



West Bengal State Electricity Distribution Company Ltd.

(A Government of West Bengal Enterprise)

Project Office: Jaldhaka Hydel Project

WBSEDCL

Telephone: 03552-265213

E-Mail : pmjhp.wbsedcl@rediffmail.com

Village: Paren

P.O. – Jaldhaka Hydel Project

Kalimpong, PIN-734503

NIT No: WBSEDCL/PM/JHP/HR/TENDER/2425/ 19

Dated: 31/07/24

Sealed **Item Rate** tender is hereby invited by the Project Manager, Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503 from intending bidders for printing of under mentioned materials of Jaldhaka Hydel Project Office, Paren, Kalimpong -734503 as per terms & conditions as mentioned below:

Sl no.	Description of materials	Quantity	Unit
1	Daily logsheet for Main Control Room (80 Gsm) 100 pages each	10	Books
2	Work Permit Card (50+50) 100 pages each	10	Books
3	Daily Electrical Equipment Maintenance Chart 100 pages each	10	Books
4	Requisition for Over Time Work 100 pages each	10	Books
5	Monthly Battery Reading of 110V Battery Bank 100 pages each *	5	Books
6	Monthly Battery Reading of 48V Battery Bank 100 pages each	5	Books
7	Monthly Battery Reading of 30V Battery Bank 100 pages each	5	Books

Terms & Conditions:

1. Estimated value: Rs. 17170.00 excluding GST.
2. Eligibility criteria: The intending bidders must submit the self-attested copies of the following documents with the application for issue of tender documents.
 - a. PAN Card
 - b. License in respect of prospective bidder such as Proprietorship Firm (Trade License), Partnership Firm (Partnership Deed, Trade License), Ltd. Company (Incorporation Certificate, Trade License), CO-Operative Society (Society Registration copy, Trade License).
3. Tender is to be submitted on firm's original letter head in sealed cover addressed to the Project Manager, Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503 and shall be super scribed with the Tender notice no. , name of the work/materials and name and address of the firm submitting the tender.
4. If the envelope is not sealed or marked as indicated above, the WBSEDCL would not be responsible for the misplacement or premature opening of the tender.
5. The tenderer will have to quote rate items wise (in figure as well as in words) strictly as per attached form. If there is discrepancy in figure and word the amount state in word shall prevail the quotation/bidding page must contain the reference of the NIT and description of NIT.
6. The tender shall be signed by the authorised signatory of the firm with seal of the firm. All correction in the tender should be initiated by tenderer before submission of the tender.
7. The tender shall be typed or written in indelible ink and shall be signed by a person/person's duly authorised by the tenderer. The proof of authorization shall be furnished in the form of a written power-of-attorney/ or resolution of the Board of Directors of the company which shall accompany the bid.

Registered Office: "Vidyut Bhawan", Bidhannagar, Block – DJ, Sector – II, Kolkata – 700 091

