



# West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

Siliguri Sub-Urban Division Office, Shivmandir, Dist- Darjeeling

Pin- 734011, Email- [dm.siligurisuburban@wbasedcl.in](mailto:dm.siligurisuburban@wbasedcl.in), Tel- 0353 2581005

## NOTICE INVITING e-TENDER

NIT No.: DM/SSD/E-Tender-26/2024 – 2025

Date: 04.03.2025

Online percentage rate e-Tenders in two parts are invited by **The Divisional Manager, Siliguri Sub Urban Division, WBSEDCL** from eligible, bonafide, resourceful and experienced contractors of State/Central Govt., State/Central Govt. Undertaking, Statutory Bodies constituted under the statute of Central Govt. for under mentioned work as per specified terms, conditions and specifications.

Name of Work	Estimated Value(Rs) (Excluding GST)	Cost of Tender Paper (Rs.)	Earnest Money Deposit (EMD) (Rs.)	Completion Time
<b>Bus Conductor Augmentation (Up-gradation) of 33KV Switchyard from ACSR 100 Sqmm (DOG) Conductor to ACSR 200 Sqmm (PANTHER) Conductor i.r.o Ghoshpukur 33/11KV Sub-Station under Siliguri Sub-Urban Division</b>	₹ 7,92,479.00 (Seven Lakh, Ninety Two Thousand Four Hundred Seventy Nine) Only.	Nil	₹ 15,850.00 (Fifteen Thousand Eight Hundred Fifty Only)	90 (Ninety)Days

1. Intending bidder should download the tender documents from the website <http://www.wbtenders.gov.in> directly with the help of Digital signature Certificate. Necessary Earnest Money Deposit (EMD) should be remitted via online mode through e-Tender portal/or BG as narrated in Clause No. 11 of "Instruction to the Bidder.

2. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed by the Bidder through the website <https://wbtenders.gov.in>. (Details of which has been narrated in 'Instruction to Bidders') as per Schedule stated in Sl. No. 08 of this NIT.

### 3. Eligibility criteria for participation in tender:

i. The bidder must have successfully completed similar works (Electrical infrastructure development works related to 33/11KV switchyard or 33KV line) during last 7 (Seven) years from the date of this Notice Inviting Tender under the authority of State/Central Government, State/Central Government Undertakings, Statutory Bodies constituted under the statute of Central/State Government, subject to fulfillment of the following criteria:

(a) **Three similar** completed works each having executed cost not less than 40% of the total estimated cost in a single contract,

OR

(b) **Two similar** completed works each having executed cost not less than 50% of the total estimated cost in a single contract,

OR

(c) **One similar** completed work having executed cost not less than 80% of the total estimated cost in a single contract. [Non-statutory Documents]

**Note:** Copy of Completion certificate and Relevant Work Order/Letter of Award/Work Order shall be submitted with the bid in this regard. Completion certificate should clearly indicate name of work, Executed value of work, date of commencement, date of completion, Letter of Award/Award of Contract/Work Order No. The Completion Certificate of concerned statutory body of Central or state government will be treated as valid credential. Completion certificate not having the above stated information will not be accepted under any circumstances. Letter of Award/Award of Contract/Work Order without any



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completion certificate will not be accepted as valid credential.

- ii. **Average annual turnover** during last three years shall not be less than 30% of the estimated cost. [Non-statutory Documents].
- iii. **Working capital** in preceding year of bid submission shall not be less than 30% of the estimated cost. [Non-statutory Documents].
- iv. In case documents certifying credit facility from a scheduled Bank is submitted, the requirement given in 3. (iii) shall be judged by adding available credit facility and working capital taken together. [Non-statutory Documents].
- v. **Annual Audited Financial Report** for last 3 (three) years to be submitted for verification in respect of bidders for whom audit of accounts is mandatory (3CA/3CB and particulars are reported in the Form 3CD u/s 44AB of Income Tax Act'1961). For those whose audit of accounts is not mandatory, they shall submit copy of **IT returns, Balance Sheet, P&L Statements** along with related enclosures **for last five years**. [Non-statutory Documents].
- vi. All categories of prospective Bidders shall have to submit valid copies of up to date Professional Tax receipt Challan, Up to date valid Professional Tax receipt Certificate, E.P.F. Registration, Up to date E.P.F. Challan (at the latest, by at least Three months from the date of floating of Tender), E.S.I. Registration (If applicable), Up to date E.S.I. Challan (at the latest, by at least Three months from the date of floating of Tender), GST Registration Certificate, Up to date GST return copy (at the latest, by at least Three months from the date of floating of Tender), PAN Card, Valid Trade License in respect of the prospective Bidder and Income Tax Return for last three years, Electrical Contractor's License & Electrical Supervisor's Certificate having Part Nos. 1, 2, 3, 4, 5, 6A, 6B, 7A, 11, 12 & 7B (Qualified after 01.06.2009) or 7C with validity. Information (If any) regarding any past and current litigation with WBSEDCL/WBSETCL/Govt./PSU in which bidder is involved, the party's concerned and disputed amount.
- vii. **Registration certificate of Firms/Entities:**
  - a) Proprietorship Firm (Trade License),
  - b) Partnership Firm (Partnership Deed, Trade License),
  - c) Ltd Company (Incorporation certificate, Trade License),
  - d) Co-operative Society (Society Registration copy, Trade License). [Statutory Documents].

**NB: Any MOU/Temporary Agreement/Joint Ventures/Consortium/Any other arrangement to constitute an Entity having no statutory Registration Certificates (Non Permanent Establishment) beyond the above entities (mentioned in vii. a) to d) for the purpose of applying as prospective bidder will not be considered as valid document.**
- viii. Neither prospective Bidder nor any of the constituent partners had been debarred to participate in any Tender by any Government Department/Semi-Govt./Govt. Undertakings/ Enterprise etc during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. **(A declaration in this respect has to be furnished by the prospective bidders) on Rs. 100 non-judicial stamp duly notarized by Notary Public.** [Non-statutory Documents]
- ix. The prospective Bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. **(A declaration in this respect has to be furnished by the prospective bidders).** [Non-statutory Documents]
- x. No conditional / Incomplete Tender will be accepted under any circumstances.

4. The **FINANCIAL OFFER** of the prospective bidder will be considered only if the **TECHNICAL BID** of the Bidder is found qualified by the WBSEDCL. The decision of the WBSEDCL will be final and absolute in this respect. The list of Qualified Bidders of Technical Bid will be displayed in the website.

5. No mobilization advance and secured advance will be allowed.



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6. A prospective Bidder shall be allowed to participate in the tender either in the capacity of individual or as a partner of firm. If found to have applied severally in a single job, all his offers will be rejected for that job.
7. Bid shall remain valid for a period not less than 180 (one hundred eighty) days from the last date of submission of Technical Bid. If the bidder modifies/withdraws the bid during the validity period of bid, the bid will be cancelled with forfeiture of earnest money deposit (EMD).

## 8. Date and Time Schedule:

Sl.No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. & other Documents (Publishing Date)	05.03.2025 at 10.00 hrs
2.	Documents download/sale start date	05.03.2025 at 10.00 hrs
3.	Bid submission start date	05.03.2025 at 10.00 hrs
4.	Documents download End Date.	Upto 18.03.2025, 15:00hrs
5.	Bid Submission closing date	Upto 18.03.2025, 15:00hrs
6.	Last date of submission of BG (if EMD in form of BG is opted)	Upto 21.03.2025, 15:00hrs
7.	Technical Bid opening date	Upto 24.03.2025, 15:00hrs
8.	Financial Bid opening Date	To be intimated later

9. The Bidder at the Bidder's 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 the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender. The costs of visiting the site shall be at the Bidders own expense.
10. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the WBSEDCL. The WBSEDCL reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at any stage of Bidding.
11. Prospective applicants are advised to note carefully the eligibility criteria for participation as mentioned in the NIT before tendering the bids.
12. Exemption from earnest money deposit (EMD) shall not be allowed under any circumstances.
13. Conditional / Incomplete tender will not be accepted under any circumstances.
14. Bidders are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above duly digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.
15. The intending Bidders are required to quote the rate online.
16. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
17. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.
18. **The eligibility of a Bidder will be ascertained on the basis of the documents submitted by a Bidder in support of eligibility criteria. If any document submitted by a Bidder is either Incorrect / manufactured / fabricated or false at any stage, his Tender will be out rightly rejected and legal action will be taken against him.**
19. The participating bidders may please note that the successful bidder shall have to submit an Indemnity Bond in the prescribed format before commencement of the work.
20. **CONTROLLING OFFICER: The Divisional Manager, Siliguri**



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Sub Urban Division, WBSEDCL shall be the Controlling Officer.

