



**West Bengal State Electricity Distribution Company Limited
(A Government of West Bengal Enterprise)**

IT Cell

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CIN: U40109WB2007SGC113473

Memo No: WBSEDCL/IT&C/15.20(B) | 2497

Date: 25.03.26

Minutes of the Pre-bid Meeting

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

Date: 11.03.2026

Venue: Conference Room, REM Cell, Vidyut Bhavan

Important Discussions / Clarification

Sl No	Tender Clause/ Documents	Clause Details	Queries raised at the Pre-Bid Meeting	WBSEDCL Response
1	BOQ	BOQ	In the BOQ, the line item "Content Management for the Web Portal of WBSEDCL for 3 years (36 Months)" is to be quoted on a monthly basic rate basis for 36 months. Kindly confirm whether the bidder is required to quote a monthly rate, and whether the total contract value shall be calculated as 36 × quoted monthly rate.	Bidder need to quote monthly rate, the same will be converted to 36 months value automatically. No change in the existing tender clause.

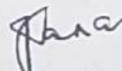
Sl No	Tender Clause/ Documents	Clause Details	Queries raised at the Pre-Bid Meeting	WBSEDCL Response
2	IB. 16	Earnest Money	Whether exemption is allowed from submission of Earnest Money Deposit (EMD) for MSMEs?	No change in the existing tender clause. Please refer to the NIEt clause IB. 16
3	IB. 3	Eligibility of Bidders	Whether any relaxation is applicable in eligibility conditions for MSME/Start-up firms?	No change in the existing tender clause. Please refer to the NIEt clause IB. 3
4	IB. 3 (iii)	Eligibility of Bidders	Whether similar work experience executed for a US-based / overseas private company will be considered valid under the category of reputed private sector, subject to submission of supporting documents?	No change in the existing tender clause. Please refer to the NIEt clause IB.3 (iii)
5	IB. 3 (viii)	Eligibility of Bidders (Trade License)	Whether tender participation is allowed without a valid Trade License although the process of acquiring a Trade License is underway?	No change in the existing tender clause. Please refer to the NIEt clause IB.3 (viii)
6	IB. 3 (x)	Eligibility of Bidders (Manpower)	As the Clause IB.3(x) specifies minimum qualification as B.Sc./BCA, whether equivalent qualifications such as B.Tech / BE / MCA / B.Sc. IT / Diploma with relevant experience will also be considered acceptable?	The clause IB.3(x) is specified about the minimum qualification only. No change in the existing tender clause. Please refer to the NIEt clause IB.3 (x)
7	IB. 3 (x)	Eligibility of Bidders (Manpower)	Whether the reserve resource is required to be full-time dedicated, and whether such reserve resource must also be based in / around Kolkata at all times?	No change in the existing tender clause. Please refer to the NIEt clause IB.3 (x)

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8	IB. 3 (x)	Eligibility of Bidders (Manpower)	How many persons need to be deployed?	Please refer to the NIEt clause IB. 3(x)
9	IB. 3 (xi)	Eligibility of Bidders (Registered Office)	Whether the requirement of having at least one site office in and around Kolkata must be fulfilled at the time of bid submission, or whether the successful bidder may establish the Kolkata office within 15-30 days from the date of LOA / Work Order. We currently have offices in Ahmedabad and Bengaluru.	No change in the existing tender clause. Please refer to the NIEt clause IB.3 (x)
10	SW. 2.1	Scope of Work (Content Management)	Whether an uploading module/section already exists on the WBSEDCL website for uploading/inclusion of documents such as reports, tenders, circulars, images, etc., or if a new module is required to be developed for this purpose?	Module for uploading of content is already in place. Scope of work is already specified in SW. 2.1
11	SW. 2.1 SW. 2.2	Scope of Work	Whether, apart from the soft copies, hard copies also requires scanning for uploading. In that case, confirmation needed on the availability of ADF scanners for efficient scanning.	Yes, hard copies will be there. Workspace, Desktop, internet connectivity, normal scanner, and access credentials will be provided by WBSEDCL
12	SW. 2.1 (3)	Scope of Work (Content Management)	Whether, this include website maintenance and other related tasks?	No change in the existing tender clause. Please refer to the NIEt clause SW. 2.1 (3)
13	SW. 2.1 (4)	Scope of Work (Content Management)	Will there be provision for gazetted holidays for the deployed manpower?	No change in the existing tender clause. Please refer to the NIEt clause SW. 2.1 (4)

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14	SW. 2.1 (4)	Scope of Work (Content Management)	Whether the tasks be done remotely?	No change in the existing tender clause. Please refer to the NIEt clause SW. 2.1 (4)
15	TC. 6	Liquidated Damage	Whether there will be an SLA agreement?	No change in the existing tender clause. Please refer to the NIEt clause TC. 6
16	TC. 8	Settlement Time	Clause TC.8 states that allotted jobs / issues are to be completed within the same working day, while the scope also mentions handling requests beyond 10:00 AM to 6:00 PM through authorized email. Kindly clarify the cut-off time for receipt of content / issues for same-day completion, and whether requests received after office hours may be taken up on the next working day.	No change in the existing tender clause. Please refer to the NIEt clause TC. 6 and TC. 8


 (U. K. Jana) 25/03/26
 Chief Engineer, IT Cell
 WBSEDCL