



**WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY
LIMITED**

(A Govt. of West Bengal Enterprise)

MALDA REGIONAL OFFICE

1st Floor, Netaji Commercial Estate, Rathbari, Malda-732101

Phone No. : (03512) – 220463

Fax No. : (03512) – 220463

E-mail : maldaregion@gmail.com, rm.malda@wbasedcl.in

NOTICE INVITING e-TENDER

NIT No.: 02/ Departmental (2022-23)

Date: 23.08.2022

SUBJECT: Supply & Delivery of 5000 nos. 11 kV Polymeric Composite Pin Insulator with fittings (5kN - 320 mm Creepage Distance) [Material Code: 0508011141] to South Malda Divisional Store under Malda Region.

NAME OF THE SCHEME: DEPARTMENTAL.

The Regional Manager, Malda Region, WBSEDCL invites e-Tender only from the bonafide experienced & resourceful contractors of Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises etc. who have successfully completed similar nature of work after 23.08.2015 :

- Three similar completed works of executed value not less than the amount equal to 40 % of the estimated cost i.e. Rs. 3,58,000.00 or,
- Two similar completed works of executed value not less than the amount equal to 50 % of the estimated cost i.e. Rs. 4,47,500.00 or,
- One similar completed work of executed value not less than the amount equal to 80 % of the estimated cost i.e. Rs. 7,16,000.00.

[Submission of Bid through online]

Name of the Work	Estimated Amount (Rs)	Earnest Money (Rs)	Cost of Technical and Financial Bid Documents (Rs) (Non-refundable)	Time Period of Completion	Name & address of the Concerned Office
Supply & Delivery of 5000 nos. 11 kV Polymeric Composite Pin Insulator with fittings (5kN - 320 mm Creepage Distance) [Material Code: 0508011141] to South Malda Divisional Store under Malda Region.	Rs.8,95,000.00 (Rupees Eight Lakhs and Ninety-five Thousand only)	@2% of the estimated cost to be submitted in favor of “West Bengal State Electricity Distribution Company Limited” payable at Malda, Rs.17,900.00	Nil	30 (Thirty Days)	Regional Manager, Malda Regional Office, 1 st floor, Netaji commercial estate, Rathbari, Malda-732101

1. In the event of e-filling intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money may be paid through online gateway, NEFT/RTGS payment or through Bank Guarantee (BG). The proof of online payment (online gateway or NEFT/RTGS payment) and in case of payment through BG, the scanned copy of BG must be attached

along with other relevant documents that are uploaded in the e-tender portal. The original BG against Earnest Money Deposit (EMD) should be submitted physically at Malda Regional Office, WBSEDCL, 1st floor, Netaji Commercial Estate, Rathbari, Malda- 732101 within due date of submission.

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://wbtenders.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.-09.
4. 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.
5. Eligibility criteria for participation in the tender:
 - 5.1. Bonafide, experienced & resourceful contractors of Govt., Semi Govt., Govt. undertaking Organizations, Govt. Enterprises etc. who have successfully completed similar nature of work after 23.08.2015 :
 - a. Three similar completed works of executed value not less than the amount equal to 40 % of the estimated cost i.e. Rs. 3,58,000.00 or,
 - b. Two similar completed works of executed value not less than the amount equal to 50 % of the estimated cost i.e. Rs. 4,47,500.00 or,
 - c. One similar completed work of executed value not less than the amount equal to 80 % of the estimated cost i.e. Rs. 7,16,000.00.
 - 5.2. All intending bidders are required to produce valid contractor's license with supervisory competency certificate and experience on related works (if applicable).
 - 5.3. All intending bidders are required to produce valid copies of current S.T / VAT, ESI, Professional Tax (PT) receipt challan along with PAN Card / IT return as well as EPF, ESI, Service Tax Registration certificates & certificate of compliance of statutory obligations (to be documented through e-filing).
 - 5.4. All intending bidders are required to also produce the following:-
 - Trade License & GST Registration certificate.
 - Current Challan for depositing GST & latest return files.
 - Copy of IT return for last three financial years, PAN Card, as applicable.
 - EPF registration certificate and challan for last month (if applicable).
 - E.S.I Registration (if applicable).
 - Valid contractor's license with supervisory competency certificate (if applicable).
 - Documents in support of credential: Copy of orders & Delivery Certificate.
 - Performance Certificate as prime agency for similar jobs in last 7 years (from 23.08.2015) and details of works in hand.
 - Information regarding any past and current litigation with WBSEDCL/WBSETCL/Govt./PSU in which the bidder is involved, the party is concerned and disputed amount, wherever applicable
 - Average annual turnover during the last 3 years should not be less than 30% of the estimated cost. Working Capital in the year shall not be less than 30% of the estimated cost of the scheme. In case of document certifying the credit facility from a schedule Bank is to be submitted, the requirement shall be judged by adding available credit facility and working capital taken together.
6. No mobilization / secured advance will be allowed.
7. The contractor shall be solely responsible for IT and all other taxes, duties, service tax, levies, license fees, all types of Statutory Govt. obligation incurred until completion of the total work and handed over to the employer. Bid price shall be firm and inclusive of all such costs and no claim on this behalf will be entertained by the owner.

8. Bids shall remain valid for a period not less than 180 (One hundred eighty) days after date of financial 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. Date & Time Schedule:-

Sl. No.	Particulars	Date & Time
01.	Date of uploading of NIT and Tender Documents (online). [Publishing Date]	23.08.2022 at 18.00 Hrs
02.	Documents sell / download start date (online).	23.08.2022 after 18.00 Hrs
03.	Bid Submission upload start date (online)	23.08.2022 after 18.00 Hrs
04.	Bid Submission upload end date incl. online EMD (online)	05.09.2022 upto 17.00 Hrs
05.	Date of submission of original copies for the Earnest Money Deposit through BG (offline).	06.09.2022 upto 17.00 Hrs
06.	Date for opening of Technical bid (online) for the Bidders	08.09.2022 after 10:15 Hrs
07.	Date of uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (online).	To be intimated later
08.	Date of opening of Financial Bid (online).	To be intimated later

- 10. Earnest Money / Bid Security:** The amount of Earnest money/Bid security shall have to be deposited in a separate cover @ 2% of the estimated amount of tender in the shape of
Following options are available for payment of EMD, for the intending bidders for payment in online mode-

- Net-banking through Payment Gateway.**
- 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 e-procurement portal to continue the bidding process after expiry of a reasonable time to enable the RTGS / NEFT process to be completed.
Reference: Bank Name-ICICI Bank Ltd., A/C No.-193405000657, Account Title- West Bengal State Electricity Distribution Company Ltd., Account Type –Current, IFSC Code-ICIC0001934, MICR Code-700229096, ICICI Bank Ltd., Block-A, Ecospace Business Park, Rajarhat, Kolkata-700156.
- 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 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.

All offline instruments like Bank Draft, Pay Order etc. is stopped for e-tender procurement. In case of unsuccessful/ rejected bids, the EMD shall be refunded directly from the e-Tendering portal. However for successful bids, the EMD will be refunded by WBSEDCL as per norms. Further details in respect of online payment as well as refund of EMD are provided within the EMD clause. This is in accordance to the O.O No.: 1994, dated 19.05.2021 and O.O No.: 1997, dated 14.06.2021 of the Director (HR), WBSEDCL.

