="list-style-type: none"> <li>• GST Registration Certificate &amp; Acknowledgement</li> <li>• PAN.</li> <li>• P Tax (Challan) (March,2019).</li> <li>• Latest IT Receipt.</li> <li>• IT-Return for Financial year 2019-20 If unavailable return for financial year 2018-2019 will be accepted.</li> </ul>
B.	Company Detail(s)	Company Detail	<ul style="list-style-type: none"> <li>• Proprietorship Firm (<i>Trade License</i>) -Structure &amp; Org.]</li> <li>• Partnership Firm (<i>Partnership Deed, Trade License</i>)</li> <li>• Ltd. Company (<i>Incorporation Certificate, Trade License</i>)</li> <li>• Society (<i>Society Registration Copy, Trade License</i>)</li> <li>• Power of Attorney, Memorandum of Association and Articles of Association of the Company.</li> </ul>
C.	Credential	Credential -1	<ul style="list-style-type: none"> <li>• The Manufacturer/Supplier should have a valid license as Battery operated vehicle manufacturers/suppliers with factory/workshop set up or their authorized agent should have a service centre in Eastern Region of India.</li> </ul>
D	Financial Info		<ul style="list-style-type: none"> <li>• Tax Audited Report in 3 CD form along with Balance Sheet &amp; Profit &amp; Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)</li> </ul>
E.	Equipment	Machineries	<ul style="list-style-type: none"> <li>• Authenticated copy as per Form – III, Section-B.</li> </ul>
F.	Man Power	Technical Personnel	<ul style="list-style-type: none"> <li>• List of Technical Staffs with Qualifications &amp; Experience.</li> </ul>

### Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of WBHIDCO LTD will function as Evaluation Committee for selection of technically qualified contractors.

**Opening & evaluation of tender:**

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

**Opening of Technical Proposal:**

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.6.(b).) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

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

Summary list of technically qualified tenderers will be uploaded online.

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.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents 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.

**1. Financial Proposal**

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (**inclusive of all taxes as applicable**) online through computer in the space marked for quoting rate in the BOQ.

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

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

**Penalty for suppression / distortion of facts:** If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

### **1. Rejection of Bid:**

Authority/Client 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 Authority/Client's action.

### **2. Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through a Letter of Intent.

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

The Agreement in Form No. 2911 will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Intent, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.T. along with requisite cost through Demand Draft issued from any scheduled/nationalized bank in favour of the WBHIDCO LTD within time limit to be set in the letter of acceptance.

## **1.2 Scope of Work**

- The scope of work would include manufacturing and supplying of 3 buses complying with Technical Specifications as laid in Appendix IV in accordance with the provisions of the NIT
  - Provide maintenance of the vehicles and equipment during the AMC period of five years at their own cost
  - Bidder should have adequate experience in this system and all major equipment manufacturer's list should be given.
  - The overall view of each electric buses should be available with offer.
  - The cost will be inclusive of all taxes & duties (including GST, if any as well as 2 (two) weeks training with associated trial run for the drivers should have to be provided to WBHIDCO Ltd.'s personnel for operation.
  - The successful bidder should replace the defective spares of the electric buses for smooth operation for 5 (five) years as per Terms and conditions.
  - The successful bidder is sole responsible for availability of spares and the same should be replaced as mentioned in the Special Terms and Conditions from the time of information given through SMS/Telephone call / e-mail, letter etc., so that agency should be capable with adequate quantity of spares for replacement.

- Spare Tyre for carrier/locomotive should be provided.
- The Calculation sheet of torque-speed relationship should be submitted with technical Bid.
- Stepney and required tools should be provided with the bus.

**The quantity as mentioned in BOQ are tentative and it is a package work. Therefore the bidder has to consider all materials and installation accessories to complete the installation in all respect.**

**L1 will be declared to the bidder whose total BID value i.e. sum of items under SI. No. 1, and 2 of BOQ is the lowest.**

**All purchased goods and installed equipment under this contract will remain the property of WBHIDCO Ltd.**



## 2 APPENDICES

### 2.1 Appendix I: Form – I: Pre-Qualification Application

To  
General Manager (Elect), WB HIDCO  
HIDCO BHABAN,  
4<sup>th</sup> FLOOR, NEW TOWN,  
KOLKATA.

Ref: Tender for **Purchase of 3 Nos. Battery Operated AC Electric Buses including 5 years AMC under WBHIDCO Ltd.,**

**New Town, Kolkata**

e-N.I.T. No: **WBHIDCO/GM(Electrical)/ e-NIT-21/2020-21**

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of .....  
..... in the capacity .....  
..... duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

**Enclosure(s): e-Filling:-**

- 3) Statutory Documents.
- 4) Non Statutory Documents.

Date: .....

**2.2 Appendix II: Affidavit – “Y”**

*(To be furnished in Non – Judicial Stamp paper of Rs.100.00 (One Hundred only) duly notarized)*

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S ..... nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.T.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

.....  
Signed by an authorized officer of the firm.

.....  
Title of the officer

.....  
Name of the Firm with Seal

Date:  
.....

**2.3 Appendix III: Form – II: Structure and Organisation**

1) Name of Applicant :

2) Office Address :

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

Telephone No. :

Fax No. :

3) Name and Address of Bankers :

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

4) Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

\_\_\_\_\_  
Signature of applicant including title and capacity in which application is made.

**2.4 Appendix IV: Form – III: Bidder’s Equipment**

**Name of the Applicant:** \_\_\_\_\_

Whereas, it is entirely the responsibility of the Manufacturer/Supplier to deploy sufficient plant and mechanical equipment to ensure compliance with his obligations under the Contract, the following list is an indicative list of the minimum essential basic holding of plant and mechanical equipment which the Manufacturer/Supplier must own or arrange through lease hold registered agreement. The Manufacturer/Supplier must furnish the documents in support of ownership or lease hold registered agreement.

<b>Sl. No.</b>	<b>Type of Equipment</b>	<b>Capacity</b>	<b>Supporting Documents</b>

\_\_\_\_\_  
Signature of applicant including title and  
capacity in which application is made

\_\_\_\_\_  
Seal and Signature of the Tenderer

\_\_\_\_\_  
General Manager (Elec.)  
WBHIDCO Ltd.

## 2.5 Appendix V: Form – IV: Experience Profile

### Name of the Firm:

List of projects completed that are similar in nature to the works executed during the last 5 (five) years.

Sl. No.	Particulars	Projects									
		1	2	3	4	5	6	7	8	9	10
1	Name of Client										
2	Name, Location & nature of work										
3	Name of Consulting Engineer responsible for supervision										
4	Contract price in Indian Rs.										
5	Percentage of Participation of company										
6	Original Date of start of work										
7	Original Date of completion of work										
8	Actual Date of starting the work										
9	Actual Date of completion of work										
10	Reasons for delay in completion (if any)										

Note:

- 1) Certificate from the Authority/Clients to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

<Signature of applicant including title and capacity in which application is made>

Date

Company Seal

**2.6 Appendix VI: Power of Attorney for signing of Bid**

Know all men by these presents, We, ..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), son/daughter/wife of ..... and presently residing at ....., who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the \_\_\_\_\_ Project proposed or being developed by the (the "Authority/Client") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other conferences and providing information / responses to the Authority/Client, representing us in all matters before the Authority/Client, signing and execution of all contracts including the Procurement Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority/Client in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Procurement Agreement with the Authority/Client.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 20.....

For.....  
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Accepted Notarized  
(Signature, name, designation and address of the Attorney)

## 2.7 Appendix VII: Company Profile

Bidder is to submit this form whereby providing details about the firm:

Sl. No.	Particulars	Details
1	Name of the Firm	
2	Registered Address	
3	Telephone Number	
4	Fax Number	
5	E-mail	
6	Contact Person	
7	Registration No.	
8	Registration Year	
9	Registration Certificate of Factory and License for manufacturing/supplying Buses	
10a	Status of the Firm (Proprietary/ Partnership / Company/ Corporation.)	
b	Proprietorship Certificate, Partnership Deed/ Company Incorporation Certificate along with Memorandum of Association and Articles of Association	
11	Name and Position of the Head of Company/Organization	
12	Name and Designation of Authorized Signatory	
13	Certificate of authorization	
14	Conditions for warranty and post warranty servicing of the offered goods (term for replacement or repair of the defective product/parts, etc.) and information on the Manufacturer's/Supplier's authorized agent (name, location, contact details) responsible for provision of warranty maintenance:	
15	Bank Details	
16	Details of Inspection Equipment for Quality Assurance available In-house and outsourced. (The details of Inspecting Equipment for Receipt Stage, In- process Stage of Inspection and Final Inspection)	
17	Details of available Equipment required for Safety Standards as per MORT&H Notification (or latest or others till date)	
18	Design Collaboration - Address & other details - Proof of Collaboration	

Sl. No.	Particulars	Details
19a	Manufacturing/supplying Collaboration - Address & other details	
b	Proof of Collaboration	
20a	Quality Certificate (from reputed/ recognized Firm) - Certificate No. - Date of Validity	
b	Copies of Certificates.	
21a	Details of Safety Critical Items with their Type Approval Certificate No. and Date (wherever applicable)	
b	Copies of Certificates.	
22a	Quality Management System Certification (e.g. ISO: 9001-2000)	
b	Copies of Certificates.	
23a	Quality System Certification (e.g. ISO : 16949-1999 )	
b	Copies of Certificates.	
24a	Environment Management Certification (ISO:14001-1996)	
b	Copies of Certificates.	
25a	Others, if any	
b	Copies of Certificates.	

<Signature of the Authorized Signatory>

<Name of the Authorized Signatory>

<Designation>

- **Note:** All Certificates and relevant document, in order of the above, must be included in a single file along with various clarifications relevant to the Company profile. The above Table (Appendix VI) will act as the duly signed summary sheet in the beginning of the document.



