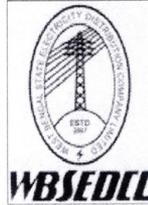


WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED
(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

IT CELL: 3rd FLOOR, 'D'- BLOCK
e-mail: itcell@wbasedcl.in
Vidyut Bhavan, Bidhannagar, Kolkata -700 091
CIN: U40109WB2007SGC113473



NOTICE INVITING e-TENDER (NIeT)

Content Management for the Web Portal of WBSEDCL (wbasedcl.in)

Tender Notice No: WBSEDCL/IT&C/15.20(B)/ 2466

Dated: 11.03.2026

Tender Fee: NIL

Janu
11/03/26
Chief Engineer
IT Cell
WBSEDCL

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Section: 1

General Conditions

- GC1.** West Bengal State Electricity Distribution Company Ltd. (herein referred to as WBSEDCL) invites bids through e-tendering process for **Content Management for the Web Portal of WBSEDCL (wbsedcl.in)**
- GC2.** Scope of work is only indicative and not exhaustive while detailed scope of work is given in the bidding documents.
- GC3.** Intending bidders desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in> for the tender. The tender can be searched by typing WBSEDCL in the search engine provided in the website.
- GC4.** Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. nCode Solution, Safescrypt, e-Mudhra). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.
- GC5.** Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given in "Instructions to Bidders" (IB).
- GC6.** **A complete set of bidding documents need to be downloaded from the website <https://wbtenders.gov.in>. In any case, tender documents uploaded by Bidder at the e-tendering portal will not be opened nor processed without physical receipt of the tender fee and EMD as mentioned at GC7 and GC9 under section 1.**
- GC7.** **No Tender Fee is required from Bidders for participation in the tendering process.**
- GC8.** The schedule of bid, submission and opening of tender paper is furnished herein below:

Sl. No	Description	Schedule date & time
1	Publishing Date	14.03.2026
2	Document Download start date	14.03.2026 from 6.00 PM
3	Last Date of Pre-Bid query submission	19.03.2026 upto 2.00 PM
4	Pre-bid discussion in presence of bidder's representative	23.03.2026 from 11.30 AM
5	Bid submission start date	27.03.2026 from 3.00 PM
6	Last date of physical submission of EMD (if it is submitted in the form of BG)	16.04.2026 upto 2.00 PM
7	Bid submission end date	16.04.2026 upto 3.00 PM
8	Opening of 1st part of the bid (Technical part)	22.04.2026 at 2.00 PM
9	Opening of Price Bid	Will be informed to eligible bidders

If a holiday falls on any of the scheduled date, then scheduled date shall be considered as on next working day (between mentioned working hours).

- GC9.** The Earnest Money Deposit (EMD) of **Rs. 14,700/- (Rupees Fourteen thousand Seven hundred only)** is to be submitted as per clause IB.16 & as per the schedule mentioned at GC8, failing of which the bid shall be treated as non-responsive and hence rejected.
- GC10.** A pre-bid conference will be held at **11.30 AM on 23.03.2026** at Vidyut Bhavan, WBSEDCL, Kolkata – 700 091, **Pre-Bid Queries are to be sent to email: itcell@wbsedcl.in via e-mail or to be physically submitted via Letter** to the address mentioned at **GC20** within **2 PM of 19.03.2026**. Prior to Pre-bid discussion, Queries will not be accepted by means of any other mode, other than the modes mentioned above. For details refer Clause no: **IB.10**.
- GC11.** Bids will be opened by the Tender Inviting Authority or his authorized representative electronically from the website <https://wbtenders.gov.in>, using their Digital Signature Certificate.
- GC12.** Qualification and experience required of Bidders are already furnished in **IB.3**.
- GC13.** Notwithstanding anything stated above, WBSEDCL reserves the right to review the bidder's capability and capacity to perform the work, before awarding the Contract.
- GC14.** Tender received in any form after the expiry of the date and time prescribed for receiving the completed tender

shall not be considered.

- GC15.** WBSEDCL reserves the right to reject any bid or, part thereof or all bids received or split up work at its discretion without assigning any reason whatsoever. WBSEDCL is not necessarily bound to accept the lowest bid. WBSEDCL reserves the right to go for divisible contract.
- GC16.** The formation of any cartel, may lead to the cancellation of the tender with penal measures as necessary and WBSEDCL reserves the right to take such unilateral decision without further notice to anyone.
- GC17.** Bidders shall ensure that all pre-requisites are duly fulfilled by them and if there be any dispute regarding non-submission of any documents, WBSEDCL reserves the right to cancel the tender unilaterally without assigning any reason.
- GC18.** Uploading of bidding documents at website <https://wbtenders.gov.in> by bidders will not be construed to mean that such bidders are automatically considered qualified and their credentials established. The same are subject to detailed scrutiny in due course.
- GC19.** Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL, shall not be eligible to participate in the bidding process.
- GC20. ADDRESS for correspondence with WBSEDCL:**

The original copies of the BG, towards Earnest Money Deposit shall be submitted in the following office:

**Office of the Chief Engineer,
IT Cell,
West Bengal State Electricity Distribution Company Limited
Vidyut Bhavan, 3rd floor, D - Block,
Block - DJ, Sector - II, Bidhannagar,
Kolkata - 700 091, West Bengal, INDIA.
Telephone: 033-23197445
e-mail: itcell@wbsedcl.in**

- GC21.** If any clause not included in this NleT, the same will be guided by the standard terms and conditions indicated in the WBSEDCL's purchase policy prevailing at that time.

Section: 2

Instruction to Bidder [IB]

IB. 1 Source of Fund:

WBSEDCL will finance the entire work as stipulated under scope of work in the Bid documents.

IB. 2 Scope of Work:

- i) Collection of relevant documents/reports /tenders etc. from the Nodal Officer of WBSEDCL at Vidyut Bhavan daily, for inclusion of the same in the web portal of WBSEDCL through a portal user.
- ii) Regular modification / updation /addition/ alteration/ deletion of the contents of the website as and when necessary.
- iii) Taking care of any addition & alteration of contents against the web-pages.
- iv) A dedicated skilled manpower is to be allotted from atleast 10 AM to 6PM on all working days at Vidyut Bhavan for content management purposes. If any uploading, modification arrives beyond that period that will be communicated to authorized e-mail and to be uploaded/modified at WBSEDCL web-portal accordingly.
- v) A designated mail id preferably in company's official domain need to be provided which will be used for sending concerned documents/reports /tenders etc. to the personnel for uploading/incorporation in the WBSEDCL Web Portal.

Detailed scope of work indicated in section 3 (SW) of Bid documents.

IB.3 Eligibility of Bidders:

Following are the credentials for eligibility of Venders:

- i) Average annual turnover of minimum of **Rs. 15 (Fifteen) Lakh** during the financial year **2022-23, 2023-24 & 2024-25**. Annual audited financial reports for financial year **2022-23, 2023-24 & 2024-25** are required to be submitted.
- ii) Tender submitted by any Bidder who has been holiday listed by any State Electricity Board/Power Sector Company/State Government/Central Government/State & Central Undertakings and / or convicted by a Court of law will be rejected.
- iii) Bidder's profile for handling for handling of past experience of content management of website service. Value of such work should be at least **Rs. 8 (Eight) lakhs** or more as a single contract in the preceding three (3) financial years i.e. **2022-23, 2023-24 & 2024-25** for government, central or state, or PSUs or Govt. undertakings or reputed private sectors.
- iv) Valid PAN Registration & Valid Professional Tax Registration (if applicable), the certified copies are to be submitted.
- v) Copy of IT Return of last three assessment years are to be submitted by the Bidder i.e. for assessment years **2023-24, 2024-25 & 2025-26**.
- vi) Valid Goods and Services Tax (GST) Registration details is to be submitted by the Bidder.
- vii) GST returns for the financial years **2023-24 & 2024-25** are to be submitted by the bidder.
- viii) Valid & relevant Trade License is to be submitted by the Bidder.
- ix) Valid P.F Registration / ESI Registration (if applicable) is to be submitted by the Bidder.
- x) Manpower of **at least 2 nos.** for web designing, content management job for hosting, updating & uploading of web-pages for website. Minimum educational qualification of the said manpower is to be **B.Sc./BCA** with at least **1-year professional experience** in web designing, content management job for hosting, updating & uploading of web-pages for website. One personnel must always be posted at Vidyut Bhavan for regular work and the other one should be in reserve for the work in absence of the first person.
- xi) The bidder having its registered office in India & at least one site office in and around Kolkata, West Bengal for providing necessary man power support for content management.

Required supporting documents/undertakings are to be submitted as per clause IB.18.

IB.4 Responsibilities of Bidders:

- a. It shall be sole responsibility of 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 work.

- b. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. Claim whatsoever including those for financial adjustment to the contract awarded under these specifications and documents will not be entertained by WBSEDCL. Neither any change in time schedule of contract nor any financial adjustments arising thereof shall be permitted by WBSEDCL, which are based on the lack of such clear information or its effect on the cost of the Contract to the Bidder.
- c. The bid shall include all the information as per bid document.
- d. The bid should include all the information as per the bid document. Submitted documents need to be specific as per requirements; irrelevant documents should not be uploaded by the bidder.
- e. One bidder can submit only one bid in response to this tender document. No bidder is allowed to submit two or more bids.
- f. In order to avoid any problem arising out of network error or server error, bidders are advised to submit the bid well in advance of the last date and time of submission of the bid.