The bid guarantee shall be valid for 6 (six) calendar months with a claim period up to 3 (three) months from the date of opening of bid. Earnest Money / Bid guarantee of the unsuccessful bidder will be released after finalization of tender against the prayer of the respective bidder. No interest shall be payable by WBSEDCL on the above Earnest Money / Bid guarantee.

GENERAL INSTRUCTIONS FOR ONLINE PAYMENT:

- The bidder will have to mandatorily pay through Net-banking facility once Net-banking mode is opted for payment.

- ii. 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.
- iii. In case actual EMD 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).
- iv. 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 OF EMD AMOUNT:

- i. 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.
- ii. For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following due procedures.
- iii. The bank account used for payment of EMD by 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.
- iv. 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.

11. Security Deposit:

11.1 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 @ 2% (Two percent) of the amount put to the Tender, balance of necessary 3% (Three percent) Security Deposit shall be realized by recovering from the progressive bill @ 1% (One percent) of the amount of each such bill. 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 3% (Three percent) to the value of work so executed.

11.2 Additional Performance Security when the bid rate is 80% or less of the estimate put to tender and no increase in scope of work of projects during execution phase: All bids in the range of -20% to -80% of the estimated rate shall furnish an additional performance security in the format given in the annexure which shall be equal to 10% of the tender amount. The additional performance security shall be permitted in the form of a Bank Guarantee from any scheduled bank as per the enclosed format before the issuance of the order. Validity period of BG must be 02 years with a claim period of further 03 months.

- 12. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain 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's own expense.
- 13. 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.
- 14. 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.
- 15. Work Order & Payment of work will be dependent on availability of fund. Intending bidders may consider these criteria during submission of tender and quoting their rate through online.
- 16. No Conditional Bid / Incomplete Tender will be accepted under any circumstances.

17. The intending bidder is required to quote the rate in BOQ, put to tender online considering that no escalation and / or price adjustment will be allowed by the department under any circumstances.
18. 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.
19. 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 any such document is found 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.
20. The Tender Inviting Authority (WBSEDCL) does not bind itself to accept the lowest bidder and reserves all the rights to accept or reject, split any / all offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by the Bidder at any stage of the Bidding. Tender inviting Authority (WBSEDCL) also reserves right to accept/cancel/withdraw the concerned NIT in full or part due to Unavoidable circumstances and no claim in this respect shall be entertained.

21. All correspondences with regard to above shall be the following address:-

The Regional Manager,
Malda Regional Office, WBSEDCL
1st floor, Netaji Commercial Market
Rathbari More, Malda
District: Malda.
Pin: 713101

Sd/-
Regional Manager
Malda Regional Office,
WBSEDCL, Malda
(Tender Inviting Authority)

Memo No: RM/MRO/E-Tender/Dept/ 846(1-12)

Dated: 23.08.2022

Copy forwarded for information and necessary action to:

1. The C.E. (Dist.), Bidyut Bhavan, WBSEDCL, Kolkata-91.
2. The Addl. C.E. & Zonal Manager, Beharampore (D) Zone, WBSEDCL, Beharampore.
3. The SE & Regional Manager - Nadia / Murshidabad Region: For Necessary Circulation in Notice Board please.
4. The D.E. & D.M., South Malda Division, WBSEDCL, Malda - The Supervising Officer (also for Necessary Circulation in Notice Board please).
5. The D.E. & D.M., North Malda Division, WBSEDCL, Malda - For Necessary Circulation in Notice Board please.
6. The Mgr. (F&A), Malda Regional Office, WBSEDCL, Malda - The Paying Authority.
7. The Mgr. (HR&A), Malda Regional Office, WBSEDCL, Malda.
8. The DE (E), Malda Regional Office, WBSEDCL, Malda.
9. The AM (F&A), South Malda Division, WBSEDCL, Malda.
10. The AE (Tech.), South Malda Division, WBSEDCL, Malda - The Site Officer.
11. The Notice Board, Malda Regional Office, WBSEDCL, Malda.

13.8.22
Regional Manager
Malda Regional Office,
WBSEDCL, Malda
(Tender Inviting Authority)

Gshukla
23/08
2022

Malda
23.08.2022

Malda
23.08.22

DE(E), Malda R.O.

SECTION – A

INSTRUCTION TO BIDDERS

A. General guidance for e-Tendering

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

Sl. No.	Category Name	Sub-category	Details
01.	Certificates	Certificates	(a) Trade License & GST Registration certificate. (b) Current Challan for depositing GST & latest return files. (c) Copy of IT return for last three financial years, PAN Card, as applicable. (d) EPF registration certificate and challan for last month (if applicable). (e) E.S.I Registration (if applicable). (f) Documents in support of credential: Copy of orders & Delivery Certificate (g) Performance Certificate as prime agency for similar jobs in last 7 years (from 23.08.2015) and details of works in hand. (h) Information regarding any past and current litigation with WBSEDCL/WBSETCL/Govt./PSU in which the bidder is involved, the party is concerned and disputed amount, wherever applicable. (i) Valid contractor's license with supervisory competency certificate (if applicable). (j) Average annual turnover during the last 3 years should not be less than 30% of the estimated cost. Working Capital in the year shall not be less than 30% of the estimated cost of the scheme. In case of document certifying the credit facility from a schedule Bank is to be submitted, the requirement shall be judged by adding available credit facility and working capital taken together.
02.	Company Detail(s)	Company Certificate	
03.	Credentials	Credential	a) Performance as prime agency for executing similar kind of jobs in the last 7 years (from 23.08.2015) and details of work in hand. b) Documents of Credential (in the form of work completion certificates and payment certificates) of executing similar nature of work after 23.08.2015 : i. Three similar completed works of executed value not less than the amount equal to 40 % of the estimated cost i.e. Rs. 3,58,000.00 or, ii. Two similar completed works of executed value not less than the amount equal to 50 % of the estimated cost i.e. Rs. 4,47,500.00 or, iii. One similar completed work of executed value not less than the amount equal to 80 % of the estimated cost i.e. Rs. 7,16,000.00.
04.	Cost of technical and financial bid document & Earnest Money	Earnest Money Deposit	Scanned copy of Bank Guarantee drawn in favor of the “West Bengal State Electricity Distribution Company Ltd.” . Payable at Malda.

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://wbtennders.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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Guideline to Bidder DSC is given as a USB e-Token.

3. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to 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 Statutory Cover File Containing:

- a) Details of Online EMD / scanned copy of BG towards earnest money (EMD) as prescribed in the NIT against each of the serial of work of any Scheduled Bank in favor of “West Bengal State Electricity Distribution Company Limited” payable at Malda.

4.1.2 Non Statutory / Technical Document Cover file Containing:

- Trade License & GST Registration certificate.
- Current Challan for depositing GST & latest return files.
- Copy of IT return for last three financial years, PAN Card, as applicable.
- EPF registration certificate and challan for last month (if applicable).
- E.S.I Registration (if applicable).
- Valid contractor's license with supervisory competency certificate (if applicable).
- Documents in support of credential: Copy of orders & Delivery Certificate.
- Performance Certificate as prime agency for similar jobs in last 7 years (from 23.08.2015) and details of works in hand.
- Information regarding any past and current litigation with WBSEDCL/WBSETCL/Govt./PSU in which the bidder is involved, the party is concerned and disputed amount, wherever applicable
- Average annual turnover during the last 3 years should not be less than 30% of the estimated cost. Working Capital in the year shall not be less than 30% of the estimated cost of the scheme. In case of document certifying the credit facility from a schedule Bank is to be submitted, the requirement shall be judged by adding available credit facility and working capital taken together.

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.

NOTE: 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 Non 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.

4.1.3 Opening of Technical proposal:

Technical proposals will be opened by the Regional Manager, WBSEDCL, Malda Regional Office, 1st floor, Netaji Commercial Estate, Rathbari, Malda and his authorized representative electronically from the web site stated using their Digital Signature Certificate (DSC).

- ❖ Intending tenderers may remain present if they so desire.
- ❖ Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
- ❖ Summary list of technically qualified tenderers will be uploaded online.
- ❖ Pursuant to scrutiny & decision of the Department, the list of eligible tenderers will be uploaded in the web portal.

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 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. 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 as per relevant IT Act.

6. Rejection of Bid:

The Employer (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.

7. 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.

8. The agreement as per enclosed format in G.C.C. will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including NIT and BOQ will be part of the documents. After acceptance of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents stated in NIT of the concerned work within time limit to be set in the letter of acceptance.

SECTION – B

GENERAL CONDITIONS OF CONTRACT AND SPECIFICATION FOR WORKS

1. 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 <http://wbtennders.gov.in> (the web portal). The contractor is to click on the link for e-Tendering site as given in the web portal.
2. The intending bidder(s) required to quote the rate in the BOQ. The quoted price should

be firm. There will be no price variation during the pendency of the contract period or thereafter. Bidders are in no way allowed to get any escalation of price against the contract. Price indicated in the schedule of prices deemed to include all the levies / duties / cess & all other incidentals payable as per statute excluding service tax. **The estimated cost is exclusive of Service Tax.** Relevant Service Tax as applicable for the work will be paid to the appropriate authority / agency as per prevailing rates and rules in force.

3. 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.
4. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors, who resort to canvassing will be liable to rejection.
5. Bids shall remain valid for a period not less than 180 (One hundred eighty) days after date of financial bid opening of tender.
6. Earnest Money as per NIT should be submitted with the tender in the form of Bank Draft / Bankers Cheque / Pay Order issued from any Scheduled Bank in favor of the **"West Bengal State Electricity Distribution Company Limited"** payable at Malda.

7. **Security Money:**

The Successful tenderer within 7 (seven) days of receipt of LOI / order, shall submit his unconditional acceptance in writing failing which the Department shall have the right to terminate the LOI / Order as per rule and earnest money, submitted along with the tender will be forfeited. On receiving tenderer's acceptance for the work the earnest money deposited with the tender will be automatically converted to form a part of security money deposited. An additional sum of security money, if required, shall be deposited by the tenderer to constitute initial security money of 2% (two percent) of ordered value. Further additional security money shall be deducted from the progressive bills at 1% (one percent) of each such bill so that the total deduction together with 2% (two percent) Security money already taken shall constitute not less than 3% (three percent) of the total value of works as actually done. All security money shall be refunded after expiry of the period of maintenance which shall be 12 (twelve) months normally, if not otherwise mentioned in the work order) after completion of the work. This period of maintenance shall be counted from the date of completion of job.

8. **Defect Liability Period:**

The term 'Defect Liability Period' shall mean the period of 12 (twelve) months from the date of completion of the work. If any defect is found within the defect liability period, the contractor shall be liable to rectify / replace the material at their own cost and responsibility. Defects / rectification work so notified shall have to be attended and completed satisfactorily within 15 (fifteen) days. For faithful & due fulfillment of all obligations, this defect liability period shall be covered by the Security money already retained from the contractor. After completion of Defect liability period, and on completion of satisfaction rectification of defect, if any reported within the defect liability period, and on receipt of the application from the contractor, controlling officer of the work shall recommend for refund of the Security money.

9. **Definition of terms:**

In writing these General Conditions of Contract, Specification and Bill of Quantity / Bidding Schedule (Schedule of work), the following words shall have normally the meanings here-in-after indicated unless there is something in the subject matter of content inconsistent with such construction.

- The *Company / Purchaser / Owner / Department* shall mean the WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED (WBSEDCL), having its head office at Vidyut Bhawan, Block- DJ, Sector-II, Kolkata-700091.
- The *Engineer-in-Charge / Supervising Officer* shall mean the Engineer deployed by

the company for the purpose of this contract.

In this case the supervising officer is the **DE & Divisional Manager, South Malda Division, WBSEDCL**.

- *Company's representative* shall mean any person or persons of WBSEDCL appointed by the Company and
Shall include the contractor's executor's administrators, successor and permitted assignees
- The *Contractor* shall mean the Bidder who will be awarded with the contract by the Company and shall
Include the contractor's executor's administrators, successor and permitted assignees.
- The work *Site* shall mean the site of proposed work as detailed in the specification or any other place where the work is to be executed under the contract.
- The terms *Services* shall mean all works to be undertaken by the Contractor as laid down under the head
'Scope of Work' or elsewhere in the specification enclosed. When the words '*approved*', '*subject to approval*', '*as directed*', '*accepted*', '*permitted*' etc. are used, the approval, judgment, direction etc. are
Understood to be a function of company
- *Writing* shall indicate any manuscript, type written, printed or other statement reproduced in any visible form.
- *Date of Contract* shall mean the date on which the notification of award of contract / letter of award / telex award has been issued.
- *Zero Date* will be reckoned from the date of handing over of site.

10. Scope of work:

The quantity as indicated in this document is provisional and should not be taken as firm. The extent to which the work should actually be executed will depend on scope & circumstances at the time of execution of work. Any reduction or enhancement of quantum of work would be advised by the controlling officer in writing. The company reserves the right to reduce the quantity of work as shown in the enclosure even substantially without assigning any reason there of taken up departmentally or decided otherwise for which no compensation is payable to the successful bidder under any circumstances.

11. Specification of work:

No job can be started by the contractor till the scope is approved by the controlling officer. The work should conform to Company's general condition of contract, standard specification an approved drawing of the Company. For any deviation in this respect without written approval of the controlling officer the entire work is liable for rejection. The method of execution shall obviously satisfy relevant provisions are laid in the bid documents. Rates are inclusive of all incidental Charges.

12. Guarantee Period:

The contractor shall guarantee the executed work for a minimum period of 12 (twelve) months from its actual completion. If any defect in the executed work is detected during this guarantee period, the contractor will have to rectify or replace the same at his own cost and responsibility within 15 (fifteen) days from the date of intimation from the Company in this regard. If the contractor fails to carry out such rectification, the Company shall have the right to engage any other contractor for such rectification and any extra cost incurred by the Company for such rectification will be realized from the pending bill(s) and / or security deposit of the original contractor for this contract or any other contract under the Company.

