

e-Tender

**Request for Proposal (RfP) for
Maintenance Contract of UPS
running at KEIIP premises**



**Kolkata Environmental Improvement Investment
Program
The Kolkata Municipal Corporation
206, A.J.C. Bose Road, Kolkata – 700 017**

Issued by:

Project Director, KEIIP

Cost of Tender Document: NIL

Signature with Seal of the Bidder



DISCLAIMER

This request for proposal (RfP) contains brief information about the project, qualification requirements and the selection process for the successful applicant (bidder). The purpose of this RFP document is to provide applicants (bidders) with information to assist the formulation of their bid application (the "application").

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither the Kolkata Environmental Improvement Investment Program (KEIIP) / Kolkata Municipal Corporation (KMC), nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the RFP, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information ('Information') contained in this RFP document or subsequently provided to interested parties (the "applicant(s)), in writing by or on behalf of KEIIP is provided to applicant(s) on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.

Each applicant should perform their own due diligence to check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. Submission of bid application shall be deemed to have been done after careful study and examination of the RFP with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Incomplete or partial bids shall be rejected. The applicant must quote for all the items asked for in this tender. Intimation of discrepancies in the RFP, if any, should be given to the office of the KEIIP immediately by the applicants. If KEIIP receives no written communication, it shall be deemed that the applicants are satisfied that the RFP document is complete in all respects.

The terms on which Work Order will be issued and the right of the successful applicant shall be as set out, will be processed through separate agreements after issuance of Letter of Intent (LoI) to the successful bidder. KEIIP reserves the right to accept or reject any or all applications without giving any reasons thereof. KEIIP will not entertain any claim for expenses in relation to the preparation of RFP submissions.



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Abbreviations

RFP	Request For Proposal
KMC	Kolkata Municipal Corporation
GoWB	Government of West Bengal
EMD	Earnest Money Deposit
AMC	Annual Maintenance Contract
KEIIP	Kolkata Environmental Improvement Investment Program



**Notice Inviting e-Tender of
Kolkata Municipal Corporation**

Tender Reference Number: KEIIP/PMU/782/2024-25

The Project Director, KEIIP invites tender for the work detailed in the table below:

Detail of Scheme(s)/ Work(s):

Name of the Project	Earnest Money	Period	Cost of Tender Document
Request for Proposal (RfP) for Maintenance Contract of UPS (Make Orion) running at KEIIP premises for Two(2) years	Rs. 6,000/- (Rupees Three Thousand only)	24 months	NIL

Payment of EMD:

The EMD will have to be paid OFFLINE.

- The bidder desirous to take part in the tender need to log in to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using its Login Id. and Password.
- Earnest Money @ 2% of quoted value either in Bank Draft / Pay Order drawn in favour of The Kolkata Municipal Corporation A/C KEIIP - TR-3, failing which the quotation will be liable for rejection.
- Earnest Money Deposit (E.M.D) to be submitted in a form of hard copy in a separate sealed envelope clearly marked "E.M.D." (Hard Copy) directly to the office of the Administrative officer, PMU, KEIIP/KMC at least one day before the date of opening the quotation as per norms.
- After opening quotations, the E.M.D. shall be duly returned to the unsuccessful bidders and after receipt of the security deposit from the successful bidder.
- In the event, upon being successful, if the lowest bidder refuse to execute the works, the E.M.D. shall stand forfeited

Performance Bank Guarantee

- Performance Bank Guarantee (PBG) @3% of the Contract Value (based on the price as per BOQ) will have to be submitted in the form of Bank Guarantee by the Successful Bidder before the execution of the Agreement. KEIIP reserves the right to forfeit the PBG in case of any default on the part of the selected Bidder. The PBG must be submitted by the selected Bidder within 10 days from the date of issuing the Work Order.**
- PBG is refundable without interest after 90 days from the End Date of the successful completion of project duration, if not invoked.
- The PBG should be valid till 90 days from the End Date of the successful completion of the entire project period.



