



West Bengal State Electricity Distribution Company Ltd.

(A Govt. of West Bengal Enterprise)

Cooch Behar Regional Office

Administrative Building, 1st Floor, Power House Campus, Cooch Behar 736101

Tele- Fax: 03582-224820

Email Id: rm.coochbehar@wbasedcl.in

Memo no: RM/CRO/Electrical/e-Tender/25-26/54

Dated: 23/04/25

NOTICE INVITING e-TENDER

NIT No.: RM/CRO/Electrical/e-Tender/25-26/04

Dated: 23.04.2025

Tender is invited by the Regional Manager, Cooch Behar Region, WBSEDCL, Administrative Building, 1st Floor, Power House Campus, Cooch Behar 736101 through electronic tendering (e-tendering) from manufacturers/Distributors for items as per schedule detailed below:

Supply and delivery of Described below Item:

Sl No.	Description of Item	Unit	Qty	Estimated Cost(Excluding GST)	Earnest Money	Completion Time	Name & Address of the Concerned Office
	LT DIST.BOX 3PH CON.WH ST.STRAP & BUCKLE (Make: Sanskriti/EPP/LAN)	Nos.	1000	Rs. 998000.00	Rs. 19960.00	30 days(From the date of Issuance of Purchase Order)	Cooch Behar Region, WBSEDCL Administrative Building, 1 st Floor, Power House Campus, Cooch Behar 736101

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

Delivery Address: Cooch Behar Divisional Store, Power House Campus, N.N Road, Power house Chowpothy, Cooch Behar 736101

Fore-filling of tender, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).



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- Both Technical Bid and Financial Bid should be submitted in technical and financial folder concurrently and duly digitally signed by the prospective bidder through the website <https://wbtenders.gov.in>.
- Technical Document and Financial Bid should be submitted online on or before the 'Date & Time Schedule' stated in Serial Number (13).
- The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL DOCUMENT is 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.

Terms & conditions of the Tender Notice :

1. Eligibility criteria for participation in the tender:
Bonafide, experienced & resourceful Original Equipment Manufacturers/ Authorized Distributors who have successfully supplied same or similar nature of Electrical items to Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises etc. and also have satisfying credential criteria as specified in Sl no. 3 of the Table (Submission of Tenders) of Section- A (INSTRUCTION TO BIDDERS). Bidders are required to upload scanned copy of the following documents against the eligibility criteria
Completion Certificate/Payment Certificate of the ordering authority i.f.o. the Bidder (Mandatory).
All intending Bidders are required to produce valid copies of current GST Registration certificates, Professional Tax (PT) receipt challan along with PAN Card / IT return.
2. Successful bidder(s) shall have to mandatorily create Vendor ID through WBSEDCL Web Portal Vendor Corner, if not created earlier.
3. The bidder should submit **along with the offer** necessary documents in support of their previous supply. Of the items of the tender to WBSEDCL in earlier. Occasions and financial capabilities to the extent of the estimated financial amount of their offer.
4. Original manufacturer/Distributors of the tendered item will be eligible in the tender and must submit Dealership certificate in PDF format.
5. One Sample of Each Material is to be submitted at Cooch Behar Division 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.
6. **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 forthwith without assigning any reason thereof.
7. The quoted rates should be inclusive of all taxes & duties (except GST), freight, incidental charges and any

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other charges up-to delivery of the Goods. The quoted rate should be excluding GST charges. GST will be paid as applicable.

8. The ordered materials should be delivered within 30 days from the date of issuance of the purchase order ; otherwise, penalty may be imposed as per rule of WBSEDCL for delay of delivery of ordered materials.
9. The necessary documents along with bill are to be submitted at Cooch Behar Divisional Office. The SRV will be issued from **Cooch Behar Division Store**, WBSEDCL.
10. At the time of placing purchase order, the quantity mentioned in the Tender Document may vary up to +/-25%.
11. 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.
12. **Delivery of material:** The materials as mentioned in schedule have to be delivered to the location of delivery as mentioned in the scope.