21. SUPERVISING OFFICER: The Assistant Engineer (E), Siliguri Sub Urban Division, WBSEDCL shall be the Supervising Officer for the work.
22. NODAL OFFICER: The Assistant Manager (HR & A), Siliguri Sub Urban Division, WBSEDCL shall be the Nodal Officer.
23. Paying Authority: The Assistant Manager (F & A), Siliguri Sub Urban Division, Siliguri, WBSEDCL shall be the paying authority.
24. The WBSEDCL does not bind itself to accept the lowest bidder and reserves the right to reject any or all tender(s) or to split the whole work to more than one contractor without assigning any reason whatsoever.
25. The WBSEDCL reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

Sd/-  
Divisional Manager,  
Siliguri Sub Urban Division  
WBSEDCL



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## INSTRUCTION TO BIDDERS

### SECTION - A

#### **1. General guidance for e-Tendering:**

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

#### **2. 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 of West Bengal, through logging onto <http://www.wbtenders.gov.in> (the web portal) the contractor is to click on the link for e-Tendering site as given on the web portal.

#### **3. 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 Clause 2 above. DSC is given as a USB e-Token.

#### **4. Downloading of Tender documents :**

The contractor can search & download N.I.T. & Tender Document(s) 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.

#### **5. Participation in more than one work :**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

#### **6. Submission of Tenders:**

General process of submission: Tenders are to be submitted online to the website stated in Cl. 2 above, in two folders at a time, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using Digital Signature Certificate (DSC). The documents are to be uploaded in the form of virus scanned copy duly Digitally Signed. The uploaded Documents will get encrypted (transformed into non readable formats).

#### **6.A Technical proposal**

The Technical proposal should contain scanned copies of the following in four covers (folders).

##### **6.A.1 Statutory Cover**

Containing three covers (folders)-(a) NIT (b) EMD/BG (c) Annexures/forms.

**6.A.1. (a) NIT folder** containing Downloaded and uploaded copies (Digitally Signed) of The following :

i) Bid Document as uploaded by WBSEDCL

**6.A.1.(b) EMD/BG Folder** containing details of EMD/BG.

**6.A.1. (c) Annexures/Forms Folder** containing

- i) Undertaking by the bidder (Annexure-I)
- ii) Letter of Bid for the work (Annexure-II)
- iii) Declaration by the bidder (Annexure-III).
- iv) Certificate Regarding Summary of Yearly Turnover (Form I)
- v) Evidence of Access to or Availability of Credit Facilities (If Applicable) (Form II)
- vi) Declaration of Black Listing/Holiday Listing (Form III)



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## 6.A.2. Non statutory cover containing (in one cover/folder) :

- i. Completion certificate and Relevant Work Order/Letter of Award.
- ii. Average annual turnover during last three years
- iii. Working capital in the year, preceding the year of bid submission
- iv. Credit facility from a scheduled Bank (If required)
- v. Income Tax Return for last 3(Three) consecutive years
- vi. **Annual Audited Financial Report** for last 3 (three) consecutive years to be submitted for verification in respect of bidders for whom audit of accounts is mandatory (3CA/3CB and particulars are reported in the Form 3CD u/s 44AB of Income Tax Act 1961). For those whose audit of accounts is not mandatory, they shall submit copy of **IT returns, Balance Sheet, P&L Statements** along with related enclosures for **last 5 (Five) years**.
- vii. Professional Tax receipt Challan
- viii. Up to date valid Professional Tax receipt Certificate
- ix. E.P.F. Registration
- x. Up to date E.P.F. Challan (at the latest, by at least Three months from the date of floating of Tender)
- xi. E.S.I. Registration (Wherever applicable)
- xii. Up to date E.S.I. Challan (at the latest, by at least Three months from the date of floating of Tender)
- xiii. GST Registration Certificate
- xiv. Up to date GST return copy (at the latest, by at least Three months from the date of floating of Tender)
- xv. PAN Card
- xvi. Information (If any) regarding any past and current litigation with WBSEDCL/WBSETCL/Govt/PSU in which bidder is involved, the party's concerned and disputed amount
- xvii. Valid Trade License in respect of the prospective Bidder. Proprietorship Firm (Trade License). Partnership Firm (Partnership Deed, Trade License) Ltd Company (Incorporation certificate, Trade License). Co-operative Society (Society Registration copy, Trade License)
- xviii. Electrical Contractor's License & Electrical Supervisor's Certificate having Part Nos. 1,2,3,4,5,6A,6B,7A,11,12 & 7B (Qualified after 01.06.2009) or 7C with validity.

**6.B. Financial Proposal (in one cover/folder)** It contains Bill of Quantities (BOQ). The rate to be quoted in the BOQ on "percentage basis" in the space marked for quoting rate (either excess, less or at par i.e, 0.00%). Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

**Note:** -Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

**A. Opening of Technical Proposal**

- i) Opening of Technical proposal : Technical proposals will be opened by authorized Representatives of WBSEDCL from the web site stated using their Digital Signature Certificate.
- ii) Intending tenderers may remain present if they so desire while opening of tender.
- iii) Cover (folder) statutory documents will be opened first & 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 be summarily rejected
- iv) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the authorized representatives of WBSEDCL
- v) Uploading of summary list of technically qualified tenderers.
- vi) Pursuant to scrutiny & decision of the authorized representatives of WBSEDCL the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- vii) While evaluation the authorized representatives of WBSEDCL may summon any of the tenderer & seek clarification / information or tenderer/s may be asked for producing original hard copy/s of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**B. Opening of Financial proposal**

- i) The financial proposal should be one cover (folder) containing bill of quantities (BOQ) the contractor is to quote the rate (Percentage Excess/ Less/ At par (0.00%)) online in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- iii) Financial proposals will be opened by authorized Representatives of WBSEDCL from the web site stated using their Digital Signature Certificate. Date & time of Opening of Financial bid will be intimated while uploading the technical evaluation summary.

**7. RESPONSIBILITY OF BIDDERS**

- a. WBSEDCL will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interruption or deductions the bidder may derive from the data furnished by the WBSEDCL. Verbal agreement or conversation with any officer, employee of WBSEDCL either before or after the execution of the contracts, shall not affect or modify any of the terms or obligations contained in the contract.
- b. It shall be the responsibility of the bidders to determine and to satisfy themselves by such means as they consider necessary or desirable as to all matters pertaining to this contract including in particular all factors that may affect the cost, duration and execution of the works. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid.
- c. Claim, whatsoever, including those for financial adjustment to the contract awarded under these specifications and documents will not be entertained by the purchaser. Neither any change in time schedule of contract nor any financial adjustments arising thereof shall be permitted by the purchaser, which are based on the back of such clear information of its effect on the cost of the contract to the bidder.
- d. The bidder is expected to examine carefully all instructions, conditions, forms, schedules terms, annexure, specifications and drawings in the bidding document. Failure to comply with the requirements of bid submission will be at the bidder's own risk. Bids, which are determined to be not substantially responsive to the requirement of the bidding document, will be rejected.

**8.COST OF BIDDING**

The bidder shall bear all cost associated with the preparation and submission of their bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

**9.CLARIFICATION OF BIDDING DOCUMENT**

Should there be any discrepancy or obscurity in the meaning of any clauses of the bid document or if there be any query of the intending bidder, the bidder shall set forth in writing such discrepancies, doubt, obscurity or queries and submit the same to WBSEDCL, marked to **the Divisional Manager, Siliguri Sub Urban Division Office, WBSEDCL, Shivmandir, PO - Kadamtala, Dist - Darjeeling 734011.**

**10.BID PRICES**

- a) The bidder shall quote their price in the appropriate format in percentage excess/at par/less the estimated price.
- b) 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 this contract.
- c) Prices indicated in the schedule of prices deemed to include all the levies/duties/taxes/CESS & all other incidentals payable as per statute. Goods & Service Tax shall be paid extra as per statute.

