

**West Bengal State Electricity Distribution Company Limited**  
(A Government of West Bengal Enterprise)

Registered Office:  
Bidyut Bhavan, Block – DJ  
Sector – II, Bidhannagar  
Kolkata – 700 091  
CIN – U40109WB2007SGC113473  
2580319



**WBSEDCL**

Website – [www.wbsedcl.in](http://www.wbsedcl.in)

Division Office : Siliguri Sub-Urban  
Shibmandir, Dist. - Darjeeling  
Pin. – 734 011  
E Mail –[suburban.division@gmail.com](mailto:suburban.division@gmail.com)  
Tel. No. 0353 - 2581005(Fax)/

NIT No. : DM/SSD/E-Tender-02/2024 – 2025

Dtd. 07.06.2024

**NOTICE INVITING e-TENDER**

The Divisional Manager, Siliguri Sub Urban Division, WBSEDCL invites e-Tender only from the bonafide, experienced & resourceful manufacturers / suppliers / Distributors for manufacture, testing, supply and delivery of the following items who have successfully supplied the similar type of items to WBSEDCL / other Power Utilities / Govt. / Semi Govt. Departments/ Govt. undertaking Organizations /Govt. Enterprises within last 03(three) financial years (i.e. 2020-21, 2021-22 and 2022-23).

Sl. No.	Name of Work	Tendered Amount (Rs.)	Completion Time	Earnest Money Deposit (EMD) (Rs.)
1	Supply and delivery of various type of L.T. Spacer.	To be quoted by bidder	30 (Thirty days) from the date of issue of LOA/Order	₹ 16732.00 (Rupees Sixteen thousand Seven hundred Thirty Two only)

The quantity is given hereunder:-

Sl. No.	Description of Materials	Unit	Quantity
1	LT SPACER - 1PH	Nos	12000
2	LT SPACER - 3PH - 4 WIRE	Nos	12000
3	LT SPACER - 3PH - 5 WIRE	Nos	2000

Diagram and description of materials are given below:

N.B.:- Offered quantity shall not be less than the minimum quantity as specified above within stipulated delivery period.

- Intending bidders desirous of participating in the tender are to log on to the website <http://www.wbtenders.gov.in> for the tender. Bidder willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) in the name of person who will sign the tender, from any certified Authority (CA) under CCA, Govt. of India. After obtaining DSC from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.
- Tenders will be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-token provided. This is the only mode of collection of tender documents. Details of submission procedure are given in "Instructions to Bidders".

**Terms & Conditions of the E-Tender:**

- Earnest Money (EMD):** The amount of the Earnest Money is Rs. 16732.00  
The following points shall be included in NIT floated through e-tender website:



**West Bengal State Electricity Distribution Company Limited**  
(A Government of West Bengal Enterprise)

Registered Office:  
Bidyut Bhavan, Block – DJ  
Sector – II, Bidhannagar  
Kolkata – 700 091  
CIN – U40109WB2007SGC113473  
2580319



**WBSEDCL**

Division Office : Siliguri Sub-Urban  
Shibmandir, Dist. - Darjeeling  
Pin. – 734 011  
E Mail –suburban.division@gmail.com  
Tel. No. 0353 - 2581005(Fax)/

Website – [www.wbsedcl.in](http://www.wbsedcl.in)

(a) A bidder desirous of taking part in a tender invited by Offices of WBSEDCL shall login to the e- Procurement portal of Government of West Bengal <https://wbtenders.gov.in> using his login Id and password.

(b) The bidder shall select the tender to bid and initiate payment of EMD. Following payment options are available for paying EMD amount through online mode:

I. Net-banking through Payment Gateway.

II. **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.

**(c) General Instructions 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.
- 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).
- 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.

**(d) 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 upload 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 payments and refunds, bidders will have to communicate with ICICI Customer Support, viz, 033-40267512/13 since payment gateway facility used by E-tender portal is maintained by ICICI.
2. The bidder must be a manufacturer/Supplier of aforesaid material.
3. **No agent** is allowed to participate in the tender except original manufacturer/suppliers sub-letting of contract will not be allowed.
4. **Security Deposit:** In respect of successful Bidder, the Earnest Money after acceptance of Tender shall be converted as a part of the Security Deposit.
5. **WBSEDCL** reserves its right to take decision keeping its financial interest. The purchase Policy of WBSEDCL along with the provision of Vendor Rating and Holiday listing, as effective from 01.09.2012 and subsequent amendment effective from 18.03.2013 will be applicable.



