

West Bengal State Electricity Distribution Company Ltd.

(A Govt. of West Bengal Enterprise)

Hydel Headquarters

Telephone: 0353-2542160  
Email:cehydel@wbasedcl.in

2nd Mile, Sevoke Road  
Siliguri, PIN-734001

Memo No. CEH/E-31/554

Date: 10.02.2026

**SECTION A**  
**NOTICE INVITING TENDER**

NIT No: - CEH/HHQ/IT&C/AMC/Tender/2025-26/27

Date: 10.02.2026

Sealed tenders are invited from bonafide & resourceful contractors of State/Central Govt., State/Central Govt. undertaking, Statutory Bodies constituted under the statute of Central/State Govt. having experience in execution of similar nature of works a per eligibility criteria detailed below on Sl. 2 of this NIT. The details of work have been detailed here under:-

Sl no.	Name of the Work	Tender fee	Estimated Cost (Excluding GST)	Completion Time	Earnest Money Deposit
1	Annual Maintenance Contract(AMC) of IT Headquarters, Power House Complex, 2nd Mile, Sevoke Road, Siliguri (As detailed in Annexure 1)	NIL	<b>Rs. 99,800/-</b> (Rupees Ninety nine thousand and eight hundred only)  i) For 1 <sup>st</sup> yr Rs. 49800/- ii) For 2 <sup>nd</sup> yr Rs. 49800/-	24 months / 2 years	<b>Rs. 2495 /-</b>  (Rupees two thousand four hundred ninty five only)

1. Intending bidders may submit application with required documents mentioned below for issuance of the tender documents for the above work from the Office of the Chief Engineer (Hydel), Hydel Headquarters, WBSEDCL, 2nd Mile, Sevoke road, Siliguri, on any working day from 11.02.2026 (11:00 hrs) to 19.02.2026 (12:00 hrs) except Saturdays, Sundays, & Holidays.

2. **Eligibility criteria for participation in tender:**

(i) The bidder must have successfully completed similar works during last 7 (seven) years (i.e., up-to 31.12.2025). under the authority of State/Central Government, State/Central Government Undertakings, Statutory Bodies constituted under the statute of Central/State Government, subject to fulfillment of the following criteria:

a) Three similar completed works each costing not less than the amount equal to 40% of 1st year estimated cost.

Or

b) Two similar completed works each costing not less than the amount equal to 50% of 1st year estimated cost.

Or

c) One similar completed work costing not less than the amount equal to 80% of 1st year estimated cost.

(ii) All categories of intending Bidders shall have to submit GST Registration certificate, PAN Card and Income Tax Return Acknowledgement for the Assessment Year 2025-26, 2024-25 & 2023-24. Warranty certificate of the supplied material as provided by OEM, Trade License in respect of the prospective bidder, Proprietorship Firm (Trade License), Partnership Firm (Partnership Deed, Trade License), Ltd Company (Incorporation certificate, Trade License), Co-operative Society (Society Registration copy, Trade License)

# West Bengal State Electricity Distribution Company Ltd.

(A Govt. of West Bengal Enterprise)

Hydel Headquarters

Telephone: 0353-2542160  
Email:cehydel@wbasedcl.in

2nd Mile, Sevoke Road  
Siliguri, PIN-734001

3. Neither prospective Bidder nor any of the constituent partners had been barred to participate in any Tender by any Government Department/Semi-Govt./Govt. Undertaking/ Enterprise etc during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. A declaration in this respect shall have to be submitted by the bidder (as per annexure - IV).
4. The prospective Bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. A declaration in this respect shall have to be submitted by the bidder (as per annexure - IV).
5. No conditional / Incomplete Tender will be accepted under any circumstances. In no condition, tender documents will not be issued/ received by post.
6. Intending bidders may visit the site giving prior intimation to the office before submission of tender.
7. **Scope of Work:**  
It includes Annual Maintenance Contract (AMC) of IT equipments as per the technical specification and direction of the controlling officer at Hydel Headquarters, Power House Complex, 2nd Mile, Sevoke Road, Siliguri, Dt-Darjeeling. Different items of the work have been elaborated in the enclosed BOQ/Technical specification.
8. **Bid Guarantee (Earnest Money deposit):**  
The bid must be accompanied by earnest money deposit (EMD) @2.5% of the tendered price as bid guarantee, failing which the bid shall be considered as non-responsive and hence liable for rejection. Bid guarantee (EMD) shall be submitted in a separate sealed envelope payable either through Banker's Cheque (BC)/CTS 2010 compliant Demand Draft (DD) issued from any scheduled commercial bank in favour of "WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED" payable at Siliguri. Bid guarantee of the successful bidders shall be converted into initial part of security deposit for the contract. Bid guarantees of the unsuccessful bidders will be released after finalization of the tender. No interest shall be payable by WBSEDCL on the above bid guarantee.
9. **No mobilization advance and secured advance will be allowed.**
10. WBSEDCL will have the full liberty to change/enhance/deletion of any items accordingly as per requirement together with variation of (+) 25% of the ordered amount.
11. The bidder has to quote his rate against this tender as per "Item Rate" basis in the prescribed proforma attached (Rate quotation form). The rate should be inclusive of taxes, levies, transportation and all other incidental charges complete but excluding GST. GST as applicable shall be paid as per statute.
12. The term "defect liability period" shall be as six months after the date of completion of the contract. If any defect is found within the defect liability period the contractor shall be liable to rectify the defect at their own cost and responsibility.

# West Bengal State Electricity Distribution Company Ltd.

(A Govt. of West Bengal Enterprise)

## Hydel Headquarters

Telephone: 0353-2542160

Email: cehydel@wbsecl.in

2nd Mile, Sevoke Road  
Siliguri, PIN-734001

13. Defects/rectification work so notified shall have to be attended and completed satisfactorily within the specified date or as deemed fit by the Controlling Officer. For faithful & due fulfillment of all obligations, this defect liability period shall be covered by Security Deposit submitted by the contractor.
14. After completion of defect liability period, and on completion of satisfactory rectification of defects, if any reported within the defect liability period, and on receipt of the application from the contractor the controlling Officer of the work will recommend release of security deposit.
15. In respect of successful Bidder, the Earnest Money Deposit on acceptance of Tender shall be converted as a part of the Security Deposit. The successful bidder shall have to submit balance Earnest money, if required, to make the initial Security money amounting to 2.5% of the contract price after placement of Letter of acceptance/Letter of award within specified period. Balance of Security Deposit equivalent to 10% (Ten percent) of contract amount shall be realized by recovering from the progressive bill @ 7.5% (seven point five percent) of the amount of each such bill. In all cases the amount of recovery of the Final Bill will be so adjusted as to make the total amount of Security Deposit equivalent to 10% (Ten percent) to the value of work so executed.
16. Bid shall remain **valid** for a period not less than **180 (one hundred eighty) days from the date of opening of the tender**. If the bidder modifies/withdraws the bid during the validity period of bid, the bid will be cancelled with forfeiture of earnest money deposit (EMD).
17. Date & Time schedule:
  - Date and time of receipt of application with required documents for issuance of tender: - from 11.02.26 (11:00 Hrs) to 18.02.26 (14:00 hrs) (except Saturday, Sundays & Holidays).
  - Date and time of issue of the Tender: - from 12.02.2026 (11:00 hrs) to 18.02.2026 (16:00 hrs) (except Saturday, Sundays, & Holidays).
  - Last Date and time of receipt of the Tender: - 19.02.2026 up to 12:00 hrs.
  - Date and time of opening of the Tender: - 19.02.2026 at 13:00 hrs.
18. The bidders shall ensure that all pre - requisites are duly filled by them and if there arises any dispute due to non - submission/incomplete information of any document, WBSEDCL reserves the right to cancel the bid unilaterally, without assigning reason.
19. The WBSEDCL does not bind itself to accept the lowest rate and reserve the right to reject any / all tenders without assigning any reason whatsoever.
20. **PAYING AUTHORITY:** The Manager (F&A), Hydel HQ, Siliguri, WBSEDCL, shall be the paying authority.
21. **CONTROLLING OFFICER:** The Chief Engineer (Hydel), Hydel HQ, Siliguri, WBSEDCL, shall be the Controlling Officer.

West Bengal State Electricity Distribution Company Ltd.

(A Govt. of West Bengal Enterprise)

Hydel Headquarters

Telephone: 0353-2542160

Email:cehydel@wbasedcl.in

2ndMile,Sevoke Road  
Siliguri, PIN-734001

22. SUPERVISING OFFICER: The Superintending Engineer (IT & C), Hydel HQ, Siliguri, WBSEDCL, shall be the Supervising Officer.

23. NODAL OFFICER: The Manager (HR & A), Hydel HQ, Siliguri, WBSEDCL, shall be the Nodal Officer.

24. **Official Communication:**

Any further information related to this tender may be available from the following office:

Office of the Chief Engineer, Hydel Headquarters,

West Bengal State Electricity Distribution Company Limited (WBSEDCL),

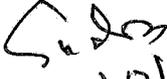
Power House Complex, 2nd Mile, Sevoke Road,

Siliguri, Darjeeling- 734001, West Bengal

Website : www.wbasedcl.in

Contact Tel. nos. : 0353-2542160

Email id : cehydel@wbasedcl.in

  
10/2/26

(S.K. Deb)

**CHIEF ENGINEER (HYDEL)**