1. Important Information for Bidders

1.1. Important Dates and Information

Sl. No.	Item	Details
1.	Project Name	Request for Proposal (RfP) for Maintenance Contract of UPS running at KEIIP premises for Two years
2.	Nodal Officer (for any clarifications)	Sri Jyotirmoy Acharyya Manager(Systems) Email: pdkeiip@gmail.com
3.	Publication of Tender on e-tender web site	28.03.2025 at 09:30 AM
4.	Documents Download Start Date (Online)	28.03.2025 at 09:30 AM
5.	Pre bid meeting	NIL
6.	Clarification upload after pre-bid meeting	NIL
7.	Bid submission start date (Online)	28.03.2025 at 09:30 AM
8.	Bid submission closing date (Online)	19.04.2025 up to 14:00 PM
9.	Earnest Money Deposit(EMD)	Rs. 6,000/- (Rupees Six Thousand only) to be paid by Bank Draft / Pay Order drawn in favour of The Kolkata Municipal Corporation A/C KEIIP - TR-3.
10.	Opening of technical bid(online)	22.04.2025 by 14:00 PM
11.	Date of opening of the Financial Bid of Technically Qualified Bidders	To be notified later in https://wbtenders.gov.in and https://www.keiip.in

1.2. General Guidelines for e-Tendering

1. Instructions/ Guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.



- 1.1. Registration of Bidder: Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in>, the bidder is to click on the link for e-Tendering site as given on the web portal.
- 1.2. Digital Signature certificate (DSC): Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service providers on payment of requisite amount. DSC is given as a USB e-Token.
- 1.3. The bidder can search & download Tender Document(s) electronically from computer once he logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate.
- 1.4. Submission of Tenders: Tenders are to be submitted online to the website along with the Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and duly digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).

2. Technical Folder should contain:

- i. This RfP document, with all pages signed by the Authorized Signatory (Download properly and Upload the same digitally signed)
- ii. Power of Attorney establishing the Authorized Signatory.
- iii. Annexure Cover: Filled up following Annexure should be uploaded in Annexure Cover.
 - Annexure 1: Covering Letter
 - Annexure 2: General Information of the Bidder
 - Annexure 3: Credentials of the Bidder along with relevant Work Orders and Agreements / Completion Certificates/Satisfactory Performance Certificates (for ongoing projects)
 - Annexure 4: Financial Capabilities of the Bidder: (Audited Balance Sheets and Profit & Loss Statements for the Financial Years 2020-2021, 2021-2022 and 2022-2023. A Certificate from the Statutory Auditor mentioning Annual Turnover from installation and support & maintenance services of Computer hardware, accessories for the Financial Years 2020-2021, 2021-2022 and 2022-2023.
 - Annexure 5: Understating on Non-Judicial Stamp Paper (worth not less than Rs.50/-) stating that the Bidder is Not Blacklisted or Bankrupt
- iv. Valid scanned copies of the following documents:
 - a. Certificate of Incorporation.
 - b. Trade License/Certificate of Enlistment (valid at least up to 31/03/2025)
 - c. PAN Card
 - d. Professional Tax Payment Certificate u/s 13A (Current)
 - e. GSTIN Registration Certificate.
 - f. Registration Certificate under the West Bengal Shops and Establishment Act 1963 or other relevant Government recognized document(s) showcasing the office address in West Bengal operating for at least last three complete Financial Years i.e. on or before of 1st April, 2020.
 - g. Valid ISO 9001 Certificate
- v. Technical Write-up with Terms and conditions.



3. Financial Folder:

- 1) BoQ
4. Technical and Financial bids have to be submitted in online mode within the stipulated dates.
5. In the event of e-filling, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly. Necessary earnest money will have to be remitted through Bank Draft / Pay Order drawn in favour of The Kolkata Municipal Corporation A/C KEIIP - TR-3 (see Annexure-7).
6. The Financial Bid, duly digitally signed, will need to be submitted in the website <https://wbtenders.gov.in>
7. **No financial information should be uploaded to the folder marked for technical bid.**
8. Tender documents may be downloaded from website and submission of the bid should be done as per the stated time schedule.
9. The Appropriate Authority of the KEIIP will open the BoQ of the eligible vendors only and the vendor quoting lowest value may be selected. The decision of the 'Authority' will be final and absolute in this respect.

