



# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Govt. of West Bengal Enterprise)

Mini- Micro Hydel Division

Administrative Building, 2<sup>nd</sup> Floor, Dowhill Road,

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

Email id: de.mmhd@wbasedcl.in

Ph: (0354)2344456, Mobile : +91-9332788634

Memo. No. DE(E)/MMHD/Sun Board/25-26/

Date:-

TO

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**TENDER NOTICE NO.:- DE(E)/MMHD/HR/25-26/04**

**Date:-11/09/2025**

The Divisional Engineer (Elect), Mini Micro Hydel Division, WBSEDCL, 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 Sunboard with Color vinyl Sticker (Safety awareness poster) for Hydel Power Stations under Mini Micro Hydel Division, WBSEDCL, Kurseong"**.

Sl. No.	Name of the work	Estimated Amount	Earnest Money (Rs.)	Time of completion of work
1.	"Supply & Delivery of Sunboard with Color vinyl Sticker(Safety awareness poster) for Hydel Power Stations under Mini Micro Hydel Division, WBSEDCL, Kurseong".	Rs.38,350/- (Rupees Thirty-Eight Thousand Three Hundred Fifty Only)	2.00% (Two percent) of the estimated amount i.e. Rs.767.00 (Rupees Seven Hundred Sixty seven only)	15 (Fifteen Days)


1. Tender documents containing schedule of work may be had from the office of the undersigned on submission of application addressed to the undersigned on any working days from 10:30 AM to 2:00 PM. Tender documents will not be issued/ received by post. Tender send by post will be rejected.
2. 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 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.
3. The tender documents will be issued to only those agencies who have valid GST registration Certificate, PAN No, Trade License.
4. The name of work and reference no. of the tender should be superscribed on the envelope containing the tender.
5. Rate should be quoted both in words and in figures including GST.
6. GST as applicable will be paid extra. HSN Code to be mentioned.

7. 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.
8. 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.
9. All pages of the tender document must be signed with company's seal by the tenderer.
10. 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.
11. 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.
12. Tenders received after due date and time shall not be entertained under any circumstances.
13. The WBSEDCL may at its discretion ask any bidder to produce the detailed price analysis for the quoted rate.
14. Intending bidders maybe visit the site giving prior intimation to the office before submission of tender.
15. 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.
16. 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).
17. 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.
18. Any other details may be collected from the Asst. Manager (HR&A), Mini Micro Hydel Division, WBSEDCL, Kurseong Mob No. 9332789090.

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

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|---|---|---|
| i) Notice inviting Tender [NIT]   | : | DE(E)/MMHD/HR/25-26/04 Dated :-11/09/2025   |
| ii) Place, date & time for Sale of Tender Document                              | : | O/o the Divisional Engineer (Elect)<br>WBSEDCL, MMHD, Dowhill Road,<br>Kurseong, Pin-734203,<br>Dist.- Darjeeling, West Bengal.<br>11/09/2025 to 25/09/2025<br>[10:30 AM to 02:00 PM] |
| iii) Last date and time for submission of bid :                                 |   | 25/09/2025 up to 02:00 PM   |
| iv) Place, date & time for opening of bid in presence of Bidders representative | : | O/o the Divisional Engineer (Elect)<br>WBSEDCL, MMHD, M.V Road<br>Kurseong, Pin-734203,<br>Dist-Darjeeling, West Bengal.<br>[25/09/2025 at 03:00 PM]                                  |

Encl:- 1. Terms & Conditions  
2. Specification of Items (Annexure-A).

  
Superintending Engineer (Elect.)  
Mini Micro Hydel Division, Kurseong

## **Terms & Conditions:**

1. **Job Description:** Supply & Delivery of Sunboard with Color vinyl Sticker (Safety awareness poster) for Hydel Power Stations under Mini Micro Hydel Division, WBSEDCL, Kurseong.
2. **Price:** The price is to be quoted as per schedule and should be net and firm inclusive of all taxes and other charges. The Provision of taxes & duties if any shall be governed by prevailing Govt. rules.
3. **Completion period:** The materials should be supplied within 15 (fifteen) days from the date of issuance of order.
4. The bidder shall have PAN and GST Registration No. in respect of his firm and required to be furnished as and when asked for during the process.
5. **Liquidated Damage:** In the event of delay, a penalty will be imposed @ ½% per week or part thereof subject to maximum 10% of the ordered value which will be deducted from the bill.
6. **Payment:** 100% Payment will be made after satisfactory completion of the work through A/c. payee cheque on S.B.I., Kurseong Branch, Kurseong.
7. **Statutory Deduction:** WBSEDCL shall deduct all the statutory taxes i.e. income tax, GST, P.T. etc. at source from the bill in accordance with the provision of statutory obligation as applicable.
8. **Validity period:** The entire rate should remain valid for a period of 90 days from the date of opening of tender.
9. **Guarantee Period:** The entire item shall have to be guaranteed for a period of one year from the date of completion of work. In case, there is any problem in operation of mentioned item, the same shall have to be corrected as per the requirement free of cost.
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 contractor. 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.

### **(a) Causes for Extension of Time for Completion:**

The tenderer may claim an extension of the Time for Completion if the work is delayed due to any of the following causes:

- (i) Extra or additional work ordered in writing by WBSEDCL.
- (ii) Suspension of work ordered in writing.
- (iii) Delay by any other Contractor engaged by WBSEDCL, affecting this Contract.
- (iv) The WBSEDCL's Risks, if any when they constitute the sole reason for the delay in completion of Works.
- (v) Delay in hand over of site by WBSEDCL.
- (vi) Force Majeure.

The tenderer shall give notice to WBSEDCL of his intention to make a claim for an extension of time within 7 days of the occurrence of any of the above cause(s). The notice shall be followed as soon as possible by the claim with full supporting details.

## **11. Force Majeure:**

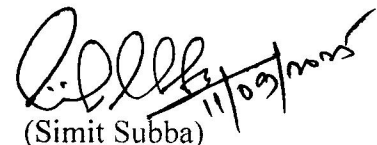
- (i) Definition of Force Majeure

Force Majeure means any circumstances beyond the control of the parties, including but not limited to:

- (a) War and other hostilities, (whether war be declared or not), invasion, act of foreign enemies, requisition or embargo.
- (b) Rebellion, revolution, insurrection, military or usurped power and civil war.
- (c) ionizing radiation or contamination by radio-activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosives, or other hazardous properties of any explosive nuclear assembly or nuclear components thereof.
- (d) Riot, commotion or disorder.

(e) Earthquake, Flood, Cyclone and such other natural disaster.

12. **Security Money** :For the successful tenderer of the work, the earnest money deposited with the tender will be converted to form a part of security money. An additional sum of security money, if required, shall have to be deposited by the successful tenderer to constitute initial security money of 2 % (two percent) of ordered value. Further additional security money @ 8 % (Eight percent) from the bill shall be deducted so that the total deduction together with 2% (two percent) security money already taken shall constitute not less than 10 % (Ten percent) of the total value of works as actually done. All security money shall be refunded, either in full or part as the case may be, after the expiry of the period of contract (which shall be one year normally, if not otherwise mentioned in the work order) after completion of the work.
13. The tenderers should contact the Superintending Engineer (Elect) or Asst. Manager (HR&A), MMHD, Kurseong for any further information regarding the detailed job involvement prior to submission of tender.(Mobile No:- 9332788634/ 9332789090)
14. The tenderer should put their signature with seal in all the pages of the tender documents.
15. The rate should be quoted in the enclosed Price Schedule.
16. **Controlling Officer**: The Superintending Engineer (E), Mini-Micro Hydel Division, WBSEDCL, Kurseong.
17. **Supervising & Consignee Officer**: The Asst. Manager (HR&A), Mini-Micro Hydel Division, WBSEDCL, Kurseong.
18. **Paying Officer**: The Assistant Manager (F&A), Mini-Micro Hydel Division, WBSEDCL, Kurseong.



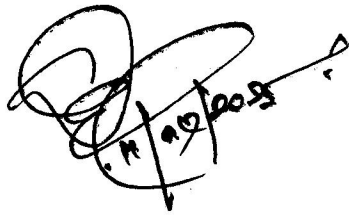
(Simit Subba)

Superintending Engineer (Elect.)  
Mini Micro Hydel Division, Kurseong

**Annexure-A**  
**PRICE SCHEDULE**

Sl No.	Description of Item	Size (Ft.)	Qty	Rate(Rs.)	GST %	GST Amount	Total Amount (Rs.)
01	Sun board with color vinyl Sticker (Safety awareness poster)	(4x3)	50				
<b>Total</b>							

(Amount in words Rupees .....  
.....)



**Signature of the Tenderer with seal**