13. Safe custody of Company's materials and erected work:

The contractor would be entirely responsible for all the materials/equipment issued to them for the work and for the executed portion till the installation is officially taken over by the Company. The Contractor would have to arrange Storage-cum-Erection insurance policy exclusively in the name of WBSEDCL from any subsidiaries of the General Insurance Corporation of India with the concurrence of the controlling officer concerned extended for a period from the date of issuance of the first lot of materials to the date of official takeover by the company. It would be the responsibility of the contractor to keep the policy alive throughout the desired period by timely and adequate

payment of premiums. Value of the policy shall cover the material and labour cost for the contract. If the amount of contract is modified subsequently, the insurance coverage should also be modified accordingly. For any loss, damage or theft of issued materials and/or erected work before taking over, the cost will initially be deducted from any pending payable amount. Necessary compensation, when realized through the insurance will be credited to the contractor's account for settlement of the claim in due course. The original stamped Insurance policy has to be handed over to the controlling officer before first lot of materials is issued in contractor's favor.

14. Tools & tackles:

The contractor must be properly equipped with all requisite tools & tackles in sufficient quantity to ensure timely execution of work.

15. Handing over and Taking over:

After completion of the erection work, the contractor will intimate the controlling officer in writing with six copies of blue prints drawing layout and other details of the erected infrastructure. The controlling officer, on receipt of the intimation, will arrange inspection with concerned O&M Distribution Engineer, preferably within 15 days but not later than 30 days. If any defects are found, those will be intimated to the contractor in writing by the controlling officer. The contractor will have to rectify such defects within 15 days at their own cost and responsibility. On receipt of the intimation in writing the controlling officer may again inspect the works. After satisfactory completion of works, the company will arrange to take over the installation within 30 days. The installation in any case will be deemed to have been automatically taken over by the company on 45 days from the date of receipt of the last intimation regarding completion of the rectification of works as the case may be, if nothing to the contrary has been intimated to the contractor in writing by the controlling officer.

16. Manner of Execution of Contract:

The successful bidder has to submit acceptance of the LOI / Order within 7 (seven) days from the date of issue of the Letter of Intent / Order. The successful bidder shall be required to execute an Agreement (as per format enclosed as **Annexure – 2**) at his expenses on a non judicial stamp paper of Rs.100/- with the company with all related documents for satisfactory execution of the work. Agreement shall be signed on a date and time to be mutually agreed upon at Malda Regional Office, WBSEDCL, 1st floor, Netaji Commercial Estate, Rathbari, Malda-732101 and the same has to be signed by both parties within 30 (thirty) days from the date of the acceptance of the order. Power of attorney of the authorized representative of the contractor who will sign the contract on behalf of the contractor is to be submitted before signing of the agreement.

17. General Requirement:

17.1. Pre-visit of work site: Contractor to visit the site before submission of tender: The contractor shall inspect and examine the site and its surroundings and shall satisfy himself before submission of his tender as to nature of the site, the quantities and nature of work and the 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 risks, contingencies and other circumstances which may influence and effect his tender.

17.2. Cost of Bidding: The Contractor 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.

17.3. Correctness and sufficiency of rates quoted in the tender: The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for works and the rates and prices stated in the schedule of the items. The rates and prices quoted shall cover all obligation of the tenderer under the contract and all materials and things necessary for the proper completion and maintenance of the works.

17.4. Contractor shall execute, complete and maintain the works as per direction of the Supervising Officer / Engineer-in-Charge of the works or his representatives.

17.5. Contractor to submit program: Within 14 (Fourteen) days from the date of issue of Letter

- of Intent/ Erection order the Contractor shall submit a program showing the order, procedure and method in which he proposes to carry out the work.
- 17.6. Contractor's Staff at site:** The contractor shall provide at site authorized representative duly approved by the Controlling Officer (approval may be withdrawn for particular person, if necessary). The contractor and/or his authorized representative are to be constantly on the work and shall give whole time supervision of the same. Such authorized agent or representative shall receive (on behalf of the contractor) directions and instructions from the Controlling Officer / Engineer or his representative.
- 17.7. Removal of persons employed at site:** The Controlling Officer / Engineer shall be at liberty to ask the contractor to remove from the site any person, employed by the contractor in the execution of the works, who in the opinion of the Controlling Officer / Engineer misconducts himself or is incompetent or negligent in the proper performance of his duties and such persons shall not be again employed upon the works without the permission of the Controlling officer / Engineer.
- 17.8. Setting out:** The Contractor shall be responsible for true and proper setting out of the works and for the correctness of the position, levels, dimensions and alignments of all parts of works. If at any time during the progress of the works any error shall appear or arise in the positions, levels, dimensions or alignments of any part of the work, the contractor on being asked to rectify by the Controlling Officer / Engineer, shall at his own expense rectify such error to the satisfaction of the Controlling Officer / Engineer.
- 17.9. Protection of works:** The Contractor shall in connection with the works provide and maintain at his own cost all lights guards, fencing and watching when and where necessary or required by the WBSEDCL or by any competent authority or statutory or other authority for the protection of the works or for the safety and convenience of the public or others.
- 17.10. Care of works:** From the commencement to the completion of the works, the contractor shall take full responsibility for the care thereof and of all temporary works and in case of any damage, loss, or injury to works or to any part thereof or to any temporary works due to any cause whatsoever shall at his own cost repair and make good the same, so that at completion the works shall be in good order and conditions and in conformity in every respect with the requirements of the contract. The contractor shall take every practicable precaution not to damage or to cause injury to adjoining or other properties or to any persons. However even if any damage or injury occurs, the contractor shall be responsible in meeting the necessary claims and demands as may be required.
- 17.11. Workmen's compensation for accident or injury to any workmen:** The WBSEDCL shall not be liable for damage or compensation payable as per provision of law in respect of consequence of any accident or injury to any workmen or other person in the employment of the contractor. Contractor shall have to pay all claims, demands, proceedings costs, charges and expenses whatsoever in respect thereof or in relation thereto. Insurance policy covering provision for workmen's compensation for all the workmen to be engaged by the contractor is to be made by him.
- 17.12. Facilities for other contractors:** The contractor shall afford all reasonable facilities for any other contractor employed by WBSEDCL in the execution on or near the site of any work not included in the contract.
- 17.13. Clearing site on completion:** On completion of the works the contractor shall clear away and remove from the site all constructional plant, surplus materials rubbish, and temporary works of every kind and leave the whole of the site and works clean and in a good and tidy condition to the satisfaction of Engineer-in-charge.

18. Labor License:

Contractor will have to obtain Labor License in respect of the above work as per Contract Labor (Regulation & Abolition) Act, 1970 as early as possible.

19. Compliance of Labor Laws:

The Contractor shall comply with all statutory Labor Laws to protect the laborers engaged by them. In this connection the contractor will be required to execute an Indemnity Bond (as per specimen enclosed as **Annexure – 1**) after placement of Letter of Intent / Order.

20. Variation, Omission, Addition & Alteration:

The Contractor shall not modify the work except under direction in writing by the Company. The quantities provided in the Schedule of work are provisional only, which may vary up to any extent or may be deleted altogether. The quoted rate of each item shall remain firm till completion of contract. The company reserves the right to alter, amend and omit or otherwise vary the quantities as may be necessary but such variation will be limited to $\pm 25\%$ (plus or minus twenty five percent) of the contract price. Payment shall be made as per actual execution.

