



**West Bengal State Electricity Distribution Company Ltd.**  
(A Govt. of West Bengal Enterprise)  
**Hydel Headquarters**

Telephone: 0353-2542160  
e-mail:cehydel@wbasedcl.in

Power House Complex,  
2<sup>nd</sup> Mile Sevoke Road,  
Siliguri, PIN-734001

**TENDER NOTICE NO: - CEH/HRA/23-24/15**

**Date: - 21/07/2023**

Sealed tender is hereby invited by the Chief Engineer (Hydel), HHQ, WBSEDCL, for and on behalf of WBSEDCL, are invited from experienced, bona-fide and financially sound Indian firms/contractors fulfilling the terms and conditions mentioned below for awarding of **"Repairing of Office Wooden Furniture at Hydel Headquarters, Power House Campus, 2<sup>nd</sup> Mile Sevoke Road, Siliguri, W.B.S.E.D.C.L. "**

Sl. No.	Name of the work	Estimated Amount	Completion time
1.	<b>"Repairing of Office Wooden Furniture at Hydel Head Quarters, Power House Campus, 2<sup>nd</sup> Mile Sevoke Road, Siliguri, W.B.S.E.D.C.L."</b>	<b>Rs. 94,950.00</b> (Rupees Ninety four thousand nine hundred and fifty) only	30 days

**Instruction to Bidder:**

- Rate should be quoted both in words and in figures excluding delivery/transportation charges and GST.
- GST as applicable will be paid extra. HSN Code to be mentioned.
- The rate quoted shall be firm and net. No price escalation or revision of rates shall be considered during the period except the charges, if any in the taxes & duties.
- Reference of Tender Notice with due date of opening should be super scribed in the envelope supported with Trade license, Valid GST registration certificate, Pan card, Professional tax registration certificate and payment challan.
- The Bid shall remain valid for a period of 180 (One Hundred & Eighty) days from the date of opening of bid. Issuance of bid documents will not be construed to mean that such bidders are automatically considered qualified.
- Tender documents will not be issued / received by post. Physical collection and submission of tender is mandatory. Tender send by post will be rejected.
- All pages of the tender document must be signed with company's seal by the tenderer.
- Any corrections in the tender should be signed by the tenderer before submission of the tender. Canvassing in connection with tenders is strictly prohibited and the tenderer who resort to canvassing, will be liable for rejection.
- The intending tenderers are to submit the sealed tender papers in the specified tender box at the Office of the Chief Engineer (Hydel), Hydel Headquarters; W.B.S.E.D.C.L.
- Tenders received after due date and time shall not be entertained under any circumstances.
- The WBSEDCL may at its discretion ask any bidder to produce the detailed price analysis for the quoted rate.
- Intending bidders may visit the site giving prior intimation to the office before submission of tender.

- The tenderer will have to quote their rates in figure as well as in words strictly in the format furnished in the tender documents. If there is discrepancy in figure and word the amount stated in word shall prevail.
- The tender by a partnership firm must be furnished with full names of all partners and be signed with partnership name, followed by the signature(s), designation(s) of the authorized partner(s) or other authorized representative(s).
- The WBSEDCL does not bind itself to accept the lowest offer and reserves the right to reject any or all tenders without assigning any reason whatsoever.
- Any other details may be collected from the Manager (HR&A), Office of the Chief Engineer (Hydel), Hydel Headquarters, WBSEDCL, Siliguri. Mob No. 8900794006.

**Schedule for key information of this tender:**

i)	<b>Place for issuance and submission of Tender Document and opening of bid document.</b>	O/o The Chief Engineer (Hydel), HHQ, WBSEDCL, Power House Complex, 2 <sup>nd</sup> Mile Sevoke Road, Siliguri, Pin-734001 Dist. - Darjeeling, West Bengal.
ii)	<b>Date &amp; Time for receipt of application with required documents for issue of Tender Paper.</b>	From 11:00 hrs of 24 <sup>th</sup> July to 16.00 Hrs of 27 <sup>th</sup> July, 2023 (Except Saturday, Sunday & Holiday)
iii)	<b>Last date and time for submission of bid document</b>	Upto 14.00 Hrs of 4 <sup>th</sup> August, 2023
iv)	<b>Date and time for opening of bid in presence of Bidders or their representative</b>	At 15.00 Hrs of 4 <sup>th</sup> August, 2023

