



WESTBENGALSTATEELECTRICITYDISTRIBUTIONCOMPANYLIMITED
(A Govt. of West Bengal Enterprise)
HABRADIVISIONOFFICE
HIMANGSHUSARANI, JEERATROAD, HABRA, NORTH 24 PGS-
743263

Phone No.: 9332793890
e-mail: dm.habra@wbsedcl.in

NOTICE INVITING e-TENDER

NITNo.: DM/HBD/TECH/2025-26/40

Date: 09.12.2025

Tender is invited by the Divisional Manager, Habra Division, North 24 Parganas, WBSEDCL, Himangshu Sarani, Zirat, Road, Habra, Dist: North 24 Parganas, 743263 through electronic tendering (e-tendering) for the work as detailed in the table below:

(Submission of Bid through online)

Sl No.	Description of Item	Unit	Qty	Estimated Cost	Earnest Money	Completion Time	Name & Address of the Concerned Office
1	Supply and delivery of Suspension Clamp with Bracket 35 sq. mm. messenger Of Make Raychem/ Enstro/ SKIC/ Tyco and as per specification of WBSEDCL	Nos	1500	Rs. 4,71,000/- (Rupees Four Lakhs Seventy One Thousands Only)	2% (Two Percent) of the Estimated Cost	20 working days (From the date of issuance of Purchase Order)	Habra Division, Himangshu Ghosh Sarani, Zirat Road, Habra, North 24 PGS, Pin-743263

Scope: - The materials are to be procured for Habra Division. The supply of the materials will be directly at Habra Divisional Store. Necessary Challan, E-Way Bills are to be provided at Habra Divisional Store.

Delivery Address: Habra Divisional Store, Banipur Chowmatha, Banipur, Habra, North 24 PGS, Pin- 743233.

1. In the event of filling, the intending bidder may download the tender document from the website <https://wtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money may be remitted through online by RTGS ICICI payment Gateway (Online mode).
2. Both Technical Bid and Financial Bid should be submitted in technical and financial folder concurrently duly digitally signed by the Tenderer through the website <https://wtenders.gov.in>.
3. Technical Document and Financial Bid should be submitted online on or before as per the 'Date & Time Schedule' stated in Sl. No.-08.
4. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL DOCUMENT of the tender found qualified by the Tender Inviting Authority. The decision of the Tender Inviting Authority will be final and absolute in this respect. The list of Responsive and Non-Responsive Bidders will be displayed in the website.
5. The bids prepared by the bidder and all other correspondences and documents relating to the bid, exchanged by the bidder and WBSEDCL, shall be written in English Language only.

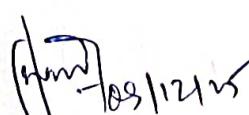
(Signature)
09/12/2025

Divisional Manager
Habra Division, (N) 24 Pgs.
W. B. S. E. D. C. L.

6. a) No agent is allowed to participate in the Tender. Only Manufacturer or authorized distributor is allowed to participate in the bidding process.
- b) Bid Specific Authorization certificate from the OEM is to be submitted by the bidder along with credential documents.
7. One Sample of Each Material is to be submitted at Habra Divisional Store physically strictly as per the 'Date & Time Schedule' stated in Serial Number (13). The tag with the sample should contain the name of the sample along with the Brand name, name of the manufacturing company as well as the name of the vendor/bidder; for a valid tender, sample has to be approved by the Divisional Authority (Sample Approval Committee). The Financial Bid of the bidders, whose samples aren't approved, will not be opened for Financial Evaluation & henceforth they will be deemed disqualified. Rejected Samples can be taken away by the respective vendors. After LOA is awarded, the awardees can adjust the sample with the delivered material lot.
8. **Eligibility criteria for participation in the tender:**
 - (i) The bidders must be bona fide, experienced & resourceful contractors and have successfully completed similar nature of work under the authority of Government, Semi-Government, Government Under taking Organizations, Government Enterprises or any power utility etc.
 - (ii) The Bidders are required to produce valid copies of current G.S.T. registration certificate, professional tax(P.T.) deposit challan, E.P.F. registration certificate & challan, E.S.I. registration certificate & challan, PAN card, income tax acknowledgement / return for the last three financial years, Electrical supervisory License, Labor License, trade license as well as other certificates of compliance of statutory obligations (to be documented through e-filing).
 - (iii) The Bidders shall submit reports on the financial standing reflecting solvency of bidder (company / firm) as certified by bankers, audited annual reports on accounts with auditor's certificate, Tax audit report for last three financial years, as applicable.

Prospective bidders are advised to note carefully the minimum qualification criteria as mentioned in the Table - I of Serial Number (4) (Submission of Tenders) of Section - A (INSTRUCTION TO BIDDERS).

9. **Responsibility of Bidders:**
 - (i) It shall be the sole responsibility of Bidders to determine and to satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this contract including, in particular, all factors that may affect the cost, duration and execution of the work.
 - (ii) It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. Any claim, whatsoever, including those for financial adjustments to the contract, once awarded under these documents will not be entertained by WBSEDCL. Neither any change in time schedule of the contract nor any financial adjustments, arising thereof, shall be permitted by WBSEDCL, which are based on the lack of such clear information of its effect.
 - (iii) WBSEDCL will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interpretation or deductions the bidder may derive from the data furnished by WBSEDCL. Verbal agreement or conversation with any



Divisional Manager

Habra Division, (N) 24 Pgs.

W. B. S. E. D. C. L.

officer, employee of WBSEDCL either before or after the execution of the contracts, shall not affect or modify any of the terms or obligations contained in the contract.

(iv) The bid shall include all the information as per bid document. The bidder is expected to examine carefully all instruction, conditions, forms, schedules, terms, Annexure, specifications etc. in the bidding documents. Failure to comply with the requirement of bid submission will be at the bidders own risk. Bids, which are determined to be not substantially responsive to their requirements of the bidding documents, will be rejected.

(v) The bidder shall bear all the costs associated with the preparation and submission of bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

(vi) In order to avoid any problem arising out of network error or server error, bidders are advised to submit the bid, well in advance of the last date and time of submission of the bid.
WBSEDCL shall not be held responsible for any failure of Bid submission due to snag arising out of network failure.

10. Bidder shall provide the rates for items in the BOQ without GST. Applicable GST will be paid in extra.

11. Mobilization Advance: No mobilization advance or secured advance will be allowed.

12. Validity of Bids: Bids shall remain valid for a period not less than 120 (One hundred twenty) days after date of opening of bids of the tender. Bids valid for a shorter period shall be rejected by the Tender Inviting Authority as non-responsive. If the bidder withdraws the bid before the period of bid validity without giving any satisfactory explanation for such withdrawals, the earnest money as deposited will be forfeited forth with without assigning any reason thereof.

13. Date&Timeschedule:-

Sl. No.	Particulars	Date & Time
01.	Date of uploading of N.I.T and Tender Documents (online). [Publishing date]	17.12.2025 after 10:00 hrs
02.	Documents sell / download start date (online).	17.12.2025 after 10.00 hrs
03.	Bid Submission upload start date (online)	17.12.2025 after 10:00 hrs
04.	Bid Submission upload end date (online)	08.01.2026 up to 15:00 hrs
06.	Start date for submission of sample (Refer to Clause 7 above).	17.12.2025 after 10:00 hrs
07.	End date for submission of sample (Refer to Clause 7 above).	08.01.2026 up to 15:00 hrs
08.	Last date of online deposition of EMD	08.01.2026 up to 15:00 hrs
09.	Date for opening of technical bid (online) for the Bidders	10.01.2026 after 10:00 hrs
10	Date of uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (online).	To be intimated later
11	Date, for opening of Financial Bid (online).	To be intimated later

14. Earnest Money Deposit (EMD): The amount of Earnest Money Deposit(EMD)shall be deposited through Online as prescribed in the NIT. The bidder shall select the tender to bid and initiate payment of EMD.