21. Supplementary Works:

Whenever supplementary works become unavoidable for completion of the work in all respect, the Contractor shall bring the matter to the notice of the Controlling Officer and submit their proposal. However the controlling Officer shall have the right to advise the contractor to proceed with such item(s) of work. Rates for supplementary item shall be arrived at as given hereunder:

- 21.1. The rates of all supplementary items shall be decided on pro-rata basis from the existing items in the contract.
- 21.2. When above clause (Cl. No. 21.1) shall not be applicable, the rate shall be taken from WBSEDCL schedule of rates for schedule prevailing at the time of submission of bids plus/minus the contractual rate of quotation.
- 21.3. When Cl. No. 21.1 & 21.2 above shall not be applicable, the rate should be analyzed to the mutual acceptance of the present market rates of different elements involved in the item, against documentary evidence, with 5% overhead, contractor's profit as 10% (ten percent) and 1% (one percent) as Cess towards BOCWWC Act, 1996. In that case contractual rate of quotation will not be applicable. Controlling Officer's decision regarding finalization of rate of non-scheduled item(s) shall be final and binding upon the Contractors.

22. Terms of Payment:

Progressive R/A bills, against the prayer of the contractor, for an amount of minimum 20% (twenty percent) of the ordered value or as deemed justified by the Controlling Officer shall be released against certification of the Controlling Officer. The final bill shall be released on completion of the work in all respect and fulfillment of all contractual obligations by the contractor.

The Manager (F&A), Malda Regional Office will be the paying authority of the work.

23. Completion of Contract:

All works under the contract must be completed within forty-five days, while portions of the work as per programmed in consultation with the controlling officer shall be completed by the date stipulated in the said program. It is to be noted that time is the essence of the contract any default on the part of the contractor to complete the work within stipulated date(s) aforesaid or within the time as may be extended in writing by the controlling officer subject to payment of liquidated damages, the company shall have the right, without prejudice to any other clauses, to terminate contract forthwith and to take possession of the balance work/materials and have the same allotted to any other agency and the contractor shall be liable to compensate the loss that may be occasioned to the company on that account. Any letter in writing by the controlling officer shall be treated as conclusive on behalf of the Company.

24. Defective Materials:

If in the option of the Engineer-in-charge, any of the materials brought to the site for use are not of the quality or kind specified in the contract and / or are unfit for the works, he shall be at liberty to order the removal of the said materials and the contractor shall remove the same within 24 (twenty four) hours after notice has been given to him and if he fails to remove them within the time the Engineer may cause them to be removed anywhere at the risk of the Contractor and any cost incurred in so doing shall be deducted from the dues to the contractor under the contract.

25. Drawings:

The works shall be carried out as per the instructions and to the satisfaction of the Engineer in accordance with the signed drawings, the specifications and schedule of quantities and also as per any further drawings which may be supplied, all instructions which may be given by the Engineer-in-Charge from time to time.

26. Material and Workmanship:

All the works shall be executed with the materials as specified and with best workmanship and / or in the best manner to the satisfaction of the Engineer-in-charge.

27. Extension of Time:

An extension of time without imposition of liquidity damage, may be granted for delay in execution of work provided there is no fault whatsoever on the part of the contractor. Such extension may only be granted on the basis of application to be submitted by the contractor who has to establish that the extension of time required by him is not due to his fault.

28. Liquidated Damage:

If the Contractor fails to complete the works within the time prescribed herein or extended time for completion, then the Contractor shall pay to the Company a sum amounting to ½% (half percent) of the value of works as liquidated damages of such default for every week or part of a week which shall-elapse between the time prescribed or extended time as the case may be and the date of completion of the works subject to a maximum of 10% (ten percent) of the total contract price.

The Company may, without prejudice to any other method of recovery, deduct the amount of such damages from any money in their hand due or which may become due to the contractor. The payment for deduction of such damages shall not relieve the contractor from his obligation to complete the works or from any other his obligations and liabilities under the contract.

29. Company's Right to Terminate Contract:

29.1 If the contractor fails to start the work within a month from the date of issue of Letter of Intent / Work Order, WBSEDCL shall have the right to cancel the Letter of Intent/Work Order with forfeiture of earnest money (Converted into initial security) without giving any notice to the contractor.

29.2 If the contractor neglects or fails to proceed with the work proportionate to the scheduled time of completion of the work or fails to complete the work within scheduled time for completion or within the extended time approved by the WBSEDCL, the WBSEDCL shall have right to terminate the Work Order / Letter of Intent after giving notice in writing to the contractor. If the contractor fails, after 14 (fourteen) days of such notice, to proceed with the work in the matter notified, the WBSEDCL shall terminate the contract and call the contractor to take joint measurement along with the Engineer for the finished portion of work. If the contractor does not appear for a joint measurement, ex-party measurement by the WBSEDCL will be taken as final. In that case the WBSEDCL shall take possession of the work site and 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. In the contract terminated as above, the contractor shall have no claim for compensation against the WBSEDCL for any loss or deterioration of any materials that he may have collected or engaged or entered into an account of the work.

30. Quality of Work / Material and Mode of Measurement:

As regards specification of materials, execution of work and the mode of measurement relevant stipulation of P.W.D. Schedule of rates, (applicable at site of work) in this respect will be applicable. The contractor shall arrange and provide all necessary facilities along with necessary manpower for inspection, testing and measurement of work at his own cost.

31. Deduction of Taxes and Cess for BOCWWC Act, 1996:

It is obligatory under the provision of Income Tax Act 1961 and West Bengal VAT Act 2003 (VAT on Work Contracts) to deduct tax to at source then the same will be deducted from the bills as applicable. The Contractor is required to follow the Building and Other

Construction Work Welfare Act, 1996. Registration of his establishment under section-7 of the building and the Construction Worker's (Regulation and Condition of Service) Act, 1996 is to be made after the contract is awarded. 1% (one percent) Cess towards BOCWWC Act, 1996 will be deducted from its total amount of each bill. For these deductions certificate will be issued as per rules.

32. Force Majeure:

The contractor shall not be liable to pay any liquidated damage for delay/failure to perform the contract for reasons of force majeure such as act of God, act of the public enemy, acts of Governments, fire, flood, epidemics, quarantine restriction, strikes, freight embargos and provided that the contractor shall within 10 (ten) days from beginning of such delay notify the Company in writing of the cause of delay. The Company shall verify the fact and grant such extension as found to be justified without imposing liquidated damage.

The department shall not be responsible or liable to pay any compensation for any interruption in work at the site due to strike, lockout, riot, earthquake, flood, cyclone or civil commotion or any other force of accident due to any reason beyond control. The department shall not be held responsible to or liable to pay for any interruption in your work at the site arising out of resistance from the local public due to any resistance towards work.

33. Sub-letting of Contract:

The Contractor shall not, without the written consent of the Company, assign or sublet his contract or any part thereof, other than of raw materials, or for any part of the work provided that any such consent shall not relieve the contractor from any obligation, duty or responsibility of the contract. In the event of sub-letting of contract or any part thereof is permitted, the fact that such permission has been accorded shall not establish any contractual relationship between the approved Sub-vendor and WBSEDCL of any of his liabilities and obligations under the contract.

34. Engineer's Decision:

Controlling Officer's decision is final in all respect of all matters which are left to the decision of the Controlling Officer including the granting of with-holding or certificates. If in the opinion of Contractor, a decision made by Controlling Officer is not in accordance with the meaning and intent of the contract, the Contractor may file an objection with the Controlling Officer within 7 (seven) days after receipt of the decision. Failure to file an objection within the allotted time will be considered as acceptance of the Controlling Officer's decision and the decision shall become final and binding.

35. Liability of Accidents and Damage:

The Contractor shall be responsible for the loss, damage or depreciation of the Company's materials while in their custody and until the same was taken over by the company. Until the completed work is taken over by the Company, the Contractor shall also be liable for and shall indemnify the Company in respect of all injury to person or damage to property resulting from negligence of the Contractor or his workman or sub-contractor or for defective workmanship etc.

36. Language and Measurement:

All documents pertaining to the contract including specifications, schedule notices, correspondences, operating and maintenance instruction, drawing or any other writings be written shall be in English language. The metric system measurement shall be used exclusively in the contract

37. Completion of Work:

Completion of work means completion of the work in totality and acceptance / takeover of the same by the company. Partial or phase wise completion will have no bearing towards consideration of guarantee/defect liability period.

38. Idle Labor / Machinery:

Whatever the reason may be no claim for idle labor and machinery, additional

establishment cost, hire and labor charges of tools & plants would be entertained by the Company, under any circumstances.

39. Safety Rules:

The bidder shall also provide necessary fencing and lights to protect the public from accident. Fire extinguishers shall be kept by the Contractor at the site of works where there is risk of fire hazard. Adequate washing facilities shall be provided near the place of work.

40. 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 in connection with this contract shall to the extent possible be settled amicably and where settlement cannot be reached then such disputes shall be subjected to settlement under the jurisdiction of Calcutta High Court. When the work is done near any place where there is risk of drowning, all necessary equipments shall be provided and kept ready for use and all necessary steps taken for prompt rescue of any person in danger and adequate provisions shall be made for prompt first aid treatment of all injuries likely to be sustained during the course of the work. These safety provisions shall be brought to the notice of all concerned by displaying on a notice board at a prominent place at the work spot. The person responsible for the compliance of code shall be named by the bidder. To ensure effective enforcement of the rules & regulations relating to safety precautions, the arrangement made by the bidder shall be open to inspection of the employer and WBSEDCL. Notwithstanding the above clause there is nothing in those of exempt the bidder from the operation of any other Act or Rule in force in the Republic of India. All storage, handling & use of flammable liquids shall be under the supervisions of qualified persons. First aid arrangements with the degree of hazard and numbers of workers employed shall be maintained in a readily accessible place throughout the whole of working hours.

41. Reporting of Accident:

All accidents, major or minor, must be reported immediately to WBSEDCL and the contractor will provide first aid to the injured person immediately. The injured person shall report to the First Aid station along with the 'Injure on Work' form as per appropriate Performa, duly filled in quintuplicate and submit to the Medical Officer of the First Aid Station.

Serious Injuries: In case of serious injuries, the following procedure shall be adopted by the contractor.

- To provide first aid at his own First Aid Station.
- To take the injured person to the hospital along with the 'Injured on Work' form duly filled in.
- To report the accident to WBSEDCL.

Fatal Accident: Fatal accident must be reported immediately to WBSEDCL as well as to Police.

Penalty: Failure to observe the Safety Rules will make the contractor liable to plenty by way of suspension of work and termination of contract. Adequate arrangement for proper lighting & guarding shall be made at the work site.

42. Miscellaneous:

- 42.1.** For timely completion of the work the contractor must have to deploy all necessary equipment, tools & tackles and machineries, adequate shuttering to execute the work at a time to perform all works simultaneously as per requirement of WBSEDCL.
- 42.2.** The entire work shall be inspected by WBSEDCL representative from time to time at site as necessary. The Contractor shall provide all facilities for such inspection free of cost. Notwithstanding any inspection of the site, WBSEDCL shall have the right to reject any work not conforming to the specification without being liable for any explanation or compensation. The authorized representative of WBSEDCL shall have the free access to the work site, contractor site office and store.

- 42.3. During the execution of the work, if any, problem arises which is not covered by the specifications, the contractor shall seek necessary clarification and instruction from WBSEDCL. Such instruction shall be binding on the contractor and shall be observed in full.
- 42.4. The Contractor shall make his own arrangement for the labor, construction equipment, tools and tackles and construction materials, construction water, office / labor accommodation, water supply, sanitation.
- 42.5. Electricity for construction purpose, if supplied by WBSEDCL, the charge shall be borne by the Contractor at the rate specified by WBSEDCL. The Contractor cannot claim any compensation for any failure in such supply caused due to any reason whatsoever in case of non-availability of electricity for construction purpose from WBSEDCL. The Contractor has to arrange the same at his own cost.
- 42.6. The Contractor shall strictly follow the safety rules, regulations and instructions issued from time to time. In absence of any particular reference the Contractor shall refer to the Indian Standard and also the State Government rules and regulations.
- 42.7. The contractor shall take all precautions during execution, especially while excavating underground works, such as cables, pipelines, drains etc. and provide all possible precautions to these works and incase they are damaged, rebuild / divert them at his own cost.
- 42.8. All guarantees and test certificates obtained by the contractor during the execution of the work shall be transferred to the WBSEDCL before issue of the final payment.
- 42.9. The Contractor shall provide all necessary storage at the site in specified areas for all materials which are likely to deteriorate by the action of sun, wind, rain or other natural causes due to exposure in the open in such manner that all such material shall be duly protected from damage by weather or any other cause. All such stores shall be cleared after completion of work and the entire site shall be clean and free from debris. All material shall be stacked in such a manner as to facilitate rapid and easy checking of such materials.
- 42.10. The cost of testing of any material shall be borne by the Contractor.
- 42.11. All works are to be carried out with due regard to the convenience of the occupants of the premises and with close coordination with other Contractors who may be working on that area. All arrangements / program of work must be adjusted accordingly. All precautions must be taken to guard against chances of injury or accident to the occupants, users & workers. The Contractor must see that all damages to any property, which in the opinion of the Controlling Officer are due to the work of Contractor, are promptly rectified as per direction and to his satisfaction. The construction of work must be done in such a way as not to dislocate or disturb any existing structure.
- 42.12. It must be clearly understood that WBSEDCL is indemnified by the Contractor against payment of any compensation or award on account of any accident, injuries, and damages and if any such payment have to be made by WBSEDCL under order of appropriate authorities, the same shall be recovered from the Contractor.
- 42.13. Any services if affected by the work must be restored by the Contractor on emergency basis at his own cost.
- 42.14. After completion of work, the finishes shall be of high quality and approved standard.
- 42.15. No omission or ambiguities in the drawing or in the specifications will relieve the contractor from responsibility for material or completeness of the work.
- 42.16. All drawings supplied with the bid documents are for guidance only.
- 42.17. Measurement of works executed will be taken by the Engineer-in-charge or his representative jointly with the representative of contractor and will be recorded in the measurement book (s).

43. Specification:

Please refer to a separate file that has been attached regarding the specification details of the item:
11 kV Polymeric Composite Pin Insulator with fittings (5kN - 320 mm Creepage Distance)
[Material Code : 0508011141].

SPECIMEN COPY OF INDEMNITY BOND
(TO BE EXECUTED ON Rs 100/- Non judicial Stamp
Paper)

BY THE PRESENT INDEMNITY BOND EXECUTED by me / us on this Day of.....
I/We having Registered Office / residing at. (hereinafter called "OBLIGOR/OBLIGATOR" which expression shall mean and included my/our Successors legal representatives, assigns) do hereby binds myself / ourselves and also our Company/firm after having the power to bind so with the promise and undertaking in favor of the West Bengal State Electricity Distribution Company Limited. West Bengal State Electricity Transmission Company Limited, a government Company within the meaning of sec.617 of the Indian Company's act having registered office at Bidyut Bhavan, block-DJ, Sector-II, Salt Lake City, Kolkata-700091(hereinafter called as OBLIGEE, which expression shall mean and include it's legal representative administrators assigns. WHEREAS OBLIGOR/OBLIGATOR has /have been awarded to execute the job / works under letter no. Dated .issued by the OBLIGEE/OBLIGATOR after having observing necessary formalities the details of which is described in the schedule given hereunder as per letter mentioned herein-above and whereas the said job / works will be/likely to be done in places covered under Employees' State Insurance Act(ESI) and / or the Workmen Compensation Act(W.e. Act) and / or other laws relating to the Labour Management and Welfare. AND WHEREAS according to the condition of the contract the OBLIGOR / OBLIGATOR is under obligation to execute this Indemnity Bond before the commencement of actual execution and OBLIGOR/OBLIGATOR is aware that unless this Indemnity Bond is executed in accordance with the condition of contract before the actual execution in accordance with law the OBLIGEE shall have the power to deem that actual work has been started within the meaning of the contract before the execution of this Indemnity Bond NOW THIS INDENTURE WITNESSES THAT I / We the OBLIGOR/OBLIGATOR do hereby undertake.

1. THAT the OBLIGEE shall not be held responsible for any type of accident which may take place during the course of work undertaken by the OBLIGOR/OBLIGATOR.
2. THAT the OBLIGOR/OBLIGATOR will take adopt all safety norms in respect of each and every workmen labour personnel according to the rules or to the satisfaction of the OBLIGEE in all cases.
3. THAT the OBLIGOR/OBLIGATOR undertakes to engage only those labour worker or any other personnel whether skilled or unskilled or any other person whether in technical managerial or non-managerial or any other capacity in the area covered under Employees' State Insurance Act who has have insurance coverage within the meaning of Employees State Insurance Act and further undertakes NOT to engage any person in the area covered under the Employees State Insurance Act, who does / do has / have insurance coverage within the meaning of Employees State Insurance Act.
4. THAT the OBLIGEE further undertakes to engage only those labour worker, or any other personnel, whether skilled or unskilled, whether in technical, managerial or non-managerial or any other capacity in the area NOT covered under Employees' State Insurance Act who has life insurance for the sum assured equivalent to the amount of Compensation under the Employees' Compensation Act in case of accidental death or inquiry and such insurance has been effected by the OBLIGEE.
5. THAT the OBLIGOR/OBLIGATOR undertakes / undertake to indemnify and keep harmless the OBLIGEE from all claims action proceedings and of risk damage danger to any person whether belonging to/ or not belonging to OBLIGOR/OBLIGATOR.
6. THAT the OBLIGOR / OBLIGATOR shall keep harmless the OBLIGEE from all claims compensation damages any proceedings in respect of any of its employee/workmen under the Workmen Compensation Act. Act or any other laws for the time being in force.
7. THAT if during the course of execution of work as stated in the letter mentioned hereinabove issued by the OBLIGEE, it is found that the OBLIGOR/OBLIGATOR has not complied with/ guidelines formalities within the meaning of Employees' State Insurance Act or Workmen Compensation Act or any other laws relating to the Labour Welfare for the time being in force, and also has not observed the safety norms in accordance with the law to the satisfaction of the OBLIGEE the OBLIGEE shall have the right to stop the execution of work/job and the period of such stoppage shall continue till adequate safety and other compliance mentioned hereinabove under the labour welfare legislation have been observed and such period of stoppage shall not be taken into account for the calculation of the total period of completion of work for which the OBLIGOR/OBLIGATOR is responsible to complete the work/job and it will be deemed that discontinuance was due to default of OBLIGOR/OBLIGATOR.
8. THAT ,if at any time due to exigency, the OBLIGOR/OBLIGATOR i.e. the West Bengal State Electricity Distribution Company Limited / West Bengal State Electricity Transmission Company Limited as the Principal Employer, becomes liable to pay any such compensation mentioned hereinabove, whether on failure of the oblige or for any other reason , the OBLIGOR/OBLIGATOR shall have the right to recover the said amount from any amount receivable by OBLIGEE or any bank guarantee deposited or anything payable whether in connection with this contract or other

contract by the OBLIGOR/ OBLIGATOR to the OBLIGEE.

9. THAT the OBLIGOR/OBLIGATOR is/are aware and accept that for the persistent or repeated violation of any condition mentioned in this Indemnity Bond, the OBLIGEE shall have right to terminate the contract of work issued by the OBLIGEE to OBLIGOR/ OBLIGATOR.

.....
Deponent

Witness:

- 1.....
2.....

PROFORMA OF AGREEMENT
(TO BE EXECUTED ON Rs 100/- Non judicial Stamp
Paper)

ARTICLES OF AGREEMENT made thisDate ofin the year..... between West Bengal State Electricity Distribution Company Limited having its Head Office at Vidyut Bhavan, Block DJ, SectorII, Kolkata-700091 hereinafter referred to as the WBSEDCL (which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns) of the ONE PART AND.....herein after referred to as ‘CONTRACTOR’ (which expression shall unless excluded by or repugnant to the context be deemed to include his heirs, executors, administrators, representatives and assigns) of the OTHER PART. WHERE AS WBSEDCL invited tenders vide Tender Notice No..... Date (Annexed hereto) for (Name of the work).....AND WHERE AS in pursuance of such invitation for tenders the contractor submitted a tender vide no..... dt..... which was opened on The tender offer shall be in the custody of the WBSEDCL at present. AND WHERE AS AFTER consideration of the tender submitted by the contractor with clarification(s), if any, WBSEDCL accepted the said tender submitted by the contractor and placed order no..... dt..... (Annexed hereto) NOW THEREFORE, the WBSEDCL and the Contractor agree as follows:
The contractor agrees to undertake the work of as per Order No..... dt..... referred to above. The WBSEDCL agrees to pay the contractor as per the Order No.....dt..... referred to above.
Both the contractor and the WBSEDCL agree that for the purpose of jurisdiction of court in regard to any dispute arising out of this agreement, this agreement shall be deemed to have been executed within the jurisdiction of the original side of the High Court, Kolkata.

In witness whereof the parties have hereunder affixed their signature, on the day, the month and year written as above.

.....	
Contractor	WBSEDCL
<u>Witness:</u>	<u>Witness:</u>
1.....	1.....
2.....	2.....

PROFORMA OF SERVICE TAX DECLARATION

I / We hereby declare that,
Our firm is Small Service Provider in terms of the *Finance Act 1996* & we need to be registered with the *Superintendent of Central Excise* under Service Tax Permission

.....
Sign / Seal of the FIRM

Declaration of the bidder

Prior to submission of my/our tender for the subject work, I/we have inspected the site of the said work, made myself/ourselves fully acquainted with the nature of work local conditions all other factors which may effect/influence my/ our tender. I/we have also carefully gone through the tender conditions & specifications of work and the following document-

- a) Drawings, sketches etc. related with the work.
- b) General conditions of contract and standard specification for Electrical works of the Board.
- c) Special terms & conditions of contract of this work, if any.
- d) Schedule of works.

My/our tender is submitted taking into consideration all the factors which may effect/influence the work and if the same is accepted by the Company, I/we shall follow all conditions of the tender & other documents and complete the work true to the specification, drawing & instruction of the Company.

My/our tender will remain valid for 180 (One hundred eighty) days from the date of its opening subject to extension of validity as per mutual consent of both the parties.

(Bidders Signature & Name with Seal)

EXPERIENCE PROFILE

Name of the Firm:

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST 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 in completion (if any)

(Bidders Signature & Name with Seal)

Major items for construction equipment

Sl No.	Tools requires for the work	Make	Availability (owned or hired)

(Bidders Signature & Name with Seal)

Qualification and experience of key management & technical personnel

Sl. No.	Personnel	Required Qualification	Minimum Experience	No. Of Persons

(Bidders Signature & Name with Seal)

SAMPLE FORMAT FOR SELF DECLARATION

I, Sri.....,S/o Sri....., aged.....

Years, Residing at....., Proprietor/Partner/Director of

....., do hereby solemnly affirm and declare in connection with

“(NAME OF THE WORK)” as follows:

- 1) That I, the undersigned, do certify that all the information furnished & statements made along with the bid documents are true and correct to the best of my knowledge and belief.
- 2) Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority’s decision will be final and binding.
- 3) The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

(Bidders Signature & Name with Seal)

Place:
Date:

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 subsequent Letter of Acceptance/ Work Order shall constitute a binding contract between us.

We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

Signature of the tenderer

PROFORMA OF BANK
GUARANTEE FOR
EARNEST MONEY
(BID Guarantee)

(To be stamped in accordance with Stamp Act)

Ref. No. :

Date :

To
The West Bengal State Electricity Distribution
Company Limited Vidyut Bhawan
DJ Block, Sector - II
Salt Lake, Kolkata - 700 091

Dear Sirs,

In accordance with your Notice Inviting eTender (NIeT) under your Specification No. _____
M/s _____ having its Registered Head Office at _____ (hereinafter called the Bidder) wish to participate in the
said Tender for _____.

As an irrevocable Bank Guarantee against Bid Guarantee for an amount of _____ is required to be
submitted by the Bidder as a condition precedent for participation in the said Tender, which amount
is liable to be forfeited on the happening of any contingencies mentioned in the Tender Documents.

We, the _____ Bank at _____ having our Head Office at _____ (Address of Bank)
guarantee and undertake to pay immediately on demand by West Bengal State Electricity
Distribution Company Limited the amount of _____ (in words and
figures) without any reservation, protest, demur and recourse. Any such demand made by said
Purchaser shall be conclusive and binding on us irrespective of any dispute of difference raised by
the Bidder.

This Guarantee shall be irrevocable and shall remain valid up to **_. If any further
extension of this guarantee is required, the same shall be extended to such required period on
receiving instructions from M/s
_____ on whose behalf this Guarantee is issued.

All rights of West Bengal State Electricity Distribution Company Limited under this
Guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities
there under unless WBSEDCL enforce a claim under this Guarantee against the Bank within three
months from the above mentioned expiry date of validity or, from that of the extended date.

In witness whereof the Bank, through its authorized Officer, has set its hand and stamp on this_

_____ day of _____
_____ 20 _____ at _____. WITNESS:
(Signature)

(Signature)

(Name)

(Name)

(Official address)

(Designation with Bank Stamp)

Attorney as per Power of Attorney No. _____ Date _____

** This date should be initially for
one hundred eighty (180) days and may
be extended from time to time.

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE BIDDER

(For genuineness of the information furnished on-line and authenticity of the documents produced before
Tender

Committee for verification in support of his eligibility)

I, Partner /Legal Attorney /Accredited Representative of
M/s.

..... solemnly declare that:

1. We are submitting Tender for the job/supply of.....
2. None of the Partners of our firm in relative of employees of.....
3. All information furnished by us In respect of fulfillment of eligibility criteria and qualification
information of this Tender is complete, correct and true.
4. All documents/Credentials submitted along with this Tender are genuine, authentic, true and
valid.
5. If any information and document submitted is found to be false/incorrect any time, department
may cancel my Tender and action as deemed fit may be taken against us, including termination of the
contract, forfeiture of all dues including Earnest Money and banning/delisting of our firm and all
partners of the firm etc.

Signature of the Tenderer

Dated.....

MANDATE FORM BY VENDOR FOR RTGS/ NEFT PAYMENTS
(TO BE FIELD IN BLOCK LETTER)

1. NAME OF THE VENDOR:
2. ERP VENDOR NO:
3. Vendor Type: Company / Partnership / Proprietorship / Self Help Grp / HUF/Others (To be specified)
4. ADDRESS:.....
.....
5. TELEPHONE NO. & FAX NO:.....
6. MOBILE PHONE:
7. Email:.....
8. P.A.N. NO. (MANDATORY):

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9. GST REGISTRATION NO:
10. PARTICULARS OF BANK ACCOUNT (One cancelled Cheque is to be enclosed)
i) Name of Account Holder:
ii) BANK NAME:
iii) BRANCH NAME & ADDRESS:.....
iv) BANK BRANCH TELEPHONE NO:.....
v) Account type (whether SB or Current):.....
vi) ACCOUNT NO:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

vii) BANK'S MICR CODE:

--	--	--	--	--	--	--	--	--	--	--	--	--

viii) BANK'S IFS CODE:

--	--	--	--	--	--	--	--	--	--	--	--	--

II. DECLARATION OF THE PARTY:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or Not Affected at all for reasons of incomplete and incorrect information, WBSEDCL will not be held responsible.

Date:

Signature of the Vendor

Annexure

FORMAT OF THE BANK GUARANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT

To

.....(Designation of Engineer-in-Charge)

.....(Office address of Engineer-in-Charge)

.....

WHEREAS (name and address of Contractor) (hereafter called "the Contractor") has undertaken, in pursuance of Contract No.

Dated to (name of Contract and brief execute description of Works) (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank for the sum specified therein for 'ADDITIONAL PERFORMANCE SECURITY DEPOSIT' for compliance with his obligation in accordance with the Contract;

NOW WHEREAS we (indicate the name of the bank and branch) have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we (indicate the name of the bank & branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, upto a total of Rs.(amount of guarantee)

15/2021

(in words). We undertake to pay you, upon your first written demand and without cavil of argument, a sum within the limits of

(amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We (indicate the name of the bank and branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We (indicate the name of the bank and branch) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal.....the present absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We (indicate the name of the bank and branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We (indicate the name of the bank and branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

This Guarantee shall be valid upto..... It come into force with immediate effect and shall remain in force and valid for a period upto the time of completion of the work under the stated contract plus claim period of Six months for the Bank Guarantee. Notwithstanding anything mentioned above our liability against this guarantee is restricted to Rs..... (Rupees.....) and unless a claim in writing is lodged with us within the validity period i.e. upto..... of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this2021..... at

dayof

SIGNED, SEALED AND DELIVERED

For and on behalf of the BANK

by:

(Signature)

(Name)

File No.POW-13099/3/2018-SECTION(POWER)-Dept. of POWER

45/2021

(Designation)

(Code Number)

(Address)

NOTES: (1) The bank guarantee should contain the name designation and code number of the officer(s) signing the guarantee

The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.