



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.**

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Memo. No. DE(E)/MMHD/TENDER/ELECT./

Date: / /2023

To

TENDER NOTICE NO. : DE(E)/MMHD/EM/2023-24/16

Dated: 24/11/2023

The Divisional Engineer (Elect), Mini Micro Hydel Division, WBSEDCL, 2nd Floor, Administrative Building, Near Kurseong Municipality Office, Dowhill Road, Kurseong-734203, Dist. Darjeeling (West Bengal) for and on behalf of WBSEDCL invites sealed tenders from the reputed, experienced and financially sound Indian firms for the work of **"Supply & Delivery of Heat Convector and Room Heaters at Office of Divisional Engineer (Elect.), Mini Micro Hydel Division, WBSEDCL, Kurseong."**

Sl. No.	Description of Work	Time of completion of the job
1	Supply & Delivery of Heat Convector with Automatic Thermal safety Cut-out, Easy mobility, Compact Design Two heat setting: 1000/2000W & Double Rod Room Heater, Adjustable thermostat for desired temperature, Tilting Legs, SS reflector with Two heat Setting 1000/2000W for the Office of Divisional Engineer (Elect.), Mini Micro Hydel Division, WBSEDCL, Kurseong.	15 (Fifteen) Days

Instruction to Bidder :

- Rate should be quoted both in words and in figures excluding delivery/transportation charges and 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.
- The Bid shall remain valid for a period of 90 (Ninety) days from the date of opening of bid. Issuance of bid documents will not be constructed to mean that such bidders are automatically considered qualified.

- Tender documents will not be issued/ received by post. Physical collection and submission of documents mandatory. Tender send by post will be rejected.
- 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.
- Any other details may be collected from the Asst Engineer (E), Office of the Divisional Engineer (E), Mini Micro Hydel Division, WBSEDCL, Kurseong Mob No. 8900794058.

Schedule for key information of this tender:

i)	Place for issuance and submission of Tender of Tender Document and opening of bid document.	O/o the Divisional Engineer (E) Mini Micro Hydel Division Administrative Building, 2 nd floor WBSEDCL 2 nd floor Kurseong-734203
ii)	Date & Time for receipt of application with required documents for issue of Tender Paper.	From 11:00 Hrs of 24 th November to 16:00 Hrs of 14 th December, 2023 (Except Saturday, Sunday & Holiday)
iii)	Last date and time for submission of bid document	Upto 14:00 Hrs of 15 th December, 2023
iv)	Date and time for opening of bid in presence of Bidder	At 15:00 Hrs of 15 th December, 2023

Enclo:

1. Terms & Condition
2. Schedule of work (Annexure-A)




(Simit Subba)
Divisional Engineer (Elect)
MMHD, WBSEDCL, Kurseong

Terms & Conditions:-

1. **Scope of Work:** "Heat Convector with Automatic Thermal safety Cut-out, Easy mobility, Compact Design Two heat setting: 1000/2000W & Double Rod Room Heater. Adjustable thermostat for desired temperature, Tilting Legs, SS reflector with Two heat Setting 1000/2000W at the Office of Divisional Engineer (Elect.), Mini Micro Hydel Division, WBSEDCL, Kurseong., as per the schedule of work in ANNEXURE-A.
2. **Price:** The price should be net and firm inclusive of all incidental charges. The provision of taxes & duties, if any, shall be governed by prevailing Govt. rules. Indicate the SAC/ HSN Code as applicable in the tender document.
3. **Completion period:** The work has to be completed within 15 (Fifteen) days from the date of issuance of order.
4. **Guarantee Period:** The entire items shall have to be guaranteed for a period of one year or as provided by the manufacturer from the date of completion of work.
5. **Quality:** The items supplied should be of high quality. If found beyond specification the same has to be replaced immediately.
6. **Evaluation and Comparison of Bids:** Bid shall be evaluated on basis of total price for the entire scope of work covered under this bid document.
Evaluation bid price of all bidders 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.
7. **Liquidated Damages:** Supply and delivery (physical delivery of Items / Materials at the place of delivery in accordance with the Delivery Instruction)/ erection/ construction of the Equipment / Materials as well as execution of the entire work should be as per the delivery schedule / schedule of completion of work. If the Equipment/ Materials/ erection/ construction are not delivered / work is not completed within stipulated period as per schedule, WBSEDCL reserves the right to repudiate the Order (LOA). But the Purchaser may, at his discretion, extend the delivery schedule/ execution schedule subject to imposition of liquidated damages at half percent (0.5%) of the Contract price for per week of delay or part thereof for first 10 (ten) weeks and @ 1% (one percentage) of value per week beyond 10 (ten) weeks subjected to a maximum of 10% of the contract price / Order value and accept the delivery work of all mentioned items beyond the stipulated period. Liquidated damages, if any, shall be recovered from your bill.
8. **Payment:** 100% payment along with taxes and duties will be made after successful delivery of all items and against submission of your GST prescribed invoice in triplicate. The payment will be made through bank transfer.
9. **Statutory Deduction:** WBSEDCL shall deduct all the statutory taxes i. e. income tax, work contract tax, as applicable at source from the Invoice in accordance with the provision of statutory obligation as applicable.
10. **Extension of time:** An extension of time without imposition of penalty, may be granted for delay in execution of work 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 within the schedule date of completion by the contractor who has to establish that the extension of time required by him is not due to his fault.
11. **Safety Rules:** All the safety rules required for the works shall have to followed strictly.
12. **Jurisdiction:** Any dispute arising with the department and the agency will be dealt exclusively within the jurisdiction of Courts of Darjeeling/ Jalpaiguri District or Kolkata High Court.

13. **Labour rules:** All labour related work directly or indirectly, the agency should follow according the provision.
14. **Controlling Officer:** The Divisional Engineer (E), MMHD, WBSEDCL.
15. **Supervising Officer:** The Asst. Engineer (E), MMHD, WBSEDCL.
16. **Paying Officer:** The Asst. Manager (F&A), MMHD, WBSEDCL.



Divisional Engineer (Elect)
MMHD, WBSEDCL, Kurseong

SCHEDULE OF WORK

Sl. No.	Description of work	Qty.	Brand	Model	Rate (Rs.)	Amount (Rs.)
01.	Heat Convector with Automatic Thermal safety Cut-out (of reputed make)	33 Nos.				
02.	Double Rod Room Heater, Adjustable thermostat for desired temperature (of reputed make)	19 Nos.				
TOTAL						
GST @ 18%						
Total Amount including GST						

Amounts in words:

SIGNATURE OF THE TENDERER WITH SEAL


 Divisional Engineer (Elect)
 Mini Micro Hydel Division
 WESEDCL, Kurseong