



West Bengal State Electricity Distribution Company Limited

(A West Bengal Government Enterprise)

Office of the Divisional Engineer & Divisional Manager, Basirhat Division

Surya Taran Building, Moylakhola, Taki Road, P.O: Basirhat, Dist: North 24 Parganas

Tel: 03217265022, Email: dm.basirhat@wbasedcl.in, Fax: 03217 269318

NOTICE INVITING e-TENDER

NIT No: Mat-Proc./Tech/25-26/46

Date: 29.08.2025

Tender is invited by the Divisional Manager, basirhat Division, North 24 Parganas, W.B.S.E.D.C.L. Moylakhola, Taki Road, Basirhat, North 24 Parganas through electronic tendering (e- tendering) from manufacturing/Distributors for sample approval, supply, delivery and installation of the following items as per schedule details below.

(Submission of Bid through Online)

Sl. No.	Name of the Work	Quantity (Nos)	Estimated Cost (Rs.)/Unit	Total Estimated Cost (Rs)	Earnest Money Deposit (Rs)	Period of Completion
01.	Procurement of LT distribution KIOSK for 100KVA DTR (SMC) [SINTEX/RAYCHEM/TYCO] [Mat Code : 0407010741]	100	8,636.00 (Eight Thousand Six Hundred Thirty Six Only)	8,63600.00 (Eight lakh Sixty Three Thousand Six Hundred Only)	@2% of the estimated cost to be submitted online	45 (Forty Five) days

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cope :- The materials are to be procured for Basirhat Division. The supply of the materials will be directly at Basirhat Divisional Store. Necessary Challan, E - Way bill are to be provided at Basirhat Divisional Store.

Delivery Address : Basirhat Divisional Store, North 24 Parganas, WBSEDCL, Harishpur Power House, Basirhat, North 24 Parganas.

For e- filling of tender, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC)

- Both Technical Bid and Financial Bid should be submitted in technical and financial folder concurrently and dully digitally signed by the prospective bidder through the website <https://wbtenders.gov.in>.
- Technical Document and financial Bid should be submitted online on or before the 'Date & Time Schedule' stated in serial Number (13)
- The FINANCIAL OFFER of the prospective bidder will be considers only if the TECHNICAL DOCUMENT is found qualified by the Tender Inviting Authority. The decision of the tender inviting authority will be final and absolute in the respect. The List of Responsive and non responsive Bidders will be displayed in the website.

Terms & Conditions of the tender Notice

1. Eligibility criteria for participation in the Tender.
 - 1.11 Bonafied, Experienced & resourceful original resourceful Manufacturer/ Authorized Distributors who have successfully supplied same or similar nature of Electrical Items to Govt., Semi Govt., Govt. Undertaking Organizations, Govt Enterprises Etc., And also have satisfying credential criteria as specified in Sl No. 3 of The Table (Submission of Tenders) of Section - A (INSTRUCTION OF BIDDERS). Bidders are required to upload scanned copy of following documents against the eligibility criteria.
 - I. Completion Certificate/Payment Certificate of the ordering authority i.f.o. the bidder (Mandatory)
 - II. Performance Certificate against the above (if any)
 - III. Payment certificate against the above (if Any)
 - IV. All Intending bidder are required to produce valid copy of current GST registration certificates, Professional Tax (PT) along With Pan Card/IT Return.
1. Successful Bidder(s) shall have to mandatorily Create Vendor ID through WBSEDCL web portal vendor corner, if not created earlier.
2. The bidder should submit along with the offer necessary documents in support of their previous supply. Of the items of the tender of WBSEDCL in earlier. occasions and financial capabilities to the extent of the estimated financial amount of their offer.
3. A . No agent is Allowed to participate in the Tender. Only Manufacturer or authorized distributor is allowed to participate in the bidding process.
 - B. Bid Specific Authorization certificate from the OEM is to be submitted by the bidder along with credential documents as per attached format.
5. **One sample of each materials is to be submitted at Basirhat Divisional Store physically strictly as per the "Date & Time Schedule" The Tag with the sample should contain the Name of the sample along with brand name,name of the sample along with the Brand Name, Name of the manufacturing company as well as the name of the Vendor/Bidder. for a valid tender sample has to be approved by the Divisional Authority (Sample Approval Committee). The Financial bid of the bidders, who's sample aren't approved, will not be opened fo Financial Evaluation& henceforth they will be deemed disqualified. Rejected Sample can be taken away by therespective Vendors After LOA is Awarded, the awardees, can adjust the sample with the delivery Material Lot.**
6. **Validity of Bids :** Bids shall remain valid for a period not less than **120 (One Hundred Twenty) days** after date of opening of bids of the tender. Bids valid for a shorter period shall be rejected by the tender inviting authority as non - responsive. If the bidder withdraws the bid before the period of bid validity without giving any satisfactory explanation of such withdrawals, the earnest money as deposited will be forfeited without assigning any reason thereof.