**West Bengal State Electricity Distribution Company Limited**  
(A Government of West Bengal Enterprise)

**Registered Office:**  
Bidyut Bhavan, Block – DJ  
Sector – II, Bidhannagar  
Kolkata – 700 091  
CIN – U40109WB2007SGC113473  
2580319



**WBSEDCL**

Website – [www.wbsecl.in](http://www.wbsecl.in)

**Division Office :** Siliguri Sub-Urban  
Shibmandir, Dist. - Darjeeling  
Pin. – 734 011  
E Mail – [suburban.division@gmail.com](mailto:suburban.division@gmail.com)  
Tel. No. 0353 - 2581005(Fax)/

6. The offer shall remain valid for a minimum period of 120 days from the next day of opening of the tender.
7. At the time of placing purchase order, the quantity mentioned in the Tender Document may vary up to  $\pm 10\%$ .
8. Any evidence of unfair trade practices including over charging, price fixing, cartel etc as defined in various statutes, will automatically disqualify the bidders.
9. WBSEDCL is not bound to accept the lowest tender and reserves the right to cancel any or all the tenders unilaterally.
10. Any bidder against whom FIR/complain is lodged with Police by WBSEDCL shall not be eligible to participate in the bidding process.
11. **Inspection and Sample approval:-** The successful bidder shall be intimated by the Controlling officer for submission of the sample for inspection and approval by the sample approval committee. Please note that the schedule should be prepared in such a way so that the materials, after being approved should be delivered within the timeframe mentioned in the NIT. According to the program the successful bidder shall arrange for submission of the sample at their own expense and in presence of the representative of WBSEDCL not below the rank of Jr. Engg. (E) Grade – II. If any material is found broken or damaged during inspection shall be considered as rejected. Intimation with respect to the approval of sample approval shall be issued by the Controlling Officer on the basis of report submitted by the Sample Approving Committee.
12. **Dispatch:-** The supplier after receiving dispatch clearance from the respective authority/purchaser shall deliver the equipment/materials suitably packed to the store located under WBSEDCL as instructed.
13. **Payment terms:-** Work order and payment of work will depend on availability of fund. Intending bidders may consider these criteria while submitting the tender and quoting the rate through online.
14. **L.D.:-** Penalty of  $\frac{1}{2}\%$  per week of delay or part thereof subject to maximum 5% of the order value will be charged on the bill for non completion of the work on time.
15. The success bidder has to submit guarantee certificate along with at the time of delivery of the aforesaid materials.
16. Other information as well as terms and conditions, which are not covered above which will be available in Instructions to bidder, general conditions of contract of this tender and revised purchase policy of the WBSEDCL.
17. Neither prospective Bidder nor any of the constituent partners had been debarred to participate in any Tender by any Government Department/Semi-Govt./Govt. Undertaking/Enterprise etc during the last 05 (Five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. **(A declaration in this respect has to be furnished by the prospective bidders).** {Non-statutory Documents}
18. No conditional/Incomplete Tender will be accepted under any circumstances.
19. The **financial offer** of the respective bidder will be considered only if the **Technical Bid** of the bidder is found qualified by the WBSEDCL. The decision of the WBSEDCL will be final and absolute in this respect. The list of Qualified Bidders of Technical bid will be displayed in the website.
20. No mobilization advance and secured advance will be allowed.
21. All categories of prospective bidders shall have to submit valid copies of PAN Card, IT Returns for last three years, Trade License and GSTIN.
22. The supplied materials to be delivered at Siliguri Sub-Urban Divisional Store under Siliguri Sub-Urban Division, Shivmandir. No extra delivery charge is to be paid.

**6. Date & Time schedule:-**

Sl. No.	Particulars	Date & Time
01.	Date of uploading of N.I.T and Tender Documents (online). [Publishing date]	10.06.2024 after 10:00hrs.
02.	Documents sell / download start date (online).	10.06.2024 after 10:00hrs.
03.	Bid Submission upload start date (online)	10.06.2024 after 10:00hrs.
04.	Bid Submission upload end date (online)	25.06.2024 upto 15:00hrs
05.	Date for opening of Technical bid (online) for the Bidders	27.06.2024 at 15.00 Hrs
06.	Date of uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (online).	To be intimated later.
07.	Date for opening of Financial Bid (online).	To be intimated later.

■ If a Holiday falls on any of the aforesaid scheduled date then scheduled date shall be considered on the next working day.



**West Bengal State Electricity Distribution Company Limited**  
(A Government of West Bengal Enterprise)

Registered Office:  
Bidyut Bhavan, Block – DJ  
Sector – II, Bidhannagar  
Kolkata – 700 091  
CIN – U40109WB2007SGC113473  
2580319



**WBSEDCL**

Division Office : Siliguri Sub-Urban  
Shibmandir, Dist. - Darjeeling  
Pin. – 734 011  
E Mail –suburban.division@gmail.com  
Tel. No. 0353 - 2581005(Fax)/

Website – [www.wbsedcl.in](http://www.wbsedcl.in)

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

1. Intending bidder should download the tender documents from the website <http://www.wbtenders.gov.in> directly with the help of Digital Signature Certificate. 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://wbtenders.gov.in>.
2. Technical Document and Financial Bid should be submitted online on or before as per the 'Date & Time Schedule' stated in Sl. No.-06.
3. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL DOCUMENT of the tenderer 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.
4. Eligibility criteria for participation in the tender :

**The bidders shall have credential for supply of the tendered items to WBSEDCL / other Power Utilities / other Govt. Departments in earlier occasions within last 03 (three) financial years (i.e. 2020-21, 2021-22 and 2022-23).**

**N.B. Uploading of (1) copy of Work Order / Purchase Order, (2) copy of Challan and (3) copy of Completion Certificate as supporting documents is mandatory.**

All intending Bidders are required to upload valid copies of :

- a. GST registration certificate
  - b. PAN Card.
  - c. I.T Return for last three financial years (2020-21, 2021-2022, 2022-2023)
  - d. Professional tax deposit challan for last month i.e. November 2023
  - e. Trade license
  - f. Registered HSN/ SAC Code as applicable against quoted item.
  - g. Company registration no (if bidder is company)
5. No mobilization / secured advance will be allowed
7. **Date & Time schedule:-**

I.	Particulars	Date & Time
1.	Date of uploading of N.I.T and Tender Documents (online). [Publishing date]	10.06.2024 after 10:00hrs.
2.	Documents sell / download start date (online).	10.06.2024 after 10:00hrs.
3.	Bid Submission upload start date (online)	10.06.2024 after 10:00hrs.
4.	Bid Submission upload end date (online)	25.06.2024 upto 15:00hrs
5.	Date for opening of Technical bid (online) for the Bidders	27.06.2024 at 15.00 Hrs
6.	Date of uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (online).	To be intimated later.
7.	Date for opening of Financial Bid (online).	To be intimated later.

- If a Holiday falls on any of the aforesaid scheduled date then scheduled date shall be considered on next working day.



**West Bengal State Electricity Distribution Company Limited**  
**(A Government of West Bengal Enterprise)**

Registered Office:  
Bidyut Bhavan, Block – DJ  
Sector – II, Bidhannagar  
Kolkata – 700 091  
CIN – U40109WB2007SGC113473  
2580319



**WBSEDCL**

Website – [www.wbsedcl.in](http://www.wbsedcl.in)

Division Office : Siliguri Sub-Urban  
Shibmandir, Dist. - Darjeeling  
Pin. – 734 011  
E Mail –[suburban.division@gmail.com](mailto:suburban.division@gmail.com)  
Tel. No. 0353 - 2581005(Fax)/

8. **Bid validation:** Bids shall remain valid for a period not less than 180(One hundred eighty) days after date of Bid opening of tender. Bid valid for a shorter period shall be rejected by the Tender Inviting Authority as non-responsive. If the tenderer 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.

9. **Earnest Money:** The amount of the Earnest Money is **Rs. 16732.00**

- A bidder desirous of taking part in a tender invited by Offices of WBSEDCL shall login to the e- Procurement portal of Government of West Bengal <https://wbtenders.gov.in> using his login Id and password.
- The bidder shall select the tender to bid and initiate payment of EMD. Following payment options are available for paying EMD amount through online mode:

- Net-banking through Payment Gateway.

III. **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.

- **Submission of EMD through BG:** For submission of EMD in the form of BG, bidders will have to opt for EMD Exemption in e-tender portal and upload the scanned copy of BG in the EMD exemption document upload section. Physical copy of BG shall be submitted at the office of tender inviting authority as per respective clauses of NIT.

