

**Form – I**

(Refer E-Tendering Policy and E-Tendering Procedure)

**SCHEDULE OF BIDS****Tender No.:**

|     |   |  |
|-----|---|--|
| 1.  | Name of the tenderer with Registered Office & Factory address.<br><br>Tel. no./Fax no./E.mail address |  |
| 2.  | Address of Kolkata office and Tel no/Fax no/E.mail address with the name of contact person            |  |
| 3.A | <b>Address of factory</b> from where the material will be despatched.                                 |  |
| 3.B | Applied Area of Operation for Oil-Type Transformers (Please Mention Three Districts)                  |  |
|     |   |  |
|     |   |  |
| 4.  | GSTIN No. of factory from where the material will be despatched / Vendor Code if available.           |  |
|     |   |  |
| 5.  | Testing facilities available.   |  |
| 6.  | Category of organisation  |  |
| 7.  | SSI registration No. & valid up to ( a copy should be enclosed)                                       |  |

|      |  |   |
|------|--|---|
| 8.   | Earnest Money (Amount and in the form of Net banking /RTGS/NEFT/BG) submitted (in Rs.)               |   |
| 9.   | Details of Earnest Money (in the form of Net banking /RTGS/NEFT/BG, as submitted)                    |   |
| 10.  | CGST rate, if applicable   |   |
| 11.  | SGST rate, if applicable   |   |
| 12.  | IGST rate, if applicable   |   |
| 13.  | HSN code of the material to be supplied.   |   |
| 14.  | Whether agreed to :  |   |
|      | a) Terms of payment  |   |
|      | b) Guarantee clause  |   |
|      | c) Security deposit clause   |   |
|      | d) Liquidated damage clause  |   |
|      | e) Risk purchase clause  |   |
|      | f) Inspection clause   |   |
|      | g) Packing clause  |   |
|      | h) Retesting clause  |   |
| 15   | Whether agreed to deliver materials at WBSEDCL's stores anywhere in WB by road, including unloading? |   |
| 16.  | Offer valid up to  | 180 days from the next date of opening of Tender. |
| 17.A | The price should be Variable. the formula with Base Date etc. (As per Annexure III)                  |   |

|      |  |        |
|------|--|--------|
| 17.B | Applied Sub-Category of Category A or B  |        |
| 18.  | Desired Delivery schedule of WBSEDCL   |        |
| 19   | Delivery Schedule of the bidder (mentioning the offered quantity within the desired delivery schedule of WBSEDCL)    |        |
|      | a) Commencement  |        |
|      | b)Rate of delivery per month & completion time   |        |
| 20   | If any deviation, please mention in deviation sheet enclosed (deviations mentioned elsewhere will not be considered) | YES/NO |
| 21   | Technical literature/catalogue of the materials offered enclosed.  | YES/NO |

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**SIGNATURE OF THE TENDERER WITH OFFICE SEAL**

**Form - II**

**DECLARATION SHEET**

I ..... certify that all the information  
pertaining to this offer are correct and are true representation of the materials covered by our  
Formal proposal number.....dated..... .

I hereby certify that I am duly authorized representative of the supplier whose name appears  
above my signature.

Supplier's Name: .....

Authorised Representative's Signature.....

**Manufacturer's Intent:.....**

**The manufacturer hereby agrees to fully  
comply with the requirements and intent  
of this specification for the Price Indicated.**

.....

.....

Authorised Representative's Signature

Specific exception to specifications

General & supplementary conditions

If any, tabulate & sign below

**Form - III**

**DEVIATION SHEET**

| 1. If the proposal has got any deviation from the Technical Specification, the tenderer shall tabulate those deviations here clause by clause.                   |            |             |                   |         |
|--|------------|-------------|-------------------|---------|
| Sl. No.  | Clause No. | Description | Deviation offered | Remarks |
|  |            |             |                   |         |
|  |            |             |                   |         |
|  |            |             |                   |         |
|  |            |             |                   |         |
| 2. If the proposal has got any deviation from the requirement of the commercial terms specified, tenderer shall tabulate those deviations here clause by clause. |            |             |                   |         |
| Sl. No.  | Clause No. | Description | Deviation offered | Remarks |
|  |            |             |                   |         |
|  |            |             |                   |         |
|  |            |             |                   |         |
|  |            |             |                   |         |

**Designation**

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**SIGNATURE OF THE TENDERER WITH OFFICE  
SEAL**

NOTE: When there is no deviation this sheet is to be submitted with the offer duly signed with an endorsement indicating "No Deviation". Deviations not indicated here will not be taken into consideration.

**Form – IV****CHECK LIST**

Tenderers are required to upload the scan copy of all the documents, required as per tender specification and NIT and verify before submission of Tender and also upload the Check list in the following format, duly digitally signed.

| Sl. No. | Scanned Copy of Documents to be uploaded   | Name of folder  | To be submitted in cover                | Submitted (Y/N) |
|---------|--|-----------------|---|-----------------|
| 1       | Tender Fee (Scanned copy)  | <b>Drafts</b>   | Statutory cover<br>(Technical proposal) |                 |
| 2       | Earnest Money Deposit (Scanned copy)   | <b>Drafts</b>   | Statutory cover<br>(Technical proposal) |                 |
| 3       | Application for Tender <b>(Annexure-I)</b>   | <b>Annexure</b> | Statutory cover<br>(Technical proposal) |                 |
| 4       | Price schedule in un-priced condition <b>(Annexure-II)</b> .<br>(Unpriced Price Schedule should contain offered quantity, applicable percentage only in respect of SGST, CGST, IGST)     | <b>Annexure</b> | Statutory cover<br>(Technical proposal) |                 |
| 5.      | Notice Inviting Tender   | <b>NIT</b>      | Statutory cover<br>(Technical proposal) |                 |
| 6.      | Addenda / corrigenda , if published  | <b>NIT</b>      | Statutory cover<br>(Technical proposal) |                 |
| 7       | Schedule of bids duly filled in <b>(Form-I)</b>  | <b>Forms</b>    | Statutory cover<br>(Technical proposal) |                 |
| 8       | Declaration Sheet <b>(Form-II)</b>   | <b>Forms</b>    | Statutory cover<br>(Technical proposal) |                 |
| 9       | Deviation Sheet <b>(Form-III)</b>  | <b>Forms</b>    | Statutory cover<br>(Technical proposal) |                 |
| 10      | Check List <b>(Form-IV)</b>  | <b>Forms</b>    | Statutory cover<br>(Technical proposal) |                 |
| 11      | Guaranteed Technical Particulars, Drawing <b>(Form-V)</b>  | <b>Forms</b>    | Statutory cover<br>(Technical proposal) |                 |
| 12      | Annual turnover statement for last three financial year <b>(Form- VI)</b>  | <b>Forms</b>    | Statutory cover<br>(Technical proposal) |                 |
| 13      | Purchase Orders, Inspection Offer letter, Dispatch Instructions, Signed Challans etc. in support of completion of supply of the item against a particular contract. ( <b>Form –VII</b> ) | <b>Forms</b>    | Statutory cover<br>(Technical proposal) |                 |
| 14      | Filled format of Type Test. ( <b>Form –VIII</b> )  | <b>Forms</b>    | Statutory cover<br>(Technical proposal) |                 |
| 15      | Proforma for undertaking to be submitted by the Bidders <b>(Form-IX, X, XI, XII)</b>   | <b>Forms</b>    | Statutory cover<br>(Technical proposal) |                 |
| 16      | Format of Letter of Bid <b>(Form-XIII)</b>   | <b>Forms</b>    | Statutory cover<br>(Technical proposal) |                 |

|     |   |                 |  |  |
|-----|---|-----------------|--|--|
| 17  | Proof of Original Equipment Manufacturer  | Company details | Non-statutory cover (Technical proposal) |  |
| 18  | PAN card  | Certificates    | Non-statutory cover (Technical proposal) |  |
| 19  | Current Professional Tax clearance certificate and GST registration certificate   | Certificates    | Non-statutory cover (Technical proposal) |  |
| 20  | If there is no Professional Tax in any state, a declaration should be given.  | Certificates    | Non-statutory cover (Technical proposal) |  |
| 21  | Copies of Banker's certificate regarding financial capability issued within last one year from the date of opening of Tender.   | Certificates    | Non-statutory cover (Technical proposal) |  |
| 22  | Copies of MSME Certificate  | Certificates    | Non-statutory cover (Technical proposal) |  |
| 23  | Copies of Annual turnover statement for last three financial year.  | Financial Info  | Non-statutory cover (Technical proposal) |  |
| 24  | Copies of Purchase Orders, Inspection Offer letter, Dispatch Instructions, Signed Challans etc. in support of completion of supply of the item against a particular contract. | Credential      | Non-statutory cover (Technical proposal) |  |
| 25  | Copies of detailed Type Test Report.  | Credential      | Non-statutory cover (Technical proposal) |  |
| 26  | List of Orders in hand, along with Order values to be executed within one year of bid submission.   | Declaration     | Non-statutory cover (Technical proposal) |  |
| 27. | Bill of Quantities  | <b>BOQ</b>      | Financial cover (Financial proposal)     |  |