**11.EARNEST MONEY**

- a) The Earnest money is to be submitted only through online process or through BG. All other instruments like Bank Draft, Pay Order etc. shall not be accepted 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 General Conditions of Contract. Exemption from deposition of earnest money deposit (EMD) shall not be allowed under any circumstances.
- b) A bidder desirous of taking part in a tender invited by offices of WBSEDCL shall login to the e-Procurement portal of Government of west Bengal <https://wbtenders.gov.in> using his login Id and password.
- c) The bidder shall select the tender to bid and initiate payment of EMD. Following payment options are available for paying EMD amount through online mode:
  - i) **Net-banking** through Payment Gateway.
  - ii) **RTGS/NEFT Payment:** On selection of RTGS/ NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction. The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account. Once the payment is made, the bidder will come back to the e-procurement portal to continue the bidding process after expiry of a reasonable time to enable the RTGS/NEFT process to be completed.
  - iii) **Submission of EMD through BG:** For submission of EMD in 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 date and time schedule of Clause No. 8 of this NIT.
- d) General Instructions for Online Payment:
  - i) 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 amount as per NIT is more than the one shown in E-tender Portal, bidders will have to opt for NEFT/RTGS mode (challan mode). In that case the **total actual EMD amount** is to be paid only through NEFT/RTGS mode (challan mode).
- 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.
- e) Participating Bidder(s) shall have to mandatorily **create vendor ID through WBSEDCL Web Portal Vendor Corner**, if not created earlier.
- f) EMD can be paid either in online mode or submitted through bank guarantee (BG) in full. **Partial payment through online mode and remaining submission through BG is not allowed.**

## **12. PROCESS TO BE CONFIDENTIAL**

12.1 After the opening of bids, information relating to the examination, clarification, evaluation and comparison of bids, and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

12.2 Any effort by a bidder to influence WBSEDCL or other connected in the process of examination, clarification, evaluation and comparison of bids, and in decisions concerning the award of contract, may result in the rejection of his/their bid.

## **13. TIME SCHEDULE**

The basic consideration and the essence of the contract shall be the strict adherence to the time schedule specified in the NIT.

## **14. EVALUATION AND COMPARISON OF BIDS**

14.1 On examination of document submitted under different covers WBSEDCL will evaluate and compare the bid, determined to be substantially responsive at each step.

14.2 Evaluation of bid will include and will take into account:

14.2.1 Cost of construction/erection including taxes & duties etc.

14.2.2 The owner shall evaluate and compare only the bids determined to be substantially responsive.

14.2.3 The bids shall be evaluated on the basis of total price for the entire scope of work covered under this bid document.

14.2.4 Evaluated bid price of all bidders shall be compared among themselves to determine the lowest evaluated bid and as a result of this comparison, the lowest bid will be selected for award of contract.

14.2.5 Conditional rebate, if any, offered by any bidder shall not be considered in Bid evaluation.

## **15. TAXES, DUTIES AND OTHER LEVIES**

- a) The contractor shall be solely responsible for the taxes that may be levied on the contractor's persons or on earnings of any office employee and shall hold the purchaser indemnified and harmless against any claims that may be made against the purchaser. The purchaser does not take any responsibility

what-so-ever regarding taxes under Indian Income Tax Act, for the contractor or his personnel. If it is obligatory under the provisions of Indian Income Tax Act, deduction of Income Tax at source shall be made by the purchaser.

- b) All other taxes/duties/levies/CESS payable by the bidder shall be included in the bid price and no claim on this behalf will be entertained by the owner.

## **16. LAWS GOVERNING CONTRACT**

The contract shall be construed according to acts/laws in force in the country and shall be under the jurisdiction of Calcutta High Court.

## **17. LANGUAGE AND MEASURES**

All documents pertain to the contract including specifications, schedule, notice, correspondences, operating and maintenance instructions, drawings or any other writings be written in English language. The metric system of measurement shall be used exclusively in this contract.

## **18. CORRUPT OR FRAUDULENT PRACTISE**

WBSEDCL expects that bidders/contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the owner defines for the purpose of this provision, the terms set forth below as follows:

18.1 **“Corrupt practice”** means the offering giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution, and

18.2 **“Fraudulent Practice”** means misrepresentation of facts in order to influence a procurement process of the execution of a contract to the detriment of the owner, and includes collusive practice among bidders (Prior to or after bid submission) designed to establish bid prices at artificial no-competitive levels and to deprive the owner of the benefits of free and open competition.

18.3 WBSEDCL Will reject a proposal for award if the owner determines that the bidder recommended for award has engaged in corrupt or fraudulent practice in competing for the contract in question.

18.4 Will declare a Firm ineligible either indefinitely or for a stated period of time if owner any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

## **19.INSURANCE**

The successful bidder on awarding of contract shall arrange, secure and maintain all insurance as may be pertinent to the work and obligatory in terms of law to protect the interests of WBSEDCL against all perils. The form & the limit of such insurance together with underwriting in each case shall be acceptable to WBSEDCL. However, irrespective of such acceptance the responsibility to maintain adequate insurance coverage at all times during the period of contract shall be bidder's alone.

## **20. CORRECTNESS AND SUFFICIENCY OF RATES QUOTED IN THE TENDER**

The bidder shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for work and the rates and prices stated in the schedule of works. The rates and price quoted shall cover all obligation of the bidder under the contract and all materials, labour etc. necessary for proper completion and maintenance of the work.

**21. Penalty for suppression/ distortion of facts**

If any Bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tender committee will take actions deemed fit against such defaulting Bidder.

The Employer 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 action.

**22. AWARD OF CONTRACT**

The Bidder who's Bid would be accepted will be notified by the authorized official through acceptance letter/Letter of award.

The notification of award will constitute the formation of the Contract. 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 N.I.T. & B.O.Q. will be the part of the contract documents.

**23. AMENDMENT OF BIDDING DOCUMENTS**

**a.** At any time prior to the deadline for submission of bids, WBSEDCL may, for any reason whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendments. Any such amendment shall be part of the bidding document.

**b.** Such amendment(s) will be published on the same website mentioned above. Owner will bear no responsibility or liability arising out of non- pursuance of the same in time or otherwise by the bidder. In order to afford prospective bidders reasonable time in which to take the amendment in to account in preparing their bids, the owner may, at its discretion, extend the deadline for submission of bids. Such amendments, clarification etc. shall be binding on bidders and will be given due consideration by the bidders while they submit their bids and invariably enclose such documents as a part of the bids.

**ANNEXURE -I**



# West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

Siliguri Sub-Urban Division Office, Shivmandir, Dist- Darjeeling

Pin- 734011, Email- [dm.siligurisuburban@wbasedcl.in](mailto:dm.siligurisuburban@wbasedcl.in), Tel- 0353 2581005

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 Work-----against Tender Notice No-----dt-----

2. None of the Partners of our firm is relative of employee of -----(Name of the Company)

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-----

## ANNEXURE-II

.....  
Registered Office: BidyutBhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700 091.  
Corporate Identity Number (CIN): U40109WB2007SGC113473, Company's Website [www.wbasedcl.in](http://www.wbasedcl.in)



# West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

Siliguri Sub-Urban Division Office, Shivmandir, Dist- Darjeeling

Pin- 734011, Email- [dm.siligurisuburban@wbasedcl.in](mailto:dm.siligurisuburban@wbasedcl.in), Tel- 0353 2581005

## 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-----

2. Tender Id No-----

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

## ANNEXURE-III

.....  
Registered Office: BidyutBhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700 091.  
Corporate Identity Number (CIN): U40109WB2007SGC113473, Company's Website [www.wbasedcl.in](http://www.wbasedcl.in)



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Dated: \_\_\_\_\_

## DECLARATION BY THE TENDERER

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein. I/We have also carefully gone through the 'Bill of Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender to complete the proposed construction in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We also agree to procure tools and plants, at my/our cost required for the work.

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
Postal address of the Tenderer

### Form-I - CERTIFICATE REGARDING SUMMARY STATEMENT OF YEARLY TURNOVER

.....  
Registered Office: BidyutBhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700 091.  
Corporate Identity Number (CIN): U40109WB2007SGC113473, Company's Website [www.wbasedcl.in](http://www.wbasedcl.in)



# West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

Siliguri Sub-Urban Division Office, Shivmandir, Dist- Darjeeling

Pin- 734011, Email- [dm.siligurisuburban@wbsedcl.in](mailto:dm.siligurisuburban@wbsedcl.in), Tel- 0353 2581005

This is to certify that the following statement is the summary of the audited

Balance Sheet arrived in favour of . . . . .

. . . . .for the 03 (three) consecutive years as mentioned below.

Sl. No.	Financial		Remarks
	Financial Year	Turnover rounded up to two digit after decimal	
1.	2021-22		
2.	2022-23		
3.	2023-24		
Total			

Average Turnover (In Rupees):

.....

**SIGNATURE OF THE TENDERER WITH OFFICE SEAL**

**Form-II - EVIDENCE OF ACCESS TO OR AVAILABILITY OF CREDIT FACILITIES (IF Applicable)**

.....

Registered Office: BidyutBhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700 091.  
Corporate Identity Number (CIN): U40109WB2007SGC113473, Company's Website [www.wbsedcl.in](http://www.wbsedcl.in)



# West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

Siliguri Sub-Urban Division Office, Shivmandir, Dist- Darjeeling

Pin- 734011, Email- [dm.siligurisuburban@wbsecl.in](mailto:dm.siligurisuburban@wbsecl.in), Tel- 0353 2581005

(To be given by banker of bidder)

## BANK CERTIFICATE

This is to certify that M/s .....(FULL NAME AND ADDRESS) who are submitting their Bid to.....against their tender specification vide Ref. No..... and date..... is our customer for the past.....years.

Their financial transactions with our bank have been satisfactory. They enjoy the following fund based and non-fund based limits including guarantees, L/C and other credit facilities with us against which the extent of utilization as on date is also indicated below:

Sl.No.	Type of Facility	Sanctioned limit as on date	Utilization as on

This letter is issued at the request of M/s.....

Sd/-

Name of Bank .....

Name of authorized Signatory.....

Designation..... Phone

No.....

Address.....

**SEAL OF THE BANK**

*Form-III*





# West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

Siliguri Sub-Urban Division Office, Shivmandir, Dist- Darjeeling

Pin- 734011, Email- [dm.siligurisuburban@wbasedcl.in](mailto:dm.siligurisuburban@wbasedcl.in), Tel- 0353 2581005

(On Rs.100.00 Non Judicial Notarized Stamp)

## PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING

### In the case of a Proprietary Concern:

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/S \_\_\_\_\_ which is submitting the Tender nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a managing partner have been placed on black list or holiday list declared by WBSEDCL, WBSETCL or any central/ state power utility services, except as indicated below:

(Here give particulars of black listing or holiday listing, and in absence thereof state "NIL")

### In the case of a Partnership Firm:

We hereby declare that neither we, M/S \_\_\_\_\_ submitting the Tender nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on black list or holiday list declared by WBSEDCL, WBSETCL or any central/ state power utility services, except as indicated below:

(Here give particulars of black listing or holiday listing, and in absence thereof state "NIL")

### In the case of a Company:

We hereby declare that we have not been placed on any black list or holiday list declared by WBSEDCL, WBSETCL or any central/ state power utility services, except as indicated below:

(Here give particulars of black listing or holiday listing, and in absence thereof state "NIL")

It is understood that if this declaration is found to be false in any particular WBSEDCL, WBSETCL or Administrative Ministry, shall have the right to reject my/our enlistment. Bid and if the bid has resulted in a contract, the contract is liable to be terminated.

**Signature with date & seal of the Bidder**

## GENERAL CONDITIONS OF CONTRACT AND

.....  
Registered Office: BidyutBhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700 091.  
Corporate Identity Number (CIN): U40109WB2007SGC113473, Company's Website [www.wbasedcl.in](http://www.wbasedcl.in)

## **SPECIFICATION FOR WORKS**

### **GENERAL CONDITIONS OF CONTRACT AND SPECIFICATION FOR WORKS**

#### **1. 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 LTD, having its Office at VidyutBhavan, Block-DJ, Sector-II, Kolkata-700091

The **Engineer-in-Charge/Controlling Officer** shall mean the Engineer designated by the Company for the purpose of this contract.

**Company's representatives** shall mean any person or persons of consulting firm appointed and remunerated by the Company to supervise, inspect, test and examine workmanship and materials of the work under this scope.

The **"Contractor"** shall mean the Bidder who will be awarded with the contract by the Company and shall include the contractors executors administrators, successors and permitted assignees.

The **"Sub-Contractor"** shall mean the person named in the Contract for any part of the works or any person to whom any part of the contract has been sublet by the contractor with the consent in writing of the Engineer-in-charge and will include the legal representatives, successors and permitted assigns of such persons.

**Equipment/materials** shall mean and include all type of construction equipment & materials etc. required for true and satisfactory completion of the work under this contract.

**Workmanship** shall mean the method/manner in which the jobs of the different items, whether included in the schedule or not but are required for true & satisfactory completion of the work under this contract, are executed.

**General condition** shall mean all the clauses of General conditions of the proposed contract stated hereinafter. The specification shall mean the specification annexed to or issued with the General Conditions and shall include the schedule and drawings attached thereto.

The terms **Services** shall mean all works to be undertaken by the contractor as laid down under the head "scope of contract" 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.

**Month** shall mean calendar month.

**"Writing"** shall include any manuscript, type written, printed or other statement reproduced in any visible form.

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.

**"Date of Contract"** shall mean the date on which notification of award of contract/letter of

award/ telex award has been issued.

“Zero Date” will be reckoned as the date of date of handing over of site.

**2. SCOPE OF WORK:**

The proposed contract comprises of construction, completion and maintenance of the work during the contract period including defect liability period, as required. It includes provision of all labour, material, constructional plant, temporary work and everything whether temporary or permanent nature required for such construction, completion and maintenance so far as the necessity of providing the same is specified in or responsible to be inferred from the contract. The different items of work have been elaborated in the schedule of work.

**3. SUBMISSION OF TENDER :**

Please refer to sl. no 6 of Instruction to Bidders

**4. STANDARD SPECIFICATION:**

(a)The work shall be done in compliance with relevant IS, I.E. Rules, Electricity Act 2003 and other relevant statutory Acts & Rules and their latest modifications. In the event of any dispute between the standard specifications, instruction shall be obtained by the Contractor from the Site-Supervisory Officer.

(b)The contractor shall have to pay a minimum wages to his workers and comply contract labour (R&A) Act 1970and associated rules with latest amendments. (c) WBSEDCL shall not be responsible for any idle time suffered by the contractor in circumstances beyond control of WBSEDCL.

**5. DISPLAY OF DANGER SIGN:**

The Contractor shall display Danger Signal viz. Danger Board, Red Flag, Red Light or similar other signaling devices while the workmen are on duty. The arrangement shall be adequate and to the satisfaction of the Site-Supervisory Officer.

**6. QUANTITY OF WORK:**

The length of ACSR 200 SMM (Panther), number of compression joints, connectors, and associated quantities etc. mentioned in the schedule are only provisional and are subject to change depending on the site condition. In such an event there would be no revision in unit rate.

**7. SURVEY AND ROUTE SELECTION:**

Requisition for shutdown in writing will be necessary and the same will be arranged by the Site-Supervisory Officer. Temporary supports, if necessary, for such cases shall have to be made as per approval of the Site-Supervisory Officer and up to his satisfaction. Any damage caused to any property must be intimated immediately to the Site-Supervisory Officer verbally followed by writing. If it is found subsequently by the Site-Supervisory Officer that the damage has been caused due to negligence or bad workmanship on the part of the contractor shall have to restore the damaged part at his own arrangement and cost up to the satisfaction of the Site-Supervisory Officer.

**8. HANDING OVER OF MATERIALS TO CONTRACTOR:**

The materials (supplied by WBSEDCL) as required will be handed over to the authorized representative of the contractor on receipt of the requisition and signed by the contractor and duly authorized by Site Supervisory Officer. The contractor should have to furnish consumption statement of materials to the Site Supervisory Officer. The contractor shall have to arrange for transportation of materials at his own cost from the nearest Stores of WBSEDCL, however in case the contractor shall has to transport materials beyond 35 km from WBSEDCL Store to Work Site, then the transportation cost for excess of 35 km will be paid as per approved rate of WBSEDCL prevails at the time of actual transport.

**9. MATERIAL CONSUMPTION STATEMENT:**

After completion of the work, the contractor shall submit a detailed consumption statement of the conductor and other materials supplied by WBSEDCL and their utilization in the work.

**10. RETURN OF EXCESS SCRAP MATERIALS:**

Material supplied by WBSEDCL, if found excess after the completion of the work shall have to be returned by the contractor at his own cost and arrangement in good order and condition within 2(two) weeks from the date of completion to WBSEDCL Store.

**11. SUPPLY OF DEPARTMENTAL MATERIALS:**

(a) All ASCR 200 SMM (Panther) and 33KV Pin and Disc insulators will be supplied by WBSEDCL.

(b) All other materials/consumables required for making compression joints, bus to bus connection shall be supplied by the contractor as mentioned in schedule (**Specification for T-Connectors and Pad Connectors must be as per BOQ**).

**12. COMPLETION REPORT:**

On completion of the entire installation work, the contractor shall submit the completion report along with, lay-out drawings and test results. Other detailed records as per direction of the Site Supervisory Officer to be closed along within the form of a comprehensive record book.

**13. COMMISSIONING AND TAKING OVER:**

The conductor augmented bus will be commissioned after thorough scrutiny of the results of test submitted and the results being checked examined and approved by WBSEDCL. If any defect/ fault found during final inspection, and examination of test result, & testing before commissioning, the facts will be intimated to the contractor. They will immediately arrange for repair / replacement / rectification wherever necessary at contractors own cost. The work will be taken over by the authorized Engineer of WBSEDCL, if found satisfactory on further inspection, checking and testing within a fortnight on receipt of completion of the repairing work.