1.3. The Bidding Process

1. KEIIP is following a 2 stage process (referred to as the "Bidding Process") for selecting enterprises for the award of the project.
2. Before submitting the bid/response to this RfP, the interested private enterprises may visit the client location for their clear understanding of the project and they may interact with the KEIIP officials well in advance for any clarifications so that during pre-bid meeting, KEIIP can clarify queries before all interested enterprises. Interested enterprises are advised to submit their Commercial Offer in the form of BoQ.
3. In the first stage, technical bids will be evaluated and the BoQ of those enterprises, who meet the 'Eligibility Criteria' given in Section-4 of this document, will be opened.
4. In the second stage, the BoQs will be evaluated on the basis of the quotes submitted by the Bidders. The bidder who will quote the lowest amount for the proposed work will be the successful bidder



2. Scope of Work

1. The Agency will be engaged to provide support and maintenance services with spares for the following UPS (Make Orion) for a period of 2 years.

Srl No	Spec	Make	Quantity
1	20 KVA UPS	Make: Orion, Model: Astra	2
2	10 KVA UPS	Make: Orion, Model: Astra	1
3	5 KVA UPS	Make: Orion, Model: Astra	2

2. The UPS should be ready/up within one day after lodging the call and sufficient stock of spares should be made available.
3. The selected Agency shall extend its support to urgent calls as and when required and would be guided by the Service Level Agreement (SLA). Inability to honor the SLA would attract suitable penalty provisions.
4. The Bidder should mention in detail their support infrastructure including address, contact phone no. and fax no. in Kolkata and in India and modalities by which fast response to maintenance calls and minimum downtime will be ensured.
5. The selected Agency should paste a sticker on UPS which will contain a unique identification number of the H/W. It will also contain the name of the Agency with landline/mobile number for the purpose of lodging complains. The serial number of the OEM will not be used for the purpose of lodging complain.
6. Quarterly health status of the UPS and batteries as well as preventive maintenance report with detailed technical observations need to be submitted.
7. Payment will be made on submission of the invoice on quarterly basis based on the number of UPS under AMC and submission of preventive maintenance report by the successful bidder.



3. Eligibility Criteria

3.1. Minimum Eligibility Criteria

S. No.	Criteria	Document required
1.	Incorporation: The Bidder should be an individual enterprise firm incorporated in India and operating for at least last three complete Financial Years i.e. from or before 1st April, 2020. Sub-contracting in any form would not be allowed.	Certificate of Incorporation.
2.	Credentials: (a) The Bidder should produce credentials of 1(One) similar nature of work of the minimum value of Rs. 60 thousand during 3 (three) years prior to the date of issue of the tender notice; or (b) The Bidder should produce credentials of 2(Two) similar nature of work, each of the minimum value of Rs. 45 thousand of the estimated Tender amount during 3 (three) years prior to the date of issue of the tender notice; At least one similar project should have been delivered to a Government/Semi-Government/ Public Sector Enterprise/Company with reputed client.	Citation of the projects as per the format specified in this RfP and copy of Agreement / Completion Certificate along with copy of relevant Work Order issued by the client showcasing the nature of work performed. In case of ongoing projects, Satisfactory Performance Certificate along with copy of relevant Work Order issued by the client.
4.	The bidders should possess a valid ISO: 9001 certification.	A copy of the valid ISO: 9001 certificate should be provided as part of the technical bid.
7.	Valid Trade License/Certificate of Enlistment, PAN Card, Professional Tax Payment Certificate u/s 13A (Current), GSTIN Registration Certificate.	Copies of the relevant documents/certificates.
8.	Office: The bidder must have an office within 50 kilometers close proximity to Kolkata operating for at least last three complete Financial Years i.e. from or before 1st April, 2024.	Registration Certificate under the West Bengal Shops and Establishment Act 1963 or other relevant Government recognized document(s) like trade license showcasing the office address in West Bengal.
9.	Any debarred or blacklisted agency shall not be allowed to participate.	An undertaking on Non Judicial Stamp Paper (worth not less than Rs.50/-) or Company letter head stating the same, dated on or after the Publication of