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**SIGNATURE OF THE TENDERER WITH OFFICE SEAL**

**Form -V**

**GUARANTEED TECHNICAL PARTICULARS OF TENDERED ITEMS**

(To be filled in by the Tenderer)

I/We hereby declare and undertake that all repair works shall be carried out strictly in accordance with the technical specifications, standards, procedures, and requirements stipulated in the Technical Specification forming an integral part of the Notice Inviting Tender (NIT). I/We further confirm that no deviation from the prescribed specifications shall be made without the prior written approval of the competent authority.

I/We also undertake that all repaired equipment/material shall conform to the quality, performance, testing, inspection, and acceptance criteria specified in the NIT and its associated technical documents. Any deficiencies, defects, or non-conformities identified during inspection, testing, or operation within the stipulated warranty/guarantee period shall be rectified by us at our own cost, in accordance with the terms and conditions of the NIT.

**SIGNATURE OF THE TENDERER WITH OFFICE SEAL**



**Form -VI****CERTIFICATE REGARDING SUMMARY STATEMENT OF YEARLY TURNOVER**

This is to certify that the following statement is the summary of the audited Balance Sheet arrived in favour of ..... for the three consecutive years or for such period since inception of the Firm, if it was set in less than such three year's period.

| Sl. No. |  |                                |  |
|---------|--|--------------------------------|--|
|         |  | Turnover rounded up to in lakh |  |
| 1.      |  |                                |  |
| 2.      |  |                                |  |
| 3.      |  |                                |  |
| Total   |  |                                |  |

Average Turnover:

**Note:**

1. Year proceeding the current financial year is to be considered as Year-1.
2. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
3. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the Year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
4. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

**SIGNATURE OF THE TENDERER WITH OFFICE SEAL**

**Form -VII**

**STATEMENT OF ORDERS EXECUTED DURING LAST THREE FINANCIAL YEARS**

| Sl. No. | Name of the Items supplied | Financial year | Order No. and date | Name of Purchaser / order issuing authority | Quantity ordered | Quantity supplied /delivered | Performance report of supplied items(scanned copy of certificate to be submitted) | Challan/SRV Nos as proof of delivery (scanned copy of documents to be submitted) | Remarks |
|---------|----------------------------|----------------|--------------------|---|------------------|------------------------------|---|--|---------|
|         |                            |                |                    |   |                  |                              |   |  |         |
|         |                            |                |                    |   |                  |                              |   |  |         |
|         |                            |                |                    |   |                  |                              |   |  |         |
|         |                            |                |                    |   |                  |                              |   |  |         |
|         |                            |                |                    |   |                  |                              |   |  |         |

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**SIGNATURE OF THE TENDERER WITH OFFICE SEAL**

**Form -VIII**

**LIST OF TYPE TEST REPORTS CARRIED OUT WITHIN FIVE YEARS AS ON DATE OF BID SUBMISSION**

| Sl. No. | Description of equipment/item offered/component used | Type Test as per relevant IS/IEC | Date of test | Name of Lab. | Accredited to | Remarks |
|---------|--|----------------------------------|--------------|--------------|---------------|---------|
|---------|--|----------------------------------|--------------|--------------|---------------|---------|

.....N/A.....

.....

**SIGNATURE OF THE TENDERER WITH OFFICE SEAL**

**Form-IX**

**(On the Bidder's Letterhead)**

**DECLARATION OF NOT BEING BLACKLISTED/DEBARRED/PUT ON HOLIDAY LIST**

Certified that our Company, M/s .....is not blacklisted/ debarred/ suspended or put on holiday list by any Statutory/Regulatory/ Government Authorities / State Electricity Utility/ PSU in India.

It is certified that the information furnished above is true to the best of my knowledge and belief.

Bidders Name:

Signature of the Tenderer:

Designation:

Seal of the Company

Date:

**FORM-X**

**(On the Bidder's Letterhead)**

**SELF-DECLARATION BY PROPRIETOR OF THE BIDDING COMPANY FOR NOT BEING  
BLACKLISTED/DEBARRED/PUT ON HOLIDAY LIST**

I hereby confirm and declare that, none of the other concerns of which I am a Proprietor /Managing Partner are blacklisted/ debarred/ suspended or put on holiday list by any Statutory/Regulatory/Government Authorities/State Electricity Utility/PSU in India.

