



**West Bengal State Electricity Distribution Company Limited**  
(A Govt. of West Bengal Enterprise)

**Office of the Zonal Manager, Midnapore Zone**

Administrative Building, 3rd floor, Burdge Town, Power House Complex  
Dist: Paschim Midnapur, Pin No: 721101, E-Mail: zm.midnapore@wbasedcl.in

**NOTICE INVITING e-TENDER**

NIT No. MZ/HR&A/TENDER/ 06

Date: 01 / 08 / 2025

The Zonal Manager, Midnapore Zone WBSEDCL invites e-tender for printing, supply & delivery of forms & stationeries (Two cover bid) detailed in the table (02 nos.) mentioned below. (Submission of Bid through online)

Sl. No.	Name & Description of Articles	Quantity
1.	<b>New Connection Form : Application Form with undertaking for less than 50 KVA new service connection / Extension of load at MV/LV (400 / 230 Volts) - Annexure - A &amp; B (Combined):</b> Both side printing of Application Form with undertaking for less than 50 KVA new service connection / Extension of load at MV/LV (400 / 230 Volts), Finish 02 sheet on 65 GSM Andra Color Maplitho paper or any equivalent branded sky blue Maplitho paper when open size 42 CM (W) X 28 CM (H ).	3,00,000 nos.
2.	<b>Connected Load Declaration:</b> One side printing of 01 (one) sheet on 60 GSM size 21 CM (W) X 28 CM (H) Andra white Maplitho paper or any equivalent branded white Maplitho paper.	2,60,000 nos.
3.	<b>Field Book to be printed in Bengali:</b> One side printing of page from 1-100 on 54 GSM Andhra White Wove paper bearing size A-4 having its duplicate with perforation on top and thick paper binding containing 200 pages of each field Book)	500 Books.

Other relavant information / criteria:

Sl No	Estimated cost.	Cost of Tender paper (Documents)	Earnest money deposit.	Period of Delivery	Name of the Concerned Office
1.	Rs. 5,70,000/-	Nil	Rs. 14,250/- (2.5 % of the estimated cost.	30 (thirty) days from the date of order.	Midnapore Zonal Office, WBSEDCL

**Tender Fee :** Nil.

**Price:** The quoted price shall remain firm and valid up to one year from the date of opening of bid.

**Earnest Money Deposit:** Rs. 14,250/- (Rupees fourteen thousand & two hundred fifty only).  
(Mandatory for all Categories of Vendor).

Registered Office :: Vidyut Bhawan :: Block -DJ :: Sector - II :: Bidhannagar :: Kolkata - 700 091  
CIN- U40109WB2007SGC113473, Phone: 033-23591930-40 :: Website : [www.wbasedcl.in](http://www.wbasedcl.in)

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**Schedule of dates for e-Tendering:**

Sl. No.	Activity	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	11.08.2025 at 05.00 P.M
2	Documents download start date (Online)	12.08.2025 at 10.00 A.M
3	Date of Pre-bid meeting to be held at Midnapore Zonal Office, 3 <sup>rd</sup> Floor, Administrative Building, P.O: Midnapore, Dist: Paschim Medinipur, Pin-721101. (Offline)	13.08.2025 at 01.00 P.M.
4	Bid submission start date (Online)	14.08.2025 from 10.00 A.M.
5	Bid Submission closing date (Online)	22.08.2025 upto 02.00 P.M
6	Last date of physical submission of BG (if required)	22.08.2025 upto 03.00 P.M
7	Date of opening of Techno-commercial Bid (Online)	27.08.2025 after 2.00 P.M
8	Date for opening of Financial Bid (Online)	The date & time will be intimated after evaluation of Techno- Commercial Bid.

**Terms & conditions of the Tender Notice:**

- Intending bidders desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in> for the tender. The tender can be searched by typing WBSEDCL in the search engine provided in the website.

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. n Code Solution, Safe script, e-Mudhra). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents.

- Eligibility Criteria:**

**2.1 Technical & Commercial:** "A bidder shall be considered technically eligible, with experience of having successfully completion of supply & delivery the similar nature of material during last 7 years subject to fulfilment of the following criteria.

A) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.

Or





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B) Two similar completed works costing not less than the amount equal to 50% of the estimated cost.

Or

C) One similar completed work costing not less than the amount equal to 80% of the estimated cost".

**2.2 Financial:**

2.2.1 The average annual turnover of the bidder during last three years shall not be less than 30% of the estimated cost.

2.2.2 Working capital in the year, proceeding the year of bid submission shall not be less than 30% of the estimated cost.

2.2.3 In case documents certifying credit facility from a scheduled bank is submitted, the requirement given in cl 2.2.2 shall be judged by adding available credit facility and working capital taken together.

**3. Submission of documents to substantiate the qualifying requirement such as:**

Bidders should have uploaded the scanned copy of following documents:

- Copy of GST Registration certificate
- Copy of PAN
- Copy of P-Tax
- Copy of Trade License
- The acknowledgement copy of Income Tax Return for last 3 years.
- Annual Audited Financial Report for last 3 (three) years to be submitted for verification in respect of bidders for whom audit of account is mandatory. For those whose audit of accounts is not mandatory, they shall submit copy of IT returns along with related enclosures (Form 3CA and Form 3CB) for last three years.

**4. Tenders shall be of two part bids: Part-I Techno-Commercial Bid & Earnest Money & Part-II Price bid.**

**Sample :-** Sample of half-foolscap size paper indicating the **GSM** & Brand duly signed with the seal of the Company / Firm should be submitted in a covered envelope duly signed without which tender shall be treated as cancelled. (physical).

**5. Tender Fee:** Tender Cost /Tender Fee is abolished. All participating bidders are therefore exempted from payment of Tender Fee.

**6. Earnest Money:** - Earnest Money Deposit shall be submitted through online mode through the e-Tendering portal (<https://wbtenders.gov.in>). All offline instruments like Bank Draft, Pay Order etc. will be stopped for e-tender procurement. In case of unsuccessful/ rejected bids, the EMD shall be refunded directly from the e-Tendering portal. However for successful bids, the EMD will be refunded by WBSEDCL as per norms. **Deposition of Earnest Money is mandatory for all Categories of Vendor.**





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A) The bidder shall deposit the requisite earnest money through online mode only (Bank Name-ICICI Bank Ltd., Account Title- West Bengal State Electricity Distribution Company Ltd., Account Type -Current, ICICI BANK LTD., BLOCK-A, ECOSPACE BUSINESS PARK, RAJARHAT, KOLKATA-700156.) Following payment options are available for online payment of EMD, for the intending bidders,

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-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 e-procurement portal to continue the bidding process after expiry of a reasonable time to enable the RTGS/NEFT process to be completed.

In exceptional cases

iii. **Submission of EMD through BG:** For submission of EMD in the form of BG, bidders will have to opt for EMD Exemption in e-tender portal and upload scanned copy of BG in the EMD exemption document upload section. Physical copy of BG shall be submitted at the office of tender inviting authority as per respective clauses of NIT.

EMD amount can be paid either in online mode or submitted through Bank Guarantee (BG) in full. Partial payment through online mode and remaining submission through BG is not allowed.

7. **Change of quantity & Repeat Order:** - The Company may vary quantity of the materials by ( $\pm$ ) 25% any time during the execution of the contract. Similarly the Company may procure the material by placing repeat order maximum up to limit of 50% of the value of the original order on successful performance of the contract at the existing rates, Terms and condition. There may be some marginal variations in specification in the tender paper. Vendor should quote their rate as per specimen copies for each of the articles which may kindly be seen at the Midnapore Zonal office, Administrative Building, 3<sup>rd</sup> Floor, Administrative Building, Midnapore, Dist:- Paschim Medinipur on all working days.
8. **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 of their respective price bids If there may be found any dispute regarding wrong submission of Bid / non-submission of any documents 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.
9. **Printing items details:** All papers should be supplied by the vendors. GSM as mentioned in the specification shall remain fixed. Printing should be clear and perfect. Any defect in printing in any of the articles will lead the articles as defective. If any addition/alteration in the existing pro-forma of any of the articles is made by the Company during the delivery period, should be made by the suppliers

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also for which no extra cost would be allowed. Proof should be submitted to the Manager (HR&A), Midnapore Zone, WBSEDCL, before final print. Specimen copy should be returned at the time delivery of the articles.

10. **Rate :-** The rate should be quoted excluding of GST and with delivery charges ( **Item wise lowest bidder/ bidders will be awarded**) at Midnapore Zonal Office Store, Administrative Building, Midnapore, Dist:- Paschim Medinipur. The rate is Firm for entire delivery period. No escalation of rate, if any, may be considered except in the event of any new taxes / levies making 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.
11. **Validity of offer:** - The offer will remain valid up to 120 days from the date of opening of Bid.
12. No price preference will be allowed to any tenderer based on the size of the industries or its geographic location.
13. **Security Money:** - Performance Guarantee in the form of security deposit will be deducted as per norms. The security money would, however, be refunded without carrying any interest after 03 months satisfactory performance of items.
14. **Delivery of articles:-** Delivery of articles to be made at Midnapore Zonal Office, Administrative Building, Ground Floor, Administrative Building, Midnapore, Dist:- Paschim Medinipur. The articles should be stocked outside the store premises for checking and counting which should be conform to our sample and specification. Thereafter these should be entered into the Store premises to be placed as per direction at own cost if found in order. The article should be supplied as per delivery schedule as stipulated in order at free of delivery /incidental charges.
15. **Liquidated Damage for delay in delivery:** - The time of delivery are to be treated as essence of the contract and company reserves the right to terminate the contract if the materials are not delivered within the schedule period as would be specified in the order. If the materials are not delivered within the specified delivery schedule **Liquidated damage (L.D.)** will be imposed @ 0.5%(half percent) per week of delay or part thereof subject to a maximum of 10 % of the total value of the contract along with other penalty as may be decided by WBSEDCL. The entire amount of L.D. / penalty, if any, shall be recovered from the outstanding bills / security money.
16. **Legal Jurisdiction :-** If any dispute or difference arises with respect to quality of the job pertaining to this order or any other terms and conditions of the order including its execution, such dispute / difference shall be subject to settlement under the jurisdiction of Courts in Midnapore.






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17. **Force Majeure :-** The successful bidder shall be under no liability if he is prevented from carrying out any of his obligations by reason of civil commotion, mutiny, insurrection, rebellion, revolution, accident, earthquake, fires, floods, Govt. orders and / or restrictions and other cause beyond the reasonable control of the supplier. However, such force majeure circumstances are to be intimated within 3 days from the occurrence and to be established subsequently with proper documents / proofs to the entire satisfaction of WBSEDCL.
18. **Risk purchase:** If there is a failure to execute the contract fully, WBSEDCL reserves the right to forfeit Security deposit to the extent of loss so suffered by WBSEDCL on risk purchase or otherwise, and may deduct the additional amount, if any, so incurred by WBSEDCL from other claim/bill lying with WBSEDCL.
19. **Formation of Cartel & other penal measures:** Any evidence of unfair trade practices, including overcharging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the parties. Penal measures as deem fit would be imposed on such tenderers by WBSEDCL.
20. **Inspection of Factory premises:-** The Factory premises may be inspected, if required, by the WBSEDCL officials at any time before or after placement of order.
21. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL shall not be eligible to participate in the bidding process.
22. **Place of delivery:** Delivery of articles to be made at Midnapore Zonal Office (Ground Floor), Administrative Building, Burdge Town (Near Fakir Kua), Midnapore, Dist:- Paschim Medinipur, Pin-721101.
23. **Hours of delivery:** On week days except Saturday, Sunday/Holiday between 11 AM to 4 PM.
24. **Controlling Officer:** The Zonal Manager, Midnapore Zone, WBSEDCL.
25. **Paying Authority:** Sr. Manager (F&A), Midnapore Zone, WBSEDCL: Payment on submission of bill after completion of delivery would be made as per delivery schedule. But considering the large quantities of articles involving bulk amount, part payment against part delivery of the articles may be allowed strictly following the delivery schedule. Bill along with signed challan's to be submitted in triplicate to the Zonal Manager, Midnapore Zone, WBSEDCL for payment by the Sr. Manager (F&A), Midnapore Zone, WBSEDCL in due course.
26. **Consignee Officer:** Manager (HR&A), Midnapore Zone, WBSEDCL.
27. Any further information may be had from the website: [www.wbasedcl.in](http://www.wbasedcl.in) and the following office :  
Midnapore Zonal Office, 3<sup>rd</sup> Floor, Administrative Building,  
Burdge Town (Near Fakir Kua), Midnapore,  
Dist:- Paschim Medinipur, Pin-721101. Mobile No: 9332792501.

  
(D. K. MANDAL)  
Zonal Manager

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