IB.5 General guidance for e-Tendering:

Instructions/Guidelines for electronic submission of the tender have been mentioned below for assisting the bidders to participate in e-Tendering.

IB.6 Registration of bidder:

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the e-Procurement system, through logging on to <https://wbtenders.gov.in>.

IB.7 Digital Signature certificate (DSC):

Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders. The bidder can search and download NleT & Tender Documents electronically from the website mentioned in **IB.6** using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

IB. 8 Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of his bid including pre-bid, post-bid discussions, technical and other presentations etc., and in no case WBSEDCL shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

IB. 9 Clarification of Bidding Documents:

Should there be any discrepancy or, obscurity in the meaning of any clauses of the Tender Documents or, if there be any query of the intending Bidder, the same may be clarified during pre-bid discussion. The clarification given in pre-bid discussion shall be final and binding on the Bidder and no further queries shall be entertained thereafter.

IB. 10 Pre-Bid Discussion:

- A. The bidder or its official representative is invited to attend pre-bid meeting which will take place at WBSEDCL Headquarters, Vidyut Bhavan, Kolkata, on the date and time specified in **clause no. GC8 of Bid documents**. The purpose of the meeting will be to clarify the exact scope of work, and any issues regarding the bidding documents in general and the technical specifications in particular which are raised at that stage.
- B. Any modification/amendment of the Bidding Documents that may become necessary as a result of the pre-bid meeting shall be made by WBSEDCL exclusively through the issue of an amendment pursuant to clause **IB.11**.
- C. Non-attendance at the pre-bid meeting will not be cause for disqualification of bidders but at the same time shall not entitle him to raise any query at a later date.

IB. 11 Amendment / Addenda of Bidding Documents:

- a) At any time prior to the deadline for submission of bids, WBSEDCL may, for any reason, modify the bidding documents by issue of an addendum/amendment. Such addendum/amendment will be hosted in our website.
- b) The amendment will be notified in writing **through e-tendering website (<https://wbtenders.gov.in>) OR on WBSEDCL website** to prospective bidders and will be binding on them. Bidders should keep a track of any such amendment and it will be assumed that the information contained therein has been taken into account by the bidder in its bid. if any, related to this NleT on the WBSEDCL's website. The downloaded amendment/addenda is to be uploaded at the concerned location mentioned at IB.18.2.A3. It will be assumed

by default that the information contained therein will have been taken into account by the Bidder in its bid and Failure to comply with this condition will be the Bidder's responsibility and WBSEDCL will not take any liability or responsibility in this score.

- c) In order to afford prospective bidders, reasonable time in which to take the addendum/amendment into account in preparing their bids, WBSEDCL may, at its discretion, extend the deadline for the submission of bids.

Such amendments, clarifications, etc., shall be binding on bidders and will be given due consideration by the Bidders while they submit their bids and also invariably submit such documents as mentioned at clause **IB.18** part of the bid, which shall form an integral part of the contract.

IB. 12 Language of the Bid:

The bid prepared by the bidder and all correspondences and documents relating to the bid, exchanged by the bidder and WBSEDCL, shall be written in English language.

IB.13 Bid Prices:

- a. The Bidder shall quote in the appropriate schedule of **BOQ**. "in Indian Rupees only" for the entire scope of work covered under the bidding document and also the services to be rendered under the contract. The bidder shall also furnish the price break up in the appropriate schedules of bid form. Detailed Process for downloading and submitting Price Bid is mentioned at **IB.18.3**
- b. "FIRM PRICES" should be quoted for all the items. There will be no price variation for any reason whatsoever during the contract period as per scope of work of this contract. Therefore, bidder will not be allowed to get any escalation of price against this contract.
- c. The Bidder shall offer price strictly as per column mentioned in the price bid sheet duly filling up all the relevant columns. Price offered in any other shape or form will not be considered and bid may be liable for cancellation. Downloading and uploading of Price Bid is to be done as mentioned at **IB.18.3**.

IB.14 Documents comprising bid:

- a. The bidder shall complete the bid form separately for technical and price bids. Submission of Bid is mentioned at clause **IB.18**.
- b. The Bid Guarantee shall be furnished in accordance with clause **IB.16**.

IB.15 Period of validity of Bid:

- a) Offered bids (both technical & price) shall remain valid for a period of **180 (One hundred eighty)** days after the date set for opening of Bid (part 1).
- b) Prior to the expiry of the original validity period, WBSEDCL may request extension in the period of validity to the selected bidder(s) only. Bidders agreeing to that request will not be required nor permitted to modify their respective bids, but will be required to extend the validity of their Bid Securities correspondingly. The provisions of **IB.16** regarding discharge and forfeiture of Bid Security shall continue to apply during the extended period of bid validity.

IB.16 Earnest Money [Bid guarantee]:

- a. All bids must be accompanied with refundable earnest money, as "Bid Guarantee". The bid shall be considered non-responsive if the earnest money is not submitted along with the bid.
- b. As mentioned in clause GC9 bid guarantee of INR 14,700/- (**Rupees Fourteen thousand Seven hundred only**) shall be submitted through Bank Guarantee (BG) or online mode on the e-tender website <https://wbtenders.gov.in>.
- c. No interest will be payable by WBSEDCL on the above Bid Guarantee.

d. Payment Method for EMD:

Following points shall be noted in this regard:

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

2. **EMD amount** can be paid either in online mode or submitted through Bank Guarantee (BG) in full. Partial payment through online mode and remaining submission through BG is not allowed.
3. 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:**
E-payment can be made on the e-tender website <https://wbtenders.gov.in> through net-banking payment mode.
 - 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 pre-filled information to make RTGS/NEFT payments using his bank account. Once the payment is made, bidder will come back to the e-Procurement portal to continue the bidding process after the 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 the form of BG, bidders will have to opt for EMD Exemption in e-tender portal and upload the scanned copy of BG in EMD exemption document upload section. Physical copy of BG shall be submitted **at the office address mentioned in GC.20** of tender inviting authority within the timeline given as per GC.8.

4. General Instructions for Online Payment:

a) Net-Banking:

- i) The bidder can the EMD amount using net-banking mode through any bank available at e-payment gateway of e-tender site.
- ii) Once Net-banking mode is opted for payment, the bidder will have to mandatorily pay through Net-banking facility.

b) NEFT-RTGS:

- i) Status of NEFT/RTGS payment through Challan for a bid may take time to be 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.
- ii) In case, the actual EMD amount as per NleT 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).
- iii) The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of the tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.

5. General Instructions for EMD submission through BG:

- i) Earnest Money Deposit may be submitted through an irrevocable Bank Guarantee (BG) prepared in favor of WBSEDCL from any scheduled bank of RBI.
- ii) Issue date of BG shall be after NleT publication date.
- iii) BG shall be submitted as per the format in **ANNEXURE-2**.
- iv) WBSEDCL Bank Details for preparation of BG for EMD are as follows:

Beneficiary Name: West Bengal State Electricity Distribution Company Limited (WBSEDCL)
Bank: PUNJAB NATIONAL BANK
Branch: MAYUKH BHAVAN Branch
A/C No: 1096202100000241
IFSC code: PUNB0109620
- v) Original copy of BG for Earnest Money Deposit shall be submitted **at the office address mentioned in GC.20** of tender inviting authority within the timeline given as per **GC.8**. Scan copy of BG for EMD is also uploaded in e-tender site as per clause **IB18.2**.
- vi) Original BG i.r.o EMD shall be submitted in a sealed envelope at address as stated above within

date and time as specified in the NleT. If bidder fails to submit the original BG within the timeline specified in NleT, the bid will not be considered for evaluation and hence rejected.

- vii) The EMD in the form of **Bank Guarantee (BG)** shall be valid for a **period of 180 (one hundred and eighty) days** from the date of opening of **bids (part-1)** with a **claim period of three (3) months** thereafter. The EMD shall be extended during the course of evaluation of bid, if requested by WBSEDCL.

