



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Government of West Bengal Enterprise)

Registered Office : Vidyut Bhavan, Bidhannagar, Block -DJ, Sector:II, Kolkata – 700 091
CIN No. U40109WB2007SGC113473, website: www.wbsedcl.in

Office Order No.: 2294
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Subject: Revised Procurement Procedure for procurement of Oil Cooled Distribution Transformers of rating 11/0.433KV; 25, 63, 100, 160, 250 & 315KVA

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 & 160KVA in partial modification of the Purchase Policy, through empanelment of vendors on the basis of Rating of Distribution Transformer followed by Limited tender. Accordingly, O.O. no. 1252 dated 29.08.2017 of Director (HR) was issued.

Now, to incorporate 250KVA & 315KVA DTR in the empanelment procedure and due to need of modification/adoption of few changes in the new procurement procedure, followings have been adopted for procurement of oil cooled Distribution Transformer of rating 11/0.433KV; 25, 63, 100, 160, 250 & 315KVA-

A. Freezing of "Technical Specification":

Technical specification for oil cooled Distribution Transformer of rating 11/0.433KV; 25, 63, 100, 160, 250 & 315KVA will be frozen and it will remain unaltered for at least a period of 03(three years) with provision for further extension up to a maximum of one year.

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

B. Type Test Certificate as pre-requisite for the Empanelment Procedure:

The bidder should submit Type Test Report of Short Circuit Test and Lightning Impulse Voltage Test for the rating they are offering along with drawing conducted from CPRI, NABL accredited laboratory of third party /Govt. approved laboratories carried out within Five years from the due date of submission of bid of tender for empanelment.

Short circuit Test and Lightning Impulse voltage test certificates of DTR having higher KVA rating than the offered item, but up to & including 200 KVA and having same voltage ratio and similar type as that of the tendered item, uploaded with the bid documents may also be accepted as pre-requisite for empanelment for DTRs up to 160KVA.

Similarly, Short circuit Test and Lightning Impulse voltage test certificates of DTR having higher KVA rating than the offered item, but up to & including 2500 KVA and having same voltage ratio and similar type as that of the tendered item, uploaded with the bid documents may also be accepted as pre-requisite for empanelment for DTRs up to 315KVA.

C. Type Test to be carried out after placement of order in the subsequent Limited Tender:

After placement of order (if eligible) in the subsequent limited tenders, the Empanelled vendors need to submit the type & special test certificate (as applicable) along with the details of duly preserved type tested DTR (sealed by WBSEDCL) as mentioned in cl. No. (C)(ii) below, to the Distribution Testing Department, WBSEDCL during submission of Drawing & GTP for approval. Distribution Testing Department, WBSEDCL will specify whether any type & special test (as applicable) to be conducted or not during drawing & GTP approval stage based on the criteria mentioned below. Distribution Testing Department, WBSEDCL reserves the right in this matter and their decision shall be binding.

The Empanelled vendors need not conduct fresh Type & Special Tests (as applicable) after placement of order if they fulfill the following two criteria-

- (i) They have valid type & special test certificate (as applicable) of the offered rating having exact design & other details as per technical specification of WBSEDCL as on due date of submission of drawing & GTP &
- (ii) The type-tested transformer which was duly sealed by WBSEDCL during type-test against WBSEDCL order, is preserved at their works.

Also, the type tested transformer duly sealed by WBSEDCL is to be preserved at their works during the entire empanelment period.

D. Floating of E-tender for empanelment of interested Oil cooled Distribution

Transformer manufacturers detail of which is placed below: -

- (i) 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, 250KVA & 315KVA oil cooled Distribution Transformers. The aforesaid empanelment will remain valid for at least a period of 03(three years) with provision for further extension up to a maximum of one year.
- (ii) This E-tender will also have both "Technical & Commercial Qualifying Requirement for interested manufacturers" and the same will be evaluated.
- (iii) The "Tender Fees" will be NIL.
- (iv) Earnest Money Deposit (EMD) for Empanelment will be Rs. 10,00,000/- (Rupees Ten Lac Only) for manufacturers other than applying for promotional category.
The EMD amount is to be deposited through Net Banking/RTGS/NEFT Payment only for manufacturers other than applying for promotional category. EMD amount will be refunded to empanelled vendors after expiry of "Total Empanelment Period" or the completion of the purchase order(s) against the subsequent limited tenders, whichever is later. No interest on above Earnest Money Deposit will be paid.
- (v) The bidders applying for Empanelment (except who are applying for promotional category) shall have minimum average annual turnover of RS. 5.0 (Five) Crore for a period of the last 3(Three) preceding financial years.

