



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD

(A Govt. Of West Bengal Enterprise)

COOCHBEHAR DIVISION

WBSEDCL, DIVISION OFFICE
COOCHBEHAR,

Email- dm.coochbehar@wbasedcl.in

Telephone No.-03582-222375

NOTICE INVITING E-TENDER VIDE e-TENDER NOTICE NO DM/CBD/e-TENDER/02 DATED 19.12.2025

MEMO No.:DM/CBD/ 864

Dated:19.12.2025

Tender is invited by the Divisional Manager, COOCHBEHAR Division, WBSEDCL, COOCHBEHAR-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	Earnest Money	Completion Time
01.	LT SPACER 3 PH 4 WIRE (RED COLOR) MAKE-TUFFLAPLAST/ASTRAL/ RACHO PLAST	NOS	7200	Rs.4,95,925/-	Rs.9918/-	45 days(From the date of Issuance of Purchase Order)
02.	LT SPACER - 1 PH (RED COLOR) MAKE- TUFFLAPLAST/ASTRAL/ RACHO PLAST	NOS	2855			

Scope:-The material is procured for COOCHBEHAR Division, WBSEDCL. The material will be directly supplied at COOCHBEHAR Divisional Store. Necessary Challan, E-Way Bills are to be provided at COOCHBEHAR Divisional Store.

Fore- filling of tender, intending bidder may download the tender documents from the website

**Registered Office: Vidyut Bhavan, Block – DJ, Sector-II, Bidhannagar, Kolkata – 700 091.
CIN: U40109WB2007SGC113473, Website: www.wbasedcl.in**

<https://wbtennders.gov.in> directly with the help of digital signature certificate (DSC)

- 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://wbtennders.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 TEC. The decision of the TEC 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 mandate **only 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/Distributor / dealer of the tendered item will be eligible in the tender and must submit Dealership certificate/Authorized letter in PDF format.
5. One Sample of Each Material is to be submitted at COOCHBEHAR DIVISION Office, WBSEDCL, situated at Nripendra Narayan Road By Lane, Opposite NN Park Main Gate ,physically within the closing date of tender. The tag with the sample should contain the name of the sample as well as the name of the vendor/bidder, for a valid tender, sample has to be approved by the Divisional Authority. The approval or rejection of sample will be communicated via mail/electronically subsequently. The technical evaluation of bidders, whose samples aren't approved, will not be opened & henceforth they will be deemed disqualified. Rejected samples can be taken away. After PO is awarded, the awardees can adjust the sample with the delivered material lot & the remaining materials can be taken back by the respective vendors.

6. 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 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 COOCHBEHAR Divisional Office. The SRV will be issued from **COOCHBEHAR Division** Store, WBSEDCL.
10. At the time of placing purchase order, the quantity mentioned in the Tender Document may vary upto +/-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.

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]	20.12.2025 10am
02.	Documents Download Start Date (Online)	20.12.2025 10am
03.	Bid Submission Upload Start Date (Online)	20.12.2025 10am
04.	Documents Download end Date(Online)	13.01.2026 4pm
05.	Bid Submission Upload End Date(Online)	13.01.2026 4pm
06.	Date for Opening of Technical Bid(Online)for the Bidders	16.01.2026 9am
07.	Date of Uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (Online)	To be intimated later
08.	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. **For feature 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 Performa.

16WBSEDCL 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.

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

17 Right to reject Bids:

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

18 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.

19 The company reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

20 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.

21 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.

22 Additional Performance Security which shall be equal to 10% of the 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.

23 Terms of Payment:

- 97% payment of bill will be made within 45 (Forty-Five) days from the date of submission of bill at COOCHBEHAR Division Office against Original receipted Challan/Invoice, SRV signed by Store-in-Charge attached to the respective Divisional Store and necessary certification by the concerned

- Divisional Manager.
- Balance 03% payment will be made within 45(Forty-Five) days of submission of bills along with SRV after expiry of warranty period.
 - 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.
- 24 PAYING AUTHORITY:** The Assistant Manager (F&A), COOCHBEHAR Divisional Office, WBSEDCL, will be the Paying Authority.
- 25 CONSIGNEE:** The JE(E) & Store In Charge, COOCHBEHAR Divisional Store, WBSEDCL will be the consignee.
- 26 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.**
- 27** Any further information along with WBSEDCL's Revised Purchase Policy may be had from the Website: **www.wbsedcl.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
- 28** Documents to be submitted in Technical bid-
Please refer Slno. 4.1 of Section A of "Instruction to Bidders" of NIT.
- 29** 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.
- 30** 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

**Registered Office: Vidyut Bhavan, Block – DJ, Sector-II, Bidhannagar, Kolkata – 700 091.
CIN: U40109WB2007SGC113473, Website: www.wbsedcl.in**

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 contract or wishing to participate in the e-Tendering process must enroll and register with the Government e- Procurement system by logging on to <https://wbenders.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 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-2oftheGuidelinestoBidder. 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 on to the website mentioned in Clause-2using 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)

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) Annexure/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 60%(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.