6. Refund/Settlement of EMD Amount:

- i) The bid guarantee of unsuccessful bidders, if submitted through e-payment or challan generated through e-tender website, will be refunded automatically, through an automated process, by NIC portal on receipt of updated status of any bid from WBSEDCL.
- ii) The Bid Guarantee of unsuccessful bidders, if submitted through Bank Guarantee, will be returned against their written claim, to the Chief Engineer (IT Cell), WBSEDCL, giving the reference to the NleT, date of tender, amount and mode of Earnest Money deposited – all in a complete form, after placement of an order on the successful bidder/bidders.
- iii) For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and submission of Performance Bank Guarantee as per respective clauses in NleT. Successful bidder shall submit one letter addressed to Chief Engineer (IT Cell), WBSEDCL giving reference of NleT, date of tender, amount, mode of earnest money deposited and details of Performance Guarantee for requesting refund/return of EMD amount or bank guarantee, as applicable. The selected bidder(s) may have to extend the validity of the Bid Guarantee till the Contract Performance Bank Guarantee is accepted by WBSEDCL.
- iv) The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of the tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.
- v) For any queries related to payments and refunds, bidders will have to communicate with ICICI Customer Support, viz, 033-40267512/13 since the payment gateway facility used by E-tender portal is presently maintained by ICICI.
- e. Successful bidder(s) shall have to mandatorily create vendor id through **WBSEDCL Vendor Corner at wbasedcl.in**, if not created earlier.
- f. WBSEDCL will reject any bid not secured in accordance with the paras above.
- g. The bid guarantee shall be forfeited:
- i. If during the period of bid validity, the bidder withdraws its bid as a whole or in part as per Clause **IB.21**.
 - ii. If the bidder(s) deviates from any clarification/confirmation given by them subsequent to submission of his bid.
 - iii. If successful bidder(s) fail(s) to extend the validity period of EMD as per “Earnest Money Deposit” Clause of bid document.
 - iv. In the case of selected bidder, if the bidder fails:
 1. To accept the LOI (Letter of intent) /LOA (Letter of Award) of the contract unconditionally
 2. To furnish contract performance guarantee as stipulated in **PBG** clause of bid document as per TC.2.i)
 3. To furnish additional performance guarantee (if applicable) as stipulated in Additional **PBG** clause of bid document as per TC.2.ii)
 - v. If any cartel is formed by the bidder in their quotation.

IB.17 Signing of Bids:

- 17.1 All documents uploaded/downloaded to/from the e-tendering web portal <https://wbtenders.gov.in> need to be digitally signed through class-II or Class-III Digital Signature Certificate (DSC) for

submission of tenders.

- 17.2. To be qualified for evaluation and finalization of contract, bidder/bidders shall submit a written power of attorney, authorizing the signatory of the bid to act on behalf of the bidder in the form and manner which is acceptable by WBSSEDCL.
- 17.3. All the pages of the bid and where, entries/ amendments have been made, should be signed by the person/persons signing the bid.
- 17.4. The complete bid should be without alterations, interlineations or erasers, except those to accord with instructions issued by WBSSEDCL or as necessary to correct errors made by the bidders. Such corrections should be initialed by the person/persons signing the bid. Bids not duly signed will be treated as cancelled.

IB.18 Submissions of Bids:

IB18.1 General process of submission

- a) Tender documents are to be submitted online through the website <https://wbtenders.gov.in>. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender.
- b) Tenders are to be submitted in **two parts - one is Technical Proposal and the other is Financial Proposal**.
- c) Documents for Technical Proposal are to be submitted at pre-defined folders. Pre-defined .xls format of Price bid under financial proposal is to be submitted at pre-defined folder named: BOQ. **Price offered in any other shape or form or any other Folder other than 'BOQ' will not be considered and concerned bid submitted by bidder will be liable for cancellation.**
- d) The Bidders shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.
- e) The bidder needs to download the Forms / Annexures, fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid.
- f) The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Bidders should take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

IB18.2 Technical Proposal (Part-1)

The Technical Proposal shall contain scanned copies and/or declarations in the following standardized formats in two covers:

A. Statutory Cover

Under Statutory Cover/folder, there will be another four folders for submission of the technical documents.

A.1 To be submitted in "Drafts" folder

Earnest Money Deposit (EMD): If EMD is submitted through Bank Guarantee (BG), the following details are to be submitted:

- i) **Scanned** copy of Bank Guarantee (BG) towards EMD in the format as prescribed in Annexure 2 of NleT, in favour of WBSSEDCL payable at Kolkata from any scheduled Bank of RBI. The issue date of BG shall be after NleT publication date. This clause will be applicable only for cases where Earnest Money Deposit (EMD) has been submitted through BG.
- ii) **The contact** details (communication address, mobile No. and email address) of the branch of the concerned Bank where the Bank Guarantee is issued are to be submitted.

A.2 To be submitted in “Annexures” folder

- I) Bid Proposal (Vide Annexure 1)
- II) Blank Format of Proforma for bank guarantee for contract performance (Vide Annexure 4)
- III) Deviation sheet (Vide Annexure 3)
- IV) Price Schedule in Un-priced condition (Vide Annexure 5)
- V) Blank NDA Clause (Vide Annexure 6) as mentioned in clause IB.30.

A.3. To be submitted in “NIT” folder

- I) Notice Inviting e-Tender (NleT)
- II) Addenda/Corrigenda: if published

A4. To be submitted in “Forms” folder**a) Schedule of Bid**

The bidder needs to download the form for “Schedule of Bids” (Vide Form-I), fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. Submission of incomplete “Schedule of Bids” will render the tender liable to summary rejection.

- b) Check List (Vide Form-II).**
- c) Summary statement (Vide Form-III) of average annual turnover for a period of the last three financial years i.e for financial years **2022-23, 2023-24 & 2024-25**, as per certified audit report for Companies and tax audit report in case of Firms or Entities other than Companies.**
- d) Statement of orders executed during last three financial years (Vide Form-IV) i.e for financial years **2022-23, 2023-24 & 2024-25**.**
- e) Proforma for undertaking to be submitted by the Bidders (Vide Form-v)**
- f) Declaration of not being Blacklisted/Debarred/ Put on Holiday list (Form-VI)**
- g) Self-declaration by Proprietor of the Bidding Company for not being Blacklisted/Debarred/ Put on Holiday list (Form-VII)**
- h) Declaration regarding no litigation against WBSEDCL (Form-VIII)**
- i) Proforma for undertaking to be-submitted by the bidder (Form – IX)**
- j) Format of Letter of Bid (Form – X)**

Note: Bidders are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NleT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder

B. Non-Statutory Cover (My Document): All Certificates are to be self-attested by the signing authority**B1. Company Details:**

1. Copy of CIN (Corporate Identification No) & Certificate of Incorporation
2. Power of attorney for being signing authority of the bid.

B2. Certificates:

1. Copy of Valid PF Registration Certificate/ESI Registration Certificate (if applicable)
2. Copy of Valid PAN Card
3. Copy Valid Goods & Service Tax (GST) Registration certificate
4. Copy of Valid Trade License
5. Copy of Valid Professional Tax Registration certificate
6. Copy of returns for IT, filed during last three assessment years i.e. for assessment years **2023-24, 2024-25 & 2025-26**.

B3. Financial Info:

1. Annual turnover for a period of the last three financial years i.e for financial year **2022-23, 2023-24 & 2024-25**. In this respect **Annual audited financial reports for financial year 2022-23, 2023-24 & 2024-25 are required to be submitted.**

B4. Credential:

SI No	Requisite Credential	Requisite Support document
1	Tender submitted by any Bidder who has been holiday-listed /black-listed by any State Electricity Board/Power Sector Company/ State Government/ Central Government/State & Central Undertakings and / or convicted by a Court of law will be rejected.	Self-Declaration from the Bidder with signature of authorize signatory of the bidders with company/ organization common seal.
2	Bidder's profile for handling of past experience of content management of website service. Value of work in similar nature of job should be at least Rs. 8 (Eight) lakhs or more as a single contract in the preceding three (3) financial years i.e. 2022-23, 2023-24 & 2024-25 for government, central or state, or PSUs or Govt. undertakings or reputed private sectors.	<p>a) Copy of order / agreement.</p> <p>b) Satisfactory completion certificate from the ordering authority.</p> <p>c) Pro-rata financial and physical progress certified by the ordering authority in case of running project.</p>
3	Manpower of at least 2 nos. for web designing, content management job for hosting, updating & uploading of web-pages for website. Minimum educational qualification of the said manpower is to be B.Sc/BCA with at least 1 year professional experience in web designing, content management job for hosting, updating & uploading of web-pages for website. One personnel must always be posted at Vidyut Bhavan for regular work and the other one should be in reserve for the work in absence of the first person.	<p>CV of the technical person/employee and Mentioning their educational qualification & work experience related to content management.</p> <p>Copy of certificates related to educational qualification</p> <p>Copy of experience certificate certified by concerned Firm/Company/Organization</p>
4	The bidder having its registered office in India & at least one site office in and around Kolkata, West Bengal for providing necessary man power support for content management.	<p>a) Address with Telephone No. and Fax. Of the technical office in and around Kolkata</p> <p>b) No of Technical expertise posted at that technical office to handle hardware as well as software available at present.</p>

Note : Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection.

IB18.3 Financial Proposal (Part-2)

- a) The financial proposal needs to be submitted as per pre-defined standardised formats in **one cover (folder) named "BOQ" under main cover "Finance"**. The bidder is to upload, downloaded predefined Price Bid only with filled up amounts in specified fields. The bidder will not be allowed to upload any Techno-commercial terms and conditions in the 'Price Bid' offer/ BOQ. Any deviation taken in the Price part shall not be accepted.