(a) **Following payment options are available for paying EMD amount through Online mode:**
• Net-banking through payment Gateway.

(W.B.S.E.D.C.L.) 08/12/25
Divisional Manager
Habra Division, (N) 24 Pgs.
W. B. S. E. D. C. L.

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

(b) General Instruction 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.
- Amount of Earnest Money shall be 2% of the pro-rata estimated value of the item wise offered quantity.
- Earnest Money shall be in the form of Bank Draft/Pay Order/ Banker's Cheque of scheduled Bank drawn in favour of WBSEDCL payable at Kolkata or Bank Guarantee as per WBSEDCL's Format with validity up to 6(six) months from the due date of tender submission and with a claim period of another 3(three) months.
- Tender shall not claim any interest of Earnest Money Deposit. The permanent Bank Guarantee as maintained in the name of earst while WBSEB/WBSEDCL and not received back by the tender, if any, will not be applicable.
- 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).
- Amount of earnest money to be submitted with the Tender Bids shall be 2% of the pro-rata estimated value of the offered quantity in the form of Bank Draft/ Pay Order/ Banker's Cheque of Scheduled Bank drawn in favour of WBSEDCL payable at Kolkata or Bank Guarantee or through ONLINE MODE (For e-Tender only) as per BSEDCL's format.
- 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.

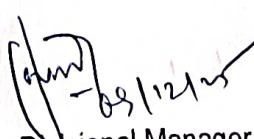
(c) Refund/Settlement of EMD Amount:

- For unsuccessful bidders, EMD amount submitted against the tender shall be refunded automatically, 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 payment and refunds, bidders will have to communicate with ICICI Customer Support, viz. 03340267512/13 since payment gateway facility used by E-tender portal is maintained by ICICI.
- Earnest Money shall be refunded on after submission of Security Deposit in two parts @ 2.5% each of a total value of the order placed on the tenderer. All security deposit should be in the form of B.G. from any scheduled Bank in India. In the BG there must be provision for payment at Kolkata in case of invoking.

(d) Successful bidder(s) shall have to mandatorily create Vendor ID through WBSEDCL Web Portal Vendor Corner, if not created earlier.

(e) Forfeiture of Earnest Money Deposit(EMD): Earnest money deposit/bid guarantee shall be forfeited in case of the following situations:

- If during the period of validity, the bidder withdraws/modifies its bid as a whole or in part.
- If the bidder deviates from any clarification/confirmation given by him subsequent to submission of his bid.


 Divisional Manager
 Habra Division, (N) 24 Pgs.
 W. B. S. E. D. C. L.

- In the case of successful bid, if the bidder fails:
 - To accept LOA/ Order unconditionally and sign contract.
 - To furnish contract performance bond as per standard proforma.

15. **Specification of Work:** The work should confirm to WBSEDCL's general conditions of contract, standard specification, approved drawing of the WBSEDCL satisfying relevant provisions of I.E .rules.

16. **Supply of Materials:** Major items of necessary equipment and materials shall be supplied to you by the WBSEDCL from our nearest site stores.In excess of 35kms.Only cost of transport of excess kilometers beyond 35 kms is payable to you as per approved rate of the WBSEDCL prevailing at the time of actual transport.

17. **Tools & Tackles:** You should be equipped with reliable sets of tools and tackles in sufficient quantities so as to complete the work entrusted with you as to complete the work entrusted with you as expeditiously as possible.

18. **Safe Custody of WBSEDCL's Property:** You shall be entirely responsible for all the materials issued to you for the works and the executed portion of work till it is officially taken over by the WBSEDCL. It is your responsibility to keep the policy alive throughout the desired period by timely and adequate payment of premium.

19. **Penalty for delay in Completion:** In case of failure to complete the work within time, you will be liable to pay penalty from 1/2% to 2.5% (depending upon the nature of non performance) of the executed work within the stipulated rate @½%foreveryfortnight.

20. **Site Visit:** The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtained all information that may be necessary for preparing Bid and entering into an agreement for the work / works as mentioned in the NIT, before submitting offer with full satisfaction. The costs for visiting the working site shall be at the bidder own expense.

21. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of the Bid ,no cost of Bidding shall be reimbursable by the Tender Inviting Authority .The Tender Inviting Authority reserves the right to accept or reject any / all offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by the Bidder at the stage of Bidding.

22. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instruction to bidders' stated in Section- 'A 'before tendering the bids.

23. **Right to reject Bids:**

I) WBSEDCL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of the Order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSEDCL'sanction.

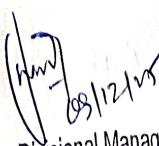
II) Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes will automatically disqualify he bidders.

III) Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL/Other Utility/Govt. Semi Govt.or Govt. undertaking Dept. shall not be eligible to participate in the bidding process.

24. **Cancellation of Tender:** WBSEDCL reserves the right to cancel the tender at any time under unavoidable circumstances in interest of WBSEDCL, without owing any explanation to the Bidders.

(Signature)
08/12/2015
Divisional Manager
Habra Division, (N) 24 Pgs.
W. B. S. E. D. C. L.

25. **Supervising Officer & Site-in-Charge:** The Divisional Engineer (Technical)-I, Habra Division, WBSEDCL shall act as Supervising Officer & Site-in-Charge.
26. **Paying Authority:** The Manager (F&A), Habra Division, WBSEDCL shall be the Paying Authority.
27. **Terms of Payment:** Payment of bill will be made upon submission of Triplicate Copy of Original Tax Invoice duly certified by the Consignee/Site-In-Charge along with SRV after return of any returnable material at the Divisional Store.
28. Work Order & Payment of work will depend on availability of fund. Intending bidders may consider this criterion while submission of tender and quoting the rate through online.
29. No Conditional Bid/Incomplete Tender will be accepted under any circumstances.
30. The intending bidder(s) required to quote the rate (percentage above/below/at par) over the total estimated cost put to tender online considering that no escalation and / or price adjustment will be allowed by the department under any circumstances.
 - The quoted rates shall include, wherever applicable, cost of cement, sand, brick bats, brick ballast, all sort of M.S. items and G.I. nuts, bolts, studs & washers of approved brand and quality, socketing of cables, ferrule for control cable, eye bolts etc.
 - Rates will also include fabrication cost of all M.S. sections which will be supplied by WBSEDCL for making clamps and other fittings except fabrication of V Bracket and Top Adopter.
 - All M.S. items supplied from the Store of WBSEDCL will be fabricated by the contractor. After fabrication, the fabricated items are to be galvanized by the contractor (if scope is mentioned in BOQ). Necessary supervision & testing will be made by the Engineers of the WBSEDCL at the workshop of galvanizing plant as per IS 2633:1986.
 - The cost of transportation of MS fabricated items to and from the workshop where galvanization will be done, will be borne by the Contractor which is to be included in the quoted rate.
31. At any stage during scrutiny, if it is found that the credential or any other papers which the Bidder uploaded during Bidding process, found incorrect / manufactured / fabricated, that bid will be considered non-responsive and outright rejected with forfeiture of Earnest Money and action will be taken as per stipulation of ITR rules in force.
32. Before issuance of Letter of Acceptance / Work order, the tender accepting authority may verify the credential & other documents of the lowest bidders uploaded online if found necessary. If it is found such document incorrect / manufactured / fabricated, Letter of Acceptance / Work order will not be issued in favor of the bidder under any circumstances and action will be taken accordingly.
33. The Tender Inviting Authority reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
34. WBSEDCL, who do not bind itself to accept the lowest tender, reserves the right to accept or reject any bid and to annul the Bidding processes and reject all Bids at any time prior to the Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for WBSEDCL's (Tender Accepting Authority) action.
35. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors, whose sort of canvassing will be liable to rejection.


 09/12/14
 Divisional Manager
 Habra Division, (N) 24 Pgs.
 W. B. S. E. D. C. L.