7. The quoted rate should be inclusive of all taxes & duties (Except GST) freight, incidental charges and any other charges up to delivery of the goods. The quoted rate should be excluding GST Charges. GST will be paid as applicable.
8. The ordered materials should be delivered within 45 days from the received of PO. Otherwise penalty may be imposed as per rules of WBSEDCL for delay of delivery of ordered materials.
9. The necessary documents along with bill are to be submitted Basirhat Divisional Store. The SRV will be issued from Basirhat Divisional Store.
10. At the time of placing purchase order the quantity mentioned in the tender document may vary up to +/- 5%
11. Other information as well as terms & conditions, which are not covered above, will be available in instruction to bidders, general conditions of contract of this tender and revised purchase policy of WBSEDCL.
12. Delivery Of Materials : The Materials as mentioned in schedule have to be delivered to the location of delivery as mentioned in the scope.
13. **Schedule of Key Dates & Time :**

Sl. No.	Particulars	Date & Time
01.	Date of uploading of N.I.T and Tender Documents (online). [Publishing date]	04.09.2025after 12.00 Hrs
02.	Documents Download Start date (online).	04.09.2025 after 12.00 Hrs
03.	Bid Submission Start date (online)	04.09.2025 after 12.00 Hrs
04.	Bid Submission End date (online)	15.09.2025up to 15.00 Hrs
05.	Last date of Online deposition of EMD	15.09.2025 up to 15.00 Hrs
06.	Technical bid opening date (online)	17.09.2025 after 15.00 Hrs
07.	Date of uploading the Final List of Technically Qualified Bidders after Technical Bid Evaluation (online).	To be intimated later.
08.	Financial Bid opening date (online).	To be intimated later.

14. **Earnest Money Deposit (EMD) :** The Amount of Earnest Money @2% of the estimated amount through online by RTGS ICICI payment Gateway. No Interest shall be payable by WBSEDCL on the above EMD.
15. **Forfeiture of Earnest Money Deposit (EMD) :** Earnest Money deposit /bid guarantee shall be forfeited in case of the following situations:
 - If during the period of validity, the bidder withdraws / modifies its bid as a whole or in part.
 - If the bidder deviates from any clarification/confirmation given by him sub-sequent to submission of this bid.
 - In any case of Successful bid, in the bidder fails.
 - To accept LOA/Order unconditionally and sign contract.
 - To furnish contract performance bond as per standards proforma.

16. WBSEDCL reserves its right to take decision keeping its financial interest. The purchase policy of WBSEDCL along with the provisions of vendor rating & Holiday Listing. as effective from 01.09.2012 and the subsequent amendment effective from 18.03.2013 will be applicable.
17. If the offer is submitted without or inadequate Earnest Money, the Bid will not be opened. In case of incomplete offer the tender will be liable for rejection and earnest money deposited will be forfeited.
18. **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 the order. without thereby incurring any liabilities to the effected bidder or bidders or any obligation to inform the effected bidder or bidders the reason for WBSEDCL,S action.
 - Any evidence of unfair trade practices including over charging, price fixing, cartel etc. as defined in various statutes will automatically disqualify the bidder.
 - Any bidder against Whom FIR/Complaint is lodge with police by WBSEDCL/Other Utility/Govt./Semi Govt. or Govt. Undertaking Dept. Shall not be eligible to participate in the bidding process.
19. **Cancellation of Tender :** WBSEDCL reserves the right to cancel the tender at any time under unavoidable circumstance in interest of WBSEDCL, without owing any explanation to the bidder.
20. The Company reserves the right to accept or reject any or all the tender without assigning any reason whatsoever.
21. Any bidder against Whom FIR/Complaint is lodge with police by WBSEDCL/Other Utility/Govt./SemiGovt. or Govt. Undertaking Dept. Shall not be eligible to participate in the bidding process.
22. **WARRANTY PERIOD :** Warranty period of supplied materials should be one year from the date of delivery of the said materials. In case of any adverse report from store or defect found in site, materials have to be replaced or it would affect the vendor rating.
23. **Terms of Payment :** 100 (hundred) % of the ordered value along with full taxes and duties shall be paid after delivery of materials and submission of Tax Invoice, challan in triplicate to the controlling officer for processing of payment.
24. **PAYING AUTHORITY :** The Manager (F&A), Basirhat Division, WBSEDCL Will be the Paying Authority.
25. **CONSIGNEE :** The JE(E) Gr - I & Store in charge, Basirhat Divisional Store, WBSEDCL will be the consignee.
26. **Liquidated damage for delay in delivery:** The time of delivery (successful offer for inspection) of the equipment/materials are to be treated as an essence of the contract and the WBSEDCL reserves the right to repudiate the contract, if the equipment / materials are not physically delivered within stipulated period as per physical delivery clause. But WBSEDCL may at his discretion waive this condition and accept the material with imposition of liquidated damage @ 1/2% of the Value of the materials beyond the schedule delivery period for each week of delay Subject to **maximum of 5%of the particular lot and accept the goods beyond the stipulated period.**
27. Any Further information along with WBSEDCL,S Revised purchase policy may be had from the website : **www.wbsedcl.in**