**14. LOSS AND DAMAGE OF MATERIALS:**

The contractor shall be responsible for safe custody of all materials until the installation is officially taken over by the Company. For any loss including theft/pilferage/damage during the period of transportation, storage, erection, jointing, reinstatement etc. the same shall be made good by the contractor at his own cost and arrangement.

**15. STORAGE CUM ERECTION INSURANCE:**

Loss mentioned of this specification shall also include theft. In case of any theft, the contractor shall lodge FIR with the Police Station within 24 hours of occurrence of the incidence with intimation to the Site Supervisory Officer with copy of the FIR. The contractor shall obtain Insurance Policy for all such materials which shall be issued by the Company for the erection of conductor and other installations works prior to taking over the materials from the Company and arrange to keep the policy alive upto the time of taking over of the completed installation work by the Company. The contractor will obtain Insurance in the name of WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED with a General Insurance Company. In the event of any loss/damage or both, the contractor shall lodge claim with the Insurance Company and take necessary measures to realize claim from them on behalf of WBSedcl. The payment received from the Insurance Company against such loss/theft shall be deposited to WBSedcl. However, for timely completion of work, the materials may be issued to the contractor by the Company against a receipt of fresh requisition from the contractor on that effect. In spite of the Insurance being made by the contractor, some special security arrangement will have to be ensured by the contractor to prevent theft of Company property during storage/erection/installation and the cost of such arrangement shall be borne by the contractor. It may be noted neither any materials can be issued by the Company nor the contractor will be allowed to take up the work unless the Insurance coverage obtained. The contractor at his own cost makes adequate arrangement to safeguard the materials. Such arrangement be maintained round the clock along with the entire stretch to eliminate any attempt of damage/pilferage of materials already utilized by them. The damages required to be covered under the Insurance shall include, Fire and allied risk, misc. accidents, (erection risk, workman compensation risk, loss or damage in transit, theft, pilferage etc.) as per project requirement. All cost on account of insurance liabilities covered under the contract will be to contractor's account. It is the responsibility of the contractor to keep the policy alive throughout the desired period and adequate premium should be paid by them time to time. The policy should cover the material and labour cost of the entire contract. The insurance policy has to be handed over to the Ordering Authority before first lot of material is issued to the contractor.

**16. RISK PURCHASE:**

Should a contractor fail on receipt of the order/contract/letter of intent of the bus conductor augmentation work to take up the work within the period mentioned in order/contract/letter of intent or leave the work on partial completion of the same, the Company shall be entitled to get the works done by the best and nearest available substitute from elsewhere at the risk and cost to the contractor. On cancellation of the contract, the contractor shall be liable for any loss or damage which the Company may suffer by reason of such failure on the part of the contractor.

**17. ACCIDENT RISK:**

The contractor shall be wholly responsible for any accident sustained by any worker during execution of the job under him or any civilian whether connected or not with the execution of the work. WBSedcl in no way will be held responsible in connection with any accident if occurs during execution of the work and till such time the completed installation is taken over by the Company.

**18. REMOVAL OF UNDESIRED ELEMENTS FROM THE SITE:** The employees of the contractor must maintain good relation with local people and shall avoid any type of alternation and indecent behavior. If any member of the contractor is reported/found to have engaged himself in any sort of unsocial activities which may cause damage to the sentiment of local people as well as prestige of WBSedcl such person(s) should be removed from the site of work within 24 hours from the date of

issue of notice in this respect to contractor by the Site Supervisory Officer.

**19.PERFORMANCE BOND/SECURITY DEPOSIT:**

In respect of successful Bidder, the Earnest Money deposit on acceptance of Tender shall be converted as a part of the Security Deposit. The successful bidder shall have to submit balance Earnest money, if required, to make the initial Security money amounting to 2% of the contract price after placement of Letter of acceptance/Letter of award within specified period. Balance of Security Deposit equivalent to 10% (Ten percent) of contract amount 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 10% (Ten percent) to the value of work so executed. The WBSedcl reserves the right to ask for Performance Guarantee upto 10% of the tendered amount from the successful bidder.

Bids in 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 tendered amount before placement of Award of Contract.

**20.REFUND OF SECURITY DEPOSIT:**

1. Refund of Security deposit shall be subject to Company's right to deduct/appropriate its dues against the contractor or under this contract or any other contract. The performance Bond/Security Deposit for all type of Bids shall be released only after satisfactory expiry of the Defect Liability Period and certified as such by the controlling officer of the work upon written request by the contractor under following conditions:
2. In case of building works or other similar nature of works the defect liability period shall be considered six month or expiry of one full monsoon period, i.e. June to September whichever is later and any defects such as leakages in roof, effloresces in walls, dampness, defects in drainage etc. should be rectified to the satisfaction of the engineer.
3. All types of Manufacturers' guarantee/warranty wherever applicable are to be issued/revalidated in the name of owner by the contractual agency. In case of building works or similar nature of works the defect liability period shall be considered six months or expiry of one full monsoon period, i.e. from June to September whichever is later.

**21.REFUND OF EARNEST MONEY:**

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. Earnest money in the form of Bank Guarantee of the unsuccessful bidders shall be made immediately after finalization/placement of order

ii) For successful bid(s), EMD will be refunded after submission of Performance Bond. The earnest money in the form of BG for the successful bidder shall be released after submission of Performance Bank Guarantee as per enclosed format and terms of contracts and necessary certification from the controlling officer of this work.

iii) 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.

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.

**22.FORFEITURE OF EARNEST MONEY/BID GUARANTEE:**

Earnest money/Bid guarantee shall be forfeited in case of following:

- i) If during the period of validity, the bidder withdraws/modifies its bid as a whole or in part.

- ii) If the bidder deviates from any clarification/confirmation given by him subsequent to submission of his bid
- iii) In case of successful bidder, if the Bidder fails:
- a) To accept LOI/Order unconditionally and sign contract
  - b) To furnish the contract performance bond wherever applicable.

### **23. DEFECT LIABILITY PERIOD**

- 23.1 The term 'defect liability period' shall mean the period for a period of 12 (Twelve) months from the date of commissioning or 18 (Eighteen) months from the date of officially taking of the installation by WBSedcl whichever is earlier.
- 23.2 If any defect is found within the defect liability period the contractor shall be liable to rectify/replace the materials at their own cost and responsibility.
- 23.3 In case any defect of Civil work is detected by the controlling officer within the defect liability period, the defect liability period shall continue beyond defect liability period, up to the expiry of one monsoon period i.e. June to September.
- 23.4 Defects/rectification work so notified shall have to be attended and completed satisfactorily within the specified date or as deemed fit by the Controlling Officer. For faithful & due fulfillment of all obligations, this defect liability period shall be covered by Security Deposit submitted by the contractor detailed in clause 30.
- 23.5 After completion of defect liability period, and on completion of satisfactory rectification of defects, if any reported within the defect liability period, and on receipt of the application from the contractor the controlling Officer of the work will recommend release of security deposit.

### **24 MANNER OF EXECUTION OF CONTRACT AGREEMENT**

- 24.1 The successful bidder has to submit acceptance of the LOI/order within **10(ten)** days from the date of issue of the Letter of Intent/order. The successful bidder shall be required to execute an Agreement on a non-judicial stamp paper of Rs 100/- with the company with all related documents for satisfactory execution of the work.
- 24.2 The agreement shall be signed on a date and time to be mutually agreed upon in the office of the controlling officer of the work and the same has to be signed by both the parties within 30 days from date of acceptance of the order. Power of attorney of the authorized representative of the contractor who will sign the contract agreement on behalf of the contractor is to be submitted before signing of the agreement.
- 24.3 The agreement shall be signed in original and five photo copies. The original agreement shall be retained by the Company and a copy will be handed over to the Contractor.

### **25 GENERAL REQUIREMENT**

- 25.1 The contractor shall execute, complete and maintain the work as per direction of the Controlling Officer/Engineer-in-Charge of the work or his representative
- 25.2 **Contractor to submit programme** : Within 14 (fourteen) days from the date of issue of letter of intent/order, the contractor shall submit a programme showing the order, procedure and method in which he proposes to carry the work.
- 25.3 **Contractor's staff at site**: The Contractor shall provide at site his authorized representative duly approved by the controlling officer (approval may be withdrawn for a person, if necessary). The contractor and/ or his authorized representative is 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) direction and instructions from the Controlling Officer/ Engineer-in-charge or his representative.
- 25.4 **Removal of persons employed at site**: The Controlling Officer/ Engineer-in-Charge shall be at liberty to ask the contractor to remove from the site any person, employed by the

contractor in the execution of work, who in the opinion of the Controlling Officer/ Engineer-in-Charge misconducts himself or is incompetent or negligent in the proper performance of his duties and such persons shall not be again employed upon the work without the permission of the Controlling Officer/ Engineer-in-Charge.

