

West Bengal State Electricity Distribution Company Limited
(A Government of West Bengal Enterprise)

Registered Office:
Bidyut Bhavan, Block – DJ
Sector – II, Bidhannagar
Kolkata- 700 091
CIN – U40109WB2007SGC113473



Regional Office- Howrah
13 Netaji Subhas Road, 1st Floor,
Howrah- 711101.
Email: rm.howrah@wbasedcl.in
Tel- 03326370499/0458

Memo No- RM/HRO/E/e-T/26-27/03

Date- 12.06.2026

NOTICE INVITING e-TENDER

Tender is invited by the Regional Manager, Howrah Regional Office, WBSEDCL, 13 Netaji Subash Road, 1st Floor, Howrah –711101, through electronic tendering (e-tendering) from manufacturers/distributors for supply, delivery and installation of the following item as per schedule detailed below.

SI No	Name of the Work	Quantity	Rate (Rs)	Estimated Cost (Rs)	Period of Delivery and installation after issuance of order	Name & address of the Concerned Office
1	Supply, delivery and installation of 3 KVA 12 (20X12=240) VOLT 100 AH AMARON QUANTA BATTERY. (After Deducting Buy Back @ 1000 Per Battery)	20	7500.00	1,50,000.00	15 (Fifteen days) from issuance of PO.	Howrah Regional Office, WBSEDCL, 13 Netaji Subash Road, 1 st Floor, Howrah – 711101.
	TOTAL				Earnest Money-Rs. 3000.00	

Note: (Rates quoted shall be excluding GST. Final order will be placed on Gross Value without considering Buy Back. Order related to Buy Back will be issued separately).

Terms & Conditions of the E-Tender:

1. Intending bidder should download the tender documents from the website <http://www.wbtenders.gov.in> directly with the help of Digital Signature Certificate. Both Technical Bid and Financial Bid should be submitted in technical and financial folder concurrently duly digitally signed by the tenderer through the website <https://wbtenders.gov.in>.

2. Technical Document and Financial Bid should be submitted online on or before the 'Date & Time Schedule' stated in SI No-05 below.


REGIONAL MANAGER
HOWRAH REGION
W.B.S.E.D.C.L.

3. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL DOCUMENT of the tenderer qualifies in the technical evaluation by the Tender Inviting Authority. The decision of the Tender Inviting Authority will be final and absolute in this respect.

4. **Eligibility Criteria:** Only manufacturers or authorized distributors are allowed to participate in the bidding process. All intending Bidders are required to upload valid copies of:

- a) GST registration certificate
- b) PAN Card.
- c) IT Return for last three financial years (2023-2024, 2024-2025, 2025-26)
- d) Professional tax deposit challan for last month (updated)
- e) Trade License
- f) Registered HSN/ SAC Code as applicable against quoted item.
- g) Company registration no. (if bidder is company)
- h) Authorized dealer/distributor certificate

5. **Date & Time Schedule:** -

SI No	Particulars	Date & Time
01	Date of uploading of NIT and Tender Documents (online), [Publishing date]	22.06.2026 after 16.30 Hrs.
02	Documents sale / download start date (online)	24.06.2026 after 16.40 Hrs.
03	Bid submission upload start date (online)	25.06.2026 after 16.45 Hrs.
04	Bid submission upload end date (online)	13.07.2026 upto 16.00 Hrs.
05	Date for opening of Technical bid (online) for the Bidders	15.07.2026 at 16.30 Hrs.
06	Date of uploading the final list of Technically Qualified Bidders after Technical Bid Evaluation (online)	To be intimated later.
07	Date for opening of Financial Bid (online)	To be intimated later.

1. If a Holiday falls on any of the aforesaid scheduled date, then scheduled date shall be considered on next working day.

6. **Bid validation:** Bids shall remain valid for a period not less than 180(One hundred eighty) days after date of opening of bids. Bid valid for a shorter period shall be rejected by the Tender Inviting Authority as non-responsive. If the tenderer withdraws the bid before the period of bid validity without giving any satisfactory explanation for such withdrawals, the earnest money deposited will be forfeited forthwith without assigning any reason thereof.

7. **Earnest Money:** The amount of the Earnest Money is **Rs. (2%)**

- A bidder desirous of taking part in a tender invited by Offices of WBSEDCL shall login to the e-Procurement portal of Government of West Bengal <https://wbtenchers.gov.in> using his login ID and password.

- The bidder shall select the tender to bid and initiate payment of EMD. Following payment options are available for paying EMD amount through online mode:
 - Net-banking through Payment Gateway.
 - **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.
- EMD amount can be paid either through online mode or submitted through Bank Guarantee (BG) in full. **Partial payment through online mode and remaining submission through BG is not allowed.**
- **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 for bank settlement which is 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 complicity.
 - In case actual EMD amount as per NIT is more than the one shown in E-tender Portal, bidders will have to opt for NEFT/RTGS mode (challan mode). In that case the **total actual EMD amount** is to be paid only through NEFT/RTGS mode (challan mode).
 - 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.
- **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 upload status of any bid.
 - For successful bid(s), EMD will be refunded by 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 communicate with ICICI Customer Support viz, 033-40267512/13 since payment gateway facility used by E-tender portal is maintained by ICICI.

➤ No interest shall be payable for Earnest Money.

- Successful bidder(s) shall have to mandatorily **create Vendor ID through WBSEDCL Web Portal Vendor Code**, if not created earlier.

8. **Security Deposit:** In respect of successful bidder, the Earnest Money after acceptance of Tenders shall be converted as a part of the security deposit or may be refunded. If necessary the successful bidder who deposited Earnest Money, may be required to pay balance of necessary 5 or 10 % of security deposit shall be realized from the final bill amount. In all cases the amount of recovery of the final bill will be so adjusted as to make the total amount of security deposit equivalent to 10% value of the contract value. This is subject to modification according to the instruction of the Controlling Officer.
9. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of the Bid, the Tender Inviting Authority reserves the right to accept or reject any / all offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by the Bidder at the stage of Bidding.
10. Payment will be dependent on availability of fund. Intending bidders may consider this criteria while submission of tender and quoting the rate through online.
11. No Conditional Bid/Incomplete Tender will be accepted under any circumstances.
12. At any stage during scrutiny, if it is found that the credential or any other papers which the Bidder uploaded during Bidding process, found incorrect / manufactured / fabricated, that bid will be considered a non-responsive and outright rejected with forfeiture of Earnest Money and action will be taken as per stipulation of IT Rules in force.
13. Before issuance of Letter of Acceptance / Work order / Purchase Order, the tender accepting authority may verify the credential & other documents of the lowest bidder so uploaded online if found necessary. If it is found such document incorrect / manufactured / fabricated, Letter of Acceptance / Work order will not be issued in favor of the bidder under any circumstances and action will be taken accordingly.
14. The Tender Inviting Authority reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.

15. The company shall no way be held responsible or liable for any accident, mishap of any worker during the execution of the work, any loss or damage cause to any equipment of WBSEDCL during execution shall have to be compensated in full as per direction of the Tender Inviting Authority.
16. Standard safety norms as prescribed in the rules and regulations of WBSEDCL has to be religiously followed.
17. **Penalty of 0.143 % value of materials and/or delivered beyond the stipulated delivery period for each day of delay, subject to maximum of 10% of the value of material ordered and accept the goods beyond stipulated period.**
18. 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 along with the Revised Purchase Policy of WBSEDCL.
19. Price Bid of a bidder will be considered only if his Techno-commercial Bid is found acceptable by WBSEDCL. Decision of WBSEDCL will be final and binding in this respect. The list of techno-commercially qualified bidders will be displayed in the said website in due course.
20. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL shall not be eligible to participate in the bidding process.
21. If the offer is submitted without or with 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.
22. Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.
23. **Financial Proposal:**
The financial proposal should contain the following documents in folder i.e. Bill of quantities (BOQ).The Supplier is to quote the rate online through Computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Supplier.
24. **Bid Submission:**

Bids shall be submitted online within the stipulated deadline. WBSEDCL may at its discretion, extend the deadline of bid submission by issuing an amendment. In that case all rights and obligations of WBSEDCL and the bidders previously subject to the original deadline shall thereafter be subject to the new deadline as extended.
25. **Confidentiality:**
 - After the opening of bids, information relating to the examination, clarification, evaluation and comparison of bids and recommendations concerning the award of contract shall not be disclosed

to bidders or other persons not officially concerned with such process.

- Any effort by a bidder to influence WBSEDCL or other connected in the process of examination, clarification, evaluation and comparison of bids, and in decisions concerning the award of contract, may result in the rejection of his/their bid.

26. **Right to Reject Bids:**

WBSEDCL reserves the right to accept or reject the bid, wholly or partly, or to split the work in parts and to add/delete any of the items, without assigning any reason whatsoever.

27. **Cost of Bidding:**

The bidder shall bear all costs associated with the preparation and submission of his bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

28. **Correction of Errors:**

If there be a discrepancy between the unit price and the total price that is obtained by multiplying unit price & quantity, the unit price shall prevail and total price shall be corrected. If there be a discrepancy in figure and word the total amount stated in word shall prevail.

29. **Evaluation and Comparison Of Bids:**

On examination of documents submitted under different covers, WBSEDCL will evaluate and compare the bid, determined to be substantially responsive at each step. Evaluation of bid will include and will take into account the following:

- a) WBSEDCL shall evaluate and compare only the bids determined to be substantially responsive.
- b) The bids shall be evaluated on the basis of total price for the entire scope of work covered under this bid document.
- c) Evaluation bid—price of all bidders shall be compared among themselves to determine the lowest evaluation bid and as a result of this comparison, the lowest bid will be selected forward of contract.
- d) Conditional rebate, if any, offered by any bidder shall not be considered in Bid evaluation.

Procedure of Evaluation:

Evaluation of E-Tenders will be done in the following steps:-

Step-1 The Earnest Money will be examined. The mode and amount of deposit must be in conformity with requirements set for thin the “Earnest Money” clause, falling which the bidis liable for rejection without opening the covers.

Step-2 Techno-Commercial Evaluation for two-part bidding: Only those bids meeting the requirements of previous step will be examined and assessed. The bidders will be intimated about the non-compliance of various techno-commercial requirements and asked for conforming compliance with the condition of bidding document. No clarification will be asked from the bidder in this regard. In case, it is felt necessary by WBSEDCL that post bid discussion is required, the same will be carried out individually with each bidder.

Step-3 Opening of price part and financial evaluation on completion of techno-commercial evaluation. Cover containing price offer of the bidders who have successfully made the requirement of previous steps will be opened on subsequent pre-intimated date. Price bid of the bidders who do not fulfill the Techno-Commercial requirement shall not be opened.

