



West Bengal State Electricity Distribution Company Ltd.

Project Office

Teesta Canal Fall Hydrel Project

FAX : 0353-2587382

Telephone : 0353-2587231

E-Mail : tcfhp@yahoo.in

Administrative Building Township Complex

Phansidewa, Darjeeling, PIN-734 434

CIN: U40109WB2007SGC113473

Notice inviting Tender

NIT No: PM/TCFHP/HR&A/E-17/2021-22/ 32

Date: 08/11/2021

Sealed tenders on item-wise rate quotation are invited from the bona-fide, resourceful and reputed Vendors.

Name of the work
Supply & Delivery of Soap, Duster and other cleaning & Hygiene Materials to Administrative Building, TCFHP for for Operating Personnel as per "Specification of Material"

Instructions to Bidders (IB):

IB-1. Eligibility Criteria: The intending agency must posses:

- Valid GST registration certificate (if any)
- PAN card
- Trade License

IB-2. If any unsatisfactory performance report has been recorded for the last 3 (three) yrs in WBSEDCL/WBSETCL/PWD/other Government organizations/Government undertaking etc. the applicant will not be eligible for participation in the tender.

IB-3. The tenderer will have to quote their rates item-wise for all items as in "Tender Form" strictly. Grand Total column should not been left blank and same is to be mentioned in words also. If there is discrepancy in figure and word the amount stated in word shall prevail. The quotation/bidding page must contain the reference of the NIT and the name of the work. Evaluation of bid will be on overall L1 basis.

IB-4. The tenderers shall keep the tender documents in a properly sealed cover. This cover shall be addressed to the Project Manager, TCFHP, Phansidewa Township complex, WBSEDCL, Dist:-Darjeeling and shall contain Name of Work, Tender Notice Memo Number and shall be superscribed as "TENDER". This cover shall also bear the name and address of the tenderers.

IB-5. The envelope must accompany with self-attested copies of the documents mentioned in Clause No. IB-1: "Eligibility Criteria". Originals shall have to be produced for verification on demand.

Registered Office : "Vidyut Bhavan", Bidhannagar, Block - DJ, Sector - II, Kolkata - 700 091

Telephones : 033 2359 1930 to 1940, Fax : 033 2359 1954

website: www.wbsedcl.in

WBSEDCL

- IB-6.** If the envelope is not sealed or marked as indicated above, the WBSEDCL would not be responsible for the misplacement or premature opening of the tender.
- IB-7.** All corrections in the tender should be initiated by the tenderer before submission of the tender. All pages of the tender document must be signed with company's seal by the tenderer. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors, who resort to canvassing, will be liable for rejection.
- IB-8.** The tender by a partnership firm must be furnished with full names of all partners and be signed with partnership name, followed by the signature (s), designation(s) of the authorized partner(s) or other authorized representative(s).
- IB-9.** Before the deadline for submission of tenders, WBSEDCL may modify the bidding documents by issuing addenda/corrigenda. Any corrigendum thus issued shall be part of the bidding documents.
- IB-10.** Formation of any Cartel, may lead to the cancellation of tenders with penal measures as necessary and WBSEDCL reserves the right to take such unilateral decisions without further notice to anyone.
- IB-11.** Cost of Bidding: The bidder shall bear all cost associated with the preparation and submission of their bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- IB-12.** Bids will be received up to 14.00 hrs. on 24.11.2021 and will be opened on the same day at 15.00hrs.
- IB-13.** WBSEDCL, who does not bind itself to accept the lowest tender, 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 contract 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.
- IB-14.** The tender shall be typed or written in indelible ink and shall be signed by a person/persons duly authorized by the tenderer. The proof of authorization shall be furnished in the form of a written power-of-attorney/ or Resolution of the Board of Directors of the Company which shall accompany the bid.
- IB-15.** The tenderers are advised to go through the "Terms & Conditions" and "Specification of Materials" laid down in this tender and also to inspect the site before submission of the tender. The contractor shall examine the site and its surroundings and shall satisfy himself before submission of his tender as to the nature of the site, the quantities and nature of work and materials necessary for the completion of the works and the means "to access to the site, the accommodation he may require and in general shall himself obtain all necessary information as to risk contingencies" and other circumstances which may influence and effect his tender. "Site" will mean the land other places on, under in or through which the works are to be executed or carried out and any other lands or places provided by West Bengal State Electricity Distribution Company Limited for the purpose of contract.