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

CIN: U40109WB2007SGC113473, Web: www.wbsedcl.in

WBSEDCL

8. Before the deadline for submission of tenders, WBSEDCL may modify the terms of NIT by issuing corrigendum. Any corrigendum thus issue shall be part of NIT and shall be communicated through possible means of communication.
9. Formation of any Cartel may led to the cancellation of tender with penal measures as necessary and WBSEDCL reserves the right to take such unilateral decisions without further notice to anyone.
10. The WBSEDCL may at its discretion ask any bidder to produce the detailed price analysis for the quoted rate.
11. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors, who resort to canvassing will be liable for rejection.
12. The WBSEDCL may at its discretion ask any bidder to produce the detailed price analysis for the quoted rate.
- 13. Tender is to be submitted within 14.00 hrs of 19.08.2024 and will be opened on 15.00 Hrs on same day in presence of attending tenderers.**
14. Tender received after due date and time will not be considered under any circumstances.
15. The tenderer shall clearly mention the HSN code and GST if applicable in the tender. Bank details are to be submitted by the bidder with the sealed tender.
16. Authenticated valid copies of GSTIN certificate, PAN No, Trade License are to be submitted with the tender.
17. Liquidated Damages: If the agency fail to supply the materials within the time prescribed herein or extended time for completion, then the agency shall pay the liquidated damages for such amounting to half percentage (0.50%) of the contract price as liquidated damages for such delay for every week till Ten Weeks or part thereof which shall elapse between the time prescribed or extended time as the case may be and the date of supply of the materials. After 10 weeks 1% per week LD to be levied of the contract price. The LD amount would not exceed 10% of order value. The company may, without prejudice to any, all other method of recovery deduct the amount of such damages from any money in their hand due or which may become due to the agency. The payment or deduction of such damages shall not relieve the agency from the obligation to complete the supply of the materials or from any other of his obligation and liabilities under the contract.
18. WBSEDCL's right to terminate the order/contract; if the agency fail to supply the materials within the time prescribed herein or extended time for supply, then notice will be issued to the agency seeking reasons for failure to supply the materials within the prescribed time. If the agency fails to respond or furnish satisfactory reasons against the said notice, the order placed on the agency will be terminated and the agency may be subjected to holiday listing as per company's policy.
19. Delivery place: The materials are to be delivered at Project Office, Jaldhaka Hydrel Project, WBSEDCL, Paren, Kalimpong -734503.
20. Consignee: The Asstt Manager (HR&A), Jaldhaka Hydrel Project, WBSEDCL, Paren, Kalimpong -734503.

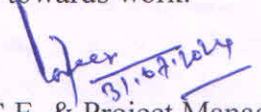
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21. Paying Authority: The Manager (F&A), Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong - 734503.
22. Payment: 100 % payment shall be made against the tax invoice to be submitted by the agency in triplicate along with challan duly signed by official receiving the materials in support of delivery of materials after successful completion of the supply of materials. Statutory deductions are applicable.
23. Any other details may be had from the Asstt. Manager (HR&A), Project Office, Jaldhaka Hydel Office, Paren, Kalimpong- 734503. E-mail: hra,jhp@gmail.com. Mobile No: 72782-58822.
24. Communication Address: The Project Manager Project Office, Jaldhaka Hydel project, Paren, Kalimpong-734503.
25. The intending bidder shall clearly understand that whatever may be the outcome of the present invitation of tender, the WBSEDCL is not liable for any cost of bidding incurred by any tenderer at any stage of tender.
26. The WBSEDCL reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
27. Conditional/Incomplete tender will not be accepted under any circumstances.
28. If the office happens to be closed on the last date of receipt of application, issue of bid documents and/or on the date of receipt/opening of tender, the next working day (except Saturday) at the time & venue shall be applicable for the said purpose.
29. The WBSEDCL does not bind itself to accept the lowest bidder and reserves the right to accept or reject any or all tender(s) or to split the supply of materials to more than one agency without assigning any reason whatsoever.
30. Warranty: The delivered material should follow the quality and features of the specification mentioned in the NIT. If the agency does not supply quality material, WBSEDCL reserves the right of cancellation of the order.
31. Force Majeure:
 - i. 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 acts of God, acts 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 the beginning of such delay notify the Company in writing of the cause of delay. The Company shall verify the facts and grant such extension as found to be justified without imposing liquidated damage.
 - ii. The department shall not be responsible or liable to pay any compensation for any interruption in your 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.

Enclosure:

1. Sample Sheets


Addl. C.E. & Project Manager
Jaldhaka Hydel Project

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WBSEDCL

WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

Name of Sub-Station.....

PERMIT TO WORK CARD NO.....