30. **Correspondence:** Any notice to the Supplier under terms of the contract shall be served at register mail or by hand at the Supplier's principal place of business. Any notice to the owner's principal office in the manner.
31. No agent is allowed to participate in the Tender. Original bidder will only be allowed in the tender.
32. **Acceptance of Tender:** On opening of Techno -Commercial Bids(Part-I) the same shall have to be evaluated both in technical and commercial aspects, the tenderers whose offers are found to be acceptable may be considered for opening respective price bids (Part-II). If there may be found any dispute regarding non-submission of any documents, Annexure, Tender Fees or Earnest Money, WBSEDCL reserves the right to cancel that bid ultimately without assigning any reason whatsoever. WBSEDCL is not bound to accept the lowest tender and reserves the right to cancel any or all the tenders unilaterally.
33. **Rate: The rate should be quoted inclusive of delivery charges but excluding of GST.** The rate is firm for entire delivery period. No escalation no frame, if any, may be considered except in the event of any new taxes / levies coming into force due to Govt. Legislation /Notification or by any of the statutory body, the same will become applicable to the concerned party from the effective date.
34. No price preference will be allowed to any tenderer based on the size of the industries or geographical location. Co-operative Society will not be considered with separate status.
35. Payment on submission of bill after completion of work would be made by concerned authority. Bill along with signed challan is to be submitted in triplicate mentioning in each the GST registration number and HSN/SAV code along with the terms to The Regional Manager, Howrah Region for payment by the Sr. Manager (F&A), Howrah Region in due course.
36. Any further information may be had from the website: www.wbsedcl.in and <https://wbtenders.gov.in> and the tender inviting office from time to time.
37. **Guarantee:**
In the event of any defect in the equipment/materials arising out of faulty design, materials,

workmanship within a period of **24 (twenty-four) months** of delivery the supplier shall guarantee to replace the same to the satisfaction of the purchaser. If the supplier fails to do so within a reasonable time, WBSEDCL reserves the right to effect replacement by any other agency and recover charges for replacement from the supplier.

38. **Delivery and Installation Clause:**

The tendered items will be delivered and installed by the supplier at Howrah Regional Office within **15 (fifteen)** days from the placement of PO.

39. **Extension of Time:**

An extension of time without imposition of liquidity damage, may be granted for delay in supply of tendered items provided there is no fault whatsoever on the part of the supplier. Such extension may only be granted on the basis of application to be submitted by the supplier who has to establish that the extension of time required by him is not due to his fault.

40. **Liquidated Damage:**

Penalty of **0.143 % value of materials** and/or delivered beyond the stipulated delivery period for each day of delay, subject to maximum of 10% of the value of material ordered and accept the goods beyond stipulated period. WBSEDCL may, without prejudice to any, other method of recovery deduct the amount of such damages from any money in their hand due or which may become due to the supplier. The payment for deduction of such damages shall not relieve the supplier from his obligation to complete the work or from any other his obligations and liabilities under the contract.

41. **General Requirement:**

- a) **Cost of Bidding:** The Supplier shall bear all cost associated with the preparation and submission of their bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- b) **Correctness and sufficiency of rates quoted in the tender:** The Supplier shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for works and the rates and prices quoted by them in the schedule of the items. The rates and prices quoted shall cover all obligation of the tenderer under the contract and all materials and things necessary for the proper completion and maintenance of the works.

42. **Company's Right to Terminate Contract:**

- a) If the supplier fails to supply the material within 15 days from the date of issue of Letter of Intent / Purchase Order, the WBSEDCL shall have the right to cancel the Letter of Intent / Purchase Order with forfeiture of earnest money (Converted in to initial security) without giving any notice to the supplier.
- b) If the supplier neglects or fails to supply the material proportionate to the scheduled time of completion of the work or fails to complete the work within scheduled time for completion or within

the extended time approved by the WBSEDCL, the WBSEDCL shall have right to terminate the Work Order / Letter of Intent after giving notice in writing to the supplier. If the supplier fails, after 7 (seven) days of such notice, to proceed with the work in the matter notified, the WBSEDCL shall terminate the contract. In that case the WBSEDCL shall engage other agency to supply the material, extra cost, if incurred to get the unfinished work done through other agency, will be realized from him, from his pending bills and security money. In the contract terminated as above, the supplier shall have no claim for compensation against the WBSEDCL for any loss or deterioration of any materials that they may have collected or reengaged or entered into an account of the work.