To be submitted in "BOQ" folder

The bidder is to quote the rate in the blank spaces marked for quoting rate in the **BOQ**

Only downloaded copy of the BOQ is to be filled up, virus scanned, uploaded and digitally signed by the bidder. Any deviation in the format, content (Other than entry of the quoted price at the desired blank spaces) of the Price bid/BOQ will render the tender liable to summary rejection.

IB.19 Deadline for submission of Bids:

- a. Bids must be submitted by bidder within the time and date mentioned in **GC8** of bid document.
- b. WBSEDCL may, at its discretion, extend the deadline for submission of bids by issuing an addendum in website of WBSEDCL, in which case all rights and obligations of WBSEDCL and bidders previously subject to the original deadline shall thereafter be subject to the new deadline.

IB.20 Late Bids:

Bidder shall take all possible measures to submit the online bid within the schedule date & time prescribed elsewhere in the bidding document. Late submission of bid and supporting documents for whatever reason will not be accepted.

IB.21 Withdrawal / modification of Bids:

- a) In the e-tendering process, the bidder may withdraw / modify his bid after submission of bid, prior to bid submission end date & time. No withdrawal/modification will be allowed at the submitted bid after bid submission end date & time under any circumstances.
- b) Withdrawal request, of a bid during the interval after Bid submission end date & time and the expiry of the period of bid validity specified in the tender document shall result in the forfeiture of the bid guarantee.

IB.22 Bid Opening:**22.1 Opening of Technical Proposal**

- a) Technical proposals will be opened by the Tender Inviting Authority or his authorized representative electronically from the website stated at GC3, using their Digital Signature Certificate as per pre-defined schedule mentioned at GC8.
- b) Technical proposals for those bidders whose EMD have been received Online / in the form of BG will only be opened. Proposals corresponding to which EMD has not been received, will not be opened and will stand rejected.
- c) Cover (Folder) for Statutory Documents (vide Clause IB.18.2.(A)) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause IB.18.2.(B)) will be opened. If there is any deficiency in the Statutory Documents, tender may be liable to be summarily rejected.
- d) Decrypted (transformed into readable formats) documents of the Statutory and Non-statutory Covers will be downloaded for the purpose of evaluation.
- e) Evaluation Procedure described in clause IB.27.

22.2 Opening of Financial Proposal

- a) **Financial proposals i.e. BOQ** of the tenderers declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated **GC3** on the prescribed schedule.
- b) The encrypted copies will be decrypted and the rates will be visible to the bidders on the said website <https://wbtenders.gov.in>

IB.23 Process to be confidential:

- a) 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.
- b) Any effort by a bidder to influence WBSEDCL or others 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 bid.

IB. 24 Clarification of Bids:

To assist in the examination, evaluation and comparison of bids, WBSEDCL may ask the bidder individually for clarifications of his bid at the appropriate stage of evaluation. The request for clarification and the response thereof shall be in writing but no change in the price or substance of the bid shall be sought, offered or permitted.

IB. 25 Determination of Responsiveness:

- a) Prior to the detailed evaluation of Bids, WBSEDCL will determine whether the Bid is substantially responsive to the requirements of the bidding documents.
- b) For the purpose of this clause, a substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding Documents without material deviation or reservation. WBSEDCL's determination of a Bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
- c) If a Bid is not substantially responsive to the requirements of the bidding documents, it may be rejected by WBSEDCL and the same cannot subsequently be made responsive by the bidder by correction.

IB. 26 Correction of errors in price Bid (BOQ):

- a) Arithmetical errors in summation, multiplication, inadvertent misplacement of decimal point etc., anywhere in the bid, or any error due to any change/intervention of formulation at the predefined Price Bid will render the tender liable to summary rejection
- b) The amount stated in the Price Bid by the Bidder is final and binding on the bidder. Correction request against amounts of any heads of Price Bid in any manner after opening of the Technical proposal will not be entertained. Any such request Form Bidder after opening of technical proposal will render the tender liable to summary rejection and the Bid Guarantee will be forfeited.

IB. 27 Procedure of Evaluation:

Evaluation of tenders will be done in the following steps:

27.1 Evaluation of Technical Proposal

- a) While evaluation, the Tender Inviting Authority or his authorized representative may summon of the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.
- b) The summary list of tenderers, whose bids will be found techno-commercially eligible, will be uploaded in the web portals. Date of opening of financial bid will be intimated to the techno-commercially qualified tenderers.
- c) All Technical proposal documents as specified at the tender will be examined and assessed for the techno-commercial, performance and management capability of the bidder.
- d) The bidder shall not take any commercial deviation from the stipulation of Bid document. If the bidder takes any commercial deviation, his Bid may be liable for rejection.

27.2 Evaluation of price bid:

- a) After opening of the financial proposal, the preliminary summary result containing inter- alia, name of bidders and the rates quoted by them will be uploaded.
- b) The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.
- c) Evaluation of Bid will include and will take into account the individual heads of the Price Bid and total Price for the overall project.
- d) The bidder shall indicate the prices clearly under desired heads of respective price schedule. Any deviation at the price bid will render the tender liable to summary rejection

IB. 28 Acceptance of Tender:

L1 bidder will be decided on the basis of techno-commercial and price bid evaluation for the overall work after satisfying each sub-category. Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, without showing any reasons.

IB. 29 Taxes, Duties and other Levies:

Selected bidder(s) shall be entirely responsible for all prevalent taxes, duties, license fees etc. incurred for the work. The Selected bidder(s) shall be solely responsible for the taxes that may be levied on the Selected bidder(s)'s persons or on earnings of any of his employees and shall hold the employer indemnified and harmless against any claims that may be made against the Employer. WBSedCL does not take any responsibility whatsoever regarding taxes under Indian Income Tax Act, 1961 for the Selected bidder(s) or his personnel. If it is obligatory under the provisions under the Indian Income Tax Act, 1961 deduction of Income Tax at source shall be made by WBSedCL. Goods & Service Tax (GST) at prevalent rate would be allowable over & above the quoted price.

IB.30 Acceptance of LOA/Rate contract Order:

- i) The successful bidder shall submit written unconditional acceptance of LOI/LOA/Order within **15 (fifteen) days** from date of issuance of the same. In case of non-compliance, WBSedCL reserves the right to cancel the LOI/LOA/Order & get the job done through next shortlisted vendor, at their sole discretion.

- ii) Single LOA will be placed to the L1 bidder for the overall work. **Selected bidder(s) need also to sign a Non-Disclosure agreement (as per enclosed format in Annexure 6) with WBSEDCL within 30 days from placement of LOA** which will also be valid for the faithful and due fulfilment of all obligations under the terms and conditions the LOA.

IB.31 Right to reject Bids:

WBSEDCL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSEDCL's action.

IB.32 Disqualification of Bidders:

Adverse report/remark on service against any order from any office under WBSEDCL may disqualify the candidature of the Bidder at any point of time during processing of the tender.

IB.33 Representative of successful Bidder:

The dedicated manpower power allotted at Vidyut Bhavan for the work will be first point of contact from vendor side regarding day to day operations. However proper escalation matrix along with details of the nodal officer (e.g. Name, Phone number etc.) for this job is to be furnished to WBSEDCL by the successful bidder.

IB.34 Conflict of Interest:

- IB.34.1.** The Bidder should not have any conflict of interest that can affect the tendering Process. Any Bidder found to have a Conflict of Interest will be disqualified. In the event of disqualification, bid security of the bidder will be forfeited for the time; cost and effort of the authority including consideration of such bidder's proposal, without prejudice to any other right or remedy that may be available to authority hereunder or otherwise.
- IB.34.2.** Any bidder will be found to have a Conflict of Interest if his near relative is posted as any employee/officer in any capacity in WBSEDCL and associated with tender inviting authority.
- IB.34.3.** Any Bidder will be found to have a Conflict of Interest if any employee of the bidding firm/company has developed a financial or other interest with any employee/officer of WBSEDCL associated with tender inviting authority during execution of the contract.
- IB.34.4.** Any Bidder will be found to have a Conflict of Interest if the bidder has a relationship with other Bidder/Bidders, directly or through common parties that puts them in a position to have access to each other's information or influence the tendering process of either or each of the other bidder.

Section: 3

SCOPE OF WORK [SW]

SW.1 Introduction:

The scope of work envisages execution of the followings furnished under in this section. Under the scope of this tender, WBSEDCL intends to engage vendors to provide dedicated service & technical support for detailed description of work mentioned at section SW.2.

SW.2 Description of Services and work details: -

SW.2.1 Content Management

- 1) Collection of relevant documents /reports /tenders/Circulars/images etc. from the Nodal Officer of WBSEDCL at Vidyut Bhavan daily, for inclusion of the same in the web-portal/website of WBSEDCL.
- 2) Regular modification / updation /addition/ alteration/ deletion of the contents of the website as and when necessary.
- 3) Any modification/addition/alteration at the web-pages is to be taken care of.
- 4) **A dedicated skilled manpower is to be allotted from at least 10 AM to 6 PM on all working days at Vidyut Bhavan, IT Cell, WBSEDCL for content management purposes.** If any uploading, modification arrives beyond that period that will be communicated to authorized e-mail and to be uploaded/modified at WBSEDCL web-portal accordingly.
- 5) A designated mail id preferably in company's official domain need to be provided which will be used for sending concerned documents/reports /tenders etc. to the personnel for uploading/incorporation in the WBSEDCL Web Portal.

SW.2.2 Other responsibilities

- 1) Documents which are received as hardcopy is to be scanned accordingly and uploaded. PDF conversion is also to be performed for editable soft copies received before uploading of the content. Date wise back-up of all uploaded soft-copies are to be kept at allotted local hard-drive.
- 2) Strict confidentiality is to be maintained by the vendor regarding User id and password allotted for content management. It is to be ensured that man power responsible for content management will not disclose/share the content administration user id and password to any other person, third party other than nominated person of WBSEDCL.

Section 4

TERMS & CONDITIONS [TC]

TC.1 General Terms:

- a) The bidder has to furnish all the information as required regarding their offer.
- b) The WBSEDCL reserves the right to reject the service if any deviation from tendered specifications is found in the supplied service at any point of time.
- c) No quotation from any sub-vendor would be entertained.

TC.2 Performance Bank Guarantee & Additional Performance Bank Guarantee for services:

Within thirty (30) days from the date of receipt of LOA/ order from WBSEDCL, the successful bidder shall furnish to WBSEDCL a performance Bank Guarantee and additional performance bank guarantee (if applicable) as mentioned below:

- i) **Performance Bank Guarantee:** The Selected Bidder(s) shall furnish a Bank Guarantee with a claim period of six (6) months beyond validity period of Bank Guarantee towards Performance Bank Guarantee for faithful and due fulfillment of all obligations under the terms and conditions of the Contract within thirty (30) days from the letter of award. Bank Guarantee shall be furnished in line with enclosed proforma as per **Annexure-4** for an amount equal to **10% of total tender value** payable to WBSEDCL from a Scheduled Bank in India.
- ii) **Additional Performance Bank Guarantee:** An additional performance guarantee equivalent to 10% of the tendered amount has to be submitted by successful bidder if the bid is in the range of -20% to -80% of the estimated rate. The Additional Performance Bank Guarantee shall be submitted in the form of Bank Guarantee as per **Annexure-7** from a Scheduled Bank in India within thirty (30) days from the date of issuance of LOA. If the bidder fails to submit the Additional PBG within thirty (30) days from the date of issuance of LOA, his Earnest Money will be forfeited and other necessary actions as per the NIT may be taken. The Bank Guarantee shall have to be valid up to the end of the Contract Period and shall be renewed accordingly, if required.
- iii) The Bank Guarantee(s) shall provide for payment of any damage due to WBSEDCL, for failure of the Selected bidder(s) to meet his obligations under the Contract. The Bank Guarantee(s) shall be valid for **ninety (90)** days after the expiry of the contract.

Performance Guarantee(s) is intended to secure the satisfactory performance by the selected bidder(s) of the entire contract. However, it is not to be construed as limiting the damages under contract Period. Performance Guarantee(s) can be increased at any point of time during contract period.

TC.3 Release of Performance Guarantee:

After completion of the contract period, necessary performance certificate will be issued by the Controlling officers. No claim shall be made against the Performance Guarantee(s) after the issue of such performance certificate. The Performance Guarantee(s) shall be returned to the Selected bidder(s) within ninety (90) days after receipt of application for release of Performance B.G. along with the performance Certificate. However, no interest shall be paid on the bank Guarantee by WBSEDCL, irrespective of date of release.

TC.4 Compliance with Laws:

a. Compliance with Laws, Statutes, Regulations:

The Selected bidder(s) shall, in all matters arising in the performance of the Contract, comply with in all respects, give all notices and pay all fees required by the provisions of any national or state statute, ordinance or other law or any regulation or bye-law of any duly constituted authority.

b. Statutory obligations:

The Selected bidder(s) shall adhere to the Statutory Provisions under Payment of Minimum Wages Act, Contract labour (Regulation & Abolition) Act, Employee's Provident Fund & Miscellaneous Provisions Act, Employee's Compensation Act and other relevant Statutes. Non-compliance of the statutory provisions i.r.o. Contract Labour engaged in the job may attract penal action against Selected bidder(s) from the Law Enforcing Authorities. All liabilities arising out of the non-compliance of the Law of the Land will have to be borne by the Selected bidder(s) and WBSEDCL will not be responsible in any manner whatsoever for the same.

The Contract shall in all respect be construed and interpreted in accordance with the Laws in force in India, including any such Laws passed or made or coming into force during the period of the Contract.

c. Right to Audit:

WBSEDCL can perform audits of all related activities/systems of the selected bidder / vendor against the services under the scope of the bid as and when required.

TC.5 Legal Jurisdiction/Dispute Settlement separate:

- A. During execution of this contract, if any dispute or difference arises between the parties i.e. contractor and WBSEDCL, same thereby, shall be settled amicably to the extent possible.
- B. If any dispute remains unsettled then either party may approach to the Hon'ble Calcutta High Court or any subordinate court having competent jurisdiction under Hon'ble High Court of Calcutta.

TC.6 Liquidated damage:

A Liquidated Damage (LD) will be imposed in case content management work is hampered due to the action of the successful bidder, such LD may not be applicable against Force Majeure Conditions. LD will be imposed as per the following table:

TABLE - A

SL No	Service	Parameter	Quarterly Service Level	Validation	LD
1	Content Management	Manpower attendance	100% on all working days of WBSEDCL	Attendance Register	Amount equivalent to Rs ((quoted monthly charge/30) * 1.1)

Any Liquidated Damage, if involved, will be recovered from the outstanding bills / bank guarantee lying/ to be lying with WBSEDCL.

TC.7 Force Majeure:

The selected bidder shall have no liability if prevented from carrying out obligations under this order by reasons of war, invasion, foreign hostilities, war declared, riot, civil commotion, mutiny, fire, Govt. orders and/or restrictions or any other cause beyond the reasonable control of the selected bidder. However, such force-majeure circumstances are to be intimated to WBSEDCL immediately and to be established subsequently with appropriate documents/proofs to the entire satisfaction of WBSEDCL. Immediately after the reason of being prevented from carrying out the obligations are over; the contractor shall proceed with the work /service up on the instruction of WBSEDCL.

TC.8 Settlement Time:

1. Day to day work regarding content management will commence as per the date mentioned at the LOI/LOA/order. After commencement of the work, day to day allotted job is to be completed within same working day.
2. Any issue regarding updation/alteration of data or content of the website is to be settled within the same working day after docketing/intimation of the issue.
3. Mode of intimation:

Issue initially directly reported to the dedicated man-power allotted at Vidyut Bhavan. In case of issue is not resolved, then same will be reported vis phone, e-mail, letters or by any means possible according to the escalation matrix.

4. Escalation Matrix:

The successful bidder will have to provide well-defined escalation matrix for work as well as services.

TC.9 Risk & Termination of Order/LOA:**TC.9.1 Risk Purchase:**

If the selected bidder fails to deliver the service as mentioned in this order, WBSEDCL shall be entitled to hire such service and if not available the best and nearest available substitute Service provider elsewhere on the account of Selected bidder and at selected bidder's risk or to cancel the contract and selected bidder shall be liable to compensate for any loss or damage which WBSEDCL may sustain by reason of such failure on selected

bidder's part. Recovery will be made from the outstanding bills and/or through encashment of any Bank guarantee of the selected bidder(s) lying/ to be lying with WBSEDCL.

TC.9.2 Termination of LOA:

The time schedule stipulated in the clause no.TC.8 Settlement Time shall be deemed to be the essence of the contract and LOA will be terminated if the selected bidder(s):

fails to deliver any consignment within the period prescribed for such delivery in the LOA/LOI/order

OR

provide wrong declaration during bidding process

OR

not able to submit PBG amount within stipulated time period as mentioned at clause TC.2.i)

OR

Not able to submit additional PBG amount (if applicable) within stipulated time period as mentioned at clause TC.2.ii)

OR

fails to execute the NDA agreement within stipulated time period as mentioned at clause IB.30

OR

breaches any of the NDA clauses as mentioned at Non-Disclosure Agreement (NDA) as per Annexure-7

And in such event WBSEDCL shall be entitled to cancel the contract and the selected bidder(s) shall be liable to compensate for any loss or damage which WBSEDCL may sustain by reason of such failure on the part of the selected bidder. Recovery will be made from the outstanding bills and/or through encashment of any Bank guarantee of the selected bidder(s) lying/ to be lying with WBSEDCL.

LOA placed on the Bidder may be terminated if required within contract period after giving 30 (thirty) days' notice to selected bidder.

TC.10 Contract period:

The period of contract for this work is for **3 (three) years** from the commencement date of project as per the schedule mentioned at the LOA which may be extended upto **2 (two) years** depending on the performance of the vendor during this period of 3 (three) years and as per discretion of WBSEDCL. Prayer for enhancement of rate for the subsequent years will not be accepted in any circumstances. The extension shall be contingent upon the concerned bidder's satisfactory performance and mutual consent of both WBSEDCL and the concerned bidder.

TC.11 Terms of Payment:

- i. **Payment will be made quarterly against the Bills submitted by the vendor. Duly Signed Quarterly Bills including the GST component in triplicate should be submitted to the office of the Chief Engineer, IT Cell, WBSEDCL for arranging of necessary payment.**
- ii. **No Advance payment will be made.**

TC.12 Price:

- i. Price offer shall be submitted for the mentioned materials/job as per given specification only.
- ii. Incomplete or partial quotation will not be accepted and shall be liable to be rejected.
- iii. Price should be quoted and submitted in the Price Bid Sheet as per format of **BOQ** same is to be downloaded & submitted as mentioned at clause **IB.18.3** No deviation in any form in the Price Bid Sheet(s) is acceptable. The quoted price shall remain firm throughout the period of the contract and no adjustment shall be made to the contract price in respect of rise or fall in cost of labour.

TC.13 Personnel for liaison:

Ordering authority: CE, IT Cell, WBSEDCL

Controlling Officer: ACE, IT Cell, WBSEDCL

Technical Officer: SE (IT&C), IT Cell, WBSEDCL

Site Officer: DE (IT&C), IT Cell, WBSEDCL

Paying Authority: Sr. Manager (F&A), IT Cell, WBSEDCL

TC.14 Alteration/Addendum:

- a. Any alteration/addendum to clauses may be considered at pre-bid discussion besides the existing clauses stipulated herein. The terms and conditions on conclusion of the Pre – bid discussion shall be final and binding upon the tenderers. No subsequent change request to the terms and conditions from vendors shall be entertained under any circumstances.
- b. Terms and Conditions so stipulated herein is firm and final except the changes required consequent to the event stipulated at **TC.14 (a)**. It is also clarified that no fresh set of terms and conditions from the selected bidder in the form of agreement or whatsoever named will be accepted after finalization of bid documents/tenders.

Annexure 1**WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED****(A GOVERNMENT OF WEST BENGAL ENTERPRISE)****IT CELL: 3rd FLOOR, 'D'- BLOCK**

Vidyut Bhavan, Bidhannagar, Kolkata -700 091

e-mail:itcell@wbasedcl.in CIN:U40109WB2007SGC113473

BID PROPOSAL**From :**

Bidder's Name and Address :

Contact person :

Designation :

Telephone No. - (L/L & mobile) :

Telex / Cable :

Fax :

Tender Reference :

ToThe Chief Engineer,IT Cell,West Bengal State Electricity Distribution Company Limited,3rd Floor, Block -'D', Vidyut Bhavan,Bidhannagar,Kolkata- 700 091.

Sub.: Invitation to bid for Content Management for the Web Portal of WBSEDCL
(wbasedcl.in)

Dear Sir,

We the undersigned Bidder/(s), having read and examined in details the specifications and other documents of the subject Tender, do hereby propose to execute the contract as per specification as set forth in your Bid-Documents.

a) PRICES AND VALIDITY:

1. The prices of all items as stated in the bid are FIRM during the entire period of contract irrespective of date of completion and not subject to any price adjustment as per in line with the Bidding Documents. All prices and other terms and conditions of this proposal are valid for a period of **180 (one hundred eighty)** days from the date of opening of the bids (Cover-1). We further declare that prices stated in our proposal are in accordance with your bidding.
2. We confirm that **quoted rate is excepting Applicable GST.**

b) BID GUARANTEE:

We have enclosed a Bid Guarantee in the form of
..... drawn in favour of WBSEDCL for an amount of **Rs.**
..... & valid upto

c) DEVIATIONS:

We declare that contract shall be executed strictly in accordance with the specifications and documents.

d) WORK SCHEDULE:

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in NIT/LOA/LOI. We fully understand that the work completion schedule stipulated in the proposal is the essence of the Contract, if awarded. The completion schedule of the various major key phases of the work will be as per time Schedule submitted by us and approved by WBSEDCL in order to maintain the completion time schedule of bid documents.

e) CONTRACT PERFORMANCE GUARANTEE:

We further agree that if our proposal is accepted, we shall provide a Contract Performance Guarantee of value for Rs. as stipulated in Bid document in the form of Bank Guarantee (Please specify the form of guarantee) in your favour and enter into a formal agreement with you within stipulated time as mentioned in bid from the date of placement of Letter of Award.

Thanking you, we remain,

Yours faithfully,

Date _____

Place _____

(Signature) _____

(Printed Name) _____

(Designation) _____

(Common Seal) _____

Business Address:

Name & Address of Authorized Signatory:

Annexure 2**WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**
(A GOVERNMENT OF WEST BENGAL ENTERPRISE)
IT CELL: 3rd FLOOR, 'D'- BLOCKVidyut Bhavan: Bidhannagar : Kolkata -700 091
e-mail:itcell@wbsecl.in CIN:U40109WB2007SGC113473**PROFORMA FOR BANK GUARANTEE**
FOR BID GUARANTEE
(To be stamped in accordance with Stamp Act)

Ref. No. :

Date :

ToThe West Bengal State Electricity Distribution Company Ltd.
Vidyut Bhawan
DJ Block, Sector - II
Salt Lake, Kolkata - 700 091

Dear Sirs,

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

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

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

This Guarantee shall be irrevocable and shall remain valid upto the period of **180 (one hundred and eighty) days from the date of opening Technical Proposal**. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from M/s _____ on whose behalf this Guarantee is issued.

All rights of West Bengal State Electricity Distribution Company Ltd. (WBSEDCL) under this Guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities there under unless WBSEDCL brings any suit or, section to enforce a claim under this Guarantee against the Bank within six months from the above-mentioned expiry date of validity or, from that of the extended date.

In witness whereof the Bank, through its authorized Officer, has set its hand and stamp on this _____ day of _____ 20 ____ at _____.

WITNESS:

(Signature)_____
(Signature)_____
(Name)_____
(Name)_____
(Official address)_____
(Designation with Bank Stamp)Attorney as per Power of Attorney No. _____
Date __________

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

Annexure 3

WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

IT CELL: 3rd FLOOR, 'D'- BLOCK

Vidyut Bhavan, Bidhannagar, Kolkata -700 091

e-mail: itcell@wbasedcl.in CIN: U40109WB2007SGC113473

Statement of Deviation from Terms and Conditions of Bid Document

Date:

To,

The Chief Engineer,

IT Cell,

West Bengal State Electricity Distribution Company Limited,

7th Floor, Block 'D', Vidyut Bhavan,

Bidhannagar,

Kolkata- 700 091.

Reference: NleT No. WBSEDCL/IT&C/15.20(B)/2466 Dated 11.03.2026

Sir,

There are no deviations (null deviations) from the terms and conditions of the Bid document. All the terms and conditions and all other clauses of the Bid document are acceptable to us.

Signature _____

Name:

Designation:

Date:

Annexure 4
WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED
(A GOVERNMENT OF WEST BENGAL ENTERPRISE)
IT CELL: 3rd FLOOR, 'D'- BLOCK
Vidyut Bhavan: Bidhannagar : Kolkata -700 091
e-mail:itcell@wbasedcl.in CIN:U40109WB2007SGC113473

PROFORMA FOR BANK GUARANTEE FOR CONTRACT PERFORMANCE
(To be stamped in accordance with Stamp Act)

Bank Guarantee No. _____
 Ref No. _____

Date : _____

To
 The West Bengal State Electricity Distribution Company Ltd.
 Vidyut Bhavan, Salt Lake,
 DJ Block, Sector-II,
 Kolkata -700109 (India).

Dear Sirs,

In consideration of West Bengal State Electricity Distribution Company Ltd (hereinafter referred to as WBSEDCL) which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns having awarded to M/s _____ with its Registered/Head Office at _____ (hereinafter referred to as the 'contractor') which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns, a Contract by issue of Letter of Award No./Order No. _____ dated _____ valued at _____ for _____ (Scope of Contract) and the Selected bidder(s) having agreed to provide a Contract Performance Guarantee of Rs. _____ for the faithful performance of the Contract. We _____ (Name and 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 WBSEDCL, on demand any and all moneys payable by the Contract to the extent of _____ as aforesaid at any time upto (day/month/year) without any demur, reservation, contest recourse or protest and or without any reference to the Selected bidder(s). Any such demand made by WBSEDCL on the Bank shall be conclusive and binding notwithstanding any difference between WBSEDCL and the Selected bidder(s) or any dispute pending before any Court, Tribunal or any other Authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of WBSEDCL and further agrees that the guarantee herein contained shall continue to be enforceable till the WBSEDCL discharges this guarantee.

WBSEDCL shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time extend the time for performance of the Contract by the Selected bidder(s). WBSEDCL, 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 Selected bidder(s) and to exercise the same at any time and any manner, and either to enforce or to forbear to enforce any covenants, contained or implied in the Contract between WBSEDCL and the Selected bidder(s) or any other course of remedy or security available to WBSEDCL. The Bank shall not be released of its obligations under this presents by any exercise by WBSEDCL of its liberty with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of WBSEDCL or any other indulgence shown by WBSEDCL or by any other matter or thing whatsoever which under the law would but for these provisions have the effect of relieving the Bank.

The Bank also agrees that WBSEDCL 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 Selected bidder(s) and notwithstanding any security or other guarantee that WBSEDCL may have in relation to the selected bidder(s)'s liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to _____ and shall remain in force upto and including _____ and shall be extended from time to time for such period, as may be desired by M/s. _____ to whose behalf this guarantee has been given.

All rights of WBSEDCL under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities there under unless the WBSEDCL brings any suit or section, to enforce a claim under this guarantee against the Bank within six months from the above mentioned date or from the extended date.

Dated this _____ day of _____ 20 ____ at _____

Witness :

 (Signature)

 (Signature)

 (Name)

 (Name)

 (Official address)

 (Designation with Bank Stamp)

 Attorney as per Power of

Attorney No. _____

Date _____

Annexure 5**PRICE SCHEDULE (UNPRICED: Not to be quoted here)**

Validate

Print

Help

[Item Rate BoQ](#)

Tender Inviting Authority: Chief Engineer, IT Cell, 3rd FLOOR, 'D'- BLOCK, Vidyut Bhavan, WBSEDCL

Name of Work: Content Management for the Web Portal of WBSEDCL (wbsedcl.in)

Contract No: WBSEDCL/IT&C/15.20(B)/2466 Dated 11.03.2026

Name of the Bidder/ Bidding Firm / Company :						
PRICE SCHEDULE						
The below Quoted Price includes all taxes, duties excepting GST. GST shall be allowable by WBSEDCL over & above the Quoted Price (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE for a single Month In Figures To be entered by the Bidder (Rs.)	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Content Management for the Web Portal of WBSEDCL (wbsedcl.in)					
1.01	Content Management for the Web Portal of WBSEDCL for 3 years (36 Months)	36.000	Months	XX	XX	INR Zero Only
Total in Figures					XX	INR Zero Only
Quoted Rate in Words				XXXX		

(_____)
SIGNATURE OF THE TENDERER WITH OFFICE SEAL

Annexure 6**WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**

(A Government of West Bengal Enterprise)

IT CELL: 3rd FLOOR, 'D'- BLOCK

Vidyut Bhavan: Bidhannagar : Kolkata -700 091

e-mail:itcell@wbasedcl.in CIN:U40109WB2007SGC113473

Non-Disclosure Agreement (NDA)**(To be executed on Non-Judicial Stamp Paper of Rs. 100/-)****Sub: NDA related to the project – Content Management for the Web Portal of WBSEDCL (wbasedcl.in) for a period of (3) three years****Ref: 1) NIT No. WBSEDCL/IT&C/15.20 (B)/..... dated:****2) LOA No. WBSEDCL/IT&C/15.20 (B)/..... dated:**

This Non-Disclosure Agreement ("Agreement") dated Date, Month, Year ("Effective Date") is entered

BETWEEN

WBSEDCL a company incorporated under the provisions of Companies Act, 1956 and having its principal place of business at Vidyut Bhavan, Salt Lake, Kolkata hereinafter referred to as "WBSEDCL" which expression shall mean and include its executions, administrations, subsidiaries and assigns).

AND

M/s (name of Contractor), a company incorporated under the provisions of Companies Act, YYYY/YYYY and having its principal place of business at (address) hereinafter referred to as (name of contractor) which expression shall mean and include its parent, affiliates subsidiaries and assigns. WBSEDCL or (name of contractor) individually shall be referred to as 'Party' and collectively as parties.

Purpose

WBSEDCL embarked **on selecting a service provider for Content Management work of the Web Portal of WBSEDCL (wbasedcl.in) for a period of (3) three years.** All information including **circulars / NIT documents / office orders / other documents** are very sensitive and confidential in nature. To protect the said confidential information, both the parties desire to sign this Non-Disclosure Agreement.

(Name of the Contractor) (hereinafter referred to as, 'our'/'Our', 'we'/'We' and 'us'/'Us') write to confirm the terms of our agreement in respect of the confidentiality and non-disclosure of the information WBSEDCL will be making available to us.

WBSEDCL will be providing us with access to certain information / documents, which has been designated as confidential information / documents, and which relates to the "**Content Management for the Web Portal of WBSEDCL (wbasedcl.in) for a period of (3) three years.**"

This information may be disclosed to us either in writing or by access to computer systems or data, but will be clearly designated on its face or otherwise in writing by WBSEDCL as being confidential ("the Information"). In consideration for WBSEDCL granting this access to the Information, (Name of the Contractor) agrees that:

1. We will keep the Information strictly confidential and will not disclose it to any third party (other than Bidder's staff, other Firms) without your prior written consent.
2. The Information will only be disclosed to those personnel of the Bidder and members who need to know it for the proper performance of their duties in relation to this project, and then only to the extent reasonably necessary.
3. We will take appropriate steps to ensure that all personnel to whom access to the Information is given are aware of its confidentiality.
4. The Information disclosed to us will be used solely for the purpose of execution of the Project.
5. Our personnel shall access only the appropriate physical area of the premises i.e. Vidyut Bhavan.
6. Our personnel shall not access any information resources of WBSEDCL, without prior authorization of the concerned officials of WBSEDCL.
7. Our personnel shall not carry any Personal storage media like USB, Hard drives, DVD/CDs, any other storage media into Vidyut Bhavan.
8. Any passwords and access privileges given to Our personnel shall not be disclosed to anyone inside and outside WBSEDCL's physical and logical boundaries.
9. Our personnel shall not engage in abusive or improper use of information resources, which includes, but is not limited to, misuse of resource/ privileges, tampering with resource and unauthorized removal of resource components.
10. Our personnel shall not conduct or permit "hacker" activities. Our personnel shall not run "packet sniffers". Our personnel shall not distribute / install computer viruses, Trojan horses, worms, or any other malicious software.
11. Our personnel shall use the provided hardware and software responsibly & shall not install / use any software without permission.
12. Our personnel should not share information / documents (which will be provided by WBSEDCL for any official purpose) to any unauthorized personnel / entities / systems.
13. Our personnel shall hold Confidential Information in confidence, using at least the industry standard of confidentiality, and shall not copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than what is necessary for the performance of this order placed.
14. Our personnel shall hand over all information / documents to WBSEDCL after expiry of the contract.
15. We cannot/ shall not disclose any and all information concerning the WBSEDCL (even after expiry of the contract) within the knowledge and possession of Us to any party in connection with this work & any other shared details including inter alia information except the information desired by regulated/Govt Authority only after getting due permission from WBSEDCL. WBSEDCL will not disclose any information related to Us under this agreement except of Regulatory/Govt/Legal compliance purposes.
16. This Agreement shall be governed by and construed in accordance with the laws of India. Any dispute relating to this Agreement shall be subject to the exclusive jurisdiction of the High Court, Calcutta.

In WITNESS WHEREOF the parties hereto have executed this agreement on the _____Day of(Month), 2023 herein above mentioned.

In the presence of (Witness)

(1)

(2)

Signed, sealed and delivered by the within named
M/sby the hands of its authorized signatory

In the presence of (Witness)

(1)

(2)

Signed, sealed and delivered by the within
named WBSEDCL by the hands of its authorized
signatory

Annexure 7**WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**

(A Government of West Bengal Enterprise)

IT CELL: 3rd FLOOR, 'D'- BLOCK

Vidyut Bhavan: Bidhannagar : Kolkata -700 091

e-mail:itcell@wbasedcl.in CIN:U40109WB2007SGC113473

Format of Bank Guarantee for Additional Performance Security Deposit

To
The West Bengal State Electricity Distribution Company
Limited, Vidyut Bhavan, Salt Lake,
DJ Block, Sector-II,
Kolkata -700 091 (India).

WHEREAS (name and address of "the Contractor") Contractor) (hereafter called "the Contractor") has undertaken, in pursuance of Contract no. Dated..... to execute (name of Contract and brief description of Works (hereinafter called "the Contract").

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

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

NOW THEREFORE we (indicate the name of the bank & branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, upto a total of Rs.(amount of guarantee)(in words). We undertake to pay you, upon your first written demand and without cavil of argument, a sum within the limits of.....(amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

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

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

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment, We (indicate the name of the bank and branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification. We..... (indicate the name of the bank and branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

This Guarantee shall be valid upto....it comes into force with immediate effect and shall remain in force and valid for a period up to the time of completion of the work under the stated contract plus claim period of Six months for the Bank Guarantee.

Notwithstanding anything mentioned above our liability against this guarantee is restricted to Rs.....(Rupees.) and unless a claim in writing is lodge if with us within the validity period i.e. uptoof this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed thisdayof 2023.....at

SIGNED, SEALED AND DELIVERED

by:

For and on behalf of the BANK

(Signature)

(Name)

(Designation),

(Code Number),

Address

NOTE (1) The bank guarantee should contain number of the officer(s) signing the guarantee.

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

Form - I**SCHEDULE OF BIDS****Tender No: dated:**

1	a) Name of the tenderer with Registered office address Tel No./Fax no./E-mail address	:	
	b) Address of office in and around Kolkata and Tel no./Fax no./ E-mail address with the name of contact person	:	
2	Category of organization/company of the bidder with CIN Number	:	
3	Name of the Authorized Signatory for the Bid	:	
4	a) Earnest Money (Amount and in the form of BG/Online Payment) submitted:		
5	b) In case EMD is submitted via BG, Branch Name of the Branch, Name of the Bank, Communication Address & IFSC code of the BG issuing bank		
6	GST registration No.	:	
7	Professional Tax Registration Number	:	
8	PF/ESI Registration No. & valid upto (a copy should be enclosed)	:	
9	Valid Trade License Number	:	
10	PAN Card No	:	
11	Offer valid upto	:	180 days from the next date of opening of Tender.
12	The price should be Firm.	:	The Prices are Firm.
13	Posting of Manpower at Vidyut Bhavan for content management of web-portal of WBSSEDCL.		From date as mentioned at LOI/LOA
14	If any deviation, please mention in deviation sheet enclosed (deviations mentioned elsewhere will not be considered)	:	NO Deviation

(Signature and Seal of Tenderer)

Form - II**CHECK LIST**

Tenderers are required to upload the scan copy of all the documents, required as per tender specification and NIT and verify before submission of Tender and also upload the Check list in the following format, duly digitally signed.

Sl. No.	Scanned Copy of Documents to be uploaded	Name of folder	To be submitted in cover	Submitted (Y/N)
1	Earnest Money Deposit (Scanned copy of DD/BC/BG (Annexure 2))	Drafts	Statutory cover (Technical proposal)	
2	The contact details (communication address, mobile No. and email address) of the branch of the concerned Bank where the Bank Guarantee is issued	Drafts	Statutory cover (Technical proposal)	
3	Bid Proposal (Annexure 1)	Annexures	Statutory cover (Technical proposal)	
4	Price schedule in un-priced condition (Annexure 5)	Annexures	Statutory cover (Technical proposal)	
5	Deviation Sheet (Annexure 3)	Annexures	Statutory cover (Technical proposal)	
6	Blank Format of Proforma for bank guarantee for contract performance (Annexure 4)	Annexures	Statutory cover (Technical proposal)	
7	Non-Disclosure Agreement (Annexure 6)	Annexures	Statutory cover (Technical proposal)	
8	Format of Bank Guarantee for Additional Performance Security Deposit (Annexure 7)	Annexures	Statutory cover (Technical proposal)	
9	Notice Inviting e-Tender	NIT	Statutory cover (Technical proposal)	
10	Addenda / corrigenda, if published	NIT	Statutory cover (Technical proposal)	
11	Schedule of bids duly filled in (Form-I)	Forms	Statutory cover (Technical proposal)	
12	Summary statement of average annual turnover (Form-III)	Forms	Statutory cover (Technical proposal)	
13	Statement of orders executed (Form-IV)	Forms	Statutory cover (Technical proposal)	
14	Proforma for undertaking to be submitted by the Bidders (Form-V)	Forms	Statutory cover (Technical proposal)	
15	Declaration of not being Blacklisted/Debarred/ Put on Holiday list (Form-VI)	Forms	Statutory cover (Technical proposal)	
16	Self-declaration by Proprietor of the Bidding Company for not being Blacklisted/Debarred/ Put on Holiday list (Form-VII)	Forms	Statutory cover (Technical proposal)	
17	Declaration regarding no litigation against WBSEDCL (Form-VIII)	Forms	Statutory cover (Technical proposal)	
18	Proforma for undertaking to be-submitted by the bidder (Form - IX)	Forms	Statutory cover (Technical proposal)	
19	Format of Letter of Bid (Form - X)	Forms	Statutory cover (Technical proposal)	
20	Company Profile	Company details	Non-statutory cover (Technical proposal)	
21	Certificate of Incorporation indicating the CIN number	Company details	Non-statutory cover (Technical proposal)	
22	Copy of Valid PAN card	Certificates	Non-statutory cover (Technical proposal)	
23	Current Valid Professional Tax Registration certificate	Certificates	Non-statutory cover (Technical proposal)	
24	Copy of IT Return of last three assessment years i.e. for assessment years 2023-24, 2024-25 & 2025-26	Certificates	Non-statutory cover (Technical proposal)	
25	Copy of Valid Goods & Service Tax Registration certificate	Certificates	Non-statutory cover (Technical proposal)	
26	GST return for years 2023-24 & 2024-25	Certificates	Non-statutory cover (Technical proposal)	
27	Copy of Valid Trade License	Certificates	Non-statutory cover (Technical proposal)	
28	Copy of Valid PF Registration/ESI Registration (If Applicable)	Certificates	Non-statutory cover (Technical proposal)	
29	Average annual turnover of minimum of Rs. 15 (Fifteen) Lakhs during the financial year 2022-23, 2023-24 & 2024-25 . Annual audited financial reports for financial year 2022-23, 2023-24 & 2024-25 are required to be submitted in respect of bidders for whom audit of accounts is mandatory. For those bidders, whose audit of accounts is not mandatory, they shall submit the Tax Audit Report for the above stated period.	Financial Info	Non-statutory cover (Technical proposal)	
30	Tender submitted by any Bidder who has been holiday-listed / black-listed by any State Electricity Board/Power Sector Company/State Government/Central Government/State & Central Undertakings and/or convicted by a Court of law will be rejected.	Credential	Non-statutory cover (Technical proposal)	
31	Copy of order/agreement along with Completion certificate/ Pro-rata financial and physical progress in support of Bidder's profile for handling for handling of past experience of content management of website service. Value of such work should be at least Rs. 8 (Eight) lakhs or more as a single contract in the preceding three (3) financial years i.e. 2022-23, 2023-24 & 2024-25 for government, central or state, or PSUs or Govt. undertakings or reputed private sectors.	Credential	Non-statutory cover (Technical proposal)	
32	Manpower of at least two (2) nos. for web designing, content management job for hosting, updating & uploading of web-pages for website. Minimum educational qualification of the said manpower is to be B-Sc/BCA with at least 1-year professional experience in web designing, content management job for hosting, updating & uploading of web-pages for website.	Credential	Non-statutory cover (Technical proposal)	
33	Address of office in & around Kolkata at West Bengal	Credential	Non-statutory cover (Technical proposal)	
34	Bill of Quantities.	BOQ	Finance cover (Financial proposal)	

(Signature with Designation & Seal)

Form -III**Certificate regarding Summary Statement of Yearly Turnover**

This is to certify that the following statement is the summary of the audit report /tax audit report arrived in favour of for the three consecutive years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No.	Financial		Remarks
	Year	Turnover rounded up to two digits after decimal (Rs. In Lakh)	
1.	2022-23		
2.	2023-24		
3.	2024-25		
Total			

Average Turnover:

Note:

Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.

(Signature with Designation & Seal)

Form -IV**STATEMENT OF ORDERS EXECUTED DURING LAST THREE FINANCIAL YEARS
REGARDING CONTENT MANAGEMENT OF WEBSITE**

Sl. No.	Work Description	Financial year	Order No. and date	Name order issuing authority	Order Value in Rs.	Scanned Copy of Performance report of the order submitted or Not (YES/NO)	Remarks

.....
(SIGNATURE OF THE TENDERER WITH OFFICE SEAL)

Form -V**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 fulfilment 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 with Seal)

Dated-----

Form-VI

(On the Bidder's Letterhead)

Declaration of not being Blacklisted/Debarred/ Put on Holiday list

Certified that our Company, M/s is not blacklisted/debarred/suspended or put on Holiday list by any Statuary/Regulatory/Government Authorities/ State Electricity Utility/ PSU in India.

It is certified that the information furnished above is true to the best of my knowledge and belief.

Bidder's Name:

Signature of the Tenderer:

Designation:

Seal of the Company:

Date:

Form-VII

(On the Bidder's Letterhead)

Self-declaration by Proprietor of the Bidding Company for not being Blacklisted/Debarred/ Put on Holiday list

I hereby confirm and declare that, none of the other concerns of which I am a proprietor / Managing Partner are blacklisted/ debarred/ suspended or put on holiday list by any Statutory/ Regulatory/ Government Authorities/ State Electricity Utility/ PSU in India.

It is certified that the information furnished above is true to the best of my knowledge and belief.

Signature of the Proprietor:

Name:

Designation:

Seal of the Company:

Date:

Form-VIII**(On the Bidder's Letterhead)****Declaration regarding no litigation against WBSEDCL**

We hereby declare that, no legal litigation/arbitration is pending/ongoing against WBSEDCL in any court/Forum against/by the bidder or its sister concern/Director/Partner/Proprietor.

If it is found at any stage of tendering, our offer will be rejected and I/We don't have any objection on the same.

Bidder's Name:

Signature of the Tenderer:

Designation:

Seal of the Company

Date:

Form-IX**PROFORMA FOR UNDERTAKING TO BE-SUBMITTED BY THE BIDDER**

(For genuineness of the information furnished on-line and authenticity of the document 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 fulfilment 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 Authorized Signatory)

Name:

Designation:

Seal:

FORM-X

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 confirmed our acceptance of all the items and conditions of the NIT document unconditionally.

(Signature of Authorized Signatory)

Name:

Designation:

Seal: