



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED
(A Govt. of West Bengal Enterprise)

Office of the Chief Engineer (Procurement & Contracts)

Vidyut Bhavan (4th Floor), Bidhannagar, Block-DJ : Sector-II

Kolkata-700 091 : Phone No.033-2359-8397 : Fax No.033-2359-1921

CIN – U40109WB2007SGC113473 / www.wbsecl.in / materialcontroller @ yahoo.co.in

WBSEDCL

DETAILED NOTICE INVITING TENDER

NIT NO: P-36/ 20-21/PC-IV/ASV dated 21.01.2021

Sealed Tenders in duplicate super scribing Tender Notice No. with due date are invited from the registered professional firms by the Chief Engineer, Procurement & Contracts Department, WBSEDCL, Vidyut Bhavan (4thFloor), Bidhannagar, Kolkata-700091, for engagement of professional firms for Annual Physical Verification of different stores of WBSEDCL .

Tender Notice No. &	Tender Fees (Rs.)	EMD	Last date of Receipt of Application (up to 16-00hrs.)	Last of sale of tender (up to 16-00 hrs.)	Last date of submission of Tender (up to 13-00 hrs.)	Due date Opening of Tender (at 15-00 hrs.)
P-36/ 20-21/PC-IV/ASV dated 21.01.2021. Engagement of Professional firms for conducting annual physical verification of store items and other allied activities at different store units of WBSEDCL.	Rs. 1,000/- + GST 18% = Rs.1180	Rs. 10,000/-	05.02.2021	04.02.2021	12.02.2021	15.02.2021
Pre Bid Meeting on 08.02.2021 at 11.30 hrs.						

1. OBJECTIVE:-

West Bengal State Electricity Distribution Company Limited (WBSEDCL), A Govt. of West Bengal Enterprise mainly engaged in Distribution of electricity & Hydel Power across the State of West Bengal , invites Tender from reputed and experienced Professional Firms for conducting annual physical verification of store items and **uploading the reports in the WBSEDCL Customised System** at it's different store units. The work will involve reconciliation of Stock of items as per annual physical verification Report and stock as appearing in the **ERP Stock Balance**.

2. ELIGIBILITY CRITERIA:-

The firms must fulfil the following minimum eligibility criteria:

2.1 Firm:-

1. Nature of the Firm	Firms of Chartered Accountants/Cost Accountants/Engineers/ Post Graduate Diploma Holders in Material Management in continuous practice for at least 3 years during the immediate preceding financial years i.e 2017-18,2018-19 and 2019-20.
2. Number of Partners in the firm.	At least two (2) full time Partners during the immediately preceding 3 financial years.
3. Exposures	Experience of conducting Physical Verification of stores in any Govt/Semi-Govt. Organizations / Companies registered under companies Act/ PSE/Power utilities during the last 3 years.
4. Location of Firm	The Firm's Registered office should be located in the state of West Bengal.

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2.2. Qualifying requirements-

The firm shall possess professionals having qualification/experiences as here under for conducting Annual store verification:-

Sl No.	Key Professionals	Nature of transactions to be carried out	Qualification & Experience
1.	Partner	Overall coordination, & planning, team leadership, reporting, liaison with the Audit team.	Qualified Chartered Accountant/Cost accountant/Graduate Engineer/ Post Graduate Diploma in Materials Management and expertise in the area of planning execution and reporting i.r.o. Annual Physical Verification of store.
2	Team Leader (one member in each team)	Responsibility to lead the teams in the field, planning and execution of the store verification, discussion with head of office.	Qualified Chartered Accountant/Cost Accountant/ Post Graduate Diploma in Materials Management/Inter CA/ Inter CMA Graduate engineer (Electrical).-
3	Team Member	Field level verification of store items (including visits to various units)	Inter CA/Inter Cost or persons with Graduation/ Post Graduate Diploma in Materials Management (Science/Commerce/Management)/ Diploma Engineering preferably in Electrical Discipline

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2.3. TECHNICAL REQUIREMENTS

The intending Professional must have experience of conducting Physical Verification of stores in any Govt/Semi-Govt. Organizations / Companies registered under companies Act/ PSE/Power utilities during the last 3 years.

2.4. Earnest Money Deposit (EMD) :

All the bidder must be accompanied with Earnest Money Deposit (EMD) may be remitted through DD/ Bankers Cheque issued by any schedule / Nationalised Bank of India in favour of "WBSEDCL" payable at Kolkata.

Earnest Money Deposit (EMD)" of the unsuccessful Bidder/Agency, will be returned after opening of Financial Bid/ Price Bid of the tender upon receipt of application from the bidders accompanying the original money receipt issued in this regard.

No interest shall be payable on above EMD.

2.5. FINANCIAL REQUIREMENTS

Average annual turnover of the professional firm should not be less than Rs. 05 (Five) lakh during the immediately preceding three financial years (2017-18, 2018-19 and 2019-20), as per available statement of Profit & Loss / Tax audit statement.

2.6. RESTRICTION

- a) Should have never been issued notice for failure to submit deliverables and cancellation of Service Contract, forfeiture of EMD etc. by any government and / or semi government entities/ any other organization.
- b) Should not have been barred from engagement by any Government and / or semi government entities /any other organization.
- c) Any firm already engaged with WBSEDCL as Statutory Auditor, Cost Auditor, Internal Auditor or Labour Law Compliance auditor/Tax Auditor/or engaged in any other capacity need not apply.
- d) The firm who were engaged during immediately preceding three consecutive years in WBSEDCL in any form need not apply.
- e)The firm who will be engaged for store verification against the tender will not be entitled to carrying at any other job of audit under WBSEDCL during this period.

3. SCOPE OF WORK:-

- 3.1 The scope of annual physical verification of stores, will involve Annual Physical verification of the materials held in stock or in the custody of various units with respect to the description/material Code/Quantity and specifications as appearing in the ERP Stock Balance.



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3.1.1 Uploading the report in the System.

3.2 Annual Physical Verification:-

a) To Conduct Annual Physical Verification of all the materials lying at the Store Units as on 31.03.2021.

The engaged firm should submit the annual physical verification report as per the format provided by WBSEDCL along with necessary **working sheets**. Apart from ERP stock, the report should also provide details of MAN quantity (for incoming materials during verification period) against which SRV is pending.

The soft copy of verification report shall be submitted along with the hard copy. Self authenticated copies of working sheets need to be submitted in hard copy only.

3.3 Infrastructure & Facilities that will be provided by WBSEDCL:

All the store units of WBSEDCL will remain open from 10 A.M to 5.30 P.M. for Stock verification purpose from Monday to Friday during working days.

- a) Store-in-charge or his authorized representative will assist in identification of Items and records.
- b) WBSEDCL will provide Annual Physical Verification report formats.
- c) WBSEDCL will arrange for measurement and counting of store materials as required.

3.4 Responsibilities & Duties of the Professional Firm:-

- i. The programme of stock verification has to be submitted to the concerned Controlling Officer of the store at least one week before commencement of the stock verification. An intimation to be given to the Chief Engineer (P&C) for Chord Road Central store, Chief Engineer (Distribution) for other Zonal & Divisional Store & Chief Engineer (Hydel) for Hydel Store, Chief Engineer (RE) for RE-Project Stores and Chief Engineer, PPSP for PPSP stores.
- ii. The professional firm will make arrangements of transport & conveyance for the stock verifiers for attending stock verification at different units of WBSEDCL.
- iii. Each stock verification sheet should be signed by the respective Stores In-charge, controlling officer and the team leader and Partner of the firm.
- iv. The weighing slip, if weigh measurement is necessary should be signed by the respective Stores In-charge and the team leader of the firm. Weighment slip to be enclosed with the annual physical verification report.

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3.5 Time Schedule :

The work will commence tentatively in the middle of March and completion time will be within 31st March'21.

3.6 Nodal/Controlling Officer:

The different store units of WBSEDCL are classified as Type-A Central stores (Chord Road), Zonal stores, Hydel power units and Type- B Divisional stores, RE- Project, Zonal Testing Unit and any other unit not included in Type -A. The Supervising officer will be the respective head of the store unit and the controlling officer will be the respective Head in-charge of the concerned office to which that store unit is attached with.