Sl. No.	Category Name	Sub-category Description	Details
01.	Certificates	Certificates	<ul style="list-style-type: none"> a) PAN Card. b) Current Professional Tax (PT) submission Challan cleared up to last month .Application for such addressed to the competent authority may also be considered. c) GST Registration Certificate. d) Original manufacturer/Distributors of the tendered item will be eligible in the tender and must submit Dealership certificate in PDF format.
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	<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). <p>OR</p> <ol style="list-style-type: none"> 2. No's Completion Certificate or Payment Certificate of the said materials having financial involvement of not less than 60% of the estimated value of the said item/item(s). <p>OR</p> <ol style="list-style-type: none"> 3. No's 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 turn over for last financial year</p>
05.	Earnest Money	Earnest Money	Online payment gate way 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 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:

- 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. 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.

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.

qualified bidders During Evaluation:

i. 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.

7.3. Opening and Evaluation of Financial Proposal

- Financial proposals of the bidders declared techno-commercially eligible will be opened electronically by the TEC from the web portal on the prescribed date.

- 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.
- The Tender Accepting Authority may ask any of the bidder 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 rates 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 geographical 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 ().
- 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.

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 **Divisional Manager, COOCHBEHAR Division 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.

M. Jy 19/12/25

Divisional Manager
COOCHBEHAR Division
WBSEDCL

Memo No-

Dt.

Copy forwarded for kind information to:

1. TheExecutiveDirector(Distribution),BidyutBhavan,WBSEDCL
2. TheChiefEngineer(Dist.-North),Siliguri,WBSEDCL
3. TheZonalManager,ZonalOffice, Siliguri,WBSEDCL
4. The SE & Regional Manager,RegionalOffice, Cochbehar,WBSEDCL
5. The Manager(HR&A)/DE(E)/AE(E)/AM(F&A), COOCHBEHAR Division, WBSEDCL
6. The Store In Charge, COOCHBEHAR Division,WBSEDCL
7. Copyfor NoticeBoard/Tenderfile.

Mu 19/12/25
Divisional Manager
COOCHBEHAR Division
WBSEDCL

Format for bid specification authorization

(Authorization should be submitted on the Letter head)

The Divisional Manager
COOCHBEHAR Division
WBSEDCL

Subject: Bid specification authorization.

This is to certify that M/S _____ Address of _____
is authorized to quote the tender with NIT NO. _____ on behalf of
the _____ (OEM).

They are authorized to carry out the order for the _____ product ,and we assure you to extend full support
if an order is placed with them.

Thanking You.

Annexure1

Self Declaration

I/We on behalf of.....(Name of bidder agency)do
here by declare that, I/We have quoted rate for supply of the mentioned materials for thee-tender
id.....

NIT No.:

Date:

I/We also declare that, I/We shall successfully complete the work in scheduled time maintaining the terms
& conditions of Warranty of NIT Clause no. 22 if ranked as L1 bidder of the tender.

Yours faithfully,

Signature of the authorized
Representative of the bidder agency
With official seal

Annexure-2

EXPERIENCEPROFILE

Name of the Firm:

LISTOFWORKSCOMPLETEDWHICHARESIMILARINNATUREANDEXECUTEDDURINGTHELAST
FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY

Name of Employer	Name, Location & nature of work	Contract Price in Indian Rs.	Work Order Date	Date of completion of work as Per work order	Actual Date of starting the work	Actual date of completion the work	Reasons for delay incompletion(if any)

(Bidder Signature & Name with Seal)

Annexure-3

Format of Letter of Bid

LETTER HEAD OF BIDDER (AS ENROLLED ONLINE ON e-Tendering PORTAL OF NIC)

To
The Tender Committee

Sub: Letter of Bid for the work_____

Ref:1.NIT No:_____.Dated:_____

Dear Sir,

We offer to execute the work as per our offered bill of quantity in accordance with the conditions of the NIT document as available in the website. The details of the EMD being submitted by us has been furnished on-line.

This Bid and your sub sequent Letter of Acceptance/Work Order shall constitute a binding contract between us. We here by confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

Signature of the tenderer

Signature of the Tenderer

Dated: