BIDDING DOCUMENT

FOR

SUPPLY, INSTALLATION AND COMMISSIONING OF SPECTROPHOTOMETER TO THE LABORATORIES OF WEST BENGAL POLLUTION CONTROL BOARD

West Bengal Pollution Control Board
10A, Block LA, Sector III, Salt Lake, Kolkata 700106
NOTICE INVITING TENDER

NIT No.: WBPCB/SM/CLab-04-18-19/(e-13) (2nd Call) Date:01/02/2019

Scope of the Work: “Bid for Supply, installation and commissioning of Spectrophotometer to the Laboratories of West Bengal Pollution Control Board”

1. West Bengal Pollution Control Board (WBPCB) invites Bids through e-tender from the eligible bidders for “Supply, installation and commissioning of Spectrophotometer to the laboratories of WBPCB” as specified in the bid document. This invitation for the Bid is open to any bidder who is either a reputed manufacturer or it’s authorized dealer/agent/distributor in India (hereinafter referred to as the bidder), who meets the Qualifying Requirements stipulated hereunder for participation in the e-tender in the tender. The bidder shall furnish documentary evidence to establish that the bidder meets the following qualifying requirements-

2.1 Qualification Requirement (QR)

QR 1: Average Annual financial turnover during the last 3 years, ending 31st March of 2018, should be Rs. 7.5 Lakh or more.

QR 2: Experience of having successfully completed similar works, i.e., supply, install and commissioning of spectrophotometer during last 7 years ending 31 August, 2018:
   a. Three similar completed works costing not less than the amount equal to Rs.10Lakh each. or
   b. Two similar completed works costing not less than the amount equal to Rs.12Lakh each. or
   c. One similar completed work costing not less than the amount equal to Rs.20Lakh.

QR 3: Satisfactory performance of the supplied items during last seven years to be established by Satisfactory performance certificate by at least two users dated not before 01 April 2018.

2.2. The bidder has to submit the following documents:
   (a) Valid Trade License; (b) PAN; (c) GST Registration Number (if any); (d) Latest IT Return (3 consecutive years).

2.3. If the Bidder is an authorized dealer/agent/distributor in India of the manufacturer, the authorization letter/certificate from the manufacturer as dealer/distributor/agent etc.

3. Prospective bidders may visit Websites: https://wbtenders.gov.in or http://www.wbpcb.gov.in/tenders for detailed terms and conditions of e-tender. Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India viz. NIC. DSC is given as a USB e-token. After obtaining the DSC from the approved CA, they are required to register the fact of possessing the DSC through the registration system available in the website.

4. Prospective Bidders may download a complete set of bidding documents from the website https://wbtenders.gov.in with the help of e-token. This is the only mode of collection of tender document. Tenders are to be submitted through online. Details of submission procedure are given below.

5. Bidders are to submit a non-refundable Bid Document Fee of Rupees 5000/- (Rupees Five Thousand) only. Necessary cost of Bid Document Fee should be submitted through online vide Memorandum No. 3975-F(Y) dated 28.07.2016 of the Audit Branch, Finance Department, Govt. of West Bengal. For details procedure, a copy of the said Memorandum is attached as a part of the Bid Document.

6. Bidders are to submit a Bid Security Fee (Earnest Money Deposit) amounting to Rs.48,000/- (Rupees forty eight thousand only). Necessary Bid Security Fee as mentioned above should be submitted through online vide Memorandum No. 3975-F(Y) dated 28.07.2016 of the Audit Branch, Finance Department, Govt. of West Bengal. For details procedure a copy of the said Memorandum is attached as a part of the Bid Document.

7. The bid security fee for unsuccessful bidders shall be refunded from the pooling account maintained with ICICI Bank for e-procurement system immediately after uploading of the evaluation report and acceptance of the award of contract by the successful bidder, and the same for the successful bidder shall be refunded after submission of the report of activity for the first month after acceptance of the award of contract.
Bidding Procedure:

8. This bidding takes simultaneous bidding procedure in two part (Folder) bidding system.
   Part-1: Techno-Commercial Bid
   Part-2: Financial Bid
   All the eligible and interested bidders are required to submit Bid consisting of separate folders for the
   Techno-Commercial Bid and Financial Bid simultaneously through online e-tender system.

9. Techno-Commercial Bids (all folders of 5A, B, C & D of Bid Document) will be opened and evaluated first.
   Folder “A” will contain the Qualification Documents (as mentioned in sl. 5 of the Bid Document);
   Folder “B” will contain Technical Specifications.
   Only the bidders, whose Techno-Commercial Bid is found responsive, will be notified by the Board and the
   Techno-Commercial evaluation status will be uploaded through e-tender system. Financial Bids in BOQ format
   (all folders of “C” of Tender document) of techno-commercially successful bidder(s) will be opened and the
   date of opening of the Financial Bid will also be informed through e-tender system.
   Folder “C” will contain the Price Bid;
   For amendment in bidding documents or extension of bid submission date, if any, bidders are requested to
   visit website https://wbtenders.gov.in and/or www.wbpcb.gov.in/tenders.

10. Incomplete Bids in respect of this Bid document will be rejected.

11. The Notice Inviting Tender will form a part & parcel of the Bid document.

Bid Submission:

12. All the documents for the Bid shall be submitted through e-tender system and the physical documents, if any,
   shall be submitted to the address and at the time & date designated by the Board as follows
   Address:
   Member Secretary
   West Bengal Pollution Control Board
   Paribesh Bhawan, 10A, Block LA, Sector – III
   Bidhannagar, Kolkata - 700106
   Ph: 91-33-23351623 (D)/ 23359088(EPABX)
   Fax: 91-33-23392813

13. Schedule:

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Description of Activity</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.1</td>
<td>Uploading of Bidding Document</td>
<td>08/02/2019 at 05.00 PM.</td>
</tr>
<tr>
<td>13.2</td>
<td>Downloading of Bidding Document Start From</td>
<td>08/02/2019 from 06.00 PM.</td>
</tr>
<tr>
<td>13.3</td>
<td>Bid Submission Start Date</td>
<td>09/02/2019 from 11.00 AM.</td>
</tr>
<tr>
<td>13.4</td>
<td>Bid Submission Closing Date</td>
<td>22/02/2019 upto 04.00 PM.</td>
</tr>
<tr>
<td>13.6</td>
<td>Technical Bid Opening Date</td>
<td>22/02/2019, at 05.00 PM.</td>
</tr>
</tbody>
</table>

The Bids received after the specified time and date here above for whatever reason shall be declared “Late”
and rejected and will be returned unopened to the bidder. Bids in the form of Telex, Facsimile, Telegraph or
Email, will not be accepted. Only the complete documents specified above, received through e-tender and
physical documents in hard copies at the place and time, will be considered. The Bid once opened shall not be
returned to the Bidders regardless of the result of the Bid.

Important: Bidders are expected to examine the Bid Document carefully and are deemed to have received
and read all documents. It shall be the responsibility of the Bidder to request copies of any missing
documents. Failure to do so will be at Bidder’s risk.

Sd/-
Member Secretary
West Bengal Pollution Control Board
TERMS AND CONDITIONS FOR BIDDING

1. Scope of work

West Bengal Pollution Control Board has its laboratories at addresses provided at appendix – A. The scope of the present work lies in supply, installation, commissioning and providing warranty support for the following instruments to the laboratories indicated below.

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Equipment</th>
<th>Items to be supplied to laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Haldia Lab</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Barrackpore Lab</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Siliguri Lab</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Durgapur Lab</td>
</tr>
<tr>
<td>1</td>
<td>UV-VIS Spectrophotometer with PC, printer and UPS</td>
<td>One Set</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One Set</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One Set</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One Set</td>
</tr>
</tbody>
</table>

2. Price

Quoted price shall be firm and inclusive of all costs including delivery up to DESTINATION. The form of BID PRICES to be submitted duly filled in is enclosed as Attachment.

The Prices quoted shall be firm and valid for a period till 6 months from the date of bid submission. Any increased cost incidental to the performance of the Works due to any economic dislocation either in the origin country or India or to any other causes such as currency restriction, price hike of the Equipment, wage hike for labour or revaluation of the currency cannot be claimed by the Supplier.

3. Payment

Method of Payment
(1) Foreign Currency Portion: Payment to the Supplier in foreign currency shall be made by means of an irrevocable Letter of Credit.
(2) Local Currency Portion: Payment to the Supplier in local currency shall be made in Indian Rupees by means of bank cheque.

Terms and Conditions of Payment
(1) Equipment of Foreign Origin and Supplied from Abroad
Eighty (80) percent of CIF price against the shipping documents through L/C as will be detailed in Letter of Award. Rest (20%) amount will be paid through L/C after satisfactory completion of job.
Hundred (100) percent of the inland transportation, port clearance charges and all other costs on supply and satisfactory completion of installation and training at respective sites will be paid by account payee cheque.
(2) Equipment Supplied from India
Hundred (100) percent of the Ex-works price, 100% of inland transportation and 100% of applicable taxes and other duties on supply of the equipment at the respective sites, satisfactory completion of installation and training at respective sites duly certified by the consignee.

4. Taxes and Duties

GST or any tax / duty, as applicable, will not be taken into evaluation. West Bengal Pollution Control Board being an exempted Organization for Customs Duty on Import and Excise duty as applicable in India, question of separately taking care of such costs in evaluation does not arise. The Supplier shall be entirely responsible for all taxes, license fees, etc., incurred on the equipment supplied from India until the handing over of such equipment to the Board.

Taxes / Duties, as applicable, is payable only on material value of the items.

The Supplier shall be solely responsible for obtaining Deemed Export benefits, if any. In case of failure to receive such benefits, the owner will not compensate the Supplier. Owner however, shall provide necessary documents to enable the supplier to get this benefit if applicable.
5. **Notification of Award and Signing of Contract**

The notification of award will be made to the selected supplier in writing within the period of validity of the quotation. The document of notification of award and the terms and conditions of quotation shall constitute the formation of the Contract.

Within thirty (30) days of the receipt of notification of award from the Board, the supplier shall sign the Contract as per format attached. The Bidder shall prepare at his own cost four (4) original copies of the Contract including the Contract Form for distribution to the parties concerned.

6. **Performance Security**

The Supplier, within thirty (30) days from the date of notification of award shall furnish a Bank Guarantee from a reputed Indian or Foreign Commercial bank having license to do business in India to the Board in line with the enclosed form towards performance guarantee for an amount equal to ten (10) percent of the total Price of award for faithful and due fulfilment by the Supplier of all obligations under the terms and conditions laid down herein. The bank guarantee should remain valid up to forty five (45) days after the expiry of warranty period as specified herein.

The performance security will be discharged by the Board and returned to the Supplier not later than forty five (45) days after expiry of warranty period following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in this document.

Before expiry of the warranty period, the bidder shall submit a performance security fee of 5% of the comprehensive O&M value per year till the completion of the project period (not more than 5 years form the date of supply order following this tender). After that, O&M issues will be settled by mutual agreement between the Board and the supplier.

7. **Warranty**

This warranty includes all spare parts and services to keep the instruments and equipment in operating condition. The Supplier shall warrant to the Board that the Equipment complies strictly with the Specifications and has no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier, that may develop under normal use of the supplied Equipment in the conditions prevailing to the final Sites.

**Period of Warranty**

This warranty shall remain valid for the period of **three years** from the date of taking over of the equipment by the Board.

**In Case of Faulty Equipment**

If any part of the Equipment breakdowns or fails due to faulty of improper design, materials, workmanship, manufacture, fabrications or installation, or fails to meet the requirements of the Specifications, then the Board shall promptly notify the Supplier in writing of any claims arising under this warranty.

Upon receipt of such notice, the Supplier shall within the period specified in the notice and with all reasonable speed, shall replace the defective Equipment or improper parts thereof at the Supplier's expenses.

If the Supplier, having been notified, fails to remedy the defect(s) within the period specified, the Board may proceed to take such remedial action as may be necessary at the Supplier's risk and expense and without prejudice to any other rights which the Board may have against the Supplier under the Contract.

8. **Insurance**

The Equipment supplied under the Contract shall be fully insured in currency acceptable as per the existing Law of India against loss or damage incidental to manufacture or acquisition, transportation, storage, shipment, delivery,
installation and training involved with the Works naming the Board as the beneficiary until satisfactory installation and commissioning certified by the consignee.

The insurance shall be in an amount equal to one hundred ten (110) percent of the value of the equipment upto handing over of the equipment to the Board on “All Risks” basis including War Risks and strikes naming Board as the beneficiary.

9. Installation

All the Equipment shall be installed and brought into suitable conditions for operation by the Supplier at the Sites designated by the Board. The Supplier shall make all the necessary and proper adjustments and arrangements in order to install the Equipment in adequate conditions for operation.

All matters omitted from this Clause which may reasonably be incurred to be obviously necessary for the proper installation and operation of the Equipment shall be deemed to be included in this installation works, and the Supplier shall be held responsible for any errors or defects which the Supplier may make due to such omissions thereof. All the installing equipment, tools, materials, labour logistics and all the other requirements for installation shall be provided by the Supplier. Prior to the establishment of Equipment layout and installation plan, the Supplier shall verify, check and inspect the designs and specific site conditions of monitoring stations and laboratories where the Equipment are to be installed so as to make good arrangement for installation and utility assembly in consultation with the Board.

10. Taking Over

Upon successful completion of delivery, installation and commissioning of the Equipment at the designated Sites, the Supplier shall notify the Board in writing that all the Works under the Contract except the obligation of the warranty have been completed. Within fifteen (15) days after such notice from the supplier the Board will issue certificate of taking over after successful commissioning of equipment.

11. Completion of work

The Supplier shall complete the entire work of supply, installation, commissioning and handing over within a period of ninety (90) days of award of the contract by the Board.

12. Delay in completion of work

The Supplier shall pay to the Board as liquidated damage a sum equivalent to half (0.5) percent of the unit price in the Contract Price for Equipment undelivered / works not completed, per week of delay, subject to a maximum delay of 10 weeks. Thereafter the Supply contract is liable to be cancelled.

13. Applicable Law and Arbitration

Laws, Rules and Regulations applicable within the jurisdiction of the Republic of INDIA shall be applicable in case required.

In the event of any dispute or difference whatsoever arising under the contract or in connection therewith including any question relating to existence, meaning and interpretation of the contract or any alleged breach thereof, the same shall be referred to the sole Arbitration of the Chairman of the WEST BENGAL POLLUTION CONTROL BOARD or to a person appointed by him for that purpose. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Law 1996.
To be submitted in folder “B”

<table>
<thead>
<tr>
<th>TECHNICAL SPECIFICATION OF EQUIPMENT FOR LABORATORIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment name</strong></td>
</tr>
<tr>
<td><strong>BOARD’S SPECIFICATION</strong></td>
</tr>
<tr>
<td><strong>1. MAKER MODEL AND CONDITION</strong></td>
</tr>
<tr>
<td>Manufacturer</td>
</tr>
<tr>
<td>Model</td>
</tr>
<tr>
<td>Electricity</td>
</tr>
<tr>
<td>Other necessary utility</td>
</tr>
<tr>
<td>Dimension / Weight</td>
</tr>
<tr>
<td><strong>2. COMPOSITION</strong></td>
</tr>
<tr>
<td>UV-VIS Spectrophotometer (Double Beam)</td>
</tr>
<tr>
<td>Data Processing / Automatic Control System</td>
</tr>
<tr>
<td>Cell Holder</td>
</tr>
<tr>
<td><strong>3. SPECIFICATIONS</strong></td>
</tr>
<tr>
<td>UV-VIS Spectrophotometer</td>
</tr>
<tr>
<td>Photometric system</td>
</tr>
<tr>
<td>Light source</td>
</tr>
<tr>
<td>Wave length range</td>
</tr>
<tr>
<td>Stray light</td>
</tr>
<tr>
<td>Wave length accuracy</td>
</tr>
<tr>
<td>Wave length reproducibility</td>
</tr>
<tr>
<td>Scan Speed</td>
</tr>
<tr>
<td>Photometric accuracy</td>
</tr>
<tr>
<td>Photometric reproducibility</td>
</tr>
<tr>
<td>Baseline flatness</td>
</tr>
<tr>
<td>Noise level</td>
</tr>
<tr>
<td>Photometric measurement</td>
</tr>
<tr>
<td>Interface</td>
</tr>
<tr>
<td>Cell Holder</td>
</tr>
<tr>
<td>Equipment name</td>
</tr>
<tr>
<td>---------------------------------------</td>
</tr>
<tr>
<td><strong>BOARD’S SPECIFICATION</strong></td>
</tr>
<tr>
<td>Data Processing / Automatic Control system</td>
</tr>
<tr>
<td>Software</td>
</tr>
<tr>
<td>MS-Windows-based program. Calibration curve and standard addition methods, recording of data and spectra with spectral analysis options. Built-in diagnostics for performance verification and statistical analysis.</td>
</tr>
<tr>
<td><strong>BIDDER’S RESPONSE</strong></td>
</tr>
<tr>
<td>PC</td>
</tr>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Printer</td>
</tr>
<tr>
<td><strong>4. ACCESSORIES</strong></td>
</tr>
<tr>
<td>Manufacturer’s standard accessories</td>
</tr>
<tr>
<td>Uninterrupted power supply system</td>
</tr>
<tr>
<td>10 mm rectangular cell. Quartz</td>
</tr>
<tr>
<td>10 mm rectangular cell. Glass</td>
</tr>
<tr>
<td><strong>5. SPARE PARTS &amp; CONSUMABLE</strong></td>
</tr>
<tr>
<td>Xenon Pulse lamp</td>
</tr>
<tr>
<td>Micropipette 1000 micro litter</td>
</tr>
<tr>
<td>Micropipette tips</td>
</tr>
</tbody>
</table>
The scope of the present work lies in supply of Instrument(s) to the Laboratories of the West Bengal Pollution Control Board. The detailed addresses of the Laboratories of the West Bengal Pollution Control Board are given below:

(a) **Barrackpore Regional Laboratory**, West Bengal Pollution Control Board
    Panpur More, Kalyani Expressway, Vill-Panpur, P.O.-Narayanpur
    Dist.-24 Parganas (North), Pin-743126

(b) **Durgapur Regional Laboratory**, West Bengal Pollution Control Board
    Sahid Kshudiram Sarani, City Centre, Durgapur, Dist.-Paschim Bardhaman, Pin-713216

(c) **Haldia Regional Laboratory**, West Bengal Pollution Control Board
    Block-05 at 40 Flats Complex, Adjacent to Priyambada Housing Complex
    Basudevpur, P.O.-Khajanchak, Haldia, Purba Medinipur-721602

(d) **Siliguri Regional Laboratory**, West Bengal Pollution Control Board
    Module-4B, Webel IT Park, Paribahan Nagar, P.O.-Matigara, Siliguri, Dist.-Darjeeling,
    Pin-734010
MEMORANDUM

Sub: Online receipt and refund of EMD of e-procurement through State Government e-procurement portal

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMD / Bid Security related to e-procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc

1. **Login by bidder:**

   a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal [https://wbtenders.gov.in](https://wbtenders.gov.in) using his login ID and password.

   b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payment modes:

      i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;

      ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. **Payment procedure:**

   a) **Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:**

      i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.

      ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

      iii. Bidder will receive a confirmation message regarding success/failure of the transaction.

      iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

      v. If the transaction is failure, the bidder will again try for payment by going back to the first step.
Appendix - B

b) Payment through RTGS/NEFT:

i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.

iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.

vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder’s account.

3. Refund/Settlement Process:

i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.

ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders’ bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.

iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded, through an automated process, to the respective bidders’ bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L₂ bidder should not be rejected till the LOI process is successful.

iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L₁ bidder is uploaded to the e-Procurement portal by the tender inviting authority.
Appendix - B

v. As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
   a) EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head “8443-00-103-001-07” through GRIPS along with the bank particulars of the L1 bidder.
   b) EMD of the L1 bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.

In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.

vii. Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head “0070-60-800-013-27” through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.

viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees ( if any ) were initiated.

4. Accounting and Monitoring Process:

i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.

ii. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.

iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders’ accounts, as applicable by using user access as provided by NIC.

iv. The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.

(P A Siddiqui)
Secretary to the
Government of West Bengal
Finance Department
Process for payment through Payment gateway (PG) (Annexure I)

Start

Bidder accesses the E procurement portal of GOWB

Bidder selects the dept/tender to bid and selects payment option as net banking/cards

On selection of net banking/card option, the bidder will be taken to PG page and will select the bank or card (VISA/Master Card) through which bidder wants to do the transaction

Bidder makes the payment after keying in unique id or password to process the transaction

Bidder receives a confirmation message for successful or unsuccessful transaction

If transaction failure, bidder will try again

If transaction is success, the funds will get credited to the pooling account opened for Dept/PSUs and bidder will be taken ahead in tendering workflow

Bidder will go ahead and complete other formalities in the portal for submission of bid

Stop
Appendix - B

Process for payment through RTGS/NEFT (Annexure II)

Start

Bidder accesses the E procurement portal of GOWB

Bidder selects the dept/tender to bid and selects the payment option as RTGS/NEFT

The portal will show a pre-filled challan that has the details to process RTGS/NEFT transaction

The bidder will print the challan and use the pre-filled information to make RTGS-NEFT payment through his bank

Once the payment is done, the bidder will come back to e-proc portal to verify the payment made and to complete bidding for the tender

If verification is success, the funds will get credited to the pooling account of the client

Bidder goes on to complete submission of bid for the tender

Stop

If verification unsuccessful

Funds will be returned back to the account of the bidder, if funds or wrong credit is cited in the pooling account

----------------------------------------END OF DOCUMENT----------------------------------------