WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Govt.of West Bengal Enterprise)

Office of the Chief Engineer: Procurement & Contracts Department
Bidyut Bhaban (4th Floor): Bidhannagar: Block-DJ, Sector-II, Kolkata-700 091
Phone No. 033-23197-375: / e-mail-procurementdept@wbsedcl.in
CIN- U40109WB2007SGC113473, website: www.wbsedcl.in

NOTICE INVITING TENDER

NIT No.- P-02/25-26/CRCS/AMC(Ele)/PC-IV

The tender is invited by the Chief Engineer, Procurement & Contracts Department,

Sl. No.	Job Description	Estimated cost of procurement for a period of two years (Rs. In Lakh.)(excluding GST) (Approx.)
1	Annual Electrical Maintenance Contract for all electrical installations, including office buildings, yard staff quarters, security gumities, pumphouses, godowns, an open shaded platform, etc. at Chord Road Central Store WBSEDCL.	2.97 (two lakh ninety seven thousand only)

Earnest Money Deposit:

Fixed Earnest Money cum Security Deposit amounting to Rs 10000/- (Rupees Ten thousand only) are to be deposited by the participating bidders as indicated in terms of the tender. If offer is submitted with inadequate Earnest Money cum Security Deposit as mentioned above, the bid will not be opened.

WBSEDCL, Vidyut Bhaban (4th Floor), Bidhannagar, Block-DJ, Sector-II, Kolkata-91, through electronic tendering (e-tendering) for an Annual Electrical Maintenance Contract for all electrical installations, including office buildings, yard staff quarters, security gumities, pump houses, godowns, an open shaded platform, etc. at Chord Road Central Store WBSEDCL, Authpur, Shayamnagar, 24-Parganas (North).

Schedule of Dates for e-Tendering:

SI. No.	Activity	Date & Time
1	Publishing Date	23.04.2025 at 11:00 Hrs
2	Document Download Start Date	23.04.2025 at 11:30 Hrs
3	Date of Pre-Bid Meeting	30.04.2025 at 11:30 Hrs
4	Bid Submission Start Date	02.05.2025 at 11:00 Hrs
5	Bid Submission End Date	23.05.2025 at 14:00 Hrs
7	Technical Bid Opening Date	26.05.2025 at 11:00 Hrs
8	Financial Bid Opening Date	To be intimated after evaluation of Technical Proposal

Divisional Engineer (E)
Procurement & Contract Depti.
WBSEDCL
Vidyut Bhavan, Kolksta-700091



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Intending bidders desirous of participating in the tender are required to log on to the website https://wbtenders.gov.in for the tender.

Bidders willing to take part in the process of e-tendering are required to obtain a Digital Signature Certificate (DSC) in the name of the person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt. of India (viz. nCode Solution, Safe scrypt, e-Mudhra). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority, they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of the submission procedure are given in "Instructions to Bidders".

Terms & conditions of the Tender Notice:

1.

A. Following payment options are available for paying EMD amount through Online mode:

- i. Net-banking through Payment Gateway.
- ii. RTGS/NEFT Payment: 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. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account. Once the payment is made, the bidder will come back to the e-Procurement portal to continue the bidding process after expiry of a reasonable time to enable the RTGS/NEFT process to be completed.

In case actual EMD amount as per NIT is more than the one shown in e-tender portal, the bidder shall mandatorily opt for NEFT/RTGS (Challan mode). In that case, the total actual EMD amount is to be paid only through NEFT/RTGS mode (Challan mode). Challan, thus generated will contain the amount which has been mentioned in e-tender portal. However, for payment of actual amount calculated as per NIT, bidders shall strike out the amount in Challan and manually put actual EMD amount while following the due payment procedure at respective Bank.

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B. General Instructions for Online Payment:

- > The bidder will have to mandatorily pay through Net-banking facility once Net-banking mode is opted for payment.
- ➤ Status of NEFT/RTGS payment through Challan for a bid may take time to be updated in 24 Hrs. (approx.). As such bidders opting to pay through NEFT/RTGS mode shall make payment well before 24 Hrs. to avoid any complicacy.
- In case actual EMD amount as per NIT is more than the one shown in e-tender portal, the bidder shall mandatorily opt for NEFT/RTGS(Challan mode). In that case, the total actual EMD amount is to be paid only through NEFT/RTGS mode (Challan mode). Challan, thus generated will contain the amount which has been mentioned in e-tender portal. However, for payment of actual amount calculated as per NIT, bidders shall strike out the amount in Challan and manually put actual EMD amount while following the due payment procedure at respective Bank.
- The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.

E. Refund/Settlement of EMD Amount:

- > For unsuccessful bidders EMD amount submitted against the tender shall be refunded automatically through an automated process, by NIC portal on receipt of updated status of any bid.
- For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following due procedures.
- The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.
- For any queries related to payments and refunds, bidders will have to

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communicate with ICICI Customer Support, viz, 033-40267512/13 since payment gateway facility used by E-tender portal is maintained by ICICI. C.Successful bidder(s) shall have to mandatorily create vendor id through WBSEDCL Vendor Corner, if not created earlier. This is an essential step for accounting of EMD in SAP ERP system. 2. The tenderer or their duly authorized representative should attend the Pre-bid Meeting at the stipulated date and time. 3. Apart from GST registration certificate, it shall be mandatory for all the Bidders to furnish last 2 (two) year GST Return. 4. No agent is allowed to participate in the Tender. 5. WBSEDCL reserves its right to take decisions to keep its financial interests. The Purchase Policy of WBSEDCL along with the provisions of Vendor Rating & Holiday Listing, effective from 01.09.2012 and the subsequent amendment effective from 18.03.2013, will be applicable. If the offer is submitted without or inadequate Earnest Money, the bid will not be 6. opened. In case ofan incomplete offer, the tender will be liable for rejection and Earnest Money Deposit will be forfeited. The offer shall remain valid for a minimum period of minimum 120 days from the next 7. day of opening of the tender. 8. Any evidence of unfair trade Practices including over charging, price fixing, cartels etc. as defined in various statutes, will automatically disqualify the bidders. 9. WBSEDCL is not bound to accept the lowest tender and reserves the right to cancel any or all the tenders unilaterally. 10. Any bidder against whom the FIR/Complaint presently/currently lodged with the Police by WBSEDCL shall not be eligible to participate in the bidding process. 11. Other information as well as terms and conditions, which are not covered above, will be available in Instructions to Bidders, General Conditions of Contract of this tender and the Revised Purchase Policy of WBSEDCL with latest amendment and Office Order No.- 1252, dated- 29/08/2017 of the Director (HR), WBSEDCL. The intending tenderers should submit documents for similar AMC work to WBSEDCL/Other Power Utilities/Other Departments on earlier occasions along with Tender. Credentials in respect of execution of the above orders should be supported by (i) Copies of Orders, Performance Reports from users against orders executed as mentioned above. (ii) Copies of GST Registration Certificate, Current Challan for deposition of P. Tax & Xerox Copy of PAN CARD.

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	All the documents are to be signed by the applicants.	
12.	All Tenderers shall ensure that all pre-requisites as mentioned above are duly fulfilled and submitted by them and if there be any deficiency regarding non-submission of any documents, WBSEDCL reserves the right to cancel the tender unilaterally.	
13.	It is also to be noted that all necessary Certificates should remain valid during the process of the Tender.	
14.	Any false statement/submission in the tender will lead to cancellation of tender without any further reference and the Earnest Money cum Security Deposit shall be forfeited.	
15.	Any further information along with WBSEDCL's Revised Purchase Policy may be received from the website: www.wbsedcl.in and the followingoffice: Office of the Chief Engineer (Procurement & Contracts), West Bengal State Electricity Distribution Company Limited, Vidyut Bhavan, 4th Floor, Bidhannagar, Kolkata - 700091.	

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Inst	ructions to E	Bidders:
1.	Eligibility	for participation:
	i)	Original bidders shall have experience in maintenance of similar type of work in any Govt/ PSU organization/Other Departments across India in last three years (satisfactory performance certificate is mandatory from
		competent authority).
	li)	If the bidder has previously worked in WBSEDCL than a Satisfactory performance certificate to be submitted from competent authority enlisted erection contractor to WBSEDCL may also apply.
	iii)	The bidders shall have adequate technical personnel with appropriate work man permit for maintenance work.
	iv)	The bidders must have official Phone number and official authorized email id for service support.
	v)	The rates are inclusive of all tools and tackles etc. required for the execution of job. No extra payment for tools and tackles used by labourer is admissible.
	vi) vii)	The bidders shall have adequate financial capability. The bidders must have to produce last two-year GST return.
2.	General g	uidance for e-Tendering:
		ns/Guidelines for electronic submission of the tenders have been mentioned assisting the bidders to participate in e-Tendering.
3.	Registration of bidder:	
	CONTRACTOR CONTRACTOR	er willing to take part in the process of e-Tendering will have to be enrolled & with the e-Procurement system, by logging on to https://wbtenders.gov.in .
4.	Digital Sig	nature certificate (DSC) :
	F 200	er is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) ssion of tenders.
5.	website n	er can search and download NIT & Tender Documents electronically from the nentioned in Clause-4 using the Digital Signature Certificate. This is the only collection of Tender Documents.

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6. Submission of Tenders:

6.1 General process of submission:

Tenders are to besubmitted online through the website https://wbtenders.gov.in.All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents as asked for in the tender through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders - one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.

The bidder needs to download the Form/Annexure, fill in the particulars in the designated cell and upload the same in the designated location of Technical Bid. The bidder needs to download the BOQ, fill in the rates of items in the BOQ in the designated cell and upload the same in the designated location of the Financial Bid.

The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should take note of all the addendum/corrigendum (including minutes of Pre-bid meeting) related to the tender and upload the latest documents as part of the tender.

6.2 **Technical Proposal:**

The Technical Proposal shall contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

A. Statutory Cover:

- a) To be submitted in "Drafts" folder:
 - i. Earnest Money Deposit (EMD):
 Scan copy of online payment statement to be uploaded.
- b) To be submitted in "Annexures" folder:
 - i) Application for Tender (vide Annexure -I).
 - ii) Price Schedule in unpriced condition (vide Annexure -II).

The bidder is to mention the applicable percentage only in respect of SGST, CGST OR IGST as applicable, in the space marked for in the Annexure -II.

- c) To be submitted to the "NIT" folder:
 - i. Notice Inviting Tender (NIT).
 - ii. Addenda/Corrigenda: if published (including minutes of Pre-bid meeting)

Note: Bidders are to keep track of all the Addendum/Corrigendum issued with a

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particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

d) To be submitted to the "Forms" folder:

i. Schedule of Bids:

The bidder needs to download the form for the "Schedule of Bids" (vide Form-I), fill up the particulars in the designated cell and upload the same in the designated location of Technical Bid. Submission of an incomplete "Schedule of Bids" will render the tender liable to summary rejection.

- ii. Declaration Sheet (vide Form-II), Deviation Sheet (vide Form-III) and Check List (vide Form-IV), Pro-forma for undertaking to be submitted by the Bidders (vide Form-VII), Format of Letter of Bid (vide Form-VIII).
- iii. Summary statement (vide Form-V) of average annual turnover for a period of the last three financial years, certified by the Auditor appointed under the Companies Act, 2013. In case the bidder is not a company, a certificate of Tax Auditor may be submitted.
- iv. Statement of orders executed during the last three financial years (vide Form-VI).

(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder).

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

- B. Non-Statutory Cover (My Document):
 - i. Company Details:

ii. Certificates:

- 1) PAN Card details.
- 2) Current Professional Tax (PT) submission Chalan. An application for such addressed to the competent authority may also be considered.
- 3) GSTIN registration certificate.
- 4) Banker's certificate regarding financial capability was issued within the last one year from the date of opening of tender.
- 5) MSME Certificate, if any.

iii. Financial Info:

Certified financial statements of last 3 F-Y by a C.A. Annual turnover for a period of the last three financial years.

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iv. Credential:

Documents in support of similar AMC work for WBSEDCL / other Power Utilities / other Departments on earlier occasions within the last three financial years as mentioned below:

Purchase Orders, Performance certificate, etc.

v. Enlisted erection agency to WBSEDCL may also apply.

Note: Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection.

6.3 | Financial Proposal:

The financial proposal should contain the following documents in one cover (folder).

Bill of Quantities (BOQ)

The bidder is to quote the rate in online through computer in the space marked for the quoting rate in the BOQ. (Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder).

7. Conditional and in complete tender:

Conditional and incomplete tenders are liable to summary rejection.

8. Validity of Tender and Offer:

The offer against tender should remain valid for a minimum period of 120 days from the next day of opening of the tender. However, WBSEDCL may, on the merit of the case, request for extension of the validity of the offer for a further suitable period without any change in the terms & conditions of the offer.

9. Earnest Money Deposit (EMD):

Fixed Earnest Money cum Security Deposit amounting to Rs 10000/- (Rupees ten thousand only) in the form of online mode.

- b) Earnest money will be refunded to the unsuccessful Tenderers after finalization of the tender and in case of successful Tenderers, EMD will be refunded only after expiry of the entire AMC period.
- c) Earnest money submitted will be liable to forfeiture,
 - (i) If the successful tenderers fail to accept the Purchase Order.
 - (ii) If any cartel is formed by the tenderer in their quotation.

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10.	Opening and evaluation of tender:	
10.1	Openi	ng of Technical Proposal:
	i.	Technical proposals will be opened by the Tender Inviting Authority or his authorized representative electronically from the website stated above using their Digital Signature Certificate.
	ii.	Technical proposals for those tenders whose payment towards EMD have been received will only be opened.
	III.	Intending tenderers may remain present if they so desire.
	iv.	Cover (Folder) for Statutory Documents (vide Clause 6.2-A) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 6.2-B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
	v.	Decrypted (transformed into readable formats) documents of the Statutory and Non-statutory Covers will be downloaded for the purpose of evaluation.
10.2	Techn	o-commercial Evaluation of Tender:
	i.	While evaluating, the Tender Inviting Authority or his authorized representative may summon the tenderers and seek clarification/informationoradditionaldocumentsororiginalhardcopyof any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.
	ii.	The summary list of tenderers, whose bids will be found techno-commercially eligible, will be uploaded to the web portals. The date of opening of financial bid will be intimated to the techno-commercially qualified tenderers.
11.	Opening and evaluation of Financial Proposal:	
	i.	Financial proposals of the tenderers declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
	ii.	The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.
	iii.	After opening of the financial proposal, the preliminary summary result containing inter-alia, names of bidders and the rates quoted by them will be uploaded.
	iv.	The Tender Accepting Authority may ask any of the tenderer to submit analysis to justify the rate quoted by that tenderer.



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12.	Revision/withdrawal of the Financial Proposal by the bidder after opening of Technical Proposal of the tender will not be allowed if it is not sought by the Tender Inviting Authority.
13.	Acceptance of Tender:
	The Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders for valid reasons.
14.	Purchase Order:
	WBSEDCL will communicate acceptance of tender to the successful bidder by purchase order.
15.	Concession:
	No price preference will be allowed to any tenderer based on the size of the company or its geographic location. Co-operative Society will not be considered with separate status.
16.	Holiday Listing and Vendor Rating:
	Holiday Listing & Vendor Rating will be applicable according to the "Holiday Listing & Vendor Rating" policies of the Revised Purchase Policy, which is posted in website of WBSEDCL (www.wbsedcl.in).
	Performance of the bidders, who supplied materials/equipment to WBSEDCL previously, will be evaluated for their Vendor Rating according to the said Vendor Rating policy and their Vender Rating will be taken into consideration at the time of evaluation of Technical and Financial Proposals of the tender.
17.	Return of Earnest Money of the unsuccessful tenderer(s):
	For return of the Earnest Money of the unsuccessful tenderer(s), he/she/they is/are to apply for the same to the Chief Engineer (Procurement & Contracts), WBSEDCL, giving reference to the NIT No., date of tender, amount and mode of Earnest Money deposited - all in a complete form. The Earnest Money of all tenderers other than the successful tenderer may be refunded after finalization of the rate contract order.



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	GENERAL CONDITION OF CONTRACT: COMMERCIAL	
1.	VALIDITY OF TENDER AND OFFER:	
	The offer against tender should remain valid for a minimum period of 120 days from the next day of opening of tender. However, WBSEDCL may, on the merit of the case, request extension of the validity of the offer for a further suitable period without any change in the terms & conditions of the offer.	
2.	EARNEST MONEY CUM SECURITY DEPOSIT:	
	a) Earnest Money cum Security Deposit amounting Rs.10000/- (Rupees Ten thousand only) to be deposited.	
	b) The Earnest Money cum Security Deposit will be released only after expiry of successful completion of the AMC.	
	c) No claim shall be made against the Company in respect of interest on the Deposit.	
	d) This Earnest Money cum Security Deposit will be released for unsuccessful bidders after finalization of AMC.	
3.	CONTROLLING OFFICER:	
	The Chief Engineer P&CD, 4th Floor, Kolkata-700091.	
4.	SUPERVISING OFFICER:	
	The Superintending Engineer (E), Chord Road Central Store, WBSEDCL,	
5.	PAYING OFFICER:	
	The Addl.General Manager(F&A),P&CD, 4th Floor, Kolkata-700091	
6.	PLACEMENT OF ORDER:	
	The order will be awarded to the one successful bidder by the Chief Engineer P&CD, 4th	
	Floor, Kolkata-700091. The initial tenure of the Annual Maintenance Contract (AMC)	
	will be two years with provision for further extension by 1(one) year based on satisfactory performance and as per agreed rates.	
7.	TERMS OF PAYMENT:	
7.	All arrangements for payments will be made by the Controlling Officer in accordance with the following terms: Payment should be made after submission of the bill on a monthly basis at the Chord	
	Road Central Store, WBSEDCL, in triplicate format within 15 days after the completion of the month, with a satisfactory performance certificate issued by the supervising officer for corresponding month.	



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	1.000
8.	WORK PURVIEW:
	The material required for the work will be supplied by WBSEDCL. However, the tools
	and tackles for execution of the work will have to be provided by the agency.
9.	PENALTY:
	The agency will have to complete the service call within 24 hours or the time
	determined by the supervising officer. The delay in work will incur a maximum penalty
	of ten percent of the billing amount.
10.	WORK SAFETY:
	The agency worker should maintain safety by using safety equipment at the time of the
	execution of work. All safety equipment, such as gloves, a safety jacket, etc., will have
	to be provided by the agency. The maintenance work will be performed under the
	purview of the Indian Electricity Rules.
11.	LEGAL JURISDICTION:
	If any dispute or difference arises with respect to the quality/quantity of the
	equipment's/ materials pertaining to the order or any other terms and conditions of
	the order including its execution, such dispute/difference shall be subject to settlement
	under the jurisdiction of Courts in Kolkata only.
12.	FORCE MAJEURE:
	The agency will not be liable for failure to perform our obligation under contract, if
	such failure results from "Force Majeure" ACT of nature, change in Govt. Policy
	rendering such obligations or such circumstances of whatever nature beyond control.
	The company shall not be responsible to or liable to pay ant compensation in any
	interruption in the work at the site due to strike, earthquake, flood cyclone or any
	other reason beyond control.
13.	SCHEDULE OF BIDS:
	Tenderers shall fill up the "Schedule of Bids" as enclosed in Form-I. Submission of an
	incomplete "Schedule of Bids" may lead to cancellation of the offer without any further
	reference.
14.	CANCELLATION/ TERMINATION OF ORDER (if placed):
	The Company reserves the right to repudiate the contract if the terms and conditions of
	the order are not strictly adhered to. In the event of failure in effecting the desired
	service. Unwillingness for accepting the Order may also cause cancellation of the order
	and Holiday listing of the party for a period of five years.
	and Honday listing of the party for a period of five years.



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15.	FORMATION OF CARTEL & PENAL MEASURES:
	Any evidence of unfair trade practice, including overcharging, price fixing, cartels etc. as defined in various statutes, will automatically disqualify the parties with forfeiture of Earnest Money cum Security Deposit as per Clause (2) of the GCC.
	Repeated occurrence of such evidence of above tenderers may also be viewed seriously by the WBSEDCL authority and penal measures as deemed fit would be imposed on such tenderers.
16.	PRICE AND TAXES: The price is net but excluding taxes. GST @18% will be applicable which will be paid extra. GST will be paid at the rate prevailing at the time of schedule job execution period or at the time of actual job execution period whichever is lower, unless any amendment is issued by the ordering authority.
17.	OTHER: In the event of any damage to Company's materials of property by the contractor's workmen, the contractor shall compensate the same to the company.

Divisional Engineer (E)

Procurement & Contract Deptt.

Procurement & EDCL

WBSEDCL

Vidyut Bhavan, Kolkata-700091