36. LOSS AND DAMAGE OF MATERIALS:

The contractor shall be responsible for safe custody of all materials until the installation is officially taken over by the Company. For any loss including theft/pilferage/damage during the period of transportation, storage, erection, jointing, reinstatement etc. the same shall be made good by the contractor at his own cost and arrangement.

37. STORAGE CUM ERECTION INSURANCE

“Loss” mentioned in 29.0 of this specification shall also include theft. In case of any theft, the contractor shall lodge FIR with the Police Station within 24 hours of occurrence of the incidence with intimation to the Site Engineer with copy of the FIR. The contractor shall obtain Insurance Policy for all such materials which shall be issued by the Company for the erection of cable and other installation works from the time of taking over the materials from the Company up to the time of taking over of the completed installation work by the Company. The contractor will obtain Insurance in the name of “WESTBENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED” with a General Insurance Company. In the event of any loss/damage or both, the contractor shall lodge claim with the Insurance Company and take necessary measures to realize claim from them on behalf of WBSEDCL. The payment received from the Insurance Company against such loss/theft shall be deposited to WBSEDCL.

However, for timely completion of work, the materials may be issued to the contractor by the Company against a receipt of fresh requisition from the contractor on that effect. In spite of the Insurance being made by the contractor, some special security arrangement will have to be ensured by the contractor to prevent theft of Company’s property during storage/erection/installation and the cost of such arrangement shall be borne by the contractor. It may be noted neither any materials can be issued by the Company nor the contractor will be allowed to take up the work unless the Insurance coverage obtained. The contractor at his own cost makes adequate arrangement to safeguard the materials. Such arrangement is maintained round the clock along with the entire stretch to eliminate any attempt of damage/pilferage of materials already utilized by them. The

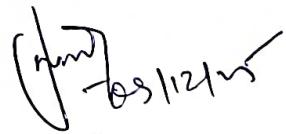
damages required to be covered under the Insurance shall include, Fire and allied risk, misc. accidents, (erection risk, workman compensation risk, loss or damage in transit, theft, pilferage etc.) as per project requirement.

All cost on account of insurance liabilities covered under the contract will be to contractor’s account. It is the responsibility of the contractor to keep the policy alive throughout the desired period and adequate premium should be paid by them time to time. The policy should cover the material and labor cost of the entire contract. The insurance policy has to be handed over to the Ordering Authority before first lot of material is issued to the contractor.

38. Civil and Electrical activities which are not covered in scope/BPS but are required to complete the job, shall be paid as per published PWD of WB schedule of rates and RE cost data of WBSEDCL respectively as effective on the date of bid opening.
39. **The quoted rates should be inclusive of all taxes & duties (except GST), freight, incidental charges and installation charges of the jointing kits. The quoted rate should be excluding GST charges. GST will be paid as applicable.**
40. **Award of Contract:** The bidder whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through Acknowledgement Letter / Letter of Acceptance. The notification of award will constitute the formation of the contract.

(Signature)
Divisional Manager
Habra Division, (N) 24 Pgs.
W. B. S. E. D. C. L.

41. Additional Performance Security equal to 10% of the ordered value for bid of the items having variation of -20% to -50% of the estimated rate should be furnished in the prescribed format, within a period of 30 days from the date of issuance of purchase order.
42. Additional Performance Security equal to 20% of the ordered value for bid of the items having variation over -50% to 80% of the estimated rate should be furnished in the prescribed format. Within a period of 30 days from the date of issuance of the purchase order. This Security Depopsit (39) & (40) above shall remain valid upto the time of completion of supply of materials with an additional claim period of further six months.
43. . The additional Performance Security shall be submitted in the form of Bank Guarantee from any scheduled bank valid for a period of 1 (one) year, as per specified format marked 'Annexure - A' enclosed with this NIT, before issuance of the Work Order. This is in compliance of the terms of Memorandum No. 4608-F(Y) dated 18.07.2018 of the Finance department, Government of West Bengal.
44. All correspondences with regard to above shall be following address:- The Divisional Manager, Habra Division Office, WBSEDCL
Himangshu Ghosh Sarani, Zirat Road, Habra, North 24 Pgs.
- District, Pin 743263. Email:-
dm.habra@wbsedcl.in hra.habradiv@wbsedcl.in
45. Other information as well as terms and conditions, which are not covered above, will be available in Instructions to Bidders, General Conditions of Contract of this tender and the Revised Purchase Policy of WBSEDCL.
46. Litigation/ arbitration against WBSEDCL.
 - i) The bidder should be declaration in prescribed format under the Form Folder (From XI) in their letterhead regarding no legal litigation against WBSEDCL is pending in any court/ Forum against /by the bidder or its Sister Concern/ Director/ Partner/ Proprietor. If any time of legal litigation against WBSEDCL is pending in any court/ Forum against /by the bidder or its sister concern/ Director/ Partner/ Proprietor, the Purchase reserves the right to reject their bid/ termination of the contract.



