



**WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**  
(A Govt. of West Bengal Enterprise)  
NEW TOWN DIVISIONAL OFFICE  
WB FINANCE CENTER, ACTION AREA II B BLOCK CBD KOLKATA 700156.

Phone No. : (033) – 23244615  
e-mail : dm.newtown@wbasedcl.in

**INVITATION FOR BIDS (IFB)**

NIT No. : DM/NTD/E-TENDER/469/4748

Dtd. 24.06.2024

Sl. No.	Description of work	Estimated Cost(Rs.)	Contract period
01	Tender for hiring of 04 nos. Highly Skilled/skilled manpower through professional agency in respect of Newtown Division, WBSEDCL for Computer Operation/Data Entry and other allied jobs	888936	One (01) year i.e 365 days

The DE & Divisional Manager, Newtown Division, WBSEDCL invites Online Item rate e-Tender in two part from the bonafide, experienced & resourceful bidders for following works on Domestic Competitive Bidding basis through e-tendering.

Intending bidders shall download the bid documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Both Techno-commercial Bid and Price Bid are to be submitted concurrently, duly digitally signed, in the same website within time schedule below.

**1. SCOPE OF WORK**

- To provide Skilled/Highly Skilled manpower as per notification of the Labour Dept Govt. of WB dated 30.12.2016 & Minimum rates of wages Circular dated 12.12.2023 of the Labour Commissioner, Govt. Of West Bengal, for Newtown Division, WBSEDCL which is revised from time to time.
- The contract workers must be well conversant with Computer Operator/Data Entry Job especially in Microsoft office Environment & primary knowledge in Computer peripheral devices.
- The contract workers must be conversant with office job like photocopy, typing, fax etc, e-mail, and internet related activities in WBSEDCL office environment.
- The detail of Scope of Work is enumerated in the Section 3 (Scope of Work).

**2. ELIGIBILITY CRITERIA**

- Bidders must comply the clauses as mentioned in the section 1 of the Bid document "Qualification of Bidders (QoB)".

**3. EARNEST MONEY DEPOSIT**

- The bidder must have to submit Earnest Money at the fixed rate at 2% of the estimated cost i. e. Rs. 17779/- (Seventeen thousand seven hundred and seventy nine only) along with the bid as indicated in the Instruction to Bidder clause IB.9.
- If the offer is submitted with inadequate Earnest Money as mentioned above, the bid will not be opened.



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**SCHEDULE OF DATES FOR E-TENDERING**

Sl. No.	Particulars	Date & Time
01.	Date of uploading of N.I.T and Tender Documents (online). [Publishing date]	02.07.2024 after 11.00 Hrs
02.	Documents sell / download start date (online).	02.07.2024 after 11.00 Hrs
03.	Pre Bid Meeting	05.07.2024 after 11.00 Hrs
04.	Bid Submission upload start date (online)	02.07.2024 after 11.00 Hrs
05.	Bid Submission upload end date (online)	10.07.2024 after 11.00 Hrs
06.	Date for opening of Technical bid (online) for the Bidders	12.07.2024 after 13.00 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.

Other information as well as terms & conditions which are not covered above will be available in

- Instruction to Bidders
- Qualification of Bidders
- General Condition of the contract with the bidding document

**Name and address of the concerned Office:**

- Office of the Divisional Manager,  
2nd Floor, Finance Centre  
CBD, Plot No. 01, Action Area –II  
Newtown Kolkata 7000161

Tender Inviting Authority (for WBSEDCL):-

Sd/-

Name: - Partha Kundu  
Designation: DE & Divisional Manager  
Office:- Newtown Division

*(Signature)*  
Divisional Manager  
New Town Division  
W.B.S.E.D.C.L.