



**WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY**  
(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@wbsecl.in

**INVITATION FOR BIDS (IFB)**

**NIT No. DM/NTD/E-TENDER/479/4999**

**Date:26.07.2024**

Sl. No	Description of work	Estimated Cost(Rs.)/ Month	Contract period
01	Tender for hiring of manpower (Highly Skilled, Skilled & Unskilled) through professional agency in respect of Newtown Division, WBSEDCL for New Service Connection Management and Collection of payment against Energy bills and deposition of payment to banks, Computer Operation/Data Entry and other allied jobs	87,44,353.00/	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.
- 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 with 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. 1, 74,887.00/- 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. & other Documents (online) (Publishing Date)	01.08.2024 at 10.00 hrs
02.	Documents download/sell start date (Online)	01.08.2024 from 12.00 hrs
03.	Bid submission start date (On line)	01.08.2024 from 14.00 hrs
04.	Pre Bid meeting Date	07.08.2024 at 15.00 hrs
05.	Documents download End Date(Online)	19.08.2024 upto 12:00 hrs
06.	Bid Submission closing date (Online)	19.08.2024 at 14:00 hrs
07.	Last Date of submission of Earnest Money Deposit (Online)	19.08.2024 upto 14.00 hrs
08.	Technical Bid opening date (Online)	21.08.2024 after 14:00 hrs
09.	Financial Bid opening Date (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

Any further information regarding the above tender may contact in the following address:

- 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.