(vi) Supply Credential as pre-requisite for manufacturers other than applying for promotional category:

The bidders (except who are applying for promotional category) should have supply credential of DTRs having same or higher capacity rating of same voltage ratio, supplied to WBSEDCL/other Power Utilities/other Govt. Departments in earlier occasions within last three financial years. The bidder has to upload relevant Purchase Orders, Inspection Offer letter, Despatch Instructions, Signed Challans etc. as a proof of completion of supply of the items.

The bidders having sufficient supply credential as above, but not supplied DTRs against WBSEDCL order in earlier occasion, shall be considered as **New Vendor**.

(vii) For manufacturers interested for Promotional Order:

To develop new vendor under promotional category, a separate list of manufacturers eligible for promotional order, at the discretion of WBSEDCL, shall be published after finalization of the original empanelment. However placement of Promotional Order is not mandatory and shall be processed at the discretion of WBSEDCL.

Earnest Money Deposit (EMD) for participation in the **Promotional Category** will be Rs. 5,00,000/- (Rupees Five Lac Only). The EMD amount is to be deposited in the form of Bank Guarantee (BG) only. The Validity of BG shall be 54 (Fifty Four) Months from the due date of submission of tender and with a claim period of another 03(Three) Months. EMD amount will be refunded to promotional vendors after successful completion of the promotional order(s) or the "Total Empanelment Period", whichever is later. No interest on above Earnest Money Deposit will be paid.

- (viii) If any vendor having residual quantities of undelivered materials/equipments against any WBSEDCL order, and the total completion time of the delivery schedule is over, they have to complete the delivery before finalization of the empanelment, otherwise the bidder will not be empanelled.
- (ix) Other terms and conditions of the tender will be guided by the existing purchase policy and purchase procedure.
- (x) WBSEDCL reserves the right to cancel the empanelment for any or all of the items unilaterally.

E. After completion of evaluation process, list of rating wise empanelled manufacturers for DTR will be issued from P&C Dept. Also, the rating wise list of manufacturers eligible for promotional order will also be issued from P&C Dept. after issuance of original list of empanelled manufacturers.

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 tender for additional empanelment which will be done approximately within Two years 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.

Uploading of list of Empanelled manufacturers for "Rating wise DTR" will be made in WBSEDCL Website and will be uploaded after completion of successive empanelment process.

F. The empanelment of a vendor is liable for cancellation on review from time to time based upon their performance during the empanelment period.

G. 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.

H. **Purchase Advice-**

Purchase advice will be issued from P&C Department as per requirement from User Department(s).

Procurement Action as per Purchase Advice- The broad stepwise procedure are paced below-

- (i) **Limited E-Tender among the empanelled vendors** will be floated for confirmation of delivery schedule and submission of Price Bid along with 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) **Promotional Order :**

The Limited tenders shall also contain the provision of placement of promotional order among the listed manufacturers eligible for promotional order. But, they will be eligible for placement of order only once (against each item) during the empanelment period. **However, the manufacturers who will get the promotional order for higher rating DTR, will not be eligible for placement of any promotional order for the lower rating of DTRs in the subsequent limited tenders.**

After successful completion of the delivery of the promotional order, they can participate in the next tender for empanelment as **New Vendor** up to the rating for which they have executed the Promotional Order, provided they fulfill other commercial and technical requirement of the N.I.T for empanelment.

After successful execution of the Purchase Order for the 1st time in respect of DTR of a particular rating(s) in Limited Tender as **New Vendor**, the vendor may be considered as **Normal Vendor** in subsequent limited tenders up to that rating, provided the vendor fulfills other criteria of NIT.

Financial proposal of the bidder for promotional order shall not be opened. Order may be placed at the discretion of WBSEDCL, at the lowest evaluated rate of the Purchase Order against the original limited tender.

However, placement of promotional order is not mandatory for each tender and shall be processed at the discretion of WBSEDCL.

- (iii) For limited tender, the existing Purchase Policy and Purchase Procedure, with latest amendments, are to be followed except those deviations as mentioned herein.
- (iv) 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.
- (v) In case of revocation of the bid or withdrawal/alteration of quoted price after opening of techno-commercial bid, unless it is sought for, Earnest Money submitted during the Limited E-Tender will be liable for forfeiture along with other penal measures as stipulated in the Purchase Policy.
- (vi) **As per existing Purchase Policy, the Empanelled vendors having residual quantities of undelivered materials/equipments against any WBSEDCL order and lagging behind the delivery schedule of previous orders, have to complete the delivery before the date of opening of price bid during subsequent Limited E-Tender otherwise the price bid of that Empanelled vendor(s) will not be opened.**
- (vii) 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.

This has reference to the resolution adopted in the 116th meeting of the Board of Directors, WBSEDCL held on 26.09.2023.


(A. K. Latua)
Director (HR)