It is certified that the information furnished above is true to the best of my knowledge and belief.

Signature of the Proprietor:

Name

Designation:

Seal of the Company:

Date:

**Form-XI**

**(On the Bidder's Letterhead)**

**DECLARATION REGARDING NO LITIGATION AGAINST WBSEDCL**

We hereby declare that, no legal litigation/arbitration is pending/ongoing against WBSEDCL in any court/Forum against/by the bidder or its sister concern/Director/Partner/Proprietor.

If it is found at any stage of tendering, our offer will be rejected and I/We don't have any objection on the same.

Bidder's Name:

Signature of the Tenderer :

Designation:

Seal of the Company

Date:

**FORM-XII**

**PROFORMA FOR UNDERTAKING TO BE-SUBMITTED BY THE BIDDER**

(For genuineness of the information furnished on-line and authenticity of the document

Produced before Tender Committee for verification in support of his eligibility)

I,-----,Partner/Legal Attorney/Accredited

Representative of M/s -----, solemnly declare

that:

1. We are submitting Tender for the Work -----  
Against Tender Notice No. -----dt -----
2. None of the Partners of our firm is relative of employee of -----  
(Name of the Company)
3. All information furnished by us in respect of fulfillment of eligibility criteria and  
Qualification information of this Tender is complete, correct and true.
4. All documents/ credentials submitted along with this Tender are genuine,  
authentic, true and valid.
5. If any information and document submitted is found to be false/incorrect any  
time, department may cancel my Tender and action as deemed fit may be  
taken against us, including termination of the contract, forfeiture of all dues  
including Earnest Money and banning/delisting of our firm and all partners  
of the firm etc.

(Signature of Authorized Signatory)

Name:

Designation:

Seal:

**FORM-XIII**

**FORMAT OF LETTER OF BID**

LETTER HEAD OF BIDDER (AS ENROLLED ONLINE ON e-Tendering PORTAL OF NIC)

To

The Tender Committee

Sub: Letter of Bid for the work

-----  
-----  
-----  
-----  
-----

Ref : 1. NIT No. ----- Dated -----

-----

2. Tender Id No. -----

Dear Sir,

We offer to execute the work as per our offered bill of quantity in accordance with the conditions of the NIT document as available in the website. The details of the EMD being submitted by us has been furnished on-line.

This Bid and your subsequent Letter of Acceptance Work Order shall constitute a binding contract between us.

We hereby confirmed our acceptance of all the items and conditions of the NIT document unconditionally.

(Signature of Authorized Signatory)

Name:

Designation:

Seal:



**Form-XIV**

**FORMAT FOR DETAILS OF PLANT & MACHINERY**

(To be filled in and signed by the Tenderer)

| Sl. No. | Machine Name | Machine Spec | Machine Make | Date of Manufacture | Machine Rating | Machine Sl. No. | Machine Accuracy | Calibrated By | Calibrated on | Calibrated Validity On | Remarks |
|---------|--------------|--------------|--------------|---------------------|----------------|-----------------|------------------|---------------|---------------|------------------------|---------|
|         |              |              |              |                     |                |                 |                  |               |               |                        |         |
|         |              |              |              |                     |                |                 |                  |               |               |                        |         |
|         |              |              |              |                     |                |                 |                  |               |               |                        |         |
|         |              |              |              |                     |                |                 |                  |               |               |                        |         |

**: Supporting Documents to be attached**

Signature with Designation & S E A L

Yours faithfully,

(Signature & Stamp)

[Name of Authorized Signatory]

[Designation]

[Vendor Company Name]

**Form -XV**

**FORMAT FOR DETAILS OF HEAT CHAMBER**

(To be filled in and signed by the Tenderer)

| Sl. No. | Size of Heat Chamber | Heating Capacity | Auto Temp. Controller (Yes/No) | Auto Cutter System (Yes/No) | Continuous Air Circulation (Yes/No) | Closed Type Heater (Yes/No) | Moisture Removing Valve (Yes/No) | Storing Capacity |
|---------|----------------------|------------------|--------------------------------|-----------------------------|-------------------------------------|-----------------------------|----------------------------------|------------------|
|         |                      |                  |                                |                             |                                     |                             |                                  |                  |
|         |                      |                  |                                |                             |                                     |                             |                                  |                  |
|         |                      |                  |                                |                             |                                     |                             |                                  |                  |