28. Documents to be submitted in Technical Bid Please refer SI No 4.1 of section A of "Instruction of Bidders" of NIT
29. Bid evaluation will be conducted only on the basis of final document uploaded by the bidder within last date and time of online submission. Under No Circumstances the bidder will be given any further chance to upload any document (Online) after opening of technical Bid.

SECTION – A
INSTRUCTION TO BIDDERS
General Guidelines for e-Tendering

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

1. Registration of Contractor:

Any intending bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in> (the web portal). The contractor shall click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC):

Every intending bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount. Details are available in the website. DSC is given as a USB e-Token.

3. The intending bidder can search & download the Notice Inviting Tender (NIT) and tender documents electronically from the website, once he logs on using his Digital Signature Certificate. This is the only mode of collection of tender documents.

4. Submission of Tenders:

Tenders are to be submitted in online mode in the website in two folders at a time for each work, one as Technical Proposal & the other as Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded (virus free scanned copy) duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

4.1 Technical Proposal

The Technical Proposal should contain scanned copies of the following in two covers (folders)

4.1.1 Non - Statutory/Technical Document cover file containing.

- a. Copy of Audit Report/IT Return for Last 3 (Three) Financial years,
- b. PAN
- c. GST registration certificate.
- d. Professional Tax Clearance certificate/Professional Tax (PT) deposit receipt challan for the month.
- e. Requisite credential certificate for One no. of delivery of similar items in any Govt. department having a magnitude of at least 80% (Eighty Percent) of the estimated amount of the work put to tender within last 5 (five) Years.
- f. Requisite credential certificate for Two no. of delivery of similar items in any Govt. department having a magnitude of at least 60% (Sixty Percent) of the estimated amount of the work put to tender within last 5 (five) Years.

Note : Failure of submission of any of the above mentioned documents will render the tender liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Documents List and then Click the tab "Submit Non Statutory documents" to send the selected documents to Non Statutory folders. Next Click the Tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

SL No.	Category Name	Sub Category Description	Details
01.	Certificates	Certificates	<ul style="list-style-type: none"> a. PAN CARD b. Current Professional Tax (PT) Submission challan cleared up to last Month. Application for such addressed to the competent authority may also be considered. c. GST Resistration Certificate. d. TYPE TEST REPORT (NABL/CPRI/ERDA) in respect of the material satisfying the criteria mentioned in specification. e. DEALERSHIP CERTIFICATE/ BID SPECIFIC AUTHORISATION
02.	Company Details.	Company Details.	<ul style="list-style-type: none"> A. TRADE LICENCE B. CERTIFICATE OF INCORPORATION OF COMPANY
03.	Credential	Credential	<ul style="list-style-type: none"> a) Performance as a vendor for execution of similar nature of ITEMS of Govt.,semi Govt., Govt. Undertaking Organization Govt. Enterprises Etc. for Last 5(Five) years and details of work in hand. b) Documents in support of supply of similar to the tendered items to WBSEDCL/Govt./Semi Govt/PSU in earlier occasions within last 5 (Five) financial years as mentioned below : <ul style="list-style-type: none"> 1. 1 No. PO &CHALLAN/SRV / PAYMENT CERTIFICATE of the said materials having financial involvement of not less than 80% of the Estimated Value of the said items. 2. 2 No. PO &CHALLAN/SRV / PAYMENT CERTIFICATE of the said materials having financial involvement of not less than 60% of the Estimated Value of the said items.
04.	Earnest Money	Earnest Money	Online Payment gateway only. payment acknowledgement receipt should be uploaded with other requisite document.

4.2 Financial Proposal

The Financial proposal should contain the following document in one cover (folder) ie Bill of quantities (BOQ). The vendor is to quote the rate (Offering above/below/at per) online through computer in the space marked for quoting rate in BOQ.

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

5. Conditional and incomplete Tender:

Conditional and incomplete tenders are liable to summery rejection.

6. Validity of tender and offer:

The Offer against tender should remain valid for a minimum period of 120 days from the next day of opening of the tender. However, WBSEDCL may on the merit of case request for extension of validity of the order for a further suitable period without any change in terms & conditions of the offer.