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13. Schedule of Key Dates & Time:

Sl.No.	Particulars	Date & Time
01.	Date of uploading of N.I.T and Tender Documents (online). [Publishing date]	28.04.2025 at 10:00 hrs
02.	Documents Sell/Download Start Date (Online)	28.04.2025 at 12:00hrs
03.	Bid Submission Upload Start Date (Online)	28.04.2025 at 13:00hrs
04.	Documents Sell/Download end Date (Online)	13.05.2025 up to at 11.00 hrs
05.	Bid Submission Upload End Date (Online)	13.05.2025 up to at 11.00 hrs
06.	Date for Opening of Technical Bid (Online) for the Bidders	15.05.2025 at 12.00 Hrs
07.	Start Date for Submission of Sample Physically (Refer to Clause 5 above)	28.04.2025 at 13.00 hrs
08.	End Date for Submission of Sample physically (Refer to Clause 5 above)	13.05.2025 up to at 11.00 hrs
09.	Date of Uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (Online)	To be intimated later
10	Date for Opening of Financial Bid (Online)	To be intimated later

14. **Earnest Money Deposit (EMD):** The amount of Earnest money @ 2% of the estimated amount through online by RTGS ICICI payment Gateway. No interest shall be payable by WBSEDCL on the above EMD.

15. **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 the submission of his bid.
- In the case of a successful bid, if the bidder fails to:
 - Accept the **Letter of Award (LOA)**/Order unconditionally and sign the contract.
 - Furnish the **Contract Performance Bond** as per the standard proforma.

16. WBSEDCL reserves its right to take decision keeping its financial interest. The Purchase Policy of WBSEDCL along with the provisions of Vendor Rating & Holiday Listing, as effective from 01.09.2012 and the subsequent amendment effective from 18.03.2013 will be applicable.

17. If the offer is submitted without or inadequate Earnest Money, the bid will not be opened. In case of incomplete offer, the tender will be liable for rejection and Earnest Money Deposit will be forfeited.

18. 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's action.

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



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19. **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.
20. The company reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
21. 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.
22. **WARRANTY PERIOD:** Warranty Period of supplied material should be 01(one) year from the date of delivery of the said materials at site/store. In case of any adverse report from store or defect found in site, materials have to be replaced or it would affect the vendor rating.
23. **Additional Performance Security** which shall be equal to 10% of the tendered amount must be furnished by the successful bidder if the accepted bid value is 80% or less of the estimate put to tender (L1 bid in the range of -20% to -80%). 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 specific format which will be provided by the Tendering Authority, 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.
24. **Terms of Payment:**
 - a) 97% payment of bill will be made within 45 (Forty-Five) days from the date of submission of bill against: Original receipted Challan/Invoice signed by Store-in-Charge attached to the respective stores. And
 - b) Balance 03% payment will be made within 45(Forty-Five) days of submission of bills along with SRV after expiry of warranty period.
 - c) Work Order & Payment of work will depend on availability of fund. Intending bidders may consider this criterion while submission of tender and quoting their rate through online.
25. **PAYING AUTHORITY:** The Sr. Manager (F&A), Cooch Behar Region Office, WBSEDCL, will be the Paying Authority.
26. **CONSIGNEE:** The J.E(E) & Store In Charge, Cooch Behar Divisional store, WBSEDCL will be the consignee.
27. **LIQUIDATED DAMAGE FOR DELAY IN DELIVERY:** The time of delivery (successful offer for inspection) of the equipment/materials are to be treated as an essence of the contract and the WBSEDCL reserves the right to repudiate the contract, if the equipment / materials are not physically delivered within stipulated period as per physical delivery clause. But WBSEDCL may at its discretion waive this condition and accept the material with imposition of liquidated damage @ 1/2% of the Value of the materials beyond the schedule delivery period for each week of delay Subject to **maximum of 5% of the particular lot and accept the goods beyond the stipulated period.**
28. Any further information along with WBSEDCL's Revised Purchase Policy may be had from the Website: www.wbasedcl.in and the following office:

*Office of the Chief Engineer (Procurement & Contracts),
West Bengal State Electricity Distribution Company Limited,
Vidyut Bhavan, 4th Floor,
Bidhannagar, Kolkata-700091.
Phone No. 033-2319-7563*



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29. Documents to be submitted in Technical bid- Please refer Sl no. 4.1 of Section A of "Instruction to Bidders" of NIT.
30. The Specific Technical Criteria required for the item have been attached along with. The brand of the materials should have the original Type Test Report (CPRI/ERDA) satisfying the criteria mentioned in the Specification.
31. Bid evaluation will be conducted only on the basis of final documents uploaded by the bidders within last date and time of online submission. Under no circumstances the bidder will be given any further chance to upload any document (online) after opening of technical bid.