*S. K. Deb*

(Sibes Kumar Deb)  
**CHIEF ENGINEER (HYDEL)**



### **Terms & Conditions:**

#### **1. Scope of Work:**

<b>Sl no</b>	<b>Work Description</b>	<b>Unit</b>
1	Full repairing & polishing of Table of DE (C) including change of lock handle fixing of Mat, glass, sunmica of table size 6'X 4'	1 Set
2	Full repairing, polishing & change of lock, handle and table mat of table of DE(E)	1 Set
3	Full repairing, polishing & change of lock, handle and table mat of table of SE(E), DE(IT&C) & Jr. Engg, Gr-1, Size-5'X4'	3 Set
4	Wooden Almirah polishing & change of glass & lock handle and changing of back side ply for the chamber of AGM (F&A)	1 Set
5	Wooden almirah polishing for chamber of Establishment sec.	1 Set
6	Wooden Chair repairing & polishing and fixing of profile rexing for different section & chamber of HHQ	11 Nos.
7	Glass, Lock, Handle repairing of table of SR. PS to CE(H)	1 Set
8	Rack polishing, full repairing with supply of 6 mm Plywood at Cash Section	1 Set

2. **Care for works:** The Agency shall take full responsibility for the care thereof and in case of any damage & loss of any article belonging to the company from the part of the Agency; the Agency shall bear the total cost. The Agency shall take every practicable precaution not to damage or to cause injury to any adjoining or other properties or to any persons. However even if any damages or to cause injury occurs, the agency shall be responsible in meeting the necessary claims and demands as may be required.

3. **Workmanship:** You must engage the best workmanship and/or in the best manner to the satisfaction of the Controlling Officer of the work.

4. **Guarantee Period:** The entire work shall have to be guaranteed for a period of one year from the date of completion of work. In case, there is any problem in operation of mentioned Fire Extinguisher, the same shall have to be corrected as per the requirement.

6. **Delivery period:** All items have to be delivered within 30 days of order received. The contract shall automatically expire after 30 days.

7. **Penalty:** If the materials are not delivered within the date as specified in this order, without any valid reason, a LD @1/2 % of the value of the order will be deducted from your bill for each and every week of delay or part thereof limited to an amount equal to 2.5% of the ordered value..

8. **Payment:** 100 % payment will be made after delivery of materials against submission of your bills in triplicate along with delivery challan in duplicate duly certified by the Controlling Officer. The payment will be made through Bank transfer.

9. **Warranty:** The supplied items shall be covered with full manufacturing warranty for 12 months from the date of delivery.

10. **Extension Of Time:** An extension of time without imposition of penalty, may be granted for delay in execution of work provided there is no fault whatsoever on the part of the contractor. Such extension may only be granted on the basis of application to be submitted within the schedule date of completion by the contractor who has to establish that the extension of time required by him is not due to his fault.

11. **Evaluation and Comparison of Bids:** Bid shall be evaluated on basis of total price for the entire scope of work covered under this bid document.

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

12. **Statutory Deduction:** WBSEDCL shall deduct all the statutory taxes i.e. income tax, work contract tax, as applicable at source from the Invoice in accordance with the provision of statutory obligation as applicable.

13. **Jurisdiction:** Any dispute arising with the department and the agency will be dealt exclusively within the jurisdiction of Courts of Darjeeling/Jalpaiguri District or Kolkata High Court.

14. **Labour rules:** All labour related work directly or indirectly, the agency should follow according to the provision.

15. **Controlling Officer:** The Chief Engineer (Hydel), Hydel Headquarters, WBSEDCL.

16. **Supervising Officer:** The Manager (HR&A), Hydel Headquarters, WBSEDCL.

17. **Paying Officer:** The Manager (F&A), Hydel Headquarters, WBSEDCL.

S n Kr  
21/11/23

(Sibes Kr. Deb)

CHIEF ENGINEER (HYDEL)

**Price Schedule:**

<b>Sl No</b>	<b>Item Description</b>	<b>Unit</b>	<b>Rate per Unit</b>	<b>Total Amount (In fig.)</b>	<b>Total Amount (In words)</b>
1	Full repairing & polishing of Table of DE (C) including change of lock handle fixing of Mat, glass, sunmica of table size 6'X 4'	1 Set			
2	Full repairing, polishing & change of lock, handle and table mat of table of DE(E)	1 Set			
3	Full repairing, polishing & change of lock, handle and table mat of table of SE(E), DE(IT&C) & Jr. Engg, Gr-1, Size-5'X4'	3 Set			
4	Wooden Almirah polishing & change of glass & lock handle and changing of back side ply for the chamber of AGM (F&A)	1 Set			
5	Wooden almirah polishing for chamber of Establishment sec.	1 Set			
6	Wooden Chair repairing & polishing and fixing of profile rexing for different section & chamber of HHQ	11 Nos.			
7	Glass, Lock, Handle repairing of table of SR. PS to CE(H)	1 Set			
8	Rack polishing, full repairing with supply of 6 mm Plywood at Cash Section	1 Set			
<b>Total</b>					

**NB: # Rate quoted excluding GST.**

**# If there is any discrepancy between amount quoted in figure and amount quoted in words, the amount quoted in words will be taken into considered for the purpose of evaluation of the price.**

**# If there is any discrepancy between unit rates and the total amount, the unit rate shall be considered for the purpose of evaluation of the price part.**

Signature of Tenderer with Seal