S. No.	Criteria	Document required
		Tender' Date as mentioned in Section 1, must be submitted as per Annexure 6.

3.2. Technical Criteria

S. No.	Criteria	Document required
1.	Capability: The Bidder has to make readily available One competent and technically sound resource to attend the calls given by KEIIP	NA

3.3. Financial Criteria

S. No.	Criteria	Document required
1.	The bidder shall have minimum INR 9 Lakh Average Annual Turnover from installation and support & maintenance services of Computer hardware & accessories for the Financial Years 2020-2021, 2021-2022, 2022-2023 OR 2021-2022, 2022-2023, 2023-2024.	Copies of Balance Sheets and Profit & Loss Statements duly endorsed by the Statutory Auditor of the bidder for the Financial Years 2020-2021, 2021-2022, 2022-2023 OR 2021-2022, 2022-2023, 2023-2024. A Certificate from the Statutory Auditor mentioning Average Annual Turnover from installation and support & maintenance services of Computer hardware & accessories for the Financial Years 2020-2021, 2021-2022, 2022-2023 OR 2021-2022, 2022-2023, 2023-2024.

Important:

1. In absence of any one of the above, the offer may be treated as non-responsive & in that case KEIIP will have the right to decide accordingly.
2. Consortium will not be allowed.



4. General Instructions and Terms & Conditions

4.1. General Instructions

1. Future communications, including but not limited to, corrigendum (if any), clarification and addendum (if any) are to be provided in the KEIIP website <http://www.keiip.in> and for e- filling, intending bidders may download the tender documents from the website- <https://wbtenders.gov.in> directly.
2. If deemed necessary, KEIIP may seek clarification from the Bidder after evaluation of Eligible Criteria.
3. The Earnest Money Deposit (EMD), may be forfeited if the L1 bidder withdraws from signing the agreement.
4. Canvassing in any form shall be liable for disqualification.
5. Changes, if any, will be communicated through the KEIIP website: <http://www.keiip.in>. Any incomplete Bid by the Bidder will be liable to disqualification. If the successful Bidder withdraws before the agreement is signed, KEIIP can float a fresh tender or award the agreement to the second lowest Bidder as per their evaluation procedure.
6. EMDs of the unsuccessful bidders will be returned without interest.
7. KEIIP reserves the right to reject all Bids and cancel this RFP. In such case, EMDs received from all Bidders will be returned without any interest.
8. All communication by the Bidders and the proposal should be prepared in English. If any supporting credential/ qualification are in any other language, then an English translation of the same is also to be submitted.
9. The commercials need to be specified in Indian National Rupee.
10. The proposal submitted by the Bidder should remain valid for three months (90 days) from the last date of submission. .

4.2. Application Submission Process

- i. Bids shall be submitted online.
- ii. No conditional bid would be accepted.
- iii. EMD will have to be paid online either by Bank Draft / Pay Order drawn in favour of The Kolkata Municipal Corporation A/C KEIIP - TR-3 (See Annexure-7)

4.3. Financial Proposal BoQ

- BoQ should be valid for a minimum period of three months (90 days) from the last date of submission of bid.
- The commercials need to be specified in Indian National Rupee (INR).



• **Format for Financial Proposal (BOQ)**

Sl. No.	Item Description	No of UPS	Rate Per UPS Per Year (without GST)	Rate of GST (%)	Total Amount (without GST) for two year
1.	Maintenance Contract of 2 nos. of 20 KVA UPS (Make Orion)	2	<to be entered>	<to be entered>	
2.	Maintenance Contract of 1 nos. of 10 KVA UPS (Make Orion)	1	<to be entered>	<to be entered>	
3	Maintenance Contract of 2 nos. of 5 KVA UPS (Make Orion)	2	<to be entered>	<to be entered>	

4.4. Evaluation Criteria

1. The Financial Bid of only those bidders will be opened who would qualify the Eligibility Criteria mentioned in this RFP.
2. Evaluation will be done on cost based system.
3. The Bidder quoting the lowest (L1) amount for the Scope of Work as mentioned above, may be awarded the contract.