Instructions to Bidders

A. General Guidance for e-Tendering

Instructions and guidelines for tenders for electronic submission of the tenders online have been annexed to assist contractors in participating in e-Tendering.

1. Registration of Vendors:

Any contractor wishing to participate in the e-Tendering process must enroll and register with the Government e-Procurement system by logging on to <https://wbteners.gov.in> (the web portal).

The contractor should click on the link for the e-Tendering site as provided 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 the submission of tenders from the approved service provider of the National Informatics Centre (NIC), upon payment of the requisite amount.

Details are available on the website mentioned in Clause-2 of the Guidelines to Bidder.

The DSC will be provided as a USB e-Token.

3. Downloading Tender Documents:

Vendors can search and download the **NIT (Notice Inviting Tender)** and **Tender Documents** electronically from their computer once they log onto the website mentioned in Clause-2 using the Digital Signature Certificate (DSC). This is the only mode of collection of Tender Documents.

4. Submission of Tenders:

Tenders must be submitted online via the website, in **two folders** for each work:

4.1 Technical Proposal.

- **Financial Proposal**

The tender must be submitted before the prescribed date and time using the **Digital Signature Certificate (DSC)**. The documents should be uploaded (virus-scanned copy), duly digitally signed. The documents will then be encrypted (transformed into non-readable formats).



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Technical Proposal:

The **Technical Proposal** should contain scanned copies of the following documents in two covers (folders):

4.1.1. Statutory Cover Containing three covers (folders)-(a) NIT (b) Draft & (c) Annexures/ forms.

- (a) **NIT folder** containing Downloaded and uploaded copies (Digitally Signed) of the following: -
NIT.
- (b) **Draft folder** containing-
Earnest Money Deposit (EMD) should be remitted separately through online mode and the same should be **documented and scan copy** of the aforesaid documents is to be uploaded in this folder.
- (c) **Annexures/Forms Folder** containing
 - i. (Annexure-I)
 - ii. (Annexure-II)
 - iii. (Annexure-III)

4.1.2. Non-Statutory / Technical Document Cover File must contain:

- a) Copy of **Audit Reports/ IT return** for the last 3 (three) financial years.
- b) **PAN** (Permanent Account Number).
- c) **GST Registration Certificate**.
- d) **Professional Tax Clearance Certificate** or **Professional Tax (PT) deposit receipt challan** for the last month.
- e) **Requisite Credential Certificate** for the completion of at least one similar nature of work in any Government department, PSU with a magnitude of at least 80% (Eighty percent) of the estimated amount of the work put to tender within the last 5 (Five) years.
- f) **Requisite Credential Certificate** for the completion of at least two similar nature of works in any Government department, with a magnitude of at least 50% (Fifty percent) of the estimated amount of the work put to tender within the last 5 (Five) years.
- g) **Requisite Credential Certificate** for the completion of at least three similar nature of works in any Government department, with a magnitude of at least 40% (Forty percent) of the estimated amount of the work put to tender within the last 5 (Five) years.



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Sl. No.	Category Name	Sub-category Description	Details
01.	Certificates	Certificates	<p>a) PAN Card.</p> <p>b) Current Professional Tax (PT) submission Challan cleared up to last month .Application for such addressed to the competent authority may also be considered.</p> <p>c) GST Registration Certificate.</p> <p>d) Original manufacturer/Distributors of the tendered item will be eligible in the tender and must submit Dealership certificate in PDF format.</p> <p>e) Type Test Report (CPRI/ERDA) in favour of the Brand satisfying the criteria mentioned in specification.</p>
02.	Company Detail(s)	Company Detail	<p>(a) Trade License</p> <p>(b) Certificate of incorporation of company (if applicable).</p>
03.	Credentials	Credential	<p>a) Performance as a vendor 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.</p> <p>b) Documents in support of supply of the tendered items to WBSEDCL/Govt./Semi Govt./PSU, in earlier occasions within last 5(five) financial years as mentioned below:</p> <ol style="list-style-type: none"> 1 No Completion Certificate or Payment Certificate of the said materials having financial involvement of not less than 80% of the estimated value of the said item(s). OR 2 Nos Completion Certificate or Payment Certificate of the said materials having financial involvement of not less than 50% of the estimated value of the said item/item(s). OR 3 Nos Completion Certificate or Payment Certificate of the said materials having financial involvement of not less than 40% of the estimated value of the said item/item(s). <p>c) Documents in support of credential :Completion and payment Certificate must be submitted.</p>
04.	Financial Information	Financial Information	<p>a) Annual Audited Financial Report for last 3 (three) years to be submitted and shall submit copy of Income Tax Returns</p> <p>b) Annual turnover for last financial year</p>



