



## West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091

CIN: U40109WB2007SGC113473, website: [www.wbsedcl.in](http://www.wbsedcl.in)

Office Order No.: 1252

Dated: 29-08-2017

Sub: New procurement procedure for procurement of oil cooled Distribution Transformer of rating 11/0.433KV; 25, 63, 100 & 160 KVA

With the objective to reduce repetitive nature of job, to minimize time for tender finalization and for better inventory management, the Board of Directors in its meeting held on 17.07.2017 accorded approval to the new procurement procedure for procurement of oil cooled Distribution Transformer of rating 11/0.433KV; 25, 63, 100 & 160 KVA in partial modification of the Purchase Policy, through empanelment of vendors on the basis of rating of Distribution Transformer followed by Limited tender for better inventory management, may be adopted with necessary changes in General Conditions of Contract and Instruction to Bidders through in-house Committee consisting of representatives from Procurement & Contracts Department, Distribution Testing Department, Planning & Engineering Department and User Departments. The same committee will also decide eligibility of vendors for empanelment on the basis of evaluation by Procurement & contracts Departments.

The new procurement procedure for procurement of oil cooled Distribution Transformer of rating 11/0.433KV; 25, 63, 100 & 160 KVA is mentioned below for compliance of all concerned.

**A. Freezing of "Technical Specification :**

Technical specification for Oil cooled Distribution Transformer of rating 11/0.433KV; 25, 63, 100 & 160 KVA will be freezed and it will remain unaltered for at least a period of Two Years with provision for further extension upto a maximum of one year.

The Type Test certificates, to be submitted as pre-requisite for the item(s) for empanelment, conducted within last five years from the due date of submission of bid document against tender for empanelment will remain effective during the period of Total Empanelment as the Technical Specification will remain freezed during that period.

After finalisation of said specification, the detail "Technical Specification" will be uploaded in our website for ready reference.

**B. Floating of E-tender for empanelment of interested Oil cooled Distribution Transformer manufacturers detail of which is placed below: -**

- The E – tender will be single part for "Techno commercial Evaluation" of participated manufacturers towards rating wise empanelment of Bidders for 11/0.433KV; 25, 63, 100 & 160 KVA oil cooled Distribution Transformers. The aforesaid empanelment will remain valid for at least a period of Two Years with provision for further extension upto a maximum of one year.
- This E – tender will also have both "Technical & Commercial Qualifying Requirement for interested manufacturers" and the same will be evaluated.
- The "Tender Fees" will be NIL.

(2)

- d) Earnest Money Deposit (EMD) for Empanelment will be Rs. 5,00,000=00 (Rupees Five Lac only).

The EMD amount is to be deposited in the form of **DD/Pay Order** favouring WBSEDCL and payable at Kolkata. EMD amount will be refunded to empanelled vendor after expiry of "Total Empanelment period". No interest on above Earnest Money Deposit will be paid.

- e) The bidders applying for Empanelment shall have minimum average annual turnover of Rs. 5.0 (Five) Crore for a period of the last 3(Three) preceding financial years.
- f) The bidder, who has the credentials for execution of promotional order only against WBSEDCL tenders within last three financial years, will be considered as New vendor upto the rating for which the bidder has executed the Promotional Order, provided the bidder fulfils other commercial and technical requirement of the N.I.T for empanelment.

After being eligible for placement of order for the 1<sup>st</sup> time in respect of DTR of a particular rating(s) and successful execution of the Purchase Order for the same in Limited Tender, the vendor may be considered as normal vendor in subsequent limited tenders up to that rating, provided the vendor fulfils other criterion of NIT.

- g) The bidder who has the credential of supplying DTR of any of the rating to WBSEDCL as a regular vendor within the last three financial years, may be eligible for empanelment as vendor up to one step higher rating of DTR in the empanelment category from the rating of DTR which the bidder has supplied to WBSEDCL, even if the bidder does not have the credential for supplying DTR of those rating to Power Utilities/Government Departments within last three financial years, provided they fulfil other commercial & technical criterion of NIT.

However, the bidder will be eligible as new vendor in respect of the rating of DTR which is one step higher than the maximum rating of DTR as credential of supply to WBSEDCL. After being eligible for placement of order for the 1<sup>st</sup> time in respect of DTR of one step higher rating and successful execution of the Purchase Order for the same in limited tender, the vendor may be considered as normal vendor in subsequent limited tenders for that rating, provided he fulfils other criterion of NIT.

- h) There will be no provision for empanelment of vendor under Promotional category. In empanelment process, vendors for normal participation can only apply.
- i) Other terms and conditions of the tender will be guided by the existing purchase policy and purchase procedure.
- j) WBSEDCL reserves the right to cancel the empanelment for any or all of the items unilaterally.

C. After completion of evaluation process, List of rating wise empanelled manufacturers for DTR will be issued from P&C Dept. The unsuccessful bidders for empanelment will also be intimated accordingly. However, the manufacturers who have failed or not participated in the earlier empanelled process may get a chance to participate in the next empanelment process which will be done approximately within one year from the date of original empanelment. It may be noted that the validity of empanelment of those additional empanelled vendors will be limited to the validity period of Original empanelment.

(3)

Uploading of list of Empanelled manufacturers for "Rating wise DTR" will be made in WBSEDCL Website and will be updated after completion of successive empanelment process. The empanelment of a Vendor is liable for cancellation on review from time to time based upon their performance during the empanelment period. After completion of empanelment process, Limited E-Tender will be floated for submission of two part bid document involving some commercial documents and price bids from the empanelled vendors.


**D. Purchase Advice –**

Purchase advice will be issued from P&C Department as per requirement from User Departments.

**E. Procurement Action as per purchase Advice –** The broad stepwise procedures are placed below: -

- i. **Limited E-Tender among the empanelled vendors** will be floated for confirmation of delivery schedule and submission of Price Bid alongwith average Annual Turnover for the last three financial years and the value of orders in hand to be executed within one year from the date of bid submission for limited tender. Banker's certificate regarding financial capability issued within last one year from the date of opening of limited tender is to be submitted additionally.
- ii. For limited tender, the existing Purchase Policy and Purchase Procedure, with latest amendments, are to be followed except those deviations as mentioned herein.  
However, both the Earnest Money submitted during empanelment as well as Limited E-Tender will be liable for forfeiture as well as the cancellation of empanelment along with other penal measures as stipulated in the Purchase Policy in case of the following:  
(a) if the empanelled vendors on whom the order is placed fail to accept Purchase Order / LOI issued within their offered validity period.  
(b) for failure to submit specified Security Deposit within time limit indicated in the Purchase Order / LOI.  
(c) If any cartel is formed by the tenderer in their quotation.
- iii. As per existing Purchase Policy, Clause No – 9.01, the Empanelled vendors having residual quantities of undelivered materials/equipments and lagging behind the delivery schedule of previous orders, have to complete the delivery before the date of opening of price bid during Limited E – Tender otherwise the price bid of that Empanelled vendor(s) will not be opened.
- iv. Normally limited tender for each rating of DTR may be invited twice in a year. However, based upon the requirement of the User Department, the frequency of procurement may vary.
- v. The oil cooled Distribution Transformer of any of the ratings 11/0.433 KV; 25,63, 100 & 160 KVA may be procured following previous procedure of procurement till finalisation of empanelment with the approval of CMD, WBSEDCL.

This order takes immediate effect.

  
(Sujay Sarkar)  
Director (HR)