**2.8 Appendix VIII: Completion of Work – Certificate for Second part of the payment for Supply of Buses**

**Name of the Work: Purchase of 3 Nos. Battery Operated AC Electric Buses including 5 years AMC under WBHIDCO Ltd.,  
New Town, Kolkata.**

**New Town, Kolkata**

**Ref No of the Work :** \_\_\_\_\_

**Contract Period:**

**Date of Completion:**

**Conditions to be satisfied for completion:**

- Post Delivery three weeks trial run
- Satisfactory inspection report of the inspection committee for the buses and the maintenance arrangement

Place

Date

Signature of the Competent Authority

WBHIDCO Ltd

New Town Kolkata

(The work completion certificate has to be in the Letter Pad of the WBHIDCO where the work was executed along with details of full address, Contact Phone, Fax, Cell Numbers, Email, etc. of the Certifying company)

## 2.9 Appendix IX: Annual Maintenance Contract for Electric Mobility Solution

### 3.8.1 Scope of work

Tentative scope of work under an Annual Maintenance Contract for Electric Mobility that may be followed:

Sl. No.	Scope of Annual Maintenance Contract		
	Vehicle related	Electric related (Specific to electric vehicles)	
1	Transmission oil (change)	Traction batteries	
2	Rear axle oil (change)	Traction Motor	
3	Power steering oil (change)	Power steering pump motor	
4	Coolant (change)	Air compressor	
5	Chassis greasing (change)	Coolant pump motor	
6	Hub greasing (change)		
7	Air filter (change)		
8	Repair of major aggregates (axles, suspension, transmission, steering)		
9	Wear items (Suspension bush & Shock absorbers)		
10	Critical & essential spares		

### 3.8.2 Critical Spares

- a. Vehicle related: Minimal stock of critical spares to be maintained b.  
Electric related: Minimal stock of critical spares to be maintained

### 3.8.3 Maintenance Schedule- Tentative

#### a. Routine-Tentative

- i. Windscreen washer ii. Windscreen wipers
- ii. Air compressor oil level
- iii. Check all exterior lamps , destination display v. Check all Internal lamps , tell tales
- iv. Tyre pressure
- v. Wheel nuts
- vi. Charging (normal)
- vii. Tyre puncture
- viii. Washing & Cleaning of the entire bus

**b. Periodical- Tentative**

- i. Transmission oil - 12 Months or 12,000 miles, whichever occurs first
- ii. Rear axle diff oil - At first service then annually
- iii. Power steering oil and filter – annually
- iv. Air Compressor oil - 5000 hours or Annually v. Greasing - Every 6 weeks (Minimum)
- v. Washing & Cleaning (but to be done under recommended procedure)
- vi. Tyre replacement
- vii. Low voltage battery

**3.8.4 All Inclusive AMC**

The maintenance obligation of the Manufacturer/Supplier/ Technology Company has been already specified. Any additional maintenance requirement along with all required spare parts is covered under this AMC provision.

**3.8.5 Exclusions from AMC**

- a. Power consumption for charging the bus

## 2.10 Appendix X: Brief Description of the Bidding Process

All tenders must be submitted online as per the instructions given here under. The tender is to be submitted in a two Bid System. Technical and Financial Bids shall be submitted online at <http://wbtenders.gov.in>.

Bidders can refer to the following steps:

**Step 1:** The bidders can enrol themselves on the website <http://etender.wb.nic.in> using the option "Click here to Enrol". This enrolment is free at this point of time.

- Enter a valid email address for login ID. The login ID cannot be modified once registered.
- Provide a password which must be minimum 8 characters and maximum 32 characters and must be a combination of alphabets and non-alphabetic characters.
- Confirm the password by re-entering and then click Next.

**Step 2:** Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the bid submission activities through this website. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <http://etender.wb.nic.in> under the link "Information about DSC".

Bidders need to register DSC 24 hrs prior to Bid submission.

- It can be procured from any of the Certifying Authority registered under CCA India.eg Sify, nCode, MTNL, eMudra etc.
- Respective DSC Drivers needs to be installed.
- DSC needs to be physical inserted into the system.
- DSC should appear in the Browser.

**Step 3:** After DSC enrolment, the menu for bid submission gets displayed

- Search Active Tenders-Click here to search the tenders.
- Archived Clarification-Click Archived Clarification to see previous clarification
- My Tenders-To move tenders in which bidder intends to participate.
- My Archive-Lists the tenders which are moved from my tenders (after bid submission).
- Bid Opening (Live)-Click Bid Opening (Live) to get the current status of the Bid opening
- Clarification-Enables to seek clarification related to tenders from the tender inviting officials.(Seek Clarification would be available only if it has been configured in the Tender by TIA)
- My Bids-Lists all bids submitted, allows resubmission and withdrawal.
- Tender Status-Stages in which various tenders which are under processing can be seen.

**Step 4:** Under My Accounts of the Bidder's Profile, a bidder can do the following

- Click here to view profile
- Click here to edit profile
- Click here to change the password
- Click here to view DSC information
- Click here to view the Mail / Sms selection

- Click here to upload other important documents.
- Frequently asked documents can be uploaded and kept ready to be attached with the bid while submitting a bid.
- A bidder can specify product category.
- Mails will be generated and sent if a tender is published under the selected product category.

For further clarification please refer to <https://wbtenders.gov.in>