**25.5 Setting out:** The contractor shall be responsible for the true and proper setting out of the work and for the correctness of the position, levels, dimensions and alignments of all parts of the work. If any time during the progress of the work 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-in-Charge or his representative shall at his own expense rectify such error to the satisfaction of the Controlling Officer/ Engineer-in-charge.

**25.6 Protection of work :** The Contractor shall in connection with the work provide and maintain at his own cost all lights, guards, fencing and watching when and where necessary if required by the company or by any competent authority for the protection of the work or for the safety and convenience of the public or others.

**25.7 Care of works:** From the commencement to the completion of the works, the Contractor shall take full responsibility for the care of permanent works, therefore and of all temporary works and in case of any damage, loss, or injury to works or to any part thereof or 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 condition 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 any 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.

**25.8 Workmen's Compensation for accident or injury to any workman:** The Company shall not be liable for damages or compensation payable as per provision of law in respect or consequence of any accident or injury to any workmen or other person in the employment of the contractor. The contractor shall have to pay all claims, demands, preceding costs, charges and expenses whatsoever in respect thereof or in relation thereto. Insurance policy covering provisions for workmen's compensation for all the workmen to be engaged by the contractor is to be made by him.

**25.9 Facilities for other Contractors:** The Contractor shall afford all reasonable Facilities for any other contractor employed by the company in execution on or near the site of any work not included in the contract.

**25.10 Clearing site on completion:** On Completion of the work the Contractor shall clear away and remove from the site all constructional plant, surplus materials, rubbish and temporary work of every kind and leave the whole of the site and work clean and in good and tidy condition to the satisfaction of the Controlling Officer/ Engineer- in-charge.

## **26. CHANGE OF QUANTITY**

The quantity mentioned in the schedule of work is provisional. The company reserves the right to vary the quantities as may be necessary but such variation shall be limited to  $\pm 25\%$  (plus or minus twenty five percent) **of the contract price.** Payment shall be made as per execution.

**27.GST :** GST shall be paid extra as per prevailing statute.

## **28.LABOUR LICENSE :**

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

## **29.COMPLIANCE OF LABOUR LAWS :**

The contractor shall comply all statutory labour laws to protect the laborers engaged by them. In this connection the contractor will be required to execute an indemnity bond (as per specimen





# **West Bengal State Electricity Distribution Company Limited**

**(A Government of West Bengal Enterprise)**

**Siliguri Sub-Urban Division Office, Shivmandir, Dist- Darjeeling**

**Pin-734011, Email-[dm.siligurisuburban@wbsedcl.in](mailto:dm.siligurisuburban@wbsedcl.in), Tel- 0353 2581005**

enclosed as Annexure-B) after placement of letter of intent/ order.

## **30. NIGHT AND HOLIDAY WORK :**

If any work of permanent nature is to be carried out in three shifts and/or in Sundays & Holidays, prior written permission of the Controlling Officer shall have to be obtained.

## **31.DEDUCTIONS OF PROVIDENT FUND AND REMITTANCE THEREOF IN RESPECT OF CONTRACT LABOURERS:**

In respect of casual workers or workers engaged for any job for a very short duration or sporadic nature having no employer-employee relationship (for example Soil testing, repair of transformer etc done by outer agency) and engaged in works which are neither preparatory, nor incidental, nor any way connected with the main operation of the establishment, deduction of provident fund and remittance thereof in respect of the contract labours will not be applicable. However it is further clarified that no mechanical approach should be adopted in deciding the applicability of the Act and each case should be considered on its own merits.

## **32.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.

## **33.SUPPLEMENTARY WORKS :**

Whenever supplementary work becomes 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 officers 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:

33.1 The rates of all supplementary items shall be decided on pro-rata basis from the existing items in the contract.

33.2 When above clause no 19.1 shall not be applicable the rates shall be taken from P.W.D(WB) schedule of rates for Electrical Works incorporating all corrigendum prevailing on date of publication of this NIT plus/ minus the contractual rate of quotation.

33.3 When clause no 19.1 & 19.2 above shall not be applicable, the rates should be analyzed, to the mutual acceptance from present market rates of different elements involved in the item, against documentary evidence, with contractor's profit as 10% and 1% 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.

## **34.MEASUREMENTS AND TERMS OF PAYMENT**

34.1 All items of work carried out by the contractor in accordance with the provision of the contract having a financial value shall be entered in the measurement book/ log book etc. as prescribed by the company so that a complete record is obtained of all works performed under the contract and the value of work can be ascertained and determined there from.

34.2 Measurement shall be taken jointly by the supervisory officer or his authorized representative and by the contractor or his authorized representative. Every measurement thus taken shall be signed and dated by both the parties.

34.3 In the event of failure on the part of the contractor to attend or send his authorized representative after receiving the information to countersign or record objection within a week from the date of measurement, the measurement taken by the Engineer-in-charge/controlling

officer or his authorized representative shall be taken to be correct measurement of the work done.

34.4 Progressive R/A bills against the prayer of the contractor, for an amount of minimum 25% (Twenty Five) of the ordered value or as deemed justified by the controlling officer shall be released against certification by the controlling officer after deducting the amount already paid or other amounts as may be deductible. Running Account Bill would be allowed only on finished works (in all respect) in part or whole, at least 30% of the total works should be completed to the satisfaction of the controlling/supervising officer. Not more than 01(one) nos. RA bills would be allowed against a particular order. The bills shall be released within 45(Forty Five) days of its submission if all formalities as per terms of the contract is maintained. The final bill shall be released on completion of the work in all respect and fulfillment of all contractual obligations by the contractor.

34.5 The company reserves the right to recover/ enforce recovery of any overpayments detected after payment as a result of post-payment audit or technical examination or by any other means, notwithstanding the fact that the amount of disputed item, if any, of the contractor exceeds the amount of such overpayments and irrespective of the fact whether such disputed claims of the contractor are subject matter of arbitration or not. The amount of such overpayment may be recovered from subsequent bill, under the contract, failing that from contractor's claim under any other contract with the company or from contractors security deposit or from the amount retained or the contractor shall pay the overpayment on demand.

### **35.COMPLETION OF CONTRACT**

All works under the contract must be completed by period of completion mentioned in NIT while portions of work as per program settled in consultation with the controlling officer shall be completed by the date stipulated in the program. It is to be noted that time is the essence of the contract and any default on the part of the contractor to complete the work within the stipulated date/dates aforesaid or within the time as may be extended in writing by the controlling officer subject to the payment of liquidated damages, the company shall have the right, without prejudice to any other clauses, to terminate the contract forthwith and to take possession of 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.

### **36.DEFECTIVE MATERIAL**

If in the opinion of the Engineer-in-Charge/ Controlling Officer, 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 work, 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.

### **37. MATERIAL AND WORKMANSHIP**

All the work 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/ Controlling Officer .

### **38. EXTENSION OF TIME:**

If the work is suspended due to reasons beyond the control of the contractor, the contractor shall immediately give notice in writing within 7(seven) days to the controlling officer for each occasion. On receipt of such notice, the controlling officer may verify the matter and agree to extend the completion period as may be reasonable but without prejudice to other terms and conditions of the contract as the case may be if the reasons behind the suspension of work are found to be justified.

**39. LIQUIDATED DAMAGES:**

50.1 If the contractor fails to complete the work successfully within the time specified in the contract or any extension thereof, the company shall recover from the contractor as liquidated damages a sum of half percent (0.5%) of the contract value of works for each calendar week of delay or part thereof of delay subjected to Force Majeure.

50.2 The total recovery against liquidated damage shall not exceed ten percent (10%) of the contract value of the work

An extension of time without imposition of liquidated 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 was not due to his fault.

**40. COMPANY'S RIGHT TO TERMINATE THE CONTRACT:**

If the contractor neglects or fail to proceed with the work proportionate to the scheduled time of completion or fails to complete the work within scheduled time of completion or within extended time approved by the company, the company shall have right to terminate the 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 manner notified, the company shall terminate the contract and call the contractor to take joint measurement along with the Engineer for finished portion of work. If the Contractor does not appear for a joint measurement, ex party measurement taken by the company will be taken as final.

In that case, the company shall take possession of the work site and may engage other agency to complete the work. Extra cost, if incurred to get the unfinished work done through other agency, will be realized from him, from his pending bills and security deposit. If the contract is terminated as above, the contractor shall have no claim for compensation against the company for any loss or deterioration of any materials that he may have collected or engaged or entered into on account of the work.

**41. QUALITY OF WORK/MATERIAL AND MODE OF MEASUREMENT:**

As regards to the 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 shall be applicable. The Contractor shall arrange and provide all necessary facilities along with necessary manpower for inspection, testing and measurements at his own cost.

**42. DEDUCTION OF TAXES AND CESS FOR BOCWWC ACT, 1996:**

If it is obligatory under the provision of Income tax Act 1961 and GST Act 2017 to deduct tax at source then the same will be deducted from the bills as applicable.

The contractor is required to follow the Building and other Construction Workers welfare Act, 1996.

Registration of his establishment under section-7 of the Building and other Construction Worker's (Regulation and condition of service) Act, 1996 is to be made after the contract is awarded. 1% cess towards BOCWWC Act, 1996, will be deducted from its total amount of each bill.

For this deductions certificate will be issued as per rules .

**43. 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 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.

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



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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.

#### **44. 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 for 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 under 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.

#### **45. ENGINEERS DECISION:**

Controlling Officer's decision is final in respect of all matters which are left to the decision of the Controlling Officer including the granting or with-holding of certificates.

If, in the opinion of the contractor, a decision made by the Controlling Officer is not in accordance with the meaning and intent of the contract, the contractor may file with the Controlling Officer, within 7 (seven) days after receipt of the decision, a written objection to the decision. Failure to file an objection within the allotted time will be considered as an acceptance of the Controlling Officer's decision and the decision shall become final and binding.

#### **46. 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 is 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 the negligence of the contractor or his workmen or sub-contractor or from defective workmanship etc.

#### **47. LANGUAGE AND MEASUREMENT:**

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

#### **48. SETTLEMENT OF DISPUTES:**

All disputes concerning question of fact arising under the contract shall be decided by the owner/company on receipt of written appeal by the contractor.

Any dispute or differences arising out of or in connection with this contract shall to the extent possible be settled amicably and where settlement cannot be reached then such disputes shall be subject to settlement under the jurisdiction of Calcutta High Court.

#### **49. COMPLETION OF WORK:**

Completion of the 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.

#### **50. IDLE LABOUR/MACHINERY:**

Whatever the reasons may be no claim for idle labour and machinery, additional establishment cost, hire and labor charges of tools & plants would be entertained by the Company, under any circumstances.

#### **51. SAFETY RULES:**

The bidder shall also provide necessary fencing and lights to protect the public from accident.

Fire extinguishers shall be kept by the bidder at the side of works where there is risk of fire hazard. Adequate washing facilities shall be provided near the place of work.

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 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 persons responsible for 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 by the employer and WBSedcl.

Notwithstanding the above clauses there is nothing in those to exempt the bidder from the operations of any other Act or Rule in force in the Republic of India.

All storage, handling & use of flammable liquids shall be under the supervision of qualified persons.

First aid arrangements with the degree of hazard and with no. of workers employed shall be maintained in a readily accessible place throughout the whole of working hours.

**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 "Injured on work" form as per appropriate proforma 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.

- i) To provide first aid at his own First Aid Station.
- ii) To take the injured person to the hospital along with the "Injured on work" form duly filled in.
- iii) To report the accident to WBSedcl.

**Fatal Accident:**

Fatal accidents must be reported immediately to WBSedcl as well as to the Police.

**Penalty:**

Failure to observe the Safety Rules will make the contractor liable to penalty by way of suspension of work and termination of contract.

Adequate arrangement for proper lighting & guarding shall be made at the work site

**52.EQUIPMENT & MACHINERIES:**

For timely completion of the work the bidder/contractor must have to deploy all necessary equipment, tools & tackles and machineries to execute the work at a time to perform all works simultaneously as per requirement of WBSedcl.

**53.RISK PURCHASE :**

In the event of failure of the contractor to execute the work timely and/or to the satisfaction of WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD., the order/Letter of Award may be terminated prematurely and the balance work may be got done through any other agency at risk and cost of the contractor.

## **Additional Conditions of Contract**

1. The work shall be inspected time to time by WBSEDCL representatives. The contractor shall provide all facilities for such inspection free of cost. Notwithstanding any inspection of 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 and store.
2. During the execution of work, if any problem arises which is not covered by the specification, the contractor shall seek necessary clarification and instruction from WBSEDCL, such instruction shall be binding on the contractor and shall be observed in full.
3. The contractor shall make his own arrangement for labour, construction equipment, tools and tackles and construction materials, construction water, office/ labour accommodation, water supply, sanitation etc.
4. The contractor shall strictly follow the Electrical safety rules, regulations, and instructions issued from time to time in absence of any particular reference the contractor shall refer to relevant Indian standard and also the State Government rules and regulations.
5. The contractor shall take all precautions during execution and provide all possible protection to these works and in case any materials got damaged, rebuilt them at his own cost.
6. All guarantees and test certificates obtained by the contractor during the execution of work shall be transferred to the WBSEDCL before issue of final payment.
7. The contractor shall provide all necessary storage at the site in specified areas for all the materials such and such other materials which are likely to deteriorate by the action of Sun, winds, rain or other natural cause due to exposure in the open in such manner that all such materials shall be duly protected from damage by weather or any other cause. All such stores shall be cleared after completion of the work and the entire site shall be clean and free from debris. All materials shall be stacked in such a manner as to facilitate rapid and easy checking of such materials.
8. The cost of testing materials shall be borne by the contractor.
9. All works are to be carried out with due regard to the convenience of the occupants of the premises or road users and with close coordination with other contractors who may be working in the area. All arrangements/programmes of work must be adjusted accordingly. All precautions must be taken to guard against chances of injury or accidents to other occupants, users and workers. The contractor must see that all damages to any property, which in the opinion of the controlling officer are due to work of the contractor, are promptly rectified as per direction and to his satisfaction.
10. 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 has to be made by WBSEDCL under order of appropriate authorities, the same shall be recovered from the contractor.
11. Any services if affected by the work must be restored by the contractor on emergency basis at his own cost.
12. After completion of the work, the finishes shall be of high quality and of approved standard.
13. No omission or ambiguities in the drawing or in the specification will relieve the contractor from responsibility for material and completeness of the work.
14. The contractor shall not off-load the contract or part thereof to any subcontractor without Obtaining written permission from the controlling officer of the work. In the event of sub-letting of contract or part thereof. In the event sub-letting of contract is permitted, the fact that such permission has been accorded shall not establish any contractual relationship between approved sub-contractor and WBSEDCL of any of his liabilities and obligations under the contract.



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15. A complete list of execution/ deviation from the tenderer scope of work shall be clearly indicated. Similarly, if any departure, commission of substitution from stipulated specification is made. This fact should be clearly indicated in the offer with reasons. However, WBSEDCL shall have the absolute discretion to summarily reject such offers.
16. WBSEDCL's representative may during progress of work, order for re-execution of part or whole of the work executed, found not in accordance with the approved drawings / specifications/ instructions. No extra claims shall be entertained for re-execution or altering or such work
17. The contractor shall provide sufficient strong and stable staging as to ensure safety of the labourers and structures.
18. The contractor shall dismantle and remove the staging and other temporary structures like Stores, offices, labour camps etc. on completion of work, clear and clean the site where such temporary facilities were built and restore the same to original condition.
19. Materials brought to the site shall not be removed from the site without the written consent of the WBSEDCL. The contractor shall submit well in advance for approval of samples, specimens as the WBSEDCL may demand from time to time. Any materials brought to the site and rejected by the WBSEDCL shall be removed by the contractor from the site of work immediately.
20. All materials shall be procured after approval of brand and make by WBSEDCL.
21. If necessary extra items beyond S.O.W are executed the unit rate shall be as per the rates of PWD, West Bengal on the date of publication of this NIT. Those items which are not covered under PWD rates shall be based on analysis of rate as applicable, on mutual agreement.
22. WBSEDCL shall not be liable under any circumstances for any accident/ untoward incidents, if happened during execution of works.
23. If specification of any items of work is not covered in the bid documents the same shall be guided from PWD, WB schedule of rates.
24. All dismantled departmental materials shall have to be returned to store/ disposed and stacked in a place (within 200m lead) provided by the purchaser without any extra cost to WBSEDCL.
25. Mode of measurement shall be followed as described in PWDSOR, WB unless otherwise stated.



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## ANNEXURE-A

### Pro-forma for Contract Agreement

(To be executed on Non-Judicial Stamp Paper of Rs. 100/-)

Articles of agreement made on this -----day of ----- in the year -----  
-----between West Bengal State Electricity Distribution Company Limited (WBSEDCL), A statutory Body constituted by the Govt. of West Bengal having its head office at "VidyutBhaban" , Block-DJ, Sector-II, Salt Lake City, Kolkata-700091 hereinafter referred as the 'Company' (which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns) of the ONE PART.

AND

-----  
hereinafter referred to as the '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.