- EMD amount can be paid either in online mode or submitted through Bank Guarantee (BG) in full. **Partial payment through online mode and remaining submission through BG is not allowed.**

(e) **General Instructions 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.
- 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).
- 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.
- **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 upload status of any bid.



**West Bengal State Electricity Distribution Company Limited**  
**(A Government of West Bengal Enterprise)**

**Registered Office:**

Bidyut Bhavan, Block – DJ

Sector – II, Bidhannagar

Kolkata – 700 091

CIN – U40109WB2007SGC113473

2580319



**WBSEDCL**

**Division Office : Siliguri Sub-Urban**

Shibmandir, Dist. - Darjeeling

Pin. – 734 011

E Mail –suburban.division@gmail.com

Tel. No. 0353 - 2581005(Fax)/

Website – [www.wbsedcl.in](http://www.wbsedcl.in)

- 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 payments and refunds, bidders will have to communicate with ICICI Customer Support, viz, 033-40267512/13 since payment gateway facility used by E-tender portal is maintained by ICICI.
  - Successful bidder(s) shall have to mandatorily **create vendor id through WBSEDCL Web Portal Vendor Corner**, if not created earlier.
10. **Security Deposit:** In respect of successful bidder, the Earnest Money after acceptance of Tender shall be converted as a part of the security deposit. The successful bidder who deposited Earnest Money, balance of necessary 10 % of security deposit shall be realized from the final bill amount. In all cases the amount of recovery of the final bill will be so adjusted as to make the total amount of security deposit equivalent to 10 % value of the contract value.
  11. 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.
  12. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of the Bid, 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.
  13. 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.
  14. Payment will be depended on availability of fund. Intending bidders may consider this criteria while submission of tender and quoting their rate through online.
  15. No Conditional Bid / Incomplete Tender will be accepted under any circumstances.
  16. 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 a nonresponsive and outright rejected with forfeiture of Earnest Money and action will be taken as per stipulation of IT Rules in force.
  17. Before issuance of Letter of Acceptance / Work order, the tender accepting authority may verify the credential & other documents of the lowest bidder so 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.
  18. The Tender Inviting Authority reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
  19. The company shall no way be held responsible or liable for any accident, mishap of any worker during the execution of the work, any loss or damage cause to any equipments of WBSEDCL during execution shall have to be compensated in full as per direction of the Tender Inviting Authority.
  20. Standard safety norms as prescribed in the rules and regulations of WBSEDCL has to be religiously followed.
  21. Penalty of ½ % per week of delay or part thereof subject to maximum of 2.5 % of the ordered value will be charged on the bill for non delivery of the materials within time.



**West Bengal State Electricity Distribution Company Limited**  
(A Government of West Bengal Enterprise)

**Registered Office:**  
Bidyut Bhavan, Block – DJ  
Sector – II, Bidhannagar  
Kolkata – 700 091  
CIN – U40109WB2007SGC113473  
2580319



**Division Office : Siliguri Sub-Urban**  
Shibmandir, Dist. - Darjeeling  
Pin. – 734 011  
E Mail –suburban.division@gmail.com  
Tel. No. 0353 - 2581005(Fax)/

**WBSEDCL**

Website – [www.wbsedcl.in](http://www.wbsedcl.in)

22. 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 along with the Revised Purchase Policy of WBSEDCL.
23. Price Bid of a bidder will be considered only if his Techno-commercial Bid is found acceptable by WBSEDCL. Decision of WBSEDCL will be final and absolute/binding in this respect. The list of techno-commercially qualified bidders will be displayed in the said website in due course.
23. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL shall not be eligible to participate in the bidding process.
24. 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.
25. Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.
26. . In case the quoted rate by the bidders is in the range of (-)20% to (-) 80% of the estimated amount, the contractor shall furnish an Additional Performance Security in the format given in Annexure-VII which shall be equal to 10% of the tendered amount. (As per memo no: 82(5)-POW-13099/3/2018-SECTIONS (POWER) dated 05.07.2021 of Govt. of West Bengal, Department of Power). The Additional Performance Security shall be submitted in the form of Bank Guarantee issued by any Scheduled Commercial Bank as per enclosed format before placement of award of contract.

( A. Mondal )  
Divisional Manager  
Siliguri Sub-Urban Division  
WBSEDCL

Memo No. DM/SSD/E-Tender-2/2024 – 2025/

Dt. 07.06.2024