The Additional C.E (PC-IV) P&C Dept., will be the Nodal officer.

3.7 Process to be followed:

The Professional Firm, soon after the receipt of the award of engagement and subsequent acceptance of the same will depute adequate manpower having relevant knowledge for carrying out the verification jobs. The programme of such annual physical Verification should be arrange in such a manner so that the normal work is not adversely affected.

3.8 Deliverables:-

- Annual Physical Verification Report (PVR) as per our formats along with relevant working sheets .
- Report on variances between Stocks of items as per **ERP Stock Balance**. Subsequent to uploading the reports in the customised system.
- Formal Report including recommendations.

3.9 No of store units to be verified:-

The number of stores which are to be verified and period of verification will be as follows; however the quantity may vary ± 25 % during actual placement of order.

Sl. No.	Category of Store	No. of Stores	Period of Verification	Remarks
1	A- Central/Zonal/Hydel	11	10 Working Days(excluding Sunday and Holidays)	In case number of days exceed the stipulated time, prior approval of the ordering authority will be required
2	B- Division, DTD, Zonal Testing, RE Project etc.	83	5 Working Days(excluding Sunday and Holidays)	

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4. ISSUANCE OF TENDER DOCUMENT

- Each Tender Specification is to be obtained by submitting individual Pay Order / DD (CTS compliant) on any Scheduled Bank approved by Reserve Bank of India with validity of three (3) months drawn in favour of “West Bengal State Electricity Distribution Company Limited” or “WBSEDCL” Payable at Kolkata.
- Only the Cost of Specification including GST in the above form shall have to be submitted along with the application for receiving Tender Specification, by hand, through the authorized representative of the Intending firm/verifiers positively.
- In case of submission of the above money in any other mode, the same will be not accepted.
- The cost of tender specification is non refundable.
- Tender documents will be issued without any prejudice to all applicants who deposit the cost of Tender Documents, without verification of their credentials, during the period specified in the Tender Notice, unless the applicant(s) is (are) debarred from participation in tenders during the relevant period.
- Tender Documents shall be issued only to the authorized person of any Applicant.
- The signature of the person who will receive the Tender Documents need be duly authorized by the original applicant of the Tender.
- Tender Documents will be issued only during the period specified in the NIT.
- No Tender Document shall be issued to any agent without proper authorization.
- No Tender Document shall be issued / sent / by POST / COURIER.
- Issuance of bidding documents shall not automatically construe that the bidder fulfils the qualifying requirements which shall be determined during bid evaluation based on data/documents submitted by the bidder.

5. a) **Submission of Offer** : The Bids shall be submitted in two separate sealed cover titled Cover-I, Cover-II. Both the covers shall be placed in an outer cover titled cover-III.

Cover_I : The bidder should submit in this Cover-I (Technical) documents in support of requisite credential and the Bid document. All the documents shall be duly self authenticated by the bidder.

Cover-II: Only Price Bid in the prescribed format shall be placed in the Cover-II

All the covers shall be super scribed by Name of the work, NIT reference, Bidder's name and due date of Bid submission.

Price shall be quoted on percentage basis (above/ below/ at par) of the scheduled rate mentioned in the price schedule for two items on man-day basis.

a) Professional Fee.(excluding GST)

- i) For Partner
- ii) For Team Leader
- iii) For Team Member

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- b) Daily Allowance. .(excluding GST)
- i) For Partner
 - ii) For Team Leader
 - iii) For Team Member

The Team composition will be one Team leader and four Team members for category-A stores and three Team members for category-B stores . The tentative time limit allocated to complete the annual physical verification of stock and the related activity at each unit will be as stated in clause no. 3.9.

The Rate to be quoted in terms of man days against professionals to be engaged for store verification in a team.

The Daily Allowance will be paid only when the location of the store unit will be beyond 50 (Fifty) KM. From the office of the professional firms. D.A. will include both Fooding and Lodging.

The professional fees for the partner will be paid on actual days attended/supervised the verification process subject to maximum of **10 % of the working man days** for conducting verification in the respect store unit.

Apart from the Professional Fee and Daily Allowance mentioned above, the firms will be paid **Rs. 250 per person per store as contingency expenses on Lump Sum basis.**

In case of outstation stay (i.e. beyond 50Kms from Firms Office), AC-III Tier journey will be allowed. However, for journey made by non A.C Bus (If the route is not served by rail) amount will be reimbursed as per actual fare subject to production of tickets/ photocopy of tickets . No other means of conveyance will be reimbursed.

Incase journey is made by A.C Bus, reimbursement will be restricted up to equivalent Train fare (A/C -3 Tier) against production of original ticket . Only partner will be allowed journey in AC-II tier for the District in North Bengal area (Malda, Uttar/Dakshin Dinajpur, Darjeeling, Kalimpong , Jalpaiguri, Alipurduar & Coochbehar)

Fare for Tatkal Ticket in Train journey will also be reimbursed for the above district on production of photo copy of ticket. Tatkal Ticket fare will be reimbursed also for Team Leader and Team Members for the above districts only.

DA will be paid only when the location of the store unit will be beyond 50 (Fifty) km. from the office of the professional firms.
Payment to the professional firms shall be restricted to the above. No other payment will be made in this regard.

All costs and expenses incurred by bidders in any way associated with the development, Preparation and submission of responses, including but not limited to attendance at Meetings, discussions, presentations etc. and providing any additional information required by WBSEDCL, will be borne entirely and exclusively by the bidder.

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.5. b) Validity of the offer : The offer of the intending Professional Firms /Organisation against the tender shall remain valid for 90 days from the next day of opening of Techno Commercial Bid. However, appropriate authority of WBSEDCL may, on the merit of case, request extension of validity of the offer for a further suitable period without any change in terms & conditions of the offer.

5. c) WBSEDCL shall endeavour to extend followings facilities:

Food and lodging:- Where WBSEDCL guesthouse/IB is available, that shall be used on payment of usual charges of the company.

6. PRE-BID DISCUSSION

- The intending firm/verifiers or their representative duly authorized by the Intending firm/verifiers should attend the Pre-bid discussion at the stipulated date & time as mentioned in the Tender specification only.

The purpose of the pre-bid meeting is to provide an opportunity for any clarification needed by the applicants to submit Tenders correctly. In case any change in tender clause is required, copy of the same shall be supplied to all the applicants, who have purchased the specific tender document, prior to submission of bid.

7. Any terms and conditions which are not covered in this bid will be guided by purchase policy / GCC available in our official Website www.wbsedcl.in.
8. Distribution of Work: The Company reserves the right to distribute the order to more than one professional firm and does not bind itself to accept the lowest offer.

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PRICE BID

(To Be Submitted In Cover-II)

Name of work :Engagement of Professional firms for conducting annual physical verification of store items and other allied activities at different store units of WBSEDCL.

NIT No. : P-36/ 20-21/PC-IV/ASV dated 21.01.2021

Bidder shall quote his rate in percent below the following table

Serial No(1)	Description of items (2)	Schedule Rate excluding GST (Rs.)(3)
1	Professional fees for store verification per man-day	
a)	For Partner	2000.00
b)	For Team Leader	1600.00
c)	For Team Members	1200.00
2	Daily Allowance for store verification per man-day	
a)	For Partner	1250.00
b)	For Team Leader	1000.00
c)	For Team Members	1000.00

QUOTED RATE

In figures

-----%

above/ below/ at par of the schedule rates (mentioned in column 3).

In words.

----- percent

above/ below/ at par of the schedule rate (mentioned in column 3).

- In case of discrepancy between figure and words, **words** shall be considered.

N.B . Apart from the Professional Fee and Daily Allowance mentioned above, the firms will be paid Rs. 250 per person per store as contingency expenses on Lump Sum basis.

Signature of the Bidder with Seal



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ANNEXURE-A

Application format of Professional firms for conducting Annual Physical Verification of stores in WBSEDCL.

- 1) Name :
- 2) Address :
- 3) a) Telephone No. :
b) E-mail ID :
c) Fax No. :
- 4) No. of Partners:- :
- 5) Permanent Account No(with Photo Copy of PAN & self Attested) :
- 6) TAN (if applicable) :
- 7) GST Registration No (With Photo Copy of Registration Certificate):
- 8) Professional Tax Registration No: (With Photo Copy of Registration Certificate):
- 9) Whether Income Tax
Return filed for last three financial years:
- 10) Key Contact Person:
- 11) Credentials:
 - a)List of organization/PSU/Power utilities where Stock verification have been made with details.
 - b) Copies of certificates related with qualification.



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12) Particulars of Professional working in the firm.

Experience in Physical Stock Verification	Overall Annual Physical Stock Verification Experience(No.of Years)	Power sector/ Utilities (No. of Years)	Others(No. of Years)
No. of Partners (Working) (as on 31.03.2020		Total no. of Partners and other Key Personnel.	
		No. of Qualified personnel, e.g. B.E, C.A, C.M.A,Diploma in Material management	
		No. of Semi- Qualified personnel, e.g. DIP. ENGG.,INTER C.A, Inter CMA, Diploma in Material management	

Annual Turn Over of the firm, as per statement of Profit & Loss		No. of working Partner during the immediately preceding three Financial Years.	
Financial year	Amount (in Lakhs)	Financial year	Number
2017-18		2017-18	
2018-19		2018-19	
2019-20		2019-20	

13) Documents to be submitted:-

- Copies of partnership Deed and all the supplementary documents that support the number of partner in each of the stated financial year and certificate of practice of all Partners.
- Copies of Engagement letters where annual physical verification of stores was conducted by the firm.
- An affidavit to the extent that no Criminal proceeding are pending w.r.t to the firm/ partner any court of law in India or before any disciplinary committee of professional institute in non Judicial Stamp Paper of Rs. 100.00 (One hundred)
- Tax audit report along with all enclosures forming part of Income Tax return for financial years 2017-18, 2018-19 &2019-20.

Signature of Partner of the firm with seal & registration No. of the firm

Handwritten signature

Handwritten signature



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ANNEXURE-B

DECLARATION SHEET

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Certify that all the above typed in data and information pertaining to this specification are correct and are true representation of the particulars covered by our formal proposal number dated. I hereby certify that I am duly authorized representative of the Firm/ verifier whose name appears above my signature.

We also certify that:-

- a) We have never been issued notice for failure to submit deliverables and cancellation of Service Contract forfeiture of EMD etc. by any Government and /or semi Government entities /any other organization.
- b) We have never been barred from engagement by any Government and/ or semi Government entities /any other organization.
- c) We are not engaged with WBSEDCL as Statutory Auditor, cost auditor, internal Auditor or Labour Law Compliances auditor/Tax Auditor /or engaged in any other capacity need not apply.
- d) We were not engaged during immediately preceding three consecutive years in WBSEDCL in any form.

Professional Firm's Name:.....

Authorised Representative's Signature:.....

Professional Firm's Intent:..... The Professional Firm hereby agrees to fully comply with the requirements and intent of this Specification for the Price indicated.

.....

Authorized Representative's signature

.....

Specific exception to specifications
General & supplementary condition
,If any, tabulate & sign below



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ANNEXURE-C

CHECK LIST

Bidders are required to verify that all the documents as per tender specification and NIT are duly enclosed in the respective envelopes before submission of bid and submit the following check list duly ticked(v) indicating Page No. and signed.

COVER-I			
Sl No.	Particulars of document	Tick Mark	Page No. with flag
1	Photo copies of certificates related to qualification duly self attested with official seal, For partnership firms, copies of agreement with self attention should be submitted with official seal.		
2	Photo Copies of Registration certificate/membership certificate duly self attested with official seal.		
3	Check Earnest Money Deposit (EMD) value enclosed with Tender.		
3	Photo copies of GST Registration Certificate & PAN duly self attested with official seal.		
4	Photo Copies of Order for similar kind of service already provided for reputed organization /PSU/Power Utilites within last three years and completion certificate issued by the respective organization.		
5	Application format for engagement of professional firm duly filled in and Signed with official seal.		
6	Declaration Sheet duly filled in signed with official seal.		
7	Statement of Profit & Loss for last 3 years (Audited)/ Tax Audit Report (Whichever applicable)		
COVER-II		Tick Mark	
	Price Schedule duly filled in and signed with official seal.		

SIGNATURE OF BIDDER WITH OFFICE SEAL