



West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

KOLKATA ZONE

WBSEDCL

Kolkata Zone, WBSEDCL
19/A, British Indian Street, 3rd floor, Kolkata-700069.
Phone: (033) – 2262-2853
E-mail : zm.kolkata@wbasedcl.in

Regd. Office of WBSEDCL
Bidyut Bhavan,
Block-DJ, Sector-II, Bidhannagar, Kolkata – 700091.
Website – www.wbasedcl.in
Corporate Identity No. (CIN) – U40109WB2007SGC113473

Memo No. :- ZMK/HR&A/e-Tender/25-26/2478

Date : 27/02/2026

Abridged Notice Inviting e-Tender

NIT No. :- **ZMK/HR&A/e-Tender/25-26/04(2nd Call) Date : 27/02/2026**

The Addl. C. E. & Zonal Manager, Kolkata Zone, WBSEDCL invites e-Tender for the work detailed below (Submission of Bids through online).

Sl. No.	Name of Work	Earnest Money Deposit (EMD) in (Rs.)	Completion Time
1.	Supply, Delivery & Installation of AC Machines at the Kolkata Zonal Office, WBSEDCL	2,440.00 (Rupees Two Thousand Four Hundred Forty Only)	10(Ten) Days

1. General Instructions:

- a. **Eligibility of Bidders:** The bidder should possess experience in this job. The bidders should not be blacklisted from any Govt. organization across India.
- b. Bidders will have to declare the details of their concerned authorized signatories with documentary proof.
- c. The bidders may visit the Kolkata Zonal Office at 19/A British Indian Street, 3rd Floor, Kolkata-700069, Contact : +919230961401, E-Mail : zm.kolkata@wbasedcl.in on any working day before submission of tender during Office hours upon obtaining prior consent of the concerned authorities (over contact numbers mentioned with the addresses) for any queries whatsoever.
- d. **Registration of Bidders:** Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the e-Procurement system, through logging on to <https://wbtennders.gov.in>.
- e. **Digital Signature certificate (DSC):** Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) of Class-II or Class-III, in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. nCode Solution, Safescrypt, e-Mudhra). DSC will be given as a USB e-Token. After obtaining the Digital Signature Certificate (DSC) from the approved Certifying Authority, bidders are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website. The bidder can search and download NIT & Tender Documents electronically from the website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- f. **Earnest money Deposit (EMD):**
 - I. All bids must be accompanied with a refundable earnest money, as “EMD”. The bid shall be considered non responsive if the earnest money is not submitted within schedule date.
 - II. The EMD is to be submitted amounting to Rs. 2,440/- (Rupees Two Thousand Four Hundred Forty only).
 - III. Online Collection And Refund Of EMD :
 - The bidder shall select the tender to bid and initiate payment of EMD through online. 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-fired challan having the details to process RTGS/NEFT transaction. The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account. Once the

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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.

IV. **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.

V. **Refund / Settlement of EMD Amount:**

- For unsuccessful bidders, EMD amount submitted against the tender shall be refunded 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 communicate with ICICI Customer Support, viz, 033-40267512/13 since payment gateway facility used by E-tender portal is maintained by ICICI.

VI. 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.

- g. **Correction of Errors:** If there be a discrepancy between the unit price and the total price that is obtained by multiplying the 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. The bidder should strike out clearly the portion which is not applicable i.e. above/at par/below in the price sheet. If the same is not followed, the corresponding part(s) shall be considered below the estimated price and evaluation of tender shall be made accordingly.
- h. **Validity of Bids:** Price offered against tender should remain valid for a minimum period of 180 days from the next day of opening of the tender. However, WBSEDCL may, on the merit of case, request for extension of validity of the offer for a further suitable period without any change in terms & conditions of the offer.
- i. **Evaluation & Comparison of Bids:** On examination of document submitted under "Technical Bid", WBSEDCL will evaluate and compare the bid, determined to be substantially responsive at each step. "Price Bid", will be opened only in respect of the Bidders qualifying the 'Technical Bid' and the bids shall be evaluated on the basis of **TOTAL PRICE** (computing as per 'Corrections of Errors' clause mentioned above) for the entire scope of work covered under this bid document. Evaluated bid price of

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all bidders qualifying the technical bid shall be compared among themselves to determine the lowest evaluated bid and as a result of this comparison; the lowest bid will be selected for award of contract.

2. **Terms & Conditions:**

- 1) **Rescheduling of Dates:** WBSEDCL reserves the right to reschedule the date of opening of bids, if required. They may also communicate for the purpose over the contact numbers provided.
- 2) **Cancellation of NIT:** WBSEDCL reserves the right to cancel this NIT, if required. They may also communicate for the purpose over the contact numbers provided.
- 3) **Cancellation of Bids:** WBSEDCL does not bind itself to accept the Lowest Tender and reserves the right to accept or reject any or all the tenders without assigning any reasons what-so-ever.
- 4) **Acceptance of Order / LOA:** The selected bidder shall submit written unconditional acceptance of Order/LOA within 07(Seven) days from date of issue of the same. Submission of conditional acceptance of Order/LOA shall be treated as non-compliance of this clause. **Date of Acceptance of Order / LOA (Letter of Award) shall be considered as zero date.**
- 5) **Delivery Date:** The delivery date of the articles (details enclosed as 'ANNEXURE-A') will be **10(Ten) Days** from the 'zero date' as mentioned under 'Clause 4' under 'Terms & Conditions'.
- 6) **Warranty Period :** Warranty period of the items will be 1(One) year from the 'zero date' as mentioned under 'Clause 5' under 'Terms & Conditions' above and Warranty Certificate shall be delivered to the Supervising Officer along with installation mentioning details of the items (i.e. Manufacturer, Model/Version as applicable, Serial No. etc) exactly as per the order issued in favour of the selected bidder and clearly mentioning Warranty Period. One copy of the Warranty Certificate is to be submitted to the Supervising Officer within 3(Three) days of accomplishment of the process of installation (i.e. from the zero date). Another copy of the same is to be attached to the bill while submitting without which the bill may not be passed for payment.
- 7) **Quoting Of Rate:**
 - a) Price bid will contain the priced "Bill of Quantities" (BOQ). Bidder is to quote the rate on 'Item rate quotation basis' in the space marked for quoting rate in the BOQ.
 - b) The **quoted price** should be **firm**. There will be no price variation during the pendency of the contract period or thereafter. Bidders are in no way allowed to get any escalation of price against this contract.
 - c) Prices indicated in the schedule of prices deemed to include installation charges and all the levies/duties/taxes/cess & all other incidental charges payable as per statute excluding GST. Relevant GST rule is applicable for the work and shall be paid extra. Buy-Back Value of the Old AC Machines should also be quoted in the relevant box in the BOQ.
 - d) If the rate is not quoted against any particular item of work, it will be construed that the item would be executed free of cost and the rates for other items of work are deemed to include its cost. Further if any error is found in multiplication of quoted unit rate with respective quantities and/or to derive any rate component and/or in summation to arrive at the total quoted price, the same shall be recalculated to arrive at the evaluated price by considering the quoted unit rate as firm. Bidders are in no way allowed to get any escalation of price against this contract.
- 8) In the event the bidder is registered under Composition Scheme, it has to be declared that it is registered under Composition Scheme and accordingly shall not charge GST.
- 9) PAN, GSTIN, 02(Two) Years GST Return, Valid & relevant Trade License etc with self-attestation. Also Bank Account Details (Bank Name, Branch IFSC Code, Account Number etc) are required to be furnished

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will be required during Vendor Registration at the office. Non-submission or non-registration with GST shall lead to rejection of Offer/Bid.

10) The selected bidder shall be responsible for issuing E-Way Bill, whenever required.

11) **Date and Time Schedule:**

A.	Date of Publishing of NIT & other Documents	10/03/2026 AT 11.00 hrs
B.	Documents download start date	10/03/2026 AT 11.00 hrs
C.	Bid submission starting date	10/03/2026 AT 11.00 hrs
D.	Bid submission closing date	16/03/2026 AT 11.00 hrs
E.	Techno-commercial bid opening date	18/03/2026 AT 15.00 hrs
F.	Techno-commercially qualified bidders' list uploading date	To be notified later
G.	Price bid opening date	To be notified later

12) **Scope of Work:**

- The equipments need to be delivered and installed properly at the Kolkata Zonal Office at 19/A, British Indian Street, 3RD Floor, Kolkata-700069.
- The equipments need to be serviced quarterly in a year free of charges {1(One) routine service in each quarter i.e. 4(Four) services/annum positively} at the Kolkata Zonal Office at 19/A, British Indian Street, 3RD Floor, Kolkata-700069. Scheduled preventive maintenance must be made at least once in every 3(Three) months. During the preventive maintenance check-up, the machines have to be cleaned and general performances have to be ensured. 1ST time maintenance work should be done within 30(Thirty) days after installation of the items. Minimum 3(Three) nos. dry service and 1(One) no. wet service during warranty period must be done. Apart from these, you will have to execute dry (and/or) wet service as and when requirement arises, free of cost during the warranty period.
- 24x7 availability of support over electronic communication is to be ensured. Specific contact details will have to be provided by the bidders with their bid over which any complaint can be registered at any point of time. Break down call is to be attended forthwith within 2(Two) hours including WBSEDCL holidays and Sundays. On receipt of intimation via telephone, email or otherwise, a docket no. is to be provided by the vendor for registration of the call to the register which shall be kept in the concerned Office.
- Replacement of any spare on repair of any accessories for normal wear & tear shall be free of cost during the warranty period. In exceptional cases too, such as burning of Transformer, PCBs or any/all other components due to high voltage, lightning etc, the cost of spares/components replaced/repared will be included in warranty.
- Unscheduled, on call and corrective remedial maintenance service is required to set right the malfunctioning of the system. This includes replacement of unserviceable parts.
- No charge is payable for collection, delivery and re-installation for repairing of the machine. No charge is payable for shifting of the machine inside the building premises.

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- g. Service Card is to be maintained by the vendor for each individual machine under contract and cards should be signed by the concerned Officer or his representative after servicing of the machine and copy of the card is to be enclosed with the bill for payment.
- h. The vendor shall be equipped with their own tools and tackles in order to complete the entrusted job in targeted time.
- 13) WBSEDCL reserves the right to exclude any item under the scope of the tender as mentioned in attachments ('ANNEXURE-A') while placing the order to the selected bidder. WBSEDCL also, reserves the right to exclude any item covered in the tender issued in favour of the selected bidder or include any new item similar to those covered in the tender issued in favour of the selected bidder (that is addition to the quantity of items covered in the tender issued in favour of the selected bidder) at any point of time during validity of the tender issued in favour of the selected bidder without altering the validity period of the tender issued in favour of the selected bidder. In such case, the value of such items will be computed on pro-rata basis inheriting from the annual value of similar items covered in the tender issued in favour of the selected bidder.
- 14) **Payment:** Payment against submission of bill in triplicate duly certified by the Supervising Officer & Controlling Officer after successful completion of delivery would be made as usual.
- 15) **Paying Authority:** The Sr. Manager (F&A), Kolkata Zone, WBSEDCL is the Paying Authority for this Order. Payment will be made as per "Clause 14" under "Terms & Conditions" above against submission of bill (in triplicate) signed by the Supervising Officer under Terms & Conditions above after completion of the delivery.
- 16) **Controlling Officer:** The Zonal Manager, Kolkata Zone, WBSEDCL is the Controlling Officer for this Order.
- 17) **Consignee & Supervising Officer:** Consignee & Supervising Officer for this Order will be The Sr. Manager (HR&A), Kolkata Zone, WBSEDCL.
- 18) **Force Majeure:** Bidder shall have no liability towards liquidated damage if prevented from carrying out obligations under the orders by reasons of war, invasion, foreign hostilities, war declared, riot, civil commotion, mutiny, fire, Govt. orders and/or restrictions or any other cause beyond the reasonable control of Bidder. However, such force-majeure circumstances are to be intimated immediately and to be established subsequently with appropriate documents/proofs to the entire satisfaction of WBSEDCL.
- 19) **Liquidated Damage:** (A) If the contractor fails to complete the work successfully within the time specified in the Contract or any extension thereof, the Company shall recover from the contractor as liquidated damages a sum of half percent (0.5%) of the contract value of works for each calendar week of delay or part thereof of delay subjected to the Force Majeure.
(B) The total recovery against liquidated damage shall not exceed ten percent (10%) of the contract value of the work. An extension of time without imposition of liquidated damage, may be granted for delay in execution of work provided there is no fault whatsoever on the part of the contractor. Such extension may only be granted on the basis of application to be submitted by the contractor who has to establish that the extension of time required by him was not due to his fault.
- 20) **Risk Purchase:** In the event the selected bidder fails to complete the work or is negligent or doesn't turn up to initiate the work as the case may be within the stipulated date, WBSEDCL reserves the right to get the work completed from alternative sources at the bidder's risk, responsibility and cost. Any extra cost incurred in the completion of work from alternative source will be recovered from the EMD or from other deposits. If the value of the work under risk purchase exceeds the amount of EMD, the same may be recovered, if necessary, by due legal process.

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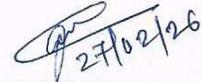
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- 21) **Termination:** The Ordering Authority possesses the right to terminate the Order, if satisfactory performance is not found, with 14(Fourteen) days notice to the selected bidder with the right to charge for damages attributable to risk purchase specified in Clause 20 above.
- 22) **Formation of Cartel:** Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders. Formation of any Cartel, may lead to the cancellation of tenders with period measures as necessary and WBSEDCL reserves the right to take such unilateral decisions without further notice to anyone.
- 23) **Settlement of Disputes:** In case of any dispute arising out the contract, the same should be settled through meeting between the WBSEDCL and the contracting agency at the appropriate level. The necessary judicial affairs and/or Court Case shall be exclusively within the jurisdiction of Calcutta High Court only.

Yours faithfully,


27/02/26

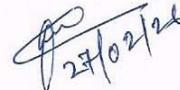
(P. K. MANDAL)
Addl. C. E. & Zonal Manager
Kolkata Zone

Memo No. :- ZMK/HR&A/e-Tender/25-26/2478 (1-4)

Date : 27/02/2026

Copy Forwarded for Information To :

- 1) The Sr. Manager (HR&A), Kolkata Zone, WBSEDCL.
- 2) The Sr. Manager (F&A), Kolkata Zone, WBSEDCL.
- 3) Notice Board, Kolkata Zonal Office, WBSEDCL.
- 4) Office Copy.


27/02/26

Addl. C. E. & Zonal Manager
Kolkata Zone

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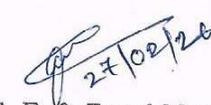
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ANNEXURE-A

Work Schedule

<u>Items</u>	<u>Short Description</u>	<u>Quantity</u>
BLUE STAR 1.5 Ton 3 Star Window AC Machine	BLUE STAR 1.5 Ton, 3 Star, Window AC Machine	3 Nos.


Addl. C. E. & Zonal Manager
Kolkata Zone

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