43. **Force Majeure:**

The Supplier shall not be liable to pay any liquidated damage for delay / failure to perform the contract for reasons of force majeure such as act of God, act of the public enemy, acts of Governments, fire, flood, epidemics, quarantine restriction, strikes, freight embargos and provided that the Supplier shall within 10 (ten) days from beginning of such delay notify the Company in writing of the cause of delay. The Company shall verify the fact and grant such extension as found to be justified without imposing liquidated damage.

The department shall not be responsible or liable to pay any compensation for any interruption in work at the site due to strike, lockout, riot, earthquake, flood, cyclone or civil commotion or any other force of accident due to any reason beyond control. The department shall not be held responsible to or liable to pay for any interruption in your work at the site arising out of resistance from the local public due to any resistance towards work.

44. **Controlling Officer:** SE & Regional Manager Howrah Region.

45. **Paying Officer:** Sr Manager (F&A), Howrah Region.

46. **Consignee Officer:** S.E (Commerce), Howrah Region.

47. **Miscellaneous:**

- a) During the supply of the materials, if any, problem arises which is not covered by the specifications, the supplier shall seek necessary clarification and instruction from WBSEDCL. Such instruction shall be binding on the supplier and shall be observed in full.
- b) The Supplier shall make his own arrangement for the labor, equipment, tools and tackles.
- c) The Supplier shall strictly follow the safety rules, regulations and instructions issued from time to time. In absence of any particular reference the Supplier shall refer to the Indian Standard and also the State Government rules and regulations.

Annexure-1

LETTER HEAD OF BIDDER (AS ENROLLED ONLINE ON e-Tendering PORTAL OF NIC)

To

The Tender Committee

Sub: Letter of Bid for

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Ref: 1. NIT No:

Dated:

2. Tender Id No:.....

Dear Sir,

We offer to execute the work as per our offered bill of quantity in accordance with the conditions of the NIT document as available in the website. The details of the EMD being submitted by us has been furnished on-line.

This Bid and your subsequent Letter of Acceptance/ Work Order shall constitute a binding contract between us. We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

Signature of the Tenderer

Dated.....

Annexure-2

MANDATE FORM BY VENDOR FOR RTGS/NEFT PAYMENTS (TOBE FILLED IN BLOCK LETTER)

1. NAME OF THE VENDOR:
2. ERP VENDOR NO:
3. Vendor Type: Company/Partnership/Proprietorship/Self Help Grp/ HUF/ Others (To be specified)
4. ADDRESS:
5. TELEPHONE NO. &FAX NO:
6. MOBILE PHONE...
7. E-mail:
8. PAN NO.(MANDATORY):
9. GST REGISTRATION NO :.....
10. PARTICULARS OF BANK ACCOUNT(One cancelled Cheque is to be enclosed)
 - i) Name of Account Holder :.....
 - ii)BANK NAME :.....
 - iii)BRANCHNAME&ADDRESS :.....
 - iv) BANK BRANCH TELEPHONE NO:.....
 - v)Account type (whether SB or Current) :.....
 - vi) ACCOUNTNO:
 - vii) BANK'S MICRCODE:
 - viii) BANK'SIFSCODE:

11. DECLARATIONOFTHEPARTY:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or Not Affected at all for reasons of incomplete and incorrect information, WBSEDCL will not be held responsible.

Date:

Signature of the Vendor

PROFORMA FOR UNDER TAKING TO BE SUBMITTED BY THE BIDDER

(For genuineness of the information furnished on-line and authenticity of the documents produced before
Tender Committee for verification in support of his eligibility)

I, Partner /Legal Attorney / Accredited
Representative of M/s.....solemnly declare that:

1. We are submitting Tender for the job/supply of.....
2. None of the Partners of our firm is relative of employees of.....
3. All information furnished by us In respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents/Credentials submitted along with this Tender are genuine, authentic, true and valid.
5. If any information and document submitted is found to be false/incorrect any time, department may cancel my Tender and action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including Earnest Money and banning/delisting of our firm and all partners of the firm etc.

Dated Signature of the Tenderer