4.5. Acceptance of Offer: LoI and Agreement

- KEIIP will issue a Letter of Intimation (LoI) to the successful Bidder (i.e. the Bidder with the lowest amount offered).
- The successful Bidder will need to send an unconditional acceptance of the LoI within 7 days from the date of issuing of the LoI.
- If the successful Bidder remains unable to send the unconditional acceptance within the stipulated time, then KEIIP as per their discretion can cancel the LoI issued and issue a fresh LoI to the next ranked Bidder. The EMD for the original successful Bidder will be forfeited in this case.
- The successful Bidder is required to sign the Agreement (Contract), within 30 days from the date of issuance of the LoI. Failure to do so may result in forfeiting the EMD.

4.6. Penalty Clauses

1. **At least one preventive maintenance activity has to be performed by the selected bidder for all the UPS and necessary report is to be submitted.**



2. Failure to execute the Agreement after issuance of Letter of Intimation: If the successful bidder fails to sign the Agreement in the format shared by KEIIP within 30 days from the date of issuance of Letter of Intimation from KEIIP without any valid ground, then the EMD will be forfeited, the bid will stand cancelled and KEIIP will have the right to either approach the L2 bidder or call for a fresh Tender for the said work at the sole risk and cost of the successful bidder.
3. Failure to initiate work within 7 days of signing the Agreement: If the successful bidder fails to initiate work within 3 days from the date of accepting the LoI, the bid will stand cancelled and Kolkata Municipal Corporation will have the right to either approach the L2 bidder or issue fresh RFP for the said work at the sole risk and cost of the successful bidder.

4.7. Termination

- i. The failure on the part of the successful bidder to perform any of its obligations or comply with any of the terms of this RFP shall constitute an Event of Default on the part of the successful bidder. The events of default as mentioned above may include, inter-alia, the following:
 - a. the successful bidder has failed to perform any instructions or directives issued by the KEIIP which it deems proper and necessary to execute the scope of work under the RFP, or
 - b. the successful bidder has failed to remedy a failure to perform its obligations in accordance with the specifications issued by KEIIP, despite being served with a default notice which laid down the specific deviance on the part of the successful bidder to comply with any stipulations or standards as laid down by KEIIP; or
 - c. the successful bidder has failed to conform with any of the specifications as set out in the RFP or has failed to adhere to any amended direction, modification or clarification as issued by KEIIP and which KEIIP deems proper and necessary for the execution of the scope of work under this RFP;
 - d. There is a proceeding for bankruptcy, insolvency, winding up or there is an appointment of receiver, liquidator, assignee, or similar official against or in relation to the successful bidder;
 - e. The successful bidder or its team has failed to comply with or is in breach or contravention of any applicable laws;
 - f. The successful bidder has failed to comply with any terms and conditions of the this RFP;
- ii. In the event of any default by the successful bidder as stated above, KEIIP will issue a Notice to the bidder in writing setting out specific defaults/deviances/omissions. The successful bidder will need to remedy the default/deviances/omissions committed within thirty (30) days of the receipt of the notice to the satisfaction of KEIIP. In case, the successful bidder fails to remedy the default to the satisfaction of KEIIP, KEIIP will be entitled to terminate the Agreement in full or in part.
- iii. Upon termination of the Agreement, the Kolkata Municipal Corporation also has the right to debar the Agency from participating in future projects.

4.8. Force Majeure

Neither KEIIP nor the bidder will be in breach of the agreement if any total or partial failure by it of its duties and obligations is occasioned by any act of God, fire, floods, terrorist attacks, riots, political strikes



or disturbance, stoppage of work due to governmental order/alert. If such reasons continue to prevent performance of either party's duties or obligations for a period of more than five (5) working days, the parties shall consult together for the purpose of agreeing what action should be taken.