Divisional Manager
Habra Division, (N) 24 Pgs.
W. B. S. E. D. C. L.

41. Additional Performance Security equal to 10% of the ordered value for bid of the items having variation of -20% to -50% of the estimated rate should be furnished in the prescribed format, within a period of 30 days from the date of issuance of purchase order.
42. Additional Performance Security equal to 20% of the ordered value for bid of the items having variation over -50% to 80% of the estimated rate should be furnished in the prescribed format. Within a period of 30 days from the date of issuance of the purchase order. This Security Deposit (39) & (40) above shall remain valid upto the time of completion of supply of materials with an additional claim period of further six months.
43. . The additional Performance Security shall be submitted in the form of Bank Guarantee from any scheduled bank valid for a period of 1 (one) year, as per specified format marked 'Annexure - A' enclosed with this NIT, before issuance of the Work Order. This is in compliance of the terms of Memorandum No. 4608-F(Y) dated 18.07.2018 of the Finance department, Government of West Bengal.

44. All correspondences with regard to above shall be on the following address:-
The Divisional Manager,
Habra Division Office, WBSEDCL
Himangshu Ghosh Sarani, Zirat Road, Habra, North 24 Pgs.

District, Pin 743263. Email:-
dm.habra@wbsedcl.in hra.habradiv@wbsedcl.in

45. Other information as well as terms and conditions, which are not covered above, will be available in Instructions to Bidders, General Conditions of Contract of this tender and the Revised Purchase Policy of WBSEDCL.
46. Litigation/ arbitration against WBSEDCL.
 - i) The bidder should be declaration in prescribed format under the Form Folder (From XI) in their letterhead regarding no legal litigation against WBSEDCL is pending in any court/ Forum against /by the bidder or its Sister Concern/ Director/ Partner/ Proprietor. If any time of legal litigation against WBSEDCL is pending in any court/ Forum against /by the bidder or its sister concern/ Director/ Partner/ Proprietor, the Purchase reserves the right to reject their bid/ termination of the contract.



Divisional Manager
Habra Division, (N) 24 Pgs.
W. B. S. E. D. C. L.

SECTION- A
INSTRUCTIONTOBIDDERS

A.Generalguidancefore-Tendering

Instructions/Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

1. Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in>(the web portal).The contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate(DSC):

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e-Token.

3. The contractor can search &download NIT & Tender Documents electronically from computer once belongs onto the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Submission of Tenders:

Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) The documents are to be uploaded (virus scanned copy) duly Digitally Signed. The documents will get encrypted(transformed into non readable formats).