7. Opening Of evaluations of Tender.

7.1 Opening of Technical Proposal

- I. Technical proposals will be opened by the Tender Inviting authority or his authorized representative electronically from the website stated above, using their Digital Signature Certificates only for those bidders whose samples check is validated.
- II. Intending bidders may remain present if they so desire.

7.2 Techno Commercial Evaluation of Tender.

- I. While Evaluation The Tender inviting Authority or his authorized representative may summon the bidders and seek clarification /information or additional documents or original hard copy of any of the documents already submitted and if those can't produced within the stipulated time frame, Their proposal will be liable for rejection.
- II. The summary list of bidders whose bid will be found techno commercially eligible, will be uploaded in the web portals. Date of opening of financial bids will be intimated to the Techno Commercially qualified bidder.

7.3 Opening And Evaluation of Financial Proposal :

- I. Financial proposal of the bidders declared techno commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- II. After opening of the financial proposal the Preliminary summary result containing interlaid, name of bidder and The rate quoted by them will be uploaded.
- III. The tender accepting Authority may ask any of the bidders to submit analysis to justify the rate quoted by the bidders.

8. Revisions/Withdrawal of Financial Proposal by the bidder after opening of technical proposal of the tender will not be allowed if it is not sought by the tender Inviting Authority.

9. Acceptance of Tender

Lowest valid rate should normally be accepted. However, The tender Accepting Authority does not bind himself to do so and reserves the rights to reject any or all the tenders, for Valid reasons.

10. Purchase Order

WBSEDCL Will Communicate acceptance of tender to the successful bidder by a Purchase Order. The successful bidder shall communicate the acceptance of the purchase order.

11. Concession

No Price Preference will be allowed to any bidder based on the size of the industry or its Geographic location. Co-Operative society will not be considered with separate status.

12. Holiday Listing And Vendor Rating:

WBSEDCL reserves its right to take decision keeping its financial interest. The purchase policy of

WBSEDCL along with the provisions of vendor rating & Holiday Listing. as effective from 01.09.2012 and the subsequent amendment effective from 18.03.2013 will be applicable.

13. Return of Earnest Money of the unsuccessful Bidder (S)

The Earnest Money of all Tenderers other than the successful Tenderer(S) may be refunded automatically from tender portal after issuance of purchase order to the successful tenderer(S)

14. Bid Evaluation will be conducted only on the basis of final documents uploaded by the bidder within last date and time of online submission. Under no circumstances the bidder will be given any farther chance to upload any document (Online) after opening of technical bid.

Annexture -1

Self Declaration

I/We on behalf of (Name of Bidder Agency) do hereby declare that
I/We have quoted rate for supply of the mentioned materials for The E- Tender Memo
Mat-Proc./Tech/25-26/46 Dated : 29.08.2025

I/We Also declare that I/We Shall Successfully complete the work in schedule time maintaining the
terms & Condition of warrenty of NIT Clause No. 22 if Ranked as L1 bidder of the tender.

Format For Bid Specific Authorization

(Authorization should be submitted on the letter head of OEM)

To,
The Divisional Manager,
Basirhat Division,
W.B.S.E.D.C.L.,
Moylakhola, Taki Road,
Basirhat,
North 24 Parganas.

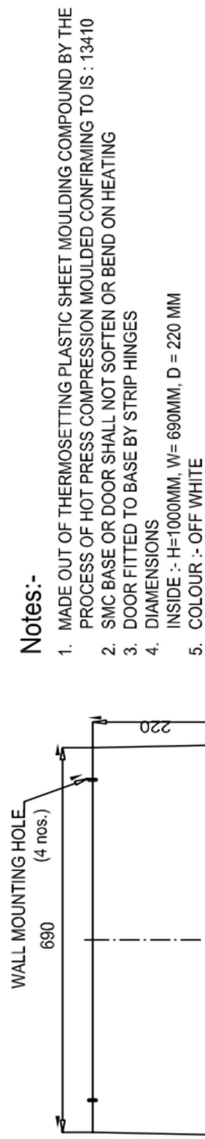
Subject : Bid Specific Authorization.

This is to certify that M/S _____ Address _____ is
authorized to quote the tender with NIT No. _____ on behalf of the
_____ (OEM)

They are authorized to carry out to order for the
support if an order is placed with them.

Product, and we assure you to extend full

Thanking You.



Notes:-

1. MADE OUT OF THERMOSETTING PLASTIC SHEET MOULDING COMPOUND BY THE PROCESS OF HOT PRESS COMPRESSION MOULDED CONFIRMING TO IS : 13410
2. SMC BASE OR DOOR SHALL NOT SOFTEN OR BEND ON HEATING
3. DOOR FITTED TO BASE BY STRIP HINGES
4. DIMENSIONS
5. INSIDE :- H=1000MM, W= 690MM, D = 220 MM
6. COLOUR :- OFF WHITE