1. Date :
2. To whom issued :
- i) Name of the Competent Person :
 - ii) Designation :
 - iii) Place of Posting :
3. Nature of the work to be performed :
4. Details of switching operation, Isolation, And inter-locking if any :
5. Location at which Caution Notice has been Fixed, if any :
6. Details of Earthing, of any with location :
7. Particulars of Lines and Apparatus which is dead and safe for working :
3. No. Switching done, all Gear aline :
9. By whom issued (Signature with date & time) :
- i) Name :
 - ii) Designation :
10. Signature of the Competent Person receiving the Card :
11. I declare that the work as mentioned under Item No.-3 has been completed and all Under as are clear :

Signature of the Competent Person

Date :

Time :

12. The Card is cancelled :

Signature of the Competent Person

Date :

Time :

Sample 2
FRONT 75% page

[illegible]

SAMPLE-2
BACK PAGE

4x3.2 MVA Bank Transformer & Local 3 MVA Transformer

Particulars	Oil Level (%)	Silica Gel colour	Oil Leakage if any	Remarks if any
R-Phase (Bank Transformer)				
Y-Phase (Bank Transformer)				
B-Phase (Bank Transformer)				
Local 3 MVA Transformer				

BATTERY READING & CHECKING

66 KV SF6 Circuit Breaker & CT

Feeder Name	SF6 BREAKER				CT
	Gas Pressure(kg/cm ²)		ON/OFF	Oil Level (%)	
Stg-II Stg-I Feeder-I					
Stg-II Stg-I Feeder-II					
Bus Coupler					
3x3.2 MVA Bank Transformer					
Chalsa Feeder-I					
Chalsa Feeder-II					
Local 3 MVA Transformer					

11 KV MCCB CIRCUIT BREAKER

Feeder Name	Oil Level (%)	Silica Gel colour	Oil Leakage if any	Remarks if any
Stg-II Stg-I Feeder-I				
Stg-II Stg-I Feeder-II				
Bus Coupler				
3x3.2 MVA Bank Transformer				
Chalsa Feeder-I				
Chalsa Feeder-II				
Local 3 MVA Transformer				



WBSEDCL

Stage-I / Stage-II Power House/
Bindu Barrage

West Bengal State Electricity Distribution Company Limited

OFFICE OF THE PROJECT MANAGER

PAREN, JALDHAKA HYDEL PROJECT, DARJEELING

REQUISITION FOR OVER TIME WORK

Sl. No.....

Dated.....

Urgent/Routine work

Time.....

Dated.....

Section.....

Name and Designation of the Officer Requisitioning Overtime.....

Sl. No.	Name of the Employee	Designation	Normal Duty	Extra Duty	Reasons for engagement for extra hours	Details of work to be performed & approved time required	Remarks

FOR OFFICE USE

Name of the Office, Supervising the work

Signature of the Requisitioning Officer

Signature of Officer Approving the overtime

110 Volt Battery Bank Reading for _____ 20____, Stage II Power House, JHP

Battery Model : _____, Rating : _____, Make : _____

Date : ____/____/____

Battery No.	Specific Gravity of Battery	Voltage of Battery	Distilled Water Consumption (if any)	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
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43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				

48 Volt Battery Bank Reading for _____ 20____, Stage II Power House, JHP

Battery Model : _____, Rating : _____, Make : _____

Date : ____/____/____

Battery No.	Specific Gravity of Battery	Voltage of Battery	Distilled Water Consumption (if any)	Remarks If any
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

Total Terminal Voltage :-

Signature of Supervisor (AMC)

Signature of Controlling Officer
(Stage-II, JHP, WBSEDCL)

30 Volt Battery Bank Reading for _____ 20 _____, Stage II Power House, JHP

Battery Model : _____, Rating : _____, Make : _____

Date : _____ / _____ / _____

Battery No.	Specific Gravity of Battery	Voltage of Battery	Distilled Water Consumption (if any)	Remarks if any
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Total Terminal Voltage :-

Signature of Supervisor (AMC)

Signature of Controlling Officer
(Stage-II, JHP, WBSEDCL)