4.1. Technical proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

4.1.1. Non-Statutory/Technical Document Cover File Containing:

- a) Copy of I.T. return for last 3(three)financial years,PAN.
- b) GST registration certificate.
- c) Professional Tax Clearance Certificate /Professional Tax(PT)deposit receipt challan for the last month.
- d) EPF registration certificate and challan for last month.
- e) E.S.I Registration.
- f) Electrical Supervisor License.
- g) Enlistment Copy.
- h) Labour License.
- i) Requisite Credential Certificate for completion of at least one similar nature of work in any Govt. department having a magnitude of at least 80%(Eighty percent) of the estimated amount of the work put to tenderwithinlast5(Five)years. OR
Requisite Credential Certificate for completion of at least two similar nature of work in any Govt. department having a magnitude of at least 50% (Fifty percent) of the estimated amount of the work put to tenderwithinlast5(Five)years. OR
Requisite Credential Certificate for completion of at least three similar nature of work in any Govt. department having a magnitude of at least 40% (Forty percent) of the estimated amount of the work put to tenderwithinlast5(Five)years.
- j) FORM-IX – Declaration of not being blacklisted/ debarred/ put on holiday list.
- k) FORM-X – Self- declaration by Proprietor of the Bidding Company


Division Manager
Habra Division, (N) 24 Pgs.
W. B. S. E. D. C. L.

for not being blacklisted/ debarred/ put on holiday list.

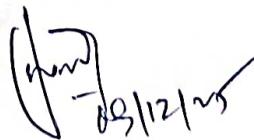
I) FORM-XI – Declaration regarding no litigation against WBSEDCL.

Note: Failure of submission of any of the above-mentioned documents will render the tender liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit None Statutory Documents” to send the selected documents to Non-Statutory folder. Next Click the tab “Click to Encrypt and upload ”and then click the“ Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-category Description	Details
01.	Certificates	Certificates	<ul style="list-style-type: none">a) PAN Card.b) Financial Audit Report/Copy of Income Tax Return for last 3(three) financial years.c) GST Registration Certificate.d) Professional Tax Clearance Certificate for the last month.e) EPF Registration Certificate and Challan for last month.f) E.S.I Registration Certificate and Challan for last month.g) Electrical Supervisor Licenseh) Enlistment Copyi) Labour License
02.	Company Detail(s)	Company Detail	<ul style="list-style-type: none">(a) Trade License(b) Certificate of incorporation of company(if applicable).
03.	Credentials	Credential	<ul style="list-style-type: none">a) Performance as prime contractor (having supervisor for this particular voltage level) for execution of similar nature of work of Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises etc. for last 5 (five) years and details of work in hand.b) DocumentsofCredential(intheformofworkcompletioncertifi catesandpaymentcertificates)ofexecutingsimilar nature of work of Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises etc. in last five years of not less than-<ul style="list-style-type: none">i. 3nosworks(similar nature of works) costing not less than 40% of the estimated cost orii. 2nosworks(similar nature of works) costing not less than 50% of the estimated cost oriii. 1no work (similar nature of work) costing not less than 80% of the estimated cost.



Divisional Manager
Habra Division, (N) 24 Pgs.
W. B. S. E. D. C. L.

04.	Financial Information	Financial Information	<ul style="list-style-type: none"> a) Copy of IT returns for last 3 financial years. b) Annual Audited Financial Report for last 3 years to be submitted for verification in respect of bidders for whom Audit of Accounts is mandatory. For whose Audits of accounts is not mandatory, they shall submit copy of IT returns along with related enclosures (Form 3CA and Form 3CB) for last 5 years.[Non-statutory documents] c) Average annual turnover during last 3 years shall not be less than 30% of the estimated cost. d) Working capital in the year, proceeding the year of bid submission shall not be less than 30% of the estimated cost. e) In case documents certifying credit facility from a scheduled bank is submitted, the requirement given in clause above (d) shall be judged by adding available credit facility and working capital taken together.
05.	Earnest Money & Tender fee	Earnest Money & Tender fee	Online payment gateway only .Payment acknowledgment receipt should be uploaded with other requisite documents.

4.2. **Financial proposal:**

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). The contractor is to quote the rate (Offering above/ below/ at par) online through Computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor

5. Opening and evaluation of tender:

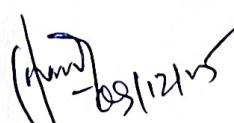
5.1 Opening of Technical Proposal

- i. Technical proposals will be opened by the Tender Inviting Authority or his authorized Representative electronically from the website stated above, using their Digital Signature Certificate.
- ii. Technical proposals for those tenders whose EMD have been received will only be opened .Proposals corresponding to which EMD has not been received, will not be opened and will stand rejected.
- iii. Intending tenderers may remain present if they so desire.
- iv. Cover (Folder) for Statutory Documents (vide Clause 7.2.A) will be opened first and if found in order, Cover(Folder) for Non-statutory Documents(vide Clause 7.2.B) will be opened .If there is any deficiency in the Statutory documents, the tender will summarily be rejected.
- v. Decrypted (transformed into readable formats) documents of the Statutory and Non statutory Covers will be downloaded for the purpose of evaluation.
- vi. The qualification in Technical bid will be subject to the receipt and acceptance of EMD within schedule date and time as mentioned in the NIT. WBSEDCL shall not be responsible for any delay in receipt of EMD. In case the EMD is not received within the aforesaid period, the bid will be outrightly rejected. Further, if the Price Bid is submitted in offline mode, the bid of the concerned bidder shall also be outrightly rejected.

5.2 **Techno-commercial Evaluation of Tender**

- i. While evaluation, the Tender Inviting Authority or his authorized representative may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.
- ii. The summary list of tenderers, whose bids will be found techno-commercially eligible, will be uploaded in the web portals. Date of opening of financial bid will be intimated to the Techno-commercially qualified tenderers.

5.3 **Opening and evaluation of Financial Proposal**



Divisional Manager

Habra Division, (N) 24 Pgs.

W.B.S.E.D.C.L.

- i. Financial proposals of the tenderers declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.
- iii. After opening of the financial proposal the preliminary summary result containing inter alia, name of bidders and the rates quoted by them will be uploaded.
- iv. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

6. Revision/withdrawal of Financial Proposal by the bidder after opening of Technical Proposal of the tender will not be allowed if it is not sought by the Tender Inviting Authority.

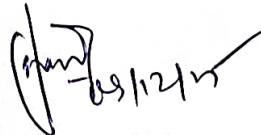
7. Penalty for suppression/distortion of facts:

If any tenderer fails to produce the original hard copies of the document like Completion Certificate and any other documents on demand of the department within a specified time frame or if any deviation is detected in the original copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution and per relevant IT Act.

8. Rejection of Bid:

The tenderer(Tender Accepting Authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's(Tender Accepting Authority) action.

9. Award of Contract: The bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through Acceptance Letter /Letter of Acceptance. The notification of award will constitute the formation of the contract.



Divisional Manager
Habra Division, (N) 24 Pgs.
W. B. S. E. D. C. L.

Form-IX

(On the Bidder's Letterhead)

Declaration of not being blacklisted/Debarred/Put on Holiday list

Certified that our Company ,M/s is not blacklisted/debarred/suspended or put on holiday list by any Statutory/Regulatory/Government Authorities/ State Electricity Utility/PSU in India.

It is certified that the information furnished above is true to the best of my knowledge and belief.

Bidders Name:

Signature of the Tenderer:

Designation:

Seal of the Company

Date:

FORM-X

(On the Bidder's Letterhead)

Self-declaration by Proprietor of the Bidding Company for not being blacklisted/Debarred/Put On Holiday list

I hereby confirm and declare that ,none of the other concerns of which I am a Proprietor/Managing Partner are blacklisted/ debarred/suspended or put on holiday list by any Statutory/ Regulatory/Government Authorities/State Electricity Utility/PSU in India.

It is certified that the information furnished above is true to the best of my knowledge and belief.

Signature of the Proprietor:

Name

Designation:

Seal of the Company:

Date:

Form-XI

(On the Bidder's Letterhead)

Declaration regarding no litigation against WBSEDCL

We hereby declare that, no legal litigation/arbitration is pending/ongoing against WBSEDCL in any court/Forum against/by the bidder or its sister concern/Director/Partner/Proprietor.

If it is found at any stage of tendering, our offer will be rejected and I/ We don't have any objection on the same.

Bidder's Name:

Signature of the Tenderer:

Designation:

Seal of the Company

Date: _____