- IB-16.** All duties, taxes and other levies excluding GST payable by the contractor under the contract or for any other cause shall be included in the total tendered price submitted by the contractor.
- IB-17.** The tenderers are to submit the sealed tender papers at Administrative Building, TCFHP, W.B.S.E.D.C.L. Tenders received after due date and time shall not be entertained under any circumstances.
- IB-18.** The WBSEDCL may at its discretion ask any bidder to produce the detailed price analysis for the quoted rate.
- IB-19.** Tender shall remain valid for up to 06 (Six) months from the date of opening of the Tenders.
- IB-20.** The Quoted rate of the Tender should remain firm for any variation of quantities of individual item of the schedule of work enclosed for the entire period of work.
- IB-21.** The contract period may be extended further by the competent authority under the same rate terms and conditions subject to satisfactory performance.
- IB-22.** Tender not complete in all respect is liable to rejection without assigning any reason whatsoever.
- IB-23.** The WBSEDCL does not bind itself to accept the lowest bidder & reserves the right to reject any/all tender(s) without assigning any reason whatsoever.
- IB-24.** If the Office happens to be closed on the last date of receipt of application, issue of bid documents and/or on the date of receipt/opening of tender, the next working day at the same time & venue shall be applicable for the said purpose.
- IB-25.** Any other details may be had from the Assistant Manager (HR&A), Administrative Building, TCFHP. Phone no. 0353-2587232, Mob: 8900794039.
- IB-26.** The Tender Documents will be published to the website of WBSEDCL [url: <https://www.wbsedcl.in/>]. NIT will not be sent to the individual agencies. The same may be downloaded from the website as mentioned and submitted through post or by hand to this end.

Terms & Conditions:

- 1. Scope of Work:** The Materials are to be supply and delivered at the Adminstrative Building, TCFHP Township Complex, Phansidewa, Darjeeling, WB, Pin-734434 with communication to the Controlling Officer for this work or his authorized representative.
- 2. Care of works:** From the commencement to the completion of the works, the Agency shall take full responsibility for the care thereof and in case of any damage & loss of any article belonging to the Company from the part of the Agency, the Agency shall bear the total cost. The Agency shall take every practicable precaution not to damage or to cause injury to any

adjoining or other properties or to any persons. However even if any damages or to cause injury occurs, the Agency shall be responsible in meeting the necessary claims and demands as may be required.

3. **Workmanship:** You must engage the best workmanship and/or in the best manner to the satisfaction of the Controlling Officer of the work.
4. **Quality of Article:** The article is to be of good quality. If any defect found at the time of delivery/installation, the same should be replaced by your own cost.
5. **Company's Right to Terminate Contract:** If the Agency neglects to proceed with the work with due diligence, the company shall have right to terminate the LOI/LOA after giving notice in writing to the Agency. If the Agency fails, after 14 (fourteen) days' of such notice, to proceed with the work in the manner notified, the company shall terminate the contract and take possession of the work site and may engage other agency to complete the work. Extra cost, if incurred to get the unfinished work done through other agency, will be realized from him, from his pending bills and security money of this or any other work with the company. If the contract is terminated as above, the Agency shall have no claim for compensation against the company for any loss or deterioration of any materials that he may have collected or engaged or entered into on account of the work.
6. **Settlement of Disputes:** All disputes concerning question of act arising under the contract shall be decided by the Owner/Company on receipt of written appeal by the contractor. Any dispute or differences arising out of or in connection with this contract shall to the extent possible be settled amicably and where settlement cannot be reached then such disputes shall be subject to settlement under the jurisdiction of Siliguri court.
7. **Paying Authority:** The Manager (F&A), TCFHP, WBSEDCL shall be the paying authority.
8. **Payment:** Payment will be released against submission of GST invoice duly certificated by the controlling officer with duplicate pre-receipted challan on satisfactory completion of the work.
9. **Penalty:** The materials should be delivered within the stipulated period failing which penalty shall be imposed @ 0.5% (five percent) per week for first 10 weeks and thereafter 1% per week subject to maximum of 10% of the ex-work price.
10. **Controlling Officer:** The Assistant Manager (HR&A), will be the controlling officer for this work.

Specification of Materials:

Sl	Particulars	Brand	Quantity
01	Soap (150g)	Lux	132 Nos.
02	Soap (Total) (125g)	Lifebuoy	914 Nos.
03	Duster (36x36 inch)	Any	180 Nos.
04	Liquid Handwash 200ml	Dettol/Lifebouy	100 Nos.
05	Glass/Surface Cleaning Spray 250ml	Colins	50 Nos.



Sl	Particulars	Brand	Quantity
06	Napthalene Balls pack of Min. 100Gm	Any	100 Nos.

Ambashta 08.11.2021

(S. K. Ambashta)
Addl. C. E. & P. M.
TCFHP, WBSEDCL



Tender Form

NIT No.: PM/TCFHP/HR&A/E-17/2021-22/ dated _____

Name of the Work: Supply & Delivery of Soap, Duster and other cleaning & Hygiene Materials to Administrative Building, TCFHP for for Operating Personnel as per "Specification of Material"

Sl	Particulars	Brand	Qntty (Nos.)	Unit Rate	GST	HSSN	Sub-Total
01	Soap (150g)	Lux	132 Nos.				
02	Soap (Total) (125g)	Lifebuoy	914 Nos.				
03	Duster (36x36 inch)	Any	180 Nos.				
04	Liquid Handwash 200ml	Dettol/ Lifebuoy	100 Nos.				
05	Glass/Surface Cleaning Spray 250ml	Colins	50 Nos.				
06	Napthalene Balls pack of Min. 100Gm	Any	100 Nos.				
						Grand Total:	

Grand Total (in word) _____

VALIDITY: The tender shall remain valid for a period of 6(six) months after the date set for Bid opening.

Address of Agency:

Signature with Date and Seal of the Agency