4.9. Applicable Law

The applicable laws for the purpose of this RFP are the laws in force in India

4.10. Payment Milestones

Sl.No.	Milestone	Payment
1.	Quarterly payments	Quoted total rate per year (incl GST) divided by 4

5. Documents to be submitted

1. Notice Inviting Tender (NIT) with all pages signed by the Authorized Signatory.
2. Power of Attorney establishing the Authorized Signatory
3. Annexure 1: Covering Letter
4. Annexure 2: General Information of the Bidder
5. Annexure 3: Credentials of the Bidder along with relevant Work Orders and Agreements / Completion Certificates/Satisfactory Performance Certificates (for ongoing projects)
6. Annexure 4: Financial Capabilities of the Bidder: (Audited Balance Sheets and Profit & Loss Statements for the Financial Years 2020-2021, 2021-2022, 2022-2023 OR 2021-2022, 2022-2023, 2023-2024. A Certificate from the Statutory Auditor mentioning Annual Turnover from installation and support & maintenance services of Computer hardware, accessories for the Financial Years 2020-2021, 2021-2022, 2022-2023 OR 2021-2022, 2022-2023, 2023-2024.
7. Annexure 5: Understating on Non-Judicial Stamp Paper (worth not less than Rs.50/-) or Company letter stating that the Bidder is Not Blacklisted or Bankrupt.
8. Annexure 6: Payment Procedure and EMD Cost
9. Technical Write-up with Terms and conditions
10. Valid Scanned copies of the following documents for the current applicable Financial Year:
 - 10.1. Certificate of Incorporation
 - 10.2. Trade License/Certificate of Enlistment (valid at least upto 31/03/2023)
 - 10.3. PAN Card
 - 10.4. Professional Tax Payment Certificate u/s 13A
 - 10.5. GSTIN Registration Certificate.



- 10.6. Factory or Shop & Establishment Registration Certificate
- 10.7. Valid ISO 9001 Certificate.



Annexure 1: Covering Letter

<To be printed on the Letterhead of the Bidder including full postal address, telephone, faxes and e-mail address>

Date: _____

To
Project Director, KEIIP
206 AJC Bose Road
Kolkata 700 017

Subject: Request for Proposal (RfP) for Maintenance Contract of UPS running at KEIIP premises for Two year.

Dear Sir,

1. We are submitting this Proposal for the work mentioned above.
2. We understand that KEIIP is not bound to accept any or all Proposals it may receive.
3. We declare that we have disclosed all material information, facts and circumstances, which would be relevant to and have a bearing on the evaluation of our Quotation and qualification.
4. We do, also, certify that all the statements made and/or any information provided in our RFP are true and correct and complete in all aspects.
5. We declare that in the event that KEIIP discovers anything contrary to our above declarations, it is empowered to disqualify us and our Quotation from further participation in the Bid evaluation process and to cancel the contract at any time during the contract.
6. This Proposal along with the Financial Quote submitted in a separate sealed envelope is valid for 180 days from the last date of submission of bid.

Dated this _____ date of _____ 2025,

(Signature)

Name:

Designation:

Name of Firm :

Company Seal:



Annexure 2: General Information of the Bidder

<To be printed on the Letterhead of the Bidder>

1. (a) Name:
(b) Country of incorporation:
(c) Address of the corporate head quarters and its branch office(s), in India:
(d) Date of incorporation and /or commencement of business (Please provide a true copy of the Certificate of Incorporation):
2. Brief description of the Bidder including details of its main lines of business: (within 100 words)
3. Details of individual(s) who will serve as the point of contact / communication for KEIIP:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone number:
 - (f) E-Mail Address:
 - (g) Fax Number:
4. Particulars of the authorized signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Telephone number:
 - (e) Fax Number:



Annexure 3: Credentials of the Bidder

Experience			
Number of years of experience:		Number of similar projects executed	
Credential 1:			
Name of the Project:		Contract Value (in INR):	
		Share of Contract Value:	
Sole Bidder or Consortium (Lead Bidder / Secondary Bidder)	Sole Bidder/ In Consortium as Lead Bidder/ In Consortium as Secondary Bidder (delete the two that are not applicable)	Name of associated Consortium Member, if any:	
Country:		Duration of the project:	
Location within country:			
Client Name and Address:		Start Date:	
		Completion Date:	
Project Description:			
Credential 2:			
Name of the Project:		Contract Value (in INR):	
		Share of Contract Value:	
Sole Bidder or Consortium (Lead Bidder/ Secondary Bidder)	Sole Bidder/ In Consortium as Lead Bidder/ In Consortium as Secondary Bidder (delete the two that are not applicable)	Name of associated Consortium Member, if any:	
Country:		Duration of the project:	
Location within country:			
Client Name and Address:		Start Date:	
		Completion Date:	
Project Description:			
Note:			
<ol style="list-style-type: none"> 1. <u>Please repeat the above table for showcasing additional citations</u> 2. <u>Each project should be furnished with a Agreement/ Work Order/ Completion Certificate from the client.</u> 			



Annexure 4: Financial Capabilities of the Bidder

<To be printed on the Letterhead of the Bidder>

Annexure 4: Financial Capabilities of the Bidder

Financial Capability of the Bidder (all figures in Rs. Lakhs)

Name of the Firm	Annual Turnover (in INR)			Average Annual Turnover for these 3 Financial Years (in INR)
	FY 2020-2021 (or FY 2021- 2022)	FY 2021-2022 (or FY 2022- 2023)	FY 2022-2023 (or FY 2023- 2024)	

Instructions:

1. The Bidder shall attach copies of the Balance Sheets and Profit & Loss statements for the Financial Years 2020-2021, 2021-2022, 2022-2023 OR 2021-2022, 2022-2023, 2023-2024.
2. The financial statements shall:
 - a. Be audited by a statutory auditor;
 - b. Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).



Annexure 5: Understating stating the Bidder is Not Blacklisted or Bankrupt

Date: <insert date>

Place: <insert place>

To,
Project Director, KEIIP
206 AJC Bose Road
Kolkata 700 017

Dear Sir,

Subject: Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies

As required under the RFP of Kolkata Municipal Corporation titled: "Maintenance Contract of UPS running at KEIIP premises for two year" for facilitating e-Tendering through GoWB Portal [<https://wbtenders.gov.in>] and Tender Reference Number: <insert number>, we would like to make the following disclosure:

We are not involved in any litigation.

We are not being under ineligibility for corrupt or fraudulent practices.

We were not blacklisted nor were any of the contract/ services terminated with/by any of the Central/ State Government Ministries/ Affiliates or UT Government/ PSU Organizations for Facility Management/ Helpdesk support/ e-Tendering support related projects in India or elsewhere during the last 5 years.

We have not been declared insolvent/ bankrupt or have not filed for insolvency/ bankruptcy or in the process of being declared bankrupt before any designated authority in any country.

Yours truly,

<Signature>

<Insert Name>

<Insert Designation>

<Insert Company name along with address, contact number and e-mail address>



Annexure 6: Payment Procedure for EMD and Tender Cost.

1. Bidders shall pay along with their bids, EMD amount should be Rs. 6000/- (Rupees Six Thousand only) to be paid in the form of Bank Draft / Pay Order drawn from the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in>.
2. The EMD of all unsuccessful Bidders would be refunded by KEIIP after selection of the successful Bidder. EMD of the successful Bidder would be converted to Security Deposit.
3. No interest will be paid by KEIIP on the EMD amount and EMD will be refunded to all the Bidders (including the successful Bidder) without any accrued interest on it.
4. The Bid submitted without EMD, mentioned above, will be summarily rejected.
5. The EMD may be forfeited:
 - (a) If a Bidder withdraws its Bid during the period of Bid validity.
 - (b) In case of a successful Bidder, if the Bidder fails to sign the Contract in accordance with the terms and conditions.
 - (c) Failing in taking up the work in due time.

☛ Payment of EMD

- (i) The EMD will have to be paid OFFLINE.
- (ii) The bidder desirous to take part in the tender need to log in to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using its Login Id. And Password.
- (iii) Earnest Money @ 2% of quoted value either in Bank Draft / Pay Order drawn in favour of The Kolkata Municipal Corporation A/C KEIIP - TR-3, failing which the quotation will be liable for rejection.
- (iv) Earnest Money Deposit (E.M.D) to be submitted in a form of hard copy in a separate sealed envelope clearly marked "E.M.D." (Hard Copy) directly to the office of the Administrative officer, PMU, KEIIP/KMC at least one day before the date of opening the quotation as per norms.
- (v) After opening quotations, the E.M.D. shall be duly returned to the unsuccessful bidders and after receipt of the security deposit from the successful bidder.
- (vi) In the event, upon being successful, if the lowest bidder refuse to execute the works, the E.M.D. shall stand forfeited.