**N.B.: Photograph of Heat Chamber to be attached as supporting documents.**

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**SIGNATURE OF THE TENDERER WITH OFFICE SEAL**

**Form-XVI**

**FORMAT FOR DETAILS OF EQUIPMENTS/ INSTRUMENTS ALONG WITH CALIBRATION STATUS**

(To be filled in and signed by the Tenderer)

| Sl. No. | Instrument Name | Instrument Spec | Instrument Make | Instrument Rating | Instrument Sl. No. | Instrument Accuracy | Calibrated by | Calibrated On | Calibrated Validity on | Remarks |
|---------|-----------------|-----------------|-----------------|-------------------|--------------------|---------------------|---------------|---------------|------------------------|---------|
|         |                 |                 |                 |                   |                    |                     |               |               |                        |         |
|         |                 |                 |                 |                   |                    |                     |               |               |                        |         |
|         |                 |                 |                 |                   |                    |                     |               |               |                        |         |
|         |                 |                 |                 |                   |                    |                     |               |               |                        |         |

***N.B.: Copy of valid Calibration Certificate of all Equipments/Instruments to be attached as supporting documents.***

Signature with Designation & S E A L

**Form-XVII**

**FORMAT FOR DETAILS OF MAN-POWER**  
(To be filled in and signed by the Tenderer)

| Sl. No. | No. of Engineer | Name of Engineer | Qualification of Engineer | No of Tech Supervisor | No of Staff | No. of Skilled Labour | No. of Unskilled Labour | Person with Elect. Supervisory License | Qualification of Supervisor |
|---------|-----------------|------------------|---------------------------|-----------------------|-------------|-----------------------|-------------------------|--|-----------------------------|
|         |                 |                  |                           |                       |             |                       |                         |  |                             |
|         |                 |                  |                           |                       |             |                       |                         |  |                             |
|         |                 |                  |                           |                       |             |                       |                         |  |                             |
|         |                 |                  |                           |                       |             |                       |                         |  |                             |

***N.B.: Copy of Qualification of Engineers/ License of Supervisors to be attached as supporting documents. Proof of appointment/ Service of Engineer/ Supervisor/ Technical Persons also to be attached.***

Signature with Designation & S E A L

**Form-XVIII****FORMAT FOR DETAILS OF TECHNO-COMMERCIAL REQUIREMENTS**

(To be filled in and signed by the Tenderer)

|   |  |                               |
|---|--|-------------------------------|
| Proof of Ownership  | Deed No. Date/ Rent Receipt  | Agreement up to               |
|   |  |                               |
| Area of Workshop (Covered)  | Area of Workshop (Open)  | Drawing approved by &<br>Date |
|   |  |                               |
| Trade License No. & Date  | Issued By  | Valid up to                   |
|   |  |                               |
| Electricity Service Provider  | Consumer ID  | Connected Load                |
|   |  |                               |
| Pollution Certificate No. & Date (Consent to<br>Operate for Existing Repairer & Consent to<br>Establish for New repairer) | Issued by  | Valid up to                   |
|   |  |                               |
| Electrical Supervisory License  | Issued by the Directorate of<br>Electricity, Govt. of West Bengal. | Valid up to                   |
|   |  |                               |

***N.B.: Copy of valid Certificate related to each information mentioned above to be attached as supporting documents.***

Signature with Designation & S E A L

**Form-XIX****FORMAT FOR DETAILS OF COMMERCIAL REQUIREMENTS**

(To be filled in and signed by the Tenderer)

|                                      |              |            |                 |            |
|--------------------------------------|--------------|------------|-----------------|------------|
| PAN No.                              | GST Reg. No. | GST Status | GST Status Date |            |
|                                      |              |            |                 |            |
| Submitted EMD (BG) No.               | Date         | Bank       | Issued By       | Valid Upto |
|                                      |              |            |                 |            |
| Submitted Tender Fee DD No.          | N/A          | N/A        | N/A             | N/A        |
| N/A                                  |              |            |                 |            |
| Banker Certificate No.               | Date         | Bank       | Issued By       | Valid Upto |
|                                      |              |            |                 |            |
| Professional Tax Certificate No.     | Date         | Issued By  | Valid Upto      |            |
|                                      |              |            |                 |            |
| Annual Turn Over of Last three Years |              | In Rs.     |                 |            |
|                                      |              |            |                 |            |

***NB: Copy of valid Certificate related to each information mentioned above to be attached as supporting documents.***

Signature with Designation & S E A L