

**WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD.****(A Govt. Of West Bengal Enterprise)**

Alipurduar Division. Dooars kanya , 4 th floor, Room No:420  
PO.Alipurduar Court.Dt-Alipurduar. WB-736122

**NOTICE INVITING E-TENDER****NIT No.: DM/APD/25-26/1552****Dated: 09.12.2025**

Tender is invited by the Divisional Manager, ALIPURDUAR Division, WBSEDCL, ALIPURDUAR-736122 through electronic tendering (e-tendering) from manufacturers/Distributors for items as per schedule detailed below.

**Supply and delivery of Described below Item:**

Sl. No	Description of Item	Unit	Qty	Estimated Cost without GST	Earnest Money	Completion Time
01	LT DISTRIBUTION KIOSK FOR 100 KVA DTR	NOS	55	Rs 4,87,356/-	Rs. 9,748/-	20 days (From the date of Issuance of Purchase Order)
02	LT DISTRIBUTION KIOSK FOR 63 KVA DTR	NOS	62	Rs 4,96,000/-	Rs. 9,920/-	20 days (From the date of Issuance of Purchase Order)
03	LT DISTRIBUTION KIOSK FOR 25 KVA DTR	NOS	66	Rs 4,96,518/-	Rs. 9,931/-	20 days (From the date of Issuance of Purchase Order)

**Scope:**-The materials procured for ALIPURDUAR Division, WBSEDCL. The material will be directly supplied at ALIPURDUAR Divisional Store. Necessary Challan, E-Way Bills are to be provided at ALIPURDUAR Divisional Store.

**Fore- filling of tender, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of digital signature certificate (DSC)**

- Both Technical Bid and Financial Bid should be submitted in technical and financial folder concurrently and duly digitally signed by the prospective bidder through the website <https://wbtenders.gov.in>
- Technical Document and Financial Bid should be submitted online on or before the 'Date & Time Schedule' stated in Serial Number (13).
- The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL DOCUMENT is found qualified by the TEC. The decision of the TEC will be final and absolute in this respect. The list of Responsive and Non-Responsive Bidders will be displayed in the website.

**Terms & Conditions of the Tender Notice:**

Registered Office: Vidyut Bhavan, Block - DJ, Sector-II, Bidhannagar, Kolkata - 700 091.  
CIN: U40109WB2007SGC113473, Website: [www.wbSEDCL.in](http://www.wbSEDCL.in)

1. Eligibility criteria for participation in the tender:

Bonafide, experienced & resourceful Original Equipment Manufacturers/ Authorized Distributors who have successfully supplied same or similar nature of Electrical items to Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises etc. and also have satisfying credential criteria as specified in Sl. No. 3 of the Table (Submission of Tenders) of Section- A (INSTRUCTION TO BIDDERS). Bidders are required to upload scanned copy of the following documents against the eligibility criteria.

**Completion Certificate/Payment Certificate of the ordering authority i,f,o; the Bidder (Mandatory).**

All intending Bidders are required to produce valid copies of current GST Registration certificates, Professional Tax (PT) receipt challan along with PAN Card / IT return.

2. Successful bidder(s) shall have to mandate **only create Vendor ID through WBSEDCL Web Portal Vendor Corner**, if not created earlier.
3. The bidder should submit along with the offer necessary documents in support of their previous supply of the items of the tender to WBSEDCL in earlier occasions and financial capabilities to the extent of the estimated financial amount of their offer.
4. One Sample of Each Material is to be submitted at Alipurduar Division Office, WBSEDCL, situated at Dooars Kanya, 4 th floor , room no.-420, Alipurduar-736122, physically within the closing date of tender. The tag with the sample should contain the name of the sample as well as the name of the vendor/bidder, for a valid tender, sample has to be approved by the Divisional Authority. The approval or rejection of sample will be communicated via mail/electronically subsequently. The technical evaluation of bidders, whose samples aren't approved, will not be opened & henceforth they will be deemed disqualified. Rejected samples can be taken away. After PO is awarded, the awardees can adjust the sample with the delivered material lot & the remaining materials can be taken back by the respective vendors
5. **Validity of Bids:** Bids shall remain valid for a period not less than **120 (One hundred twenty) days** after date of opening of bids of the tender. Bids valid for a shorter period shall be rejected by the Tender Inviting Authority as non-responsive. If the bidder withdraws the bid before the period of bid validity without giving any satisfactory explanation for such withdrawals, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
6. **The quoted rates should be inclusive of all taxes & duties (except GST), freight, incidental charges and any other charges up-to delivery of the Goods. The quoted rate should be excluding GST charges. GST will be paid as applicable.**
7. The ordered materials should be delivered within 30 days from the date of issuance of the purchase order; otherwise penalty may be imposed as per rule of WBSEDCL for delay of delivery of ordered materials.
8. The necessary documents along with bill are to be submitted at ALIPURDUAR Divisional Office. The SRV will be issued from **ALIPURDUAR Division** Store, WBSEDCL.
9. At the time of placing purchase order, the quantity mentioned in the Tender Document may vary upto +/-25%.
10. Other information as well as terms and conditions, which are not covered above, will be available in Instructions

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to Bidders, General Conditions of Contract of this tender and the Revised Purchase Policy of WBSEDCL.

**11. Delivery of material:** The materials as mentioned in schedule have to be delivered to the location of delivery as mentioned in the scope.

**12. Schedule of Key Dates & Time:**

Sl.No.	Particulars	Date & Time
01.	Date of uploading of N.I.T and Tender Documents (online). [Publishing date]	30.12.2025 at 11:00 hrs
02.	Documents Download Start Date (Online)	30.12.2025 at 11:00 hrs
03.	Bid Submission Upload Start Date (Online)	30.12.2025 at 11:00 hrs
04.	Documents Download end Date (Online)	12.01.2026 upto at 11:00 hrs
05.	Bid Submission Upload End Date (Online)	12.01.2026 upto at 11:00 hrs
06.	Date for Opening of Technical Bid (Online) for the Bidders	14.01.2026 at 12:00 hrs
07.	Date of Uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (Online)	To be intimated later
08.	Date for Opening of Financial Bid (Online)	To be intimated later

**13. Earnest Money Deposit (EMD):** The amount of Earnest money @ 2% of the estimated amount through online by RTGS ICICI payment Gateway. No interest shall be payable by WBSEDCL on the above EMD.

**14. Forfeiture of Earnest Money Deposit (EMD):** Earnest money deposit / bid guarantee shall be forfeited in case of the following situations:

- If during the period of validity, the bidder withdraws/modifies its bid as a whole or in part
- If the bidder deviates from any clarification/confirmation given by him subsequent to the submission of his bid
- In the case of a successful bid, if the bidder fails to:
  - Accept the **Letter of Award (LOA)** / Order unconditionally and sign the contract.
  - Furnish the **Contract Performance Bond** as per the standard Performance Bond.

**15.** WBSEDCL reserves its right to take decision keeping its financial interest. The Purchase Policy of WBSEDCL along with the provisions of Vendor Rating & Holiday Listing, as 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 opened. In case of incomplete offer, the tender will be liable for rejection and Earnest Money Deposit will be forfeited.

**16. Right to reject Bids:**

- WBSEDCL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of the Order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSEDCL's action.

- Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes will automatically disqualify the bidders.
- Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL/Other Utility/Govt. Semi Govt. or Govt. undertaking Dept. shall not be eligible to participate in the bidding process.

17. **Cancellation of Tender:** WBSEDCL reserves the right to cancel the tender at any time under unavoidable circumstances in interest of WBSEDCL, without owing any explanation to the Bidders.

18. The company reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

19. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL/Other Utility/Govt. Semi Govt. or Govt. undertaking Dept. shall not be eligible to participate in the bidding process.

20. **WARRANTY PERIOD:** Warranty Period of supplied material should be 01(one) year from the date of delivery of the said materials at site/store. In case of any adverse report from store or defect found in site, materials have to be replaced or it would affect the vendor rating.

21. Additional Performance Security which shall be equal to 10% of the Additional Performance Security which shall be equal to 10% of the tendered amount must be furnished by the successful bidder if the accepted bid value is 80% or less of the estimate put to tender (L1 bid in the range of -20% to -80%). The additional Performance Security shall be submitted in the form of Bank Guarantee from any scheduled bank valid for a period of 1 (one) year, as per specific format which will be provided by the Tendering Authority, before issuance of the Work Order. This is in compliance of the terms of Memorandum No. 4608-F(Y) dated 18.07.2018 of the Finance department, Government of West Bengal.

22. **Terms of Payment:**

- 97% payment of bill will be made within 45 (Forty-Five) days from the date of submission of bill at ALIPURDUAR Division Office against Original receipted Challan/Invoice, SRV signed by Store-in-Charge attached to other respective Divisional Store and necessary certification by the concerned Divisional Manager.
- Balance 03% payment will be made within 45 (Forty-Five) days of submission of bills along with SRV after expiry of warranty period.
- Work Order & Payment of work will depend on availability of fund. Intending bidders may consider this while submission of tender and quoting their rate through online.

23. **PAYING AUTHORITY:** The Assistant Manager (F&A), ALIPURDUAR Divisional Office, WBSEDCL, will be the Paying Authority.

24. **CONSIGNEE:** The JE(E) & Store In Charge, ALIPURDUAR Divisional Store, WBSEDCL will be the consignee.

25. **LIQUIDATED DAMAGE FOR DELAY IN DELIVERY:** The time of delivery (successful offer for inspection) of the equipment/materials are to be treated as an essence of the contract and the WBSEDCL reserves the right to repudiate the contract, if the equipment / materials are not physically delivered within stipulated period as per physical delivery clause. But WBSEDCL may at its discretion waive this condition and accept the material with imposition of liquidated damage @ 1/2% of the Value of the materials beyond the schedule delivery period for each week of delay Subject to **maximum of 5% of the particular lot and**

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the material with imposition of liquidated damage @ 1/2% of the Value of the materials beyond the schedule delivery period for each week of delay Subject to **maximum of 5% of the particular lot and accept the goods beyond the stipulated period.**

26. Any further information along with WBSEDCL's Revised Purchase Policy may be had from the Website: [www.wbSEDCL.in](http://www.wbSEDCL.in) and the following office:

Office of the Chief Engineer (Procurement & Contracts),  
West Bengal State Electricity Distribution Company Limited  
Vidyut Bhavan, 4th Floor,  
Bidhannagar, Kolkata-700091. Phone No. 033-2319-7563

27. Documents to be submitted in Technical bid - Please refer Slno. 4.1 of Section A of "Instruction to Bidders" of NIT.

28. **The Specific Technical Criteria required for the item AS per attached drawing.**

29. **Bid evaluation will be conducted only on the basis of final documents uploaded by the bidders within last date and time of online submission. Under no circumstances the bidder will be given any further chance to upload any document (online) after opening of technical bid.**

Sd-  
Divisional Manager  
ALIPURDUAR Division  
WBSEDCL

**NIT No.: DM/APD/25-26/1552**

**Dated: 09.12.2025**

Copy forwarded for kind information to:

[REDACTED]

Copy for Notice Board/Tender file.

*✓* *9/12/25*  
Divisional Manager  
ALIPURDUAR Division  
WBSEDCL

## **Instructions to Bidders**

### **A. General Guidance for e-Tendering**

Instructions and guidelines for tenders for electronic submission of the tenders online have been annexed to assist contractors in participating in e-Tendering.

#### **1. Registration of Vendors:**

Any contractor or wishing to participate in the e-Tendering process must enroll and register with the Government e- Procurement system by logging on to <https://wbtenders.gov.in>(the web portal). The contractor should click on the link for the e-Tendering site as provided on the web portal.

#### **2. Digital Signature Certificate(DSC):**

Each contractor is required to obtain a **Class-II or Class-III Digital Signature Certificate (DSC)** for the submission for the submission of tenders from the approved service provider of the National Informatics Centre (NIC), upon payment of the requisite amount.

Details are available on the website mentioned in Clause-2oftheGuidelinestoBidder. The DSC will be provided as a USB e-Token.

#### **3. Downloading Tender Documents:**

Vendors can search and download the **NIT (Notice Inviting Tender)** and **Tender Documents** electronically from their computer once they log on to the website mentioned in Clause-2using the Digital Signature Certificate (DSC). This is the only mode of collection of Tender Documents.

#### **4. Submission of Tenders:**

Tenders must be submitted online via the website, in **two folders** for each work:

##### **4.1. Technical Proposal Financial Proposal**

The tender must be submitted before the prescribed date and time using the Digital Signature Certificate (DSC).

The documents should be uploaded (virus-scanned copy), duly digitally signed. The documents will then be encrypted (transformed into non-readable formats)

#### **Technical Proposal:**

The Technical Proposal should contain scanned copies of the following documents in two Covers (folders):

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