WHEREAS the Company invited tenders vide Tender Notice No -----  
----- (annexed here to ) for "-----"  
-----

AND WHEREAS in pursuance of such invitation for tenders, the contractor submitted a tender vide no -----dated ----- , technical bid of which was opened on ..... and the Price-bid was opened on..... (The tender offer is in custody of the Company at present)..

AND WHEREAS AFTER consideration of the tender submitted by the contractor with clarification(s), the Company accepted the said tender submitted by the contractor and placed Letter of Award no .....

NOW, THEREFORE, the Company and the contractor agree as follows:

1. The Contractor agrees to undertake the work of --"-----

-----"  
-----" as per Letter of Award no -----dt ----- referred to above.

2. The Company agrees to pay the Contractor as per as per Letter of Award no -----dt ----- referred to above.





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3. Both the Contractor and the Company agree that for the purpose of jurisdiction in the 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.

SIGNED, SEALED AND DELIVERED

\_\_\_\_\_  
Company

\_\_\_\_\_  
Contractor

1. \_\_\_\_\_  
Witness

1) \_\_\_\_\_ Witness

2. \_\_\_\_\_  
Witness

2) \_\_\_\_\_ Witness



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## ANNEXURE-B

### SPECIMEN COPY OF INDEMNITY BOND

(To be executed on Non-Judicial Stamp Paper of Rs. 100/-) BY THE PRESENT INDEMNITY BOND EXCUTED by me / us on this .....Day of....., 20....I/We having Registered Office/ residing at ..... (hereinafter called "OBLIGOR/OBLIGORS" which expression shall mean and includes 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 favour of the West Bengal State Electricity Distribution Company Limited., a government Company within the meaning of sec.617 of the Indian Company"s act having registered office at BidyutBhavan, 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/OBLIGORS has /have been awarded to execute the job/works under letter no.....Dated.....issued by the OBLIGEE 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.C. Act) and /or other laws relating to the Labour Management and Welfare.

AND WHEREAS according to the condition of the contract the OBLIGOR/OBLIGORS is under obligation to execute this Indemnity Bond before the commencement of actual execution and OBLIGOR/OBLIGORS is/are 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 WITNESS THAT I / We the OBLIGOR/OBLIGORS 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/OBLIGORS.
2. THAT the OBLIGOR/OBLIGORS 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/OBLIGORS undertakes to engage only those labour worker or any other personnel whether skilled or unskilled or any other person whether in technical management or non-managerial or any other capacity in the area covered under Employees" State Insurance Act, 1948 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 not has/have insurance coverage within the meaning of Employees State Insurance Act.

4. THAT the OBLIGOR/OBLIGORS 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



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Compensation under the Employees' Compensation Act in case of accidental death or inquiry and such insurance has been effected by the OBLIGOR/OBLIGORS.

5. THAT the OBLIGOR/OBLIGORS 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/OBLIGORS.
6. THAT the OBLIGOR/OBLIGORS 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/OBLIGORS has/have 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/OBLIGORS 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 OBLIGEE i.e. the West Bengal State Electricity Distribution Company Limited as the Principal Employer, becomes liable to pay any such compensation mentioned hereinabove, whether on failure of the OBLIGOR/OBLIGORS or for any other reason, the OBLIGEE shall have the right to recover the said amount from any amount receivable by OBLIGOR/OBLIGORS or any bank guarantee deposited or anything payable whether in connection with this contract or other contract by the OBLIGEE to the OBLIGOR/OBLIGORS
9. THAT the OBLIGOR/OBLIGORS 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/OBLIGORS.

SIGNED AND DELIVERED

BY THE OBLIGOR/OBLIGORS .....

.....

Signature

WITNESS

1 Name, Designation .....

Signature .....

2. Name, Designation .....

Signature

.....



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## Annexure-C

(To be submitted physically if EMD is opted as BG instead of online payment)

### PROFORMA OF BANK GUARANTEE FOR BID

#### GUARANTEE/BID SECURITY

The non-Judicial stamp paper of Rs 100.00 should be in the name of issuing bank.

Ref.....

Bank Guarantee No.....

Date.....

To

The Divisional Manager

Siliguri Sub Urban Division

WBSEDCL

Shibmandir, P.O. Kadamtala,

Dist.: Darjeeling, West

Bengal- 734011

Dear Sir(s),

In accordance with Invitation to bid under your BidNo..... M/s..... having its Registered/Head Officeat..... (hereinafter called the "Bidder") wish to participate inthe said Bid of.....and you, as a special favour have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of.....validupto

onbehalfofBidderinlieuoftheBiddepositrequiredto be made by the bidder, as a Condition precedent for participation in the Said Bid.

We, the.....Bank (Name) at.....(address) having our HeadOfficeat..... guarantee andundertake to pay immediately ..... on demand by West Bengal State Electricity Distribution Company Ltd., the Amount of..... (in words &figures) withoutany ..... reservation, protest, demur and recourse. Any such demand made by said 'Owner' shall be conclusive and binding on us irrespective of any dispute or difference raised by theBidder.

This Guarantee shall be irrevocable and shall remain valid uptoand including.....

If any further extension of this guarantee is required, the same shall be extended to such required period (not exceeding one year) on receiving instructionfromM/s .... on whose behalf this guarantee issued.

In witness where of the Bank, through its authorized office, has set its hand and stamp on this.....day of .....20.....at .....

WITNESS

.....  
(Signature)

.....  
(Signature)

.....  
(Name)

.....  
(Name)

.....  
(OfficialAddress)

.....  
(OfficialAddress)

\* This date shall be 30 (thirty) days after the last date for which the bid is valid.



# West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

Siliguri Sub-Urban Division Office, Shivmandir, Dist- Darjeeling

Pin-734011, Email-[dm.siligurisuburban@wbsedcl.in](mailto:dm.siligurisuburban@wbsedcl.in), Tel- 0353 2581005

## Annexure-D

(To be submitted after placement of Award of Contract **if Applicable**)

### PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE

(To be executed in non-judicial stamp paper of Rs. 100.00)

Ref.....

BankGuaranteeNo.....

Date :

To

.....

.....

.....

..... West

Bengal

Dear Sirs,

In consideration of West Bengal State Electricity Distribution Company Ltd., (herein after referred to as the "Owner" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s..... with registered/Head office at.....(hereinafter referred to as "Contractor" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns), a Contract issued by Owner's Letter of Award No..... dated..... for..... ..(scope of work) and the same having been acknowledged by the Contractor, resulting in a Contract bearing No.....

....  
dated

..... Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to Rs..... being 10%(Ten Percent) of the said value of the Contract to the Owner.

We ..... (Name & Address) having its  
Head ..... Office at.

.....(hereinafter referred to as the "Bank", which expression shall, unless repugnant to the context or meaning

thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Owner, on demand any or all monies payable by the Contractor to the extent of Rs. .... as aforesaid at any time up to\* (day/month/year) without any demur, reservation; contest, recourse or protest and/or without any reference to this Contractor.

Any such demand made by the Owner on the bank shall be conclusive and binding notwithstanding any difference between the Owner and the Contractor or any dispute pending before any Court, Tribunal Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall



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continue to be enforceable till the Owner discharges this guarantee.

The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under the guarantee from time to time to extend the time for performance or the Contract by the Contractor. The Owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor and to exercise the same at any time in any manner and either to enforce or to for bear to enforce any covenants, contained or implied in the Contract between the Owner and the Contractor or any other course or remedy or security available to the Owner. The Bank shall not be relieved of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Owner or any other indulgences shown by the Owner or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

The bank also agrees that the Owner at its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and not withstanding any security or other guarantee the Owner may have in relation to the Contractor's liabilities. Notwithstanding anything contained herein above our liability under this guarantee is restricted to Rs. .... and it shall remain in force upto and including \*(day/month/ year) and shall be extended from time to time for sudh period as may be desired M/s..... on whose behalf this guarantee has been given. Unless a demand or claim is lodged on us within and including..... \*(day/month/year) we shall be discharged from all liabilities thereafter.

Dated this..... day of..... 20..... at.....

WITNESS

.....

..... Signature)

.....

..... (Name)

.....

..... (Official Address)

Attorney as per Power

of Attorney No. ....

Date.....

.....

(Signature)

.....

(Name)

.....

(Official Address)

\* Till 3 (three) months after the validity of the Bank Guarantee.

\*\* Upto 3 (three) months after the expiry of warranty/guarantee period.

Notes:

1. The stamp paper of appropriate value shall be purchased in the name of issuing bank..
2. The sum shall be 2%(Two percent) of the Contract Price. The performance Bank Guarantee/Security Deposit Bank Guarantee shall be valid as per terms of contract. A period of three (3) months should be added as claimed period from the last date of validity of the Bank Guarantee.