



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Govt. of West Bengal Enterprise)

Mini- Micro Hydel Division

Administrative Building, 2nd Floor, Dowhill Road,

P.O.-Kurseong, Dist: Darjeeling, Pin- 734203.

Email id: de.mmhd@wbasedcl.in

Mobile : +91-9332788634

Memo No: DE (E)/MMHD/Sidrapong-Museum/26-27/

Date:- /07/2026

To

TENDER NOTICE NO.:- DE(E)/MMHD/HR/26-27/02

Date:-17/07/2026

The Divisional Engineer (Elect), Mini Micro Hydel Division, WBSEDCL, for and on behalf of WBSEDCL invites sealed tenders from the reputed, experienced and financially sound Indian firms for the work of **“Day-to-day Maintenance Contract for Supply of Allied Manpower for Caretaking, Cleaning, Gardening, Record-Keeping, and Supervision at Sidrapong Hydel Power Station Museum, Darjeeling under Mini Micro Hydel Division, WBSEDCL”**.

Sl. No.	Name of the work	Estimated Amount	Earnest Money (Rs.)	Period of Contract
1.	“Day-to-day Maintenance Contract for Supply of Allied Manpower for Caretaking, Cleaning, Gardening, Record-Keeping, and Supervision at Sidrapong Hydel Power Station Museum, Darjeeling under Mini Micro Hydel Division, WBSEDCL”.	₹ 12,85,992. (Rupees Twelve Lakh Eighty Five Thousand Nine Hundred and Ninety Two) only.	₹ 25,720.00 (Rupees Twenty Five Thousand Seven Hundred and Twenty) only	2 (Two) Year

Instruction to Bidder :

- All categories of intending Bidders who have satisfactorily completed at least one work of similar nature under the authority of Bonafied, experienced & Resourceful contractors of State/Central Govt., State/Central Govt. undertaking, Statutory Bodies constituted under the statute of Central/State Govt.
- Physical collection of the tender documents containing schedule of work is mandatory from the office of the undersigned on submission of application addressed to the undersigned on any working days from 10:30 AM to 3:00 PM. Tender documents will not be issued/ received by post. Tender send by post will be rejected.

- The Bid shall remain valid for a period of 180 (One Hundred & Eighty) days from the date of opening of bid. Issuance of bid documents will not be construed to mean that such bidders are automatically considered qualified. WBSEDCL reserves the right to reject any bid or part thereof or all bids received at its discretion without assigning any reason whatsoever.
- The tender documents will be issued to only those agencies who have valid GST registration Certificate, PAN No, Trade License, ESIC Registration etc.
- The name of work and reference no. of the tender should be superscribed on the envelope containing the tender.
- The WBSEDCL does not bind itself to accept the lowest offer and reserves the right to reject any or all tenders without assigning any reason whatsoever
- Rate should be quoted both in words and in figures excluding GST.
- GST as applicable will be paid extra. HSN Code to be mentioned.
- The rate should quoted shall be firm and net. No price escalation or revision of rates shall be considered during the period except the charges, if any in the taxes & duties.
- Reference of Tender Notice with due date of opening should be super scribed in the envelope supported with Trade license, Valid GST registration certificate, Pan card, Professional tax registration certificate and payment challan.
- All pages of the tender document must be signed with company's seal by the tenderer.
- Any corrections in the tender should be signed by the tenderer before submission of the tender. Canvassing in correction with tenders is strictly prohibited and the tenderer who resort to canvassing, will be liable for rejection.
- The intending tenderers are to submit the sealed tender papers in the specified tender box at the Office of the Divisional Engineer (E), Mini Micro Hydel Division, WBSEDCL.
- Tenders received after due date and time shall not be entertained under any circumstances.
- The WBSEDCL may at its discretion ask any bidder to produce the detailed price analysis for the quoted rate.
- Intending bidders maybe visit the site giving prior intimation to the office before submission of tender.
- The tenderer will have to quote their rates in figure as well as in words strictly in the format furnished in the tender documents. If there is discrepancy in figure and word the amount stated in word shall prevail.
- The tender by a partnership firm must be furnished with full names of all partners and be signed with partnership name, followed by the signature(s), designation(s) of the authorized partner(s) or other authorized representative(s).
- The WBSEDCL does not bind itself to accept the lowest offer and reserves the right to reject any or all tenders without assigning any reason whatsoever.
- The **Earnest money** shall be submitted in the form of **crossed demand draft/bankers cheque in favour of 'West Bengal State Electricity Distribution Company Limited'** on any scheduled bank in India and **payable at Kurseong** failing which the bid shall be considered as non responsive and hence liable for rejection. The Earnest money thus deposited will be converted as the initial security deposit for the successful bidder.
- Any other details may be collected from the Asst. Manager (HR&A), Mini Micro Hydel Division, WBSEDCL, Kurseong Mob No. 9832026950.

1. **The schedule of notice, sale, submission and opening of tender:-**

- | | | |
|------|--|--|
| i) | Notice inviting Tender [NIT] | DE(E)/MMHD/HR/26-27/02 Dated :- 14/07/2026 |
| ii) | Place, date & time for
Sale of Tender Document | O/o The Divisional Engineer (Elect.)
Mini Micro Hydel Division,
Administrative Building, WBSEDCL
Dowhill Road, Kurseong, Pin-734203
Dist.- Darjeeling, West Bengal.
17/07/2026 to 31/07/2026
[10:30 a.m. to 2:00 p.m.] |
| iii) | Last date and time for submission of bid | 03/08/2026 up to 02:00 p.m. |
| iv) | Place, date & time for opening of bid
in presence of Bidders representative | O/o The Divisional Engineer (Elect.)
Mini Micro Hydel Division
Administrative Building, WBSEDCL
Dowhill Road, Kurseong, Pin-734203
Dist.- Darjeeling, West Bengal.
[03/08/2026 at 03:00 p.m.] |

Encls: - 1. Scope of Work
2. Terms & Conditions


 (S J Dukpa)
 Divisional Engineer (E)
 MMHD, WBSEDCL

Scope of work

1. Record Keeping & Documentation
 - Attendance Registers: Track daily attendance of cleaning, guarding, and gardening staff.
 - Visitor & Incident Logs: Record all facility incidents, equipment breakdowns, and resolution times.
 - Complaint and suggestion Register: Document issues reported by museum staff or visitors, along with corrective actions taken.
 - Asset Register: Keep an updated list of all materials and posters displayed at museum along with furniture & Fixtures, Electronic items.
2. Museum Building Maintenance
 - Daily Cleaning: Sweeping, vacuuming, and wet mopping of all floors, galleries, and exhibition areas.
 - Dusting & Polishing: Regular dusting of display cases, exhibit mounts, windows, and doors.
 - Pest Control: Periodic application of eco-friendly, non-staining pest control to protect artifacts and wooden structures.
 - Waste Management: Daily collection and safe disposal of non-hazardous waste
3. Guardroom/Caretaker Room Maintenance
 - Daily Upkeep: General sweeping, mopping, dusting of surfaces, and cleaning of windows.
 - Fixture Maintenance: Regular inspection and minor repairs of lighting, fans, and door locks.
4. Toilet Operations and Maintenance
 - Deep Cleaning: Scrubbing of all floors, washbasins, urinals, and WC bowls with high-grade disinfectant and acidic cleaners.
 - Consumables Replenishment: Ensuring uninterrupted supply of liquid hand soap, toilet paper, and naphthalene balls.
 - Plumbing Upkeep: Clearing blocked drains, fixing leaking faucets, and replacing broken toilet fixtures (without engaging in major civil pipe replacement)
5. Gardening & Landscaping
 - Routine Care: Regular watering, weeding, and mowing of lawns.
 - Plant Health: Trimming, pruning hedges, and applying necessary organic manures, fertilizers, and safe pesticides.
 - Seasonal Changes: Planting seasonal flowers and maintaining potted plants in and around the museum.
6. Equipment & Facilities (Non-Civil)
 - Preventive Checks: Cleaning and minor tit-bit maintenance of light fixtures, and water purifiers, Show cases Audio video System etc.
 - To ensure continuous water supply including tit bit repairing of water supply line as and when required.
7. The Museum shall remain open to visitors from 10:00 A.M. to 4:00 P.M. on all working days. The Museum shall remain closed on every Thursday and on designated Public Holidays as declared by the competent authority. The successful bidder/agency shall ensure that all services under the scope of work are provided only during the prescribed operational hours and on the days the Museum remains open.

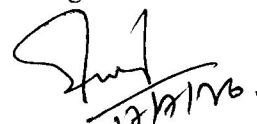
Terms and Conditions:-

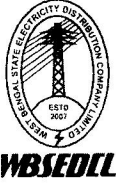
1. The contractor shall have to maintain a stock register of the articles as above at his own arrangement and cost and bear the total cost of any loss or damage of any articles belonging to the WBSEDCL's Museum on demand. If necessary Company reserves the right to adjust demurrages from pending Bill/s of the Contractors/Performance Bond/ Security Deposit.
 2. Replacement of electrical installation / fittings such as Emergency Lamp, Geyser, Water Filter, Electrical Wirings, Light fittings, bulb and fluorescent tube etc. of the Museum. shall be maintained at Company's cost on the basis of survey report. The installations of the museum will remain under agency's custody and they will remain responsible for security of those items. In case of any damage / defect the same be intimated to the Office for further actions.
 3. Cost of cleaning materials like vim, Detergent, Soap, Phenyl, Naphthalene, Odonil etc. will be borne by the Contractor. The contractor shall supply approved quality of liquid hand soap, toilet/ bath soap, Mosquito repellents etc. at his own cost.
 4. Any damage/ loss of articles so provided by the company during tenure of this contract shall have to be made good at the cost of the contractor. Before commencement of the work the agency will check-up the existing articles at Museum and make a record in dead stock register.
 5. Fresh supply of all kinds of articles, either additionally or in replacement due to normal wear and tear, shall however be made at Company's cost on survey.
 6. The successful tenderer should provide standard Liveries to contract labours at his own cost so as to make them presentable and well dressed.
 7. If any poor performance of the contractor is observed, the company will have every right to deduct necessary amount and may withdraw the order.
 8. (i) Monthly payment of Maintenance Contract for Supply of Allied Manpower for Caretaking, Cleaning, Gardening, Record-Keeping, and Supervision will be made by A/c Payee cheque or RTGS after deducting all the taxes & duties as applicable by the Asstt. Manager (F&A), MMHD, against monthly bill duly certified by the Supervising/Nodal officer and the controlling officer of the museum.
(ii) Monthly bill to be submitted with attendance, acquaintance roll, pay slip along with bank payment statement, EPF and ESIC payment details with acknowledgement.
 9. Initially the rate contract may be placed for 02 (Two) Years with the successful tenderer and which may likely to be continued further, if necessary, subject to considering the performance.
 10. For maintaining the service effectively and satisfactorily, initially the following personnel shall have to be deployed by the contractor:-
 1. Highly Skilled Personnel - 1 (one) no.
 2. Unskilled Personnel - 2 (Two) no.
- * Qualification for Highly Skilled personnel shall be Diploma/Graduate in any discipline with basic computer knowledge and should be fluent in Nepali, English and Hindi.

Note:- No under-age personnel be engaged for rendering the Day-to-day Maintenance Contract for Supply of Allied Manpower for Caretaking, Cleaning, Gardening, Record-Keeping, and Supervision at Sidrapong Hydel Power Station Museum, Darjeeling under Mini Micro Hydel Division, WBSEDCL. The violation of the same shall attract penal action as per relevant act.

11. Wages of the workmen shall have to be disbursed as per minimum wages Act (revised from time to time) and necessary wage Register for the purpose shall have to be maintained by the Contractor. Payment of wages to the workmen engaged by the Contractor should be made in the respective bank account of the contract labours.
12. The successful contractor shall be liable to make payment of compensation to workmen engaged for this job as per provision of Workmen's Compensation Act, 1923 in the case of any casualties take place while on duty.
13. The contracting agency shall preferably make arrangement for disbursement of wages etc. to its employee through schedule Commercial Bank after due intimation to controlling Officer/Supervising Officer.
14. The successful tenderer shall have to comply the provisions of Employees Provident Fund and E.S.I. Act. and shall be liable for deduction of Provident Fund/ E.S.I. Contribution of their workmen & deposit the same with the respective Authorities along with required share of Employer's contribution. In case of non-applicability/ availability of E.S.I. the Medical Claim Policy of desired amount is required to be procured by the Contractor.
15. Identity Card of the Contract labour/part-timer:
The Contractor engaging contract labour/ part-timer must ensure 100% compliance of Issue of Identity Cards to such persons. A copy of Identity Cards of Labourers engaged shall be submitted to this end for record.
16. Payment of bonus to the contract labour:
The Contractor shall ensure that contract labour engaged in different works are extended with statutory bonus and same should be released in presence of an AM(HR&A)/ authorized representative by way of witnessing and certifying the same.
17. Work Permit:
The contractor must ensure that no contract labour is engaged without a work permit to be issued by the Asstt. Manager (HR&A), MMHD to those contract labours who are to be engaged in the Museum The name of the contract labours engaged shall be provided, in the work permit.
18. The company shall provide free Water Supply, Electricity for running Museum. smoothly.
19. The successful Contractors shall have to execute an agreement with the WBSEDCL on a Non-Judicial Stamp paper of ₹ 100/- for the service contract.
20. Bidders have to submit EMD amounting to ₹ 25,720.00 (Rupees Twenty Five Thousand Seven Hundred and Twenty) only in favour of WBSEDCL payable at Kurseong in the form of D.D./Banker Cheque along with their Bids. The EMD will be returned to the unsuccessful bidder after finalization of the tender
21. On receiving tenderer's acceptance for the work, the earnest money deposited with the tender will be automatically converted to form a part of security money. Further additional security money @ .8 % (point Eight percent) from each monthly bill shall be deducted so that the total deduction together with 2 % (Two Point percent) security money already taken shall constitute not less than 10 % (Ten percent) of the total value of the contract. The total Security Deposit amount will be returned after 06 (Six) months from the date of the completion of the contract
22. It shall be responsibility of the Contractor to ensure possession of valid Registration No., Trade License, GST Registration No. and Income Tax clearance certificate, PF registration and deposition challan, ESIC registration and deposition challan of the workmen and other documents as per law.

23. The successful contractor shall ensure all arrangement prepared at the museum premises within 24 hours notice.
24. The successful contractor or the workmen engaged at Museum shall not indulge in any improper activities, which are not directly or indirectly related with contract job.
25. All liability arising out of dispute of workmen or accident or any other incident whatsoever shall rest on the Contractor. The company will not bear any liability in case of occurrence of any such events.
26. The Contractor shall inspect as a part of the housekeeping and maintenance work, the water supply points plumbing installations, toilets, electrical light and fan points, tower bolts, locks and keys of the wooden cupboards of the room and also room air conditioners, battery to the wall clock and in the remote control of the TV set etc., and bring to the notice of the caretaker/ company's in-charge/authorized representative in the event of any major defect/ damages of any item so that the same could be attended immediately.
27. All staff employed by the Contractor should be in proper uniform while on duty. The Contractor should supply the uniform without colour specification and pattern approved by the WBSEDCL. It would be noted by the Contractor that in any case of the workers employed by the Contractor are found to be on duty without the uniform, a penalty will be imposed suitably decided by WBSEDCL.
28. The Contractor should ensure safety of the belongings of the visitors in the Museum. However, in case of any untoward incident like theft or loss of any belongings/cash that takes place from the visitors due to negligence on part of the worker employed by the contractor, the contractor would be liable for compensating the loss.
29. The Contractor shall have to hand over all items provided to him, as indicated elsewhere, to the Company at the time of termination of the contract.
30. **Controlling Officer:** The Divisional Engineer (Elect.), MMHD, WBSEDCL, Kurseong.
31. **Supervising /Nodal Officer :** The Assistant Manager (HR&A), MMHD, WBSEDCL, Kurseong.
32. **Paying Officer:** The Assistant Manager (F&A), MMHD, WBSEDCL, Kurseong


 (S J Dukpa)
 Divisional Engineer (E)
 MMHD, WBSEDCL



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(A Govt. of West Bengal Enterprise)

Mini- Micro Hydel Division

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Email id: de.mmhd@wbasedcl.in

9332788634

Tender Notice no:- DE (E)/MMHD/Sidrapong-Museum/26-27/

Date:- /07/2026

Bid Sheet

Name of the Work:- Day-to-day Maintenance Contract for Supply of Allied Manpower for Caretaking, Cleaning, Gardening, Record-Keeping, and Supervision at Sidrapong Hydel Power Station Museum, Darjeeling under Mini Micro Hydel Division, WBSEDCL.

Period of operation 2 years (01/09/2026 to 30/09/2028)

Sl No	Description of Work	Rate Per Month
1	Day-to-day Maintenance Contract for Supply of Allied Manpower for Caretaking, Cleaning, Gardening, Record-Keeping, and Supervision at Sidrapong Hydel Power Station Museum, Darjeeling under Mini Micro Hydel Division, WBSEDCL	Quoted rate In Words:-
2	Daily sweeping, vacuuming and wet mopping cleaning and dusting of all floors, galleries and exhibition areas, stairs, corridor, veranda and walk way etc. and various grill, windows, doors, partitions, soft furnishing articles etc. at Museum and Caretaker/ Guard room Including the supply of brooms, mop, brush etc and cleaning agents.	
3	Gardening including proper floriculture, Trimming, pruning hedges, and applying necessary organic manures, fertilizers, and safe pesticides. Seasonal Changes: Planting seasonal flowers and maintaining potted plants in and around the museum. Regular watering, weeding, and mowing of lawns	
4	Dusting & Polishing: Regular dusting of display cases, exhibit mounts, windows, and doors. Pest Control: Periodic application of eco-friendly, non-staining pest control to protect artifacts and wooden structures. Waste Management: Daily collection and safe disposal of non-hazardous waste	
5	Preventive Checks: Cleaning and minor tit-bit maintenance of light fixtures, and water purifiers, Show cases Audio video System etc. To ensure continuous water supply including tit bit repairing of water supply line as and when required.	
6	To ensure continuous water supply including tit bit repairing of water supply line as and when required. Cleaning the drain including removal all sewage / garbage etc. once in a week.	

The tender shall remain valid for (06) six months from the date of opening of the tender.

The bidders are to quote rate inclusive of all taxes, duties/levies and any other incidental charges related with the work but excluding GST.

I/we am/are agreeable to carry out the work as per rate quoted above by me/us following the enclosed schedule of works and to abide by all terms and condition as stipulated in the tender document.

Address of the contractor:-

[Handwritten Signature]
12/07/2026

Registered Office: "VidyutBhawan", Bidhannagar, Block-DJ, Sector-II, Kolkata-700091 CIN No. U40109WB2007SGC113472

Website: www.wbasedcl.in

WBSEDCL

Asst. Manager (HR&A)
Mini Micro Hydel Division
WBSEDCL, Kurseong