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05.	Earnest Money	Earnest Money	Online payment gateway only. Payment acknowledgment receipt should be Uploaded with other requisite documents.
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4.2 Financial Proposal:

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). The vendor 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 bidder.

5. Conditional and Incomplete Tender:

Conditional and incomplete tenders are liable to summary rejection.

6. Validity of Tender and Offer:

The offer against the tender should remain valid for a minimum period of **120 days** from the next day of opening of the tender.

However, **WBSEDCL** may, on the merit of the case, request an extension of the validity of the offer for a further suitable period, without any change in terms and conditions of the offer.

7. Opening and Evaluation of Tender:

7.1 Opening of Technical Proposal:

- 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**.
- Intending bidders may remain present if they so desire.

7.2 Techno-commercial Evaluation of Tender

i. During Evaluation:

The Tender Inviting Authority or Tender Evaluation Committee (TEC) may summon the bidders and seek clarification, additional information, or the original hard copy of any documents already submitted. If these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

ii. Summary List of Bidders:

The summary list of bidders, whose bids are found techno-commercially eligible, will be uploaded on the web portal. The date of opening of the financial bid will be intimated to the techno-commercially qualified bidders.



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7.3 Opening and Evaluation of Financial Proposal

- i. Financial proposals of the bidders declared techno-commercially eligible will be opened electronically by the TCE from the web portal on the prescribed date.
- ii. After the opening of the financial proposal, the preliminary summary result containing interlaid names of bidders and the rates quoted by them will be uploaded.
- iii. The Tender Accepting Authority may ask any of the bidders to submit an analysis to justify the rate quoted by that bidder.

8. Revision/Withdrawal of Financial Proposal:

- Revision or withdrawal of the financial proposal by the bidder after the opening of the technical proposal will not be allowed unless requested by the Tender Inviting Authority.

9. Acceptance of Tender

- The lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all tenders for valid reasons.

10. Purchase Order

- WBSEDCL will communicate the acceptance of the tender to the successful bidder by a **Purchase Order**. The successful bidder must then communicate the acceptance of the purchase order.

11. Concession

- No price preference will be allowed to any bidder based on the size of the industry or its geographic location. Co-operative Societies will not be considered with a separate status.

12. Holiday Listing and Vendor Rating

- Holiday Listing & Vendor Rating will be applicable according to the "Holiday Listing & Vendor Rating" policies of the Revised Purchase Policy, posted on the WBSEDCL website (www.wbasedcl.in).
- Performance of the bidders who have supplied materials/equipment to WBSEDCL previously will be evaluated for their Vendor Rating according to the said policy. The Vendor Rating will be taken into consideration during the evaluation of both the **Technical** and **Financial Proposals** of the tender.



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13. Return of Earnest Money of the Unsuccessful Bidder(s)

- To apply for the return of Earnest Money, the unsuccessful bidder(s) must apply to the **Regional Manager, Cooch Behar Region, WBSEDCL**, providing the reference to the **NIT No., date of tender, amount, and mode of Earnest Money deposited**—all in a complete form.
- The Earnest Money of all bidders other than the successful bidder(s) will be refunded after the issuance of the Purchase Order to the successful bidder(s).

14. Bid Evaluation

- Bid evaluation will be conducted only on the basis of final documents uploaded by the bidders before the last date and time of online submission.
- Under no circumstances will the bidder be given any further chance to upload any document (online) after the opening of the technical bid.

(B. Das)

Regional Manager

Regional Office, Cooch Behar, WBSEDCL