

# West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)



**Regional Office –Jalpaiguri**, SJDA Composite Complex, Indira Colony, Pin. – 735 121  
E Mail – [rmipgwbsedcl@gmail.com](mailto:rmipgwbsedcl@gmail.com), Tel. – 03561 257840 / 255495 (Fax)

## **NOTICE INVITING E-TENDER**

**NIT No: RM/JRO/C/E-TENDER/F-69/2021-22/05**

**Dated: 02.02.2022**

Online percentage rate e-Tender in two part for the under mentioned work is invited by the Regional Manager, Jalpaiguri Regional Office, Jalpaiguri from eligible, bonafide, resourceful and experienced contractors of State/Central Govt., State/Central Govt. undertaking, Statutory Bodies constituted under the statute of Central Govt. for under mentioned work as per specified terms, conditions and specifications.

Sl. No.	Name of the work	Estimated Amount incl. 01.00% cess (Rs.)	Completion Time	Earnest Money Deposit (EMD) (Rs.)
1	Construction of Model Store at Mal, constructing different plinths, road, electrical works by renovating and modernizing existing store and other allied works at the premises of Mal 33/11 KV Sub-Station at Malbazar (Phase-1).	47,60,768.00	240 (Two Hundred Forty) days from date of issue of LOA/ Order or date of handing over of site.	95,215.00

- Intending bidder should download the tender documents from the website <http://www.wbtenders.gov.in> directly with the help of Digital signature Certificate. Necessary Earnest Money Deposit (EMD) should be remitted separately through either online mode or in the form of Bank Guarantee in full on any schedule commercial bank in the annexed format and the same should be documented and scan copy of the aforesaid documents is to be uploaded through said website as per schedule stated in Sl. No. 7. (Details of which has been narrated in the Instruction to the bidders). The last date for submission of physical copy of EMD via Bank Guarantee will be 24.02.2022 at 12:00 hrs. Partial payment through online mode and remaining submission through BG is not allowed. EMD collected via online mode will be settled automatically from e-tendering portal maintained by National Informatics Centre (NIC) wherein EMD for rejected or unsuccessful bids shall be refunded in the bank account of participating bidders directly from NIC Portal. However, for successful bidder the Earnest Money will be converted into Security Deposit.
- Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed by the Bidder through the website <https://wbtenders.gov.in>. (Details of which has been narrated in 'Instruction to Bidders') as per Schedule stated in Sl. No. 7.
- Eligibility criteria for participation in tender:**  
**Technical Requirement :**  
All categories of intending Bidders who have satisfactorily completed:
  - Experience of successful completion of similar nature of work for civil & electrical work costing not less than the amount equal to 50% of the estimated cost in a single contract under the authority of State/Central Government, State/Central Government undertaking, Statutory Bodies constituted under the statute of Central/State Government after 31<sup>st</sup> August, 2018 & having valid Electrical Contractor's License issued under Act with Supervisory Competency Certificate.
  - Completion Certificate indicating estimated amount and/or ordered amount, executed amount with both for civil & electrical to be shown separately without fail, Date of completion of the work with EOT/LD, if any to be mentioned with reasons and detail communicational address along with contact number of the Client should be submitted by the Bidder. Completion Certificate from the concerned Executive Engineer/District Engineer/Divisional Engineer or equivalent rank and above will be treated as valid credential. [Non-statutory Documents]



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## Other Statutory requirement:

(i) All categories of prospective bidders shall have to submit valid scanned copies of up-to-date all related documents in reference to **Professional Tax, Provident Fund, Goods and Service Tax, E.S.I., Workmen Compensation Certificate, PAN Card and Income Tax Return for last three Assessment Years, Valid Electrical Contractor's License in the name of the bidder issued under Act with Supervisory Competency Certificate with supervisor presently engaged with the firm, 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).** [Non-statutory Documents]

(ii) (a) Performance as prime contractor for execution of similar nature of work for last three years and details of works in hand.

(b) Information regarding any past and current litigation with WBSEDCL/WBSETCL/Govt/PSU in which the bidder is involved, the party's concerned and disputed amount. [Non-statutory Documents]

iii) Neither prospective Bidder nor any of the constituent partners had been debarred/black listed to participate in any Tender by any Government Department/Semi-Govt/Govt Undertakings/Enterprise etc during the last 10 (ten) years prior to the date of this NIT. Such debarment will be considered as disqualification towards eligibility. [Non-statutory Documents]

iv) The prospective Bidders or any of their constituent partner neither have abandoned any work nor any of their contract have been rescinded during the last 10 (ten) years. Such abandonment or rescission will be considered as disqualification towards eligibility. [Non-statutory Documents]

v) No conditional / Incomplete Tender will be accepted under any circumstances.

3. The **FINANCIAL OFFER** of the prospective bidder will be considered only if the **TECHNICAL BID** of the Bidder is found qualified by the WBSEDCL. The decision of the WBSEDCL will be final and absolute in this respect. The list of Qualified Bidders of Technical Bid will be displayed in the website.
4. **No mobilization advance and secured advance will be allowed.**
5. A prospective Bidder shall be allowed to participate in the tender either in the capacity of individual or as a partner of firm. Joint Venture/Consortium shall not be allowed. If found applied severally in a single job, all his offers will be rejected for that job.
6. Bid shall remain valid for a period not less than 180 (one hundred eighty) days from the date of opening of Financial Bid. If the bidder modifies/withdraws the bid during the interval between the deadline for submission of bids and the expiry of the period of bid validity, the bid will be cancelled with forfeiture of earnest money deposit (EMD).

7. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. & other Documents (Online) (Publishing Date)	07.02.2022 at 16.00 hrs
2.	Documents download/sell start date (Online)	07.02.2022 at 17:00 hrs
3.	Bid submission start date (Online)	07.02.2022 at 17:00 hrs
5.	Documents download End Date. (Online)	25.02.2022 at 11:00 hrs
6.	Bid Submission closing date (Online)	25.02.2022 at 11:00 hrs
7.	Technical Bid opening date (Online)	28.02.2021 at 11:00 hrs
8.	Date of uploading list for Technically Qualified Bidder(online)	To be intimated later
9.	Financial Bid opening Date (Online)	To be intimated later

8. The Bidder at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender. The cost of visiting the site shall be at the Bidder's own expense.
9. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the WBSEDCL. The WBSEDCL reserves the right to accept or reject any offer without assigning any reason whatsoever and is

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- not liable for any cost that might have been incurred by any Bidder at any stage of Bidding.
10. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in Section – 'A' before tendering the bids.
  11. 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:
    - a. Net banking through Payment Gateway.
    - b. RTGS/NEFT payment: On selection of RTGS/NEFT as the payment mode, the web portal will show a pre filled challan having the details to process RTGS/NEFT transaction. The bidder will print the challan and use the pre filled information to make RTGS/NEFT payment using his bank account. Once the payment is made, the bidder will again login to the web portal to continue the bidding process after expiry of a reasonable time to enable the RTGS/NEFT process to be completed as per the existing banking system.
    - c. Submission of the EMD through Bank Guarantee: For submission of EMD in the form of Bank Guarantee, the bidder will have to opt for EMD exemption in e-tender web portal and upload scanned copy of BG in the EMD exemption document upload section. Physical copy of BG shall be submitted at the Office of the Regional Manager, Jalpaiguri as per SI. No. (07).
  12. Conditional / Incomplete tender will not be accepted under any circumstances.
  13. The Tender Fee is being abolished vide O.O. No. 1994 Dated 19.05.2021 of the Director(HR), WBSEDCL.
  14. Exemption from deposition of earnest money deposit (EMD) shall not be allowed under any circumstances.
  15. The intending Bidders are required to quote the rate online.
  16. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
  17. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the bidder.
  18. The eligibility of a bidder will be ascertained on the basis of the documents submitted by a bidder in support of eligibility criteria. If any document submitted by a bidder is either incorrect / manufactured / fabricated or false at any stage, his Tender will be out rightly rejected and legal action will be taken against him.
  19. The participating bidders may please note that the successful bidder shall have to submit an Indemnity Bond in the prescribed format before commencement of the work.
  20. The WBSEDCL does not bind itself to accept the lowest bidder and reserves the right to reject any or all tender(s) or to split the whole work to more than one contractor without assigning any reason whatsoever.
  21. The WBSEDCL reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
  22. The WBSEDCL reserves the right to reject bid(s) from any bidder(s) whose previous performance with this department is poor, unsatisfactory, kept under vigilant etc. without assigning any reason whatsoever.

Sd/-  
S.E & Regional Manager  
Jalpaiguri Region  
WBSEDCL



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## INSTRUCTION TO BIDDERS

### SECTION - A

#### **1. General guidance for e-Tendering:**

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

#### **2. Registration of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System of West Bengal, through logging onto <http://www.wbtenders.gov.in> (the web portal) the contractor is to click on the link for e-Tendering site as given on the web portal.

#### **3. Digital Signature certificate (DSC):**

Each contractor 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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause 2 above. DSC is given as a USB e-Token.

#### **4. Downloading of Tender documents :**

The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

#### **5. Participation in more than one work :**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

#### **6. Submission of Tenders:**

General process of submission: Tenders are to be submitted online to the website stated in Cl. 2 above, in two folders at a time , one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using Digital Signature Certificate (DSC).The documents are to be uploaded in the form of virus scanned copy duly Digitally Signed. The uploaded Documents will get encrypted (transformed into non readable formats).

##### **A. Technical proposal**

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

##### **A-1. Statutory Cover** Containing three covers (folders)-(a) Tender Documents (b) Bid Guarantee & (c) Annexure/Declarations.

(a) **Tender Documents** containing Downloaded and uploaded copies ( Digitally Signed)of the following:-

- i. Notice Inviting E-Tender.
- ii. Instruction To Bidders
- iii. General Conditions of Contract and specification for works
- iv. Additional terms and conditions, if any

(b) Bid Guarantee containing-

- I. Abolished.
- II. EMD to be submitted via online payment mode /scanned copy of Bank Guarantee (as applicable) towards Earnest Money Deposit (EMD) as mentioned in clause no. A-5 under Sl. No. (06), Section-A of ITB.

( c ) **Annexures & Declarations Folder** containing

- i. Undertaking by the bidder (Annexure-I)
- ii. Letter of Bid for the work (Annexure-II)
- iii. Declaration by the bidder (Annexure-III)

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- iv. Declaration-I.
- v. Declaration-II.
- vi. Declaration-III.

## A-2. Non statutory cover containing

- i. Professional Tax enrollment certificate, payment certificate, receipt Challan, Provident Fund Registration Certificate number with current combined challan, electronic challan cum return (ECR) showing the name of the member, payment confirmation receipt with all three for same wage month, Goods and Service Tax Registration Certificate no. with current payment receipt challan/return form (if any), E.S.I. Registration no (for execution of works in ESI coverage area) with current return/challan, Workmen Compensation Certificate, PAN Card and Income Tax Return for last three Assessment Years, Valid Electrical Contractor's License issued under Act with Supervisory Competency Certificate, Trade License in respect of the prospective Bidder. Proprietorship Firm (Trade License). Partnership Firm (Partnership Deed). The current challan/return to be uploaded in online portal for Provident Fund, GST, ESI & others should not be older than three months for monthly return submission/last return for quarterly submission.
- ii. Registration Certificate under Company Act (If any).
- iii. Registered Deed of partnership Firm.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any).
- iv. Current Year no objection Certificate issued by the Assistant Register of Co-Op(S) (ARCS). Valid bye laws are to be submitted by the Registered labour Co-Op(S), Engineers' Co. - Opt. (S).
- v. Experience of successful completion of one similar nature of work including both civil & electrical work costing not less than the amount equal to 50% of the estimated cost i.e. (50% of Rs. 44,57,019.00 for civil & 50% of Rs. 3,03,749.00 for electrical) Rs. 22,28,509.50 for civil work & Rs. 1,51,874.50 for electrical work in a same.
- vi. single contract under the authority of State/Central Government, State/Central Government undertaking, Statutory Bodies constituted under the statute of Central/State Government after 31<sup>st</sup> August, 2018 & having valid Electrical Contractor's License issued under Act with Supervisory Competency Certificate. The bidder himself must be an Electrical Agency who must have:-
  - a. Valid Electrical Contractor License issued by the Licensing Board, Govt. of West Bengal.
  - b. Valid Electrical S.C.C. Part No. 1,2,4,6A,6B,7A,7B,11 issued by the Licensing Board, Govt. of West Bengal engaged with the firm.
  - c. The bidder should have credential in the name of the bidder itself in respect of similar nature of electrical works related to internal wiring/earth mat of at least one single work with civil work in single contract completed after 31<sup>st</sup> August, 2018, value of which is not less than 50% of estimated amount of Electrical Value of work. The civil work and electrical work must be executed in single contract.
- vii. Completion Certificate indicating Estimated amount and/or Ordered Amount, executed amount with both for civil & electrical to be shown separately without fail, Date of completion of the work with EOT/LD, if any to be mentioned with reasons and detail communicational address along with contact number of the Client should be submitted by the Bidder. Completion Certificate from the concerned Executive Engineer/District Engineer/Divisional Engineer or equivalent rank and above will be treated as valid credential. The bidder is to upload the LOA/Execution Order/PO in full along with the BOQ showing the full description of items in respect of the work for which completion certificate is being uploaded. Delay in completion of work, if any, must be mentioned in completion certificate along with the reason.
- viii. The bidder must have full-fledged set up for executing similar projects in power utility. The bidders must have completed at least one work for civil & electrical works in sub-station premises. [Non-statutory Documents].
- ix. Registration certificate under Company Act (if any).
- x. Financial Proposal (in one cover/folder)
- xi. It contains Bill of Quantities (BOQ). The rate to be quoted in the BOQ on "percentage basis" in the space marked for quoting rate (either excess, less or at par i.e. 0.00%). Quoted rate will be encrypted in the B.O.Q. under Financial Bid.
- xii. Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to be summarily rejected for both statutory & non

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statutory cover.

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

'Click' the check boxes beside the necessary documents in the 'My Document' list and then 'click' the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents (Statutory documents).

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none"><li>1. P.F. related documents.</li><li>2. Goods and Services Tax related documents.</li><li>3. E.S.I. related documents.</li><li>4. Workmen Compensation Certificate/Medical Insurance</li><li>5. PAN</li><li>6. Professional Tax related documents.</li><li>7. IT return for last three assessment year</li><li>8. Valid Electrical Contractor's License.</li><li>9. Valid Supervisory Competency Certificate.</li></ol>
B.	Company Details	Company Details- I	<ol style="list-style-type: none"><li>1. Society (Society Registration copy, Trade License).</li><li>2. Power of attorney.</li><li>3. Partnership Firm (Partnership Deed, Trade License).</li><li>4. Bye Law.</li><li>5. Eligible list of Registered Unemployed Engineers Co-operative Society /Registered Labour Co-operative Society.</li><li>6. Current Audit Report (as applicable).</li><li>7. Current N.O.C. from A.R.C.S.</li><li>8. Minutes of last A.G.M.</li></ol>
C.	Credential	Credential 1	<ol style="list-style-type: none"><li>1. Similar nature of work done &amp; completion certificate which is applicable for eligibility in this tender.</li></ol>



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A 3. Validity of bid: Bid shall remain valid for a period of 180 (one hundred and eighty) days from the date of opening of price bid or revised priced bid, if any. Prior to the expiry of the original validity period, WBSEDCL may request the bidders for a suitable extension of the validity of the bids.

A 4. Cost of tender documents: NIL. The cost of tender documents i.e. tender fees is being abolished vide O.O. No. 1994 Dated 19.05.2021 of the Director(HR), WBSEDCL.

A 5. Earnest Money Deposit (EMD): The bidder shall deposit the requisite earnest money via online payment mode or in the form of Bank Guarantee on any schedule commercial bank in the annexed format and the same should be documented and scan copy of the aforesaid documents is to be uploaded. EMD collected via online mode will be settled automatically from e-tendering portal maintained by National Informatics Centre (NIC) wherein EMD for rejected or unsuccessful bids shall be refunded in the bank account of participating bidders directly from NIC Portal. However, for successful bidder the Earnest Money will be converted into Initial Security Deposit. No interest shall be paid by WBSEDCL on EMD.

Following points shall be followed:

- a. A bidder desirous of taking part in a tender invited by offices of WBSEDCL shall login to the e-Procurement portal of Government of West Bengal <https://wbteners.gov.in> using his login Id and password.
- b. 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.
  - ii) RTGS/NEFT payment: On selection of RTGS/NEFT as the payment mode, the web portal will show a pre filled challan having the details to process RTGS/NEFT transaction. The bidder will print the challan and use the pre filled information to make RTGS/NEFT payment using his bank account. Once the payment is made, the bidder will again login to the web portal to continue the bidding process after expiry of a reasonable time to enable the RTGS/NEFT process to be completed as per the existing banking system.
  - iii) Submission of the EMD through Bank Guarantee: For submission of EMD in the form of Bank Guarantee, the bidder will have to opt for EMD exemption in e-tender web portal and upload scanned copy of BG in the EMD exemption document upload section. Physical copy of BG shall be submitted at the Office of the Regional Manager, Jalpaiguri.
- c. 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.
- d. General Instructions for Online Payment:
  - The bidder will have to mandatorily pay through Net-banking facility once Net-banking mode is opted for payment.
  - Status of NEFT/RTGS payment through Challan for a bid may take time for bank settlement which is 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.
  - In case actual EMD amount as per NIT 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).
  - The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.
- e. Refund/ Settlement of EMD Amount:
  - For unsuccessful bidders, EMD amount submitted against the tender shall be refunded automatically, through an automated process, by NIC portal on receipt of updated status of any bid.
  - For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following due procedures.
  - The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.
- f. Successful bidder(s) shall have to mandatorily create vendor id through WBSEDCL Web Portal Vendor Corner, if not created earlier.

A6. While submitting Annexure/Declarations under Statutory Cover for Technical Bids, the bidder

Registered Office: "BidyutBhavan", Block – DJ, Sector – II, Bidhannagar, Kolkata – 700 091 Website: [www.wbsedcl.in](http://www.wbsedcl.in)

Corporate Identity Number (CIN): U40109WB2007SGC113473

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is to submit the notarized copy of Annexure-I on non-judicial stamp paper of Rs. 20.00. Annexure-II & III are to be submitted on the letter head of the firm. The bidder is also required to submit a notarized copy of Declaration-I on non-judicial stamp paper of Rs. 20.00 stating that "1) Neither .....(name of the prospective bidder) nor any of our constituent partner(s) had been debarred/black listed to participate in any Tender by any Government Department/Semi-Govt./Govt. Undertakings/Enterprise etc. during the last 10 (ten) years prior to the date of this NIT. 2) The .....(name of the prospective bidder) or any of our constituent partner(s) neither have abandoned any work nor any of their contract have been rescinded during the last 10 (ten) years in WBSEDCL/WBSETCL/Govt./PSU/Other Govt. Deptt." The bidder is also required to submit Declaration-II & Declaration-III stating the (a) Performance as prime contractor for execution of similar nature of work for last three years and details of works in hand & (b) information regarding any past and current litigation with WBSEDCL/WBSETCL/Govt./PSU/ Other Govt. Deptt. in which the bidder is involved, the party's concerned and disputed amount. Declaration-II is to be submitted on letter head of the firm while Declaration-III is to be submitted as notarized copy on non-judicial stamp paper of Rs. 20.00. All Annexure (I, II, III), Declaration (I, II, III) are to be submitted either on non-judicial stamp paper or letter head of the firm as mentioned above. Bids with annexure/declarations in plain paper without letter head of the firm will be rejected. The non-judicial stamp paper should be scanned on both sides. Such debarring and abandonment or rescission will be considered as disqualification towards eligibility.

A 7. Bid submission: Bid shall be submitted online within the stipulated deadline. WBSEDCL may at its discretion, extend the deadline of bid submission by issuing an amendment. In that Case all rights and obligations of WBSEDCL and the bidders previously subject to the original deadline shall thereafter be subjected to the new deadline as extended. All the corrigendum should also be uploaded while submitting the bid.

A 8. Bid withdrawal/modification: The bidder may modify or withdraw his bid after submission but within the deadline of bid submission, provided written notice of the modification/withdrawal is received by WBSEDCL prior to the deadline of bid submission. Modification/withdrawal of bid by any bidder after the deadline of bid submission shall result into forfeiture of EMD.

## **A. Technical Proposal**

i. Opening of Technical proposal: - Technical proposals will be opened by authorized representatives of WBSEDCL from the web site stated using their Digital Signature Certificate.

ii. Intending tenderers may remain present if they so desire.

iii. Cover (folder) statutory documents will be opened first & if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will be summarily rejected

iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the authorized representatives of WBSEDCL.

v. Uploading of summary list of technically qualified tenderers:

a) Pursuant to scrutiny & decision of the authorized representatives of WBSEDCL the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

b) While evaluation the authorized representatives of WBSEDCL may summon any of the tenderer & seek clarification / information or tenderer/s may be asked for producing original hard copy/s of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

## **B. Financial proposal**

i) The financial proposal should be one cover (folder) containing bill of quantities (BOQ) the contractor is to quote the rate (Percentage Excess/ Less/ At par (0.00%)) online in the space marked for quoting rate in the BOQ.

ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

## **7. RESPONSIBILITY OF BIDDERS**

a. WBSEDCL will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interruption or deductions the bidder may derive from the data furnished by the WBSEDCL. Verbal agreement



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or conversation with any officer, employee of WBSEDCL either before or after the execution of the contracts, shall not affect or modify any of the terms or obligations contained in the contract.

b. It shall be the responsibility of the 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 works. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid.

c. Claim, whatsoever, including those for financial adjustment to the contract awarded under these specifications and documents will not be entertained by the purchaser. Neither any change in time schedule of contract nor any financial adjustments arising thereof shall be permitted by the purchaser, which are based on the back of such clear information of its effect on the cost of the contract to the bidder.

d. The bidder is expected to examine carefully all instructions, conditions, forms, schedules terms, annexure, specifications and drawings in the bidding document. Failure to comply with the requirements of bid submission will be at the bidder's own risk. Bids, which are determined to be not substantially responsive to the requirement of the bidding document, will be rejected.

## 8. COST OF BIDDING

The bidder shall bear all cost associated with the preparation and submission of their bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## 9. CLARIFICATION OF BIDDING DOCUMENT

Should there be any discrepancy or obscurity in the meaning of any clauses of the bid document or if there be any query of the intending bidder, the bidder shall set forth in writing such discrepancies, doubt, obscurity or queries and submit the same to WBSEDCL, marked to the Regional Manager, Jalpaiguri Regional Office, WBSEDCL, Dist.: Jalpaiguri within the date specified for this purpose.

## 10. BID PRICES

- a. The bidder shall quote their price in the appropriate format in percentage excess/at par/ less the estimated price.
- b. The quoted price should be firm. There will be no price variation during the pendency of the contract period or thereafter. Bidders are in no way allowed to get any escalation of price against this contract.
- c. Prices indicated in the schedule of prices deemed to include all the levies/duties/taxes/Cess & all other incidentals payable as per statute. Goods and Services Tax shall be paid extra as per statute

## 11. BID GUARANTEE

The bid should be accompanied by the requisite earnest money as bid guarantee. Thus Bid Guarantee/Earnest Money Deposit (EMD) should be remitted separately through either online mode or in the form of Bank Guarantee on any schedule commercial bank in the annexed format and the same should be documented and scan copy of the aforesaid documents is to be uploaded through said website. EMD collected via online mode will be settled automatically from e-tendering portal maintained by National Informatics Centre (NIC) wherein EMD for rejected or unsuccessful bids shall be refunded in the bank account of participating bidders directly from NIC Portal. However, for successful bidder the Earnest Money will be converted into Security Deposit. EMD Exemption shall be allowed only for submission the same in the form of Bank Fuarantee only. Earnest money if submitted in the form of "Bank Guarantee" (if applicable) on any schedule commercial bank in favour of "WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED" should be in the format provided along with tender documents and validity of the same be 05(five) calendar months with a claim period up to 03(three) months from the date of opening of bid.

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## 12. PROCESS TO BE CONFIDENTIAL

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.

Any effort by a bidder to influence WBSEDCL or other 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/their bid.

## 13. TIME SCHEDULE

The basic consideration and the essence of the contract shall be the strict adherence to the time schedule specified in the NIT.

## 14. EVALUATION AND COMPARISON OF BIDS

On examination of document submitted under different covers WBSEDCL will evaluate and compare the bid, determined to be substantially responsive at each step.

Evaluation of bid will include and will take into account :

Cost of construction/erection including taxes & duties etc.

The owner shall evaluate and compare only the bids determined to be substantially responsive.

The bids shall be evaluated on the basis of total price for the entire scope of work covered under this bid document.

Evaluated 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.

Conditional rebate, if any, offered by any bidder shall not be considered in Bid evaluation.

## 15. TAXES, DUTIES AND OTHER LEVIES

a. The contractor shall be solely responsible for the taxes that may be levied on the contractor's persons or on earnings of any office employee and shall hold the purchaser indemnified and harmless against any claims that may be made against the purchaser. The purchaser does not take any responsibility what- so-ever regarding taxes under Indian Income Tax Act, for the contractor or his personnel. If it is obligatory under the provisions of Indian Income Tax Act, deduction of Income Tax at source shall be made by the purchaser.

b. All other taxes/duties/levies/Cess payable (excluding service tax) by the bidder shall be included in the bid price and no claim on this behalf will be entertained by the owner.

## 16. LAWS GOVERNING CONTRACT

The contract shall be construed according to acts/laws in force in the country and shall be under the jurisdiction of Calcutta High Court.

## 17. LANGUAGE AND MEASURES

All documents pertain to the contract including specifications, schedule, notice, correspondences, operating and maintenance instructions, drawings or any other writings be written in English language. The metric system of measurement shall be used exclusively in this contract.

## 18. CORRUPT OR FRAUDULENT PRACTISE

WBSEDCL expects that bidders/contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the owner defines for the purpose of this provision, the terms set forth below as follows:

**"Corrupt practice"** means the offering giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in



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contract execution, and

**"Fraudulent Practice "** means misrepresentation of facts in order to influence a procurement process of the execution of a contract to the detriment of the owner, and includes collusive practice among bidders (Prior to or after bid submission) designed to establish bid prices at artificial no-competitive levels and to deprive the owner of the benefits of free and open competition.

Will reject a proposal for award if the owner determines that the bidder recommended for award has engaged in corrupt or fraudulent practice in competing for the contract in question.

Will declare a Firm ineligible either indefinitely or for a stated period of time if owner any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

## 19. INSURANCE

The successful bidder on awarding of contract shall arrange, secure and maintain all insurance as may be pertinent to the work and obligatory in terms of law to protect the interests of WBSEDCL against all perils. The form & the limit of such insurance together with underwriting in each case shall be acceptable to WBSEDCL. However, irrespective of such acceptance the responsibility to maintain adequate insurance coverage at all times during the period of contract shall be bidder's alone.

## 20. CORRECTNESS AND SUFFICIENCY OF RATES QUOTED IN THE TENDER

The bidder shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for work and the rates and prices stated in the schedule of works. The rates and price quoted shall cover all obligation of the bidder under the contract and all materials, labour etc. necessary for proper completion and maintenance of the work.

## 21. Penalty for suppression / distortion of facts

If any Bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tender committee will take action as deem fit against such defaulting Bidder.

The Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

## 22. AWARD OF CONTRACT

The Bidder who's Bid would be accepted will be notified by the authorized official through acceptance letter/Letter of award.

The notification of award will constitute the formation of the Contract.

The Agreement as per enclosed format in G.C.C. will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents.

## 23. AMENDMENT OF BIDDING DOCUMENTS

a. At any time prior to the deadline for submission of bids, WBSEDCL may, for any reason whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendments. Any such amendment shall be part of the bidding document.

b. Such amendment(s) will be published on the same website mentioned above. Owner will bear no responsibility or liability arising out of non- pursuance of the same in time or otherwise by the bidder. In order to afford prospective bidders reasonable time in which to take the amendment in to account in preparing their bids, the owner may, at its discretion, extend the deadline for submission of bids. Such amendments, clarification, etc. shall be binding on bidders and will be given due consideration by the

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bidders while they submit their bids and invariably enclose such documents as a part of the bids.



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## ANNEXURE –I

### PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE BIDDER

(To be submitted notarized copy on non-judicial stamp paper of Rs.20.00)

(For genuineness of the information furnished on Tender Committee for verification in support of his eligibility)

I, Sri....., Partner/Legal Attorney/Accredited representative of M/S..... S/O Sri....., aged..... years, residing at ..... solemnly declare that:

1. We are submitting Tender for the work..... Against Tender Notice No.....& Tender Id No.....
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 fulfillment of the eligibility criteria and qualification information of this tender is complete, correct and true and correct to the best of my knowledge and belief.
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 termination of the contract, forfeiture of all dues including Earnest money and banning/ delisting our firm or all partners of the firm etc.

Signature of the Bidder

Place:

Date:



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## ANNEXURE-II

LETTER HEAD OF BIDDER (AS ENROLLED ONLINE ON E-TENDERING PORTAL OF NIC.)

### Format of Letter of Bid

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.

This Bid and your subsequent Letter Of Acceptance/Work Order shall constitute a binding contract between us.

We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

.....

(Signature of the Bidder)





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## ANNEXURE-III

LETTER HEAD OF BIDDER (AS ENROLLED ONLINE ON E-TENDERING PORTAL OF NIC.)

### **DECLARATION BY THE BIDDER**

DATED:-----

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I/We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein.

I/We have also carefully gone through the Bill of Quantities.

My/ Our tender is offered taking due consideration of all factors regarding the local site conditions stated in the Detailed N.I.T to complete the proposed work in all respect.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We also agree to procure the tools and plants, at my /our cost required for the work.

.....  
(Signature of the Bidder)

Postal address for the Bidder



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## DECLARATION –I

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE BIDDER  
(To be submitted notarized copy on non-judicial stamp paper of Rs.20.00)  
(For genuineness of the information furnished on Tender Committee  
for verification in support of his eligibility)

- "1) Neither .....(name of the prospective bidder) nor any of our constituent partner(s) had been debarred/black listed to participate in any Tender by any Government Department/Semi-Govt./Govt. Undertakings/Enterprise etc. during the last 10 (ten) years prior to the date of this NIT.
- 2) The .....(name of the prospective bidder) or any of our constituent partner(s) neither have abandoned any work nor any of their contract have been rescinded during the last 10 (ten) years in WBSEDCL/WBSETCL/Govt./PSU/Other Govt. Deptt."



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## DECLARATION –II

### EXPERIENCE PROFILE

Name of the Firm:

Registered address of the firm:-

Other details of the firm:-

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST 03 (THREE) YEARS IN ANY GOVT. DEPARTMENT /GOVT.UNDERTAKING /STATUTORY BODY.

Name and contact details of Employer	Name, location & nature of work	Estimated amount & Contract price in Rs.	Work Order Date	Schedule time for Completion of work as per work order	Actual date of starting & completion of the work	Actual value of the work done in Rs.	Reason for delay in completion (If any)

Signature of the Bidder/Contractor/Company/agency

#### Note:-

- Certificates from the Employers to be attached.
- Non-disclosure of any information in the schedule will result in disqualification of the firm.
- No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information's that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.
- Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.





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## DECLARATION –III

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE BIDDER  
(To be submitted notarized copy on non-judicial stamp paper of Rs.20.00)  
(For genuineness of the information furnished on Tender Committee  
for verification in support of his eligibility)

"1) Neither .....(name of the prospective bidder) nor any of our constituent partner(s) had any past and current litigation with WBSEDCL/WBSETCL/Govt./PSU/ Other Govt. Deptt. in which the bidder is involved during the last 10 (ten) years prior to the date of this NIT (Strike out if not applicable).

OR

2) Information regarding any past and current litigation with WBSEDCL/WBSETCL/Govt./PSU/ Other Govt. Deptt. in which either .....(name of the prospective bidder) or any of our constituent partner(s) is involved during the last 10 (ten) years prior to the date of this NIT are as follows with the party's concerned and disputed amount given as such. (Strike out if not applicable)

Sl. No.	Name of Agency	Name of client	LOA No. with Name of work	Disputed amount in Rs. With date of commencement of dispute/litigation	Details of litigation with reference to court case with relevant documents, if any.	Current status of dispute/litigation with relevant documents	Remarks



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## GENERAL CONDITIONS OF CONTRACT AND SPECIFICATION FOR CIVIL WORK



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## **GENERAL CONDITIONS OF CONTRACT AND SPECIFICATION FOR CIVIL WORKS**

### **1. DEFINITION OF TERMS :**

In writing these General Conditions of Contract, Specification and Bill of quantity/bidding schedule (schedule of work) the following words shall have normally the meanings here-in-after indicated unless there is something in the subject matter of content inconsistent with such construction.

The **Company/purchaser/Owner/Department** shall mean the WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD, having its Office at VidyutBhavan, Block-DJ, Sector-II, Kolkata-700091

The **Engineer-in-Charge/Controlling Officer** shall mean the Engineer designated by the Company for the purpose of this contract.

**Company's representative** shall mean any person or persons of consulting firm appointed and remunerated by the Company to supervise, inspect, test and examine workmanship and materials of the work under this scope.

The **Contractor** shall mean the Bidder who will be awarded with the contract by the Company and shall include the contractor's executor's administrators, successors and permitted assignees.

The **'Sub-Contractor'** shall mean the person named in the Contract for any part of the works or any person to whom any part of the contract has been sublet by the contractor with the consent in writing of the Engineer-in-charge and will include the legal representatives, successors and permitted assigns of such persons.

**Equipment/materials** shall mean and include all type of construction equipment & materials etc. required for true and satisfactory completion of the work under this contract.

**Workmanship** shall mean the method/manner in which the jobs of the different items, whether included in the schedule or not but are required for true & satisfactory completion of the work under this contract, are executed.

**General conditions** shall mean all the clauses of General conditions of the proposed contract stated hereinafter. The specification shall mean the specification annexed to or issued with the General Conditions and shall include the schedule and drawings attached thereto.

The terms **Services** shall mean all works to be undertaken by the contractor as laid down under the head "scope of contract" or elsewhere in the specification enclosed. When the words "approved", "subject to Approval", "As directed", "Accepted", "Permitted" etc. are used, the approval, judgment, direction etc. are understood to be a function of Company.

**Month** shall mean calendar month.

**"Writing"** shall include any manuscript, type written, printed or other statement reproduced in any visible form.

The work **'Site'** shall mean the site of proposed work as detailed in the specification or any other place where the work is to be executed under the contract.

**'Date of Contract'** shall mean the date on which notification of award of contract/letter of award/telex award has been issued.

**'Zero Date'** will be reckoned as the date of date of handing over of site.



## **2. SCOPE OF WORK:**

Scope of work includes "Construction of Model Store at Mal, constructing different plinths, road, electrical works by renovating and modernizing existing store and other allied works at the premises of Mal 33/11 KV Sub-Station at Malbazar." The proposed contract comprises of construction and erection of the work during the contract period including defect liability period, as required. It includes provision of all labour, material, constructional plant, temporary work and everything whether temporary or permanent nature required for such construction, completion and maintenance so far as the necessity of providing the same is specified in or responsible to be inferred from the contract. The different items of work have been elaborated in the schedule of work.

## **3. Submission of Tender :**

Please refer to sl. no 6 of Instruction to Bidders

## **4. Performance Bond/Security Deposit:**

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% 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 @ 08% (Eight 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).

The WBSEDCL reserves the right to ask for Performance Guarantee up to 10% of the tendered amount from the successful bidder

## **5. Refund of Security Deposit:**

Refund of Security deposit shall be subject to Company's right to deduct/appropriate its dues against the contractor or under this contract or any other contract. The performance Bond/Security Deposit for all type of Bids shall be released only after satisfactory expiry of the guarantee period and certified as such by the controlling officer of the work upon written request by the contractor under following conditions:

In case of building works or other similar nature of works the defect liability period shall be considered six month or expiry of one full monsoon period, i.e. June to September whichever is later and any defects such as leakages in roof, effloresces in walls, dampness, defects in drainage etc should be rectified to the satisfaction of the engineer.

All types of Manufacturer's guarantee/warranty wherever applicable are to be issued/revalidated in the name of owner by the contractual agency. In case of building works or similar nature of works the defect liability period shall be considered six months or expiry of one full monsoon period, i.e. from June to September whichever is later.

## **6. Refund of Earnest Money:**

The earnest money shall be retained successful bidder only. EMD collected via online mode will be settled automatically from e-tendering portal maintained by National Informatics Centre (NIC) wherein EMD for rejected or unsuccessful bids shall be refunded in the bank account of participating bidders directly from NIC Portal. The successful bidder shall collect D.C.R. from the respective cash section for deposition of earnest money.

## **7. Forfeiture of Earnest money/Bid guarantee:**

Earnest money/Bid guarantee shall be forfeited in case of following:

If during the period of validity, the bidder withdraws/modifies its bid as a whole or in part.



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If the bidder deviates from any clarification/confirmation given by him subsequent to submission of his bid

In case of successful bidder, if the Bidder fails:

To accept LOI/Order unconditionally and sign contract

To furnish the contract performance bond wherever applicable.

## **8. DEFECT LIABILITY PERIOD**

The term 'defect liability period' shall mean the period of **Six (6)** months from the Date of completion of the work. If any defect is found within the defect liability period the contractor shall be liable to rectify/replace the materials at their own cost and responsibility.

In case any defect of work is detected by the controlling officer within the period of six months, the defect liability period shall continue beyond six months.

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 detailed in clause 5.0.

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.

## **9. MANNER OF EXECUTION OF CONTRACT AGREEMENT**

The successful bidder has to submit acceptance of the LOI/order within **10(ten)** days from the date of issue of the Letter of Intent/order. The successful bidder shall be required to execute an Agreement on a non-judicial stamp paper of Rs 100/- with the company with all related documents for satisfactory execution of the work.

The agreement shall be signed on a date and time to be mutually agreed upon in the office of the controlling officer of the work and the same has to be signed by both the parties within 30 days from date of acceptance of the order. Power of attorney of the authorized representative of the contractor who will sign the contract agreement on behalf of the contractor is to be submitted before signing of the agreement.

The agreement shall be signed in original and five photo copies. The original agreement shall be retained by the Company and a copy will be handed over to the Contractor.

## **10. GENERAL REQUIREMENT**

The contractor shall execute, complete and maintain the work as per direction of the Controlling Officer/Engineer-in-Charge of the work or his representative

**Contractor to submit programme:** Within 14 (fourteen) days from the date of issue of letter of intent/order, the contractor shall submit a programme showing the order, procedure and method in which he proposes to carry the work.

**Contractor's staff at site:** The Contractor shall provide at site his authorized representative duly approved by the controlling officer (approval may be withdrawn for a person, if necessary). The contractor and/ or his authorized representative is to be constantly on the work and shall give whole time supervision of the same. Such authorized agent or representative shall receive (on behalf of the contractor) direction and instructions from the Controlling Officer/ Engineer-in-charge or his representative.

**Removal of persons employed at site:** The Controlling Officer/ Engineer-in- Charge shall be at liberty to ask the contractor to remove from the site any person, employed by the contractor



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in the execution of work, who in the opinion of the Controlling Officer/ Engineer-in-Charge misconducts himself or is incompetent or negligent in the proper performance of his duties and such persons shall not be again employed upon the work without the permission of the Controlling Officer/ Engineer-in-Charge.

**Setting out:** The contractor shall be responsible for the true and proper setting out of the work and for the correctness of the position, levels, dimensions and alignments of all parts of the work. If any time during the progress of the work any error shall appear or arise in the positions, levels, dimensions or alignments of any part of the work, the contractor on being asked to rectify by the Controlling Officer/ Engineer-in-Charge or his representative shall at his own expense rectify such error to the satisfaction of the Controlling Officer/ Engineer-in-charge.

**Protection of work:** The Contractor shall in connection with the work provide and maintain at his own cost all lights, guards, fencing and watching when and where necessary if required by the company or by any competent authority for the protection of the work or for the safety and convenience of the public or others.

**Care of works :** From the commencement to the completion of the works, the contractor shall take full responsibility for the care of permanent works, therefore and of all temporary works and in case of any damage, loss, or injury to works or to any part thereof or any temporary works due to any cause whatsoever shall at his own cost repair and make good the same, so that at completion the works shall be in good order and condition and in conformity in every respect with the requirements of the contract. The contractor 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 damage or injury occurs, the contractor shall be responsible in meeting the necessary claims and demands as may be required.

**Workmen's Compensation for accident or injury to any workman:** The Company shall not be liable for damages or compensation payable as per provision of law in respect or consequence of any accident or injury to any workmen or other person in the employment of the contractor. The contractor shall have to pay all claims, demands, preceding costs, charges and expenses whatsoever in respect thereof or in relation thereto. Insurance policy covering provisions for workmen's compensation for all the workmen to be engaged by the contractor is to be made by him.

**Facilities for other Contractors:** The Contractor shall afford all reasonable facilities for any other contractor employed by the company in execution on or near the site of any work not included in the contract.

**Clearing site on completion:** On Completion of the work the Contractor shall clear away and remove from the site all constructional plant, surplus materials, rubbish and temporary work of every kind and leave the whole of the site and work clean and in good and tidy condition to the satisfaction of the Controlling Officer/ Engineer- in-charge.

## **11. CHANGE OF QUANTITY**

The quantity mentioned in the schedule of work is provisional. The company reserves the right to vary the quantities as may be necessary but such variation shall be limited to  $\pm 25\%$  (plus or minus twenty five percent) of the contract price. Payment shall be made as per execution.

## **12. GOODS AND SERVICES TAX:**

Goods and Services Tax shall be paid extra as per prevailing statute. Tax invoice(s) needs to be submitted by the contractor for raising claim under the contract showing separately the tax charged in accordance with prevailing provisions of GST Act, 2017 or amendment thereof.

## **13. Labour Licence :**





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Contractor will have to obtain Labour Licence in respect of the above work as per Contract Labour (Regulation & Abolition) Act, 1970 as early as possible.

## **14. COMPLIANCE OF LABOUR LAWS :**

The contractor shall comply all statutory labour laws to protect the laborers engaged by them. In this connection the contractor will be required to execute an indemnity bond (as per specimen enclosed as Annexure-B) after placement of letter of intent/ order.

## **15. NIGHT AND HOLIDAY WORK :**

If any work of permanent nature is to be carried out in three shifts and/or in Sundays & Holidays, prior written permission of the Controlling Officer shall have to be obtained.

## **16. Deductions of Provident Fund and remittance thereof in respect of contract labourers:**

In respect of casual workers or workers engaged for any job for a very short duration or sporadic nature having no employer-employee relationship (for example Soil testing, repair of transformer etc done by outer agency) and engaged in works which are neither preparatory, nor incidental, nor any way connected with the main operation of the establishment, deduction of provident fund and remittance thereof in respect of the contract labours will not be applicable. However it is further clarified that no mechanical approach should be adopted in deciding the applicability of the Act and each case should be considered on its own merits.

## **17. Variation. Omission. Addition & alteration:**

The Contractor shall not modify the work except under direction in writing by the Company. The quantities provided in the Schedule of work are provisional only, which may vary up to any extent or may be deleted altogether. The quoted rate of each item shall remain firm till completion of contract. The Company reserves the right to alter, amend, and omit or otherwise vary the quantities as may be necessary but such variation will be limited to  $\pm 25\%$  (plus or minus twenty five percent) of the contract price. Payment shall be made as per actual execution.

## **18. Paying Authority: The Manager/Assistant Manager (F&A), Regional Office, Jalpaiguri shall be the paying authority.**

## **19. SUPPLEMENTARY WORKS :**

Whenever supplementary work becomes unavoidable for completion of the work in all respect, the Contractor shall bring the matter to the notice of the Controlling Officer and submit their proposal. However, the controlling officers shall have the right to advise the contractor to proceed with such item (s) of work. Rates for supplementary item shall be arrived at as given hereunder:

The rates of all supplementary items shall be decided on pro-rata basis from the existing items in the contract.

When above clause no 19.1 shall not be applicable the rates shall be taken from P.W.D(WB) schedule of rates for building works, sanitary & plumbing works & PWD(WB)(Roads) schedule prevailing at the time of submission of bids plus/minus the contractual rate of quotation.

When clause no 19.1 & 19.2 above shall not be applicable, the rates should be analyzed, to the mutual acceptance from present market rates of different elements involved in the item, against documentary evidence, with contractor's profit as 10% and 1% cess towards BOCWWC Act, 1996. In that case contractual rate of quotation will not be applicable.

Controlling Officer's decision regarding finalization of rate of non-scheduled item(s) shall be

## **20. MEASUREMENTS AND TERMS OF PAYMENT**

All items of work carried out by the contractor in accordance with the provision of the contract having a financial value shall be entered in the measurement book/ log book etc. as prescribed by the company so that a complete record is obtained of all works performed under the contract and the value of work can be ascertained and determined there from.

Measurement shall be taken jointly by the supervisory officer or his authorized representative and by the contractor or his authorized representative. Every measurement thus taken shall be signed and dated by both the parties.

In the event of failure on the part of the contractor to attend or send his authorized representative after receiving the information to countersign or record objection within a week from the date of measurement, the measurement taken by the Engineer-in-charge/controlling officer or his authorized representative shall be taken to be correct measurement of the work done.

Progressive R/A bills against the prayer of the contractor, for an amount of minimum 20% of the ordered value or as deemed justified by the controlling officer shall be released against certification by the controlling officer after deducting the amount already paid or other amounts as may be deductible. The bills shall be released within 30(thirty) days of its submission if all formalities as per terms of the contract is maintained. The final bill shall be released on completion of the work in all respect and fulfillment of all contractual obligations by the contractor.

The company reserves the right to recover/ enforce recovery of any overpayments detected after payment as a result of post-payment audit or technical examination or by any other means, notwithstanding the fact that the amount of disputed item, if any, of the contractor exceeds the amount of such overpayments and irrespective of the fact whether such disputed claims of the contractor are subject matter of arbitration or not. The amount of such overpayment may be recovered from subsequent bill, under the contract, failing that from contractor's claim under any other contract with the company or from contractor's security deposit or from the amount retained or the contractor shall pay the pay the overpayment on demand.

## **21. COMPLETION OF CONTRACT**

All works under the contract must be completed by period of completion mentioned in NIT while portions of work as per programme settled in consultation with the controlling officer shall be completed by the date stipulated in the programme. It is to be noted that time is the essence of the contract and any default on the part of the contractor to complete the work within the stipulated date/dates aforesaid or within the time as may be extended in writing by the controlling officer subject to the payment of liquidated damages, the company shall have the right, without prejudice to any other clauses, to terminate the contract forthwith and to take possession of balance work/ materials and have the same allotted to any other agency and the contractor shall be liable to compensate the loss that may be occasioned to the Company on that account. Any letter in writing by The Controlling Officer shall be treated as conclusive on behalf of the Company.

## **22. DEFECTIVE MATERIAL**

If in the opinion of the Engineer-in-Charge/ Controlling Officer, any of the materials brought to the site for use are not of the quality or kind specified in the contract and/ or are unfit for work, he shall be at liberty to order the removal of the said materials and the contractor shall remove the same within 24 (twenty four) hours after notice has been given to him, and if he fails to remove them within the time the Engineer may cause them to be removed anywhere at the risk of the contractor and any cost incurred in so doing shall be deducted from the dues to the contractor under the contract.

## **23. DRAWINGS**

The work shall be carried out in accordance with the instruction and to the satisfaction of the Engineer-in charge in accordance with the signed drawings, the specifications and schedule of quantities and also as per any further drawings which may be supplied, all instruction which may be given by the Engineer-in-charge/Controlling Officer from time to time.

## **24. MATERIAL AND WORKMANSHIP**

All the work shall be executed with the materials as specified and with best workmanship and/or in the best manner to the satisfaction of the Engineer-in-Charge/ Controlling Officer.

## **25. EXTENSION OF TIME:**

If the work is suspended due to reasons beyond the control of the contractor, the contractor shall immediately give notice in writing within 7(seven) days to the controlling officer for each occasion. On receipt of such notice, the controlling officer may verify the matter and agree to extend the completion period as may be reasonable but without prejudice to other terms and conditions of the contract as the case may be if the reasons behind the suspension of work are found to be justified.

## **26. LIQUIDATED DAMAGES:**

If the contractor fails to complete the work successfully within the time specified in the contract or any extension thereof, the company shall recover from the contractor as liquidated damages a sum of half percent(0.5%) of the contract value of works for each calendar week of delay or part thereof of delay subjected to Force Majeure.

The total recovery against liquidated damage shall not exceed ten percent (10%) of the contract value of the work

An extension of time without imposition of liquidated damage, 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 by the contractor who has to establish that the extension of time required by him was not due to his fault.

## **27. COMPANY'S RIGHT TO TERMINATE THE CONTRACT:**

If the contractor neglects or fail to proceed with the work proportionate to the scheduled time of completion or fails to complete the work within scheduled time of completion or within extended time approved by the company, the company shall have right to terminate the order, Letter of intent, after giving notice in writing to the contractor. If the contractor fails, after 14(fourteen) days' of such notice, to proceed with the work in the manner notified, the company shall terminate the contract and call the contractor to take joint measurement along with the Engineer for finished portion of work. If the Contractor does not appear for a joint measurement, ex party measurement taken by the company will be taken as final.

In that case, the company shall take possession of the work site and may engage other agency to complete the work. Extra cost, if incurred to get the unfinished work done through other agency, will be realized from him, from his pending bills and security deposit. If the contract is terminated as above, the contractor shall have no claim for compensation against the company for any loss or deterioration of any materials that he may have collected or engaged or entered into on account of the work.

## **28. QUALITY OF WORK/MATERIAL AND MODE OF MEASUREMENT:**

As regards to the specification of materials , execution of work and the mode of measurement relevant stipulation of P.W.D schedule of rates (applicable at site of work) in this respect shall be applicable. The Contractor shall arrange and provide all necessary facilities along with necessary manpower for inspection, testing and measurements at his





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own cost.

## **29. DEPARTMENTAL MATERIALS:**

Departmental materials shall not be issued to the contractor for the work except under special circumstances.

## **30. DEDUCTION OF TAXES AND CESS FOR BOCWWC ACT, 1996:**

If it is obligatory under the provision of Income tax Act 1961 and West Bengal VAT Act 2003 (VAT on works contract) to deduct tax at source then the same will be deducted from the bills as applicable.

The contractor is required to follow the Building and other Construction Worker's welfare Act, 1996.

Registration of his establishment under section-7 of the Building and other Construction Worker's (Regulation and condition of service) Act, 1996 is to be made after the contract is awarded. 1% cess towards BOCWWC Act, 1996, will be deducted from its total amount of each bill.

For this deductions certificate will be issued as per rules.

## **31. FORCE MAJEURE:**

The Contractor shall not be liable to pay any liquidated damage for delay/failure to perform the contract for reasons of force majeure such as acts of God, acts of the public enemy, acts of Governments, fire, flood, epidemics, quarantine restriction, strikes, freight embargos and provided that the contractor shall within 10(ten) days from the beginning of such delay notify the Company in writing of the cause of delay. The Company shall verify the facts and grant such extension as found to be justified without imposing liquidated damage.

The department shall not be responsible or liable to pay any compensation for any interruption in your work at the site due to strike, lockout, riot earthquake, flood, cyclone or civil commotion or any other force of accident due to any reason beyond control. The department shall not be held responsible to or liable to pay for any interruption in your work at the site arising out of resistance from the local public due to any resistance towards work.

## **32. SUB-LETTING OF CONTRACT:**

The contractor shall not, without the written consent of the Company, assign or sublet his contract or any part thereof, other than for raw materials, or for any part of the work provided that any such consent shall not relieve the contractor from any obligation, duty or responsibility under the contract. In the event of sub-letting of contract or any part thereof is permitted, the fact that such permission has been accorded shall not establish any contractual relationship between the approved Sub-vendor and WBSEDCL of any of his liabilities and obligations under the contract.

## **33. ENGINEER'S DECISION:**

Controlling Officer's decision is final in respect of all matters which are left to the decision of the Controlling Officer including the granting or with-holding of certificates.

If, in the opinion of the contractor, a decision made by the Controlling Officer is not in accordance with the meaning and intent of the contract, the contractor may file with the Controlling Officer, within 7 (seven) days after receipt of the decision, a written objection to the decision. Failure to file an objection within the allotted time will be considered as an acceptance of the Controlling Officer's decision and the decision shall become final and binding.

## **34. LIABILITY OF ACCIDENTS AND DAMAGE:**



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The Contractor shall be responsible for the loss, damage or depreciation of the Company's materials while in their custody and until the same is taken over by the Company. Until the completed work is taken over by the Company the contractor shall also be liable for and shall indemnify the Company in respect of all injury to person or damage to property resulting from the negligence of the contractor or his workmen or sub-contractor or from defective workmanship etc.

## **35. LANGUAGE AND MEASUREMENT:**

All documents pertaining to the contract including specifications, schedule notices, correspondences, operating and maintenance instruction, drawings or any other writings be written shall in English language. The metric system measurement shall be used exclusively in this contract.

## **36. SETTLEMENT OF DISPUTES:**

All disputes concerning question of fact arising under the contract shall be decided by the owner/company on receipt of written appeal by the contractor.

Any dispute or differences arising out of or in connection with this contract shall to the extent possible be settled amicably and where settlement cannot be reached then such disputes shall be subject to settlement under the jurisdiction of Calcutta High Court.

## **37. COMPLETION OF WORK:**

Completion of the work means completion of the work in totality and acceptance/takeover of the same by the Company. Partial or phase wise completion will have no bearing towards consideration of guarantee/defect liability period.

## **38. CONTROLLING OFFICER: The **SE & Regional Manager, Regional Office, Jalpaiguri** shall be the Controlling Officer.**

## **39. IDLE LABOUR/MACHINERY:**

Whatever the reasons may be no claim for idle labour and machinery, additional establishment cost, hire and labor charges of tools & plants would be entertained by the Company, under any circumstances.

## **40. SAFETY RULES:**

The bidder shall also provide necessary fencing and lights to protect the public from accident.

Fire extinguishers shall be kept by the bidder at the side of works where there is risk of fire hazard.

Adequate washing facilities shall be provided near the place of work.

When the work is done near any place where there is risk of drowning, all necessary equipments shall be provided and kept ready for use and all necessary steps taken for prompt rescue of any person in danger and adequate provisions shall be made for prompt first aid treatment of all injuries likely to be sustained during the course of work.

These safety provisions shall be brought to the notice of all concerned by displaying on a notice board at a prominent place at the work spot. The persons responsible for compliance of code shall be named by the bidder.

To ensure effective enforcement of the rules & regulations relating to safety precautions, the arrangement made by the bidder shall be open to inspection by the employer and WBSEDCL.

Notwithstanding the above clauses there is nothing in those to exempt the bidder from the operations of any other Act or Rule in force in the Republic of India.



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All storage, handling & use of flammable liquids shall be under the supervision of qualified persons.

First aid arrangements with the degree of hazard and with no. of workers employed shall be maintained in a readily accessible place throughout the whole of working hours.

## **Reporting of Accident:**

All accidents, major or minor, must be reported immediately to WBSEDCL and the contractor will provide first aid to the injured person immediately. The injured person shall report to the First Aid Station along with the 'Injured on work' form as per appropriate proforma duly filled in quintuplicate and submit to the Medical Officer of the First Aid Station.

## **Serious Injuries:**

In case of serious injuries, the following procedure shall be adopted by the contractor.

To provide first aid at his own First Aid Station.

To take the injured person to the hospital along with the 'Injured on work' form duly filled in.

To report the accident to WBSEDCL.

## **Fatal Accident:**

Fatal accidents must be reported immediately to WBSEDCL as well as to the Police.

## **Penalty:**

Failure to observe the Safety Rules will make the contractor liable to penalty by way of suspension of work and termination of contract.

Adequate arrangement for proper lighting & guarding shall be made at the work site

## **43. EQUIPMENT & MACHINERIES:**

For timely completion of the work the bidder/contractor must have to deploy all necessary equipment, tools & tackles and machineries e.g. J.C.B., Hot-mix-plant, Boiler, transit mixer etc. to execute the work at a time to perform all works simultaneously as per requirement of WBSEDCL.

## **44. RISK PURCHASE :**

In the event of failure of the contractor to execute the work timely and/or to the satisfaction of WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD., the order/Letter of Award may be terminated prematurely and the balance work may be got done through any other agency at risk and cost of the contractor.

## **Additional Conditions of Contract:-**

1. The work shall be inspected time to time by WBSEDCL representatives. The contractor shall provide all facilities for such inspection free of cost. Notwithstanding any inspection of site, WBSEDCL shall have the right to reject any work not conforming to the specification without being liable for any explanation or compensation. The authorised representative of WBSEDCL shall have the free access to the work site, contractor site and store.
2. During the execution of work, if any problem arises which is not covered by the specification, the contractor shall seek necessary clarification and instruction from WBSEDCL, such instruction shall be binding on the contractor and shall be observed in full.
3. The contractor shall make his own arrangement for labour, construction equipment, tools and tackles and construction materials, construction water, office/ labour accommodation, water supply, sanitation etc.





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- 4.** Electricity for construction purpose, is supplied by WBSEDCL, the charge shall be borne by the contractor at the rate specified by the WBSEDCL. The contractor can't claim any compensation for any failure in such supply caused due to any reason whatsoever in case of non-availability of electricity for construction purpose from WBSEDCL. The contractor will have to arrange for the same at his own cost.
- 5.** The contractor shall strictly follow the construction safety rules, regulations, and instructions issued from time to time in absence of any particular reference the contractor shall refer to relevant Indian standard and also the State Government rules and regulations.
- 6.** The contractor shall take all precautions during execution, especially while excavating underground works, such as cables, pipe lines, drains etc. and provide all possible protection to these works and in case any materials got damaged, rebuilt them at his own cost.
- 7.** All guarantees and test certificates obtained by the contractor during the execution of work shall be transferred to the WBSEDCL before issue of final payment.
- 8.** The contractor shall provide all necessary storage at the site in specified areas for all the materials such as timber, cement, lime and such other materials which are likely to deteriorate by the action of Sun, winds, rain or other natural cause due to exposure in the open in such manner that all such materials shall be duly protected from damage by weather or any other cause. All such stores shall be cleared after completion of the work and the entire site shall be clean and free from debris. All materials shall be stacked in such a manner as to facilitate rapid and easy checking of such materials.
- 9.** The cost of testing materials shall be borne by the contractor.
- 10.** All works are to be carried out with due regard to the convenience of the occupants of the premises or road users and with close coordination with other contractors who may be working in the area. All arrangements/ programmes of work must be adjusted accordingly. All precautions must be taken to guard against chances of injury or accidents to other occupants, users and workers. The contractor must see that all damages to any property, which in the opinion of the controlling officer are due to work of the contractor, are promptly rectified as per direction and to his satisfaction. The construction work must be done in such a way as not to dislocate or disturb any sewerage system and other existing structures.
- 11.** It must be clearly understood that WBSEDCL is indemnified by the contractor against payment of any compensation or award on account of any accident, injuries and damages and if any such payment has to be made by WBSEDCL under order of appropriate authorities, the same shall be recovered from the contractor.
- 12.** Any services if affected by the work must be restored by the contractor on emergency basis at his own cost.
- 13.** After completion of the work, the finishes shall be of high quality and of approved standard.
- 14.** No omission or ambiguities in the drawing or in the specification will relieve the contractor from responsibility for material and completeness of the work.
- 15.** The contractor shall not off-load the contract or part thereof to any subcontractor without obtaining written permission from the controlling officer of the work. In the event of sub-letting of contract or part thereof. In the event sub-letting of contract is permitted, the fact that such permission has been accorded shall not establish any contractual relationship between approved sub-contractor and WBSEDCL of any of his liabilities and obligations under the contract.
- 16.** A complete list of execution/ deviation from the tenderer's scope of work shall be clearly indicated. Similarly, if any departure, commission of substitution from stipulated specification is made. This fact should be clearly indicated in the offer with reasons. However, WBSEDCL shall have the absolute discretion to summarily reject such offers.
- 17.** WBSEDCL's representative may during progress of work, order for re-execution of part or whole





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of the work executed, found not in accordance with the approved drawings / specifications/ instructions. No extra claims shall be entertained for re-execution or altering or such work

- 18.** The contractor shall provide sufficient strong and stable staging as to ensure safety of the labourers and structures.
- 19.** The contractor shall dismantle and remove the staging and other temporary structures like stores, offices, labour camps etc. on completion of work, clear and clean the site where such temporary facilities were built and restore the same to original condition.
- 20.** Materials brought to the site shall not be removed from the site without the written consent of the WBSEDCL. The contractor shall submit well in advance for approval of samples, specimens as the WBSEDCL may demand from time to time. Any materials brought to the site and rejected by the WBSEDCL shall be removed by the contractor from the site of work immediately.
- 21.** All materials including reinforcing steel, cement for concrete work, sanitary, plumbing and carpentry fittings shall be procured after approval of brand and make by WBSEDCL.
- 22.** All bricks have to submerge in vats before put to use. Curing shall be done with proper care.
- 23.** The contractor has to make arrangement for temporary cover to enable civil construction works to continue if interrupted due to rains during monsoon.
- 24.** If necessary extra items beyond S.O.W are executed the unit rate shall be as per the rates of PWD, West Bengal on the date of bid opening. Those items which are not covered under PWD rates shall be based on analysis of rate as applicable, on mutual agreement.
- 25.** Bar chart showing all activities needs to be submitted before commencement of work.
- 26.** Depth of the tube well, if any shall be complied with Public Health Engineering Directorate recommendations.
- 27.** All drawings supplied with the bid documents are tentative/ for guidance only.
- 28.** WBSEDCL shall not be liable under any circumstances for any accident/ untoward incidents, if happened during execution of works.
- 29.** The contractor shall submit test certificate from the appropriate authority for potableness of drinking water indicating presence of arsenic and other chemicals, if any.
- 30.** If specification of any items of work is not covered in the bid documents the same shall be guided from PWD schedule of rates.
- 31.** All dismantled departmental materials shall have to be returned to store/ disposed and stacked in a place (within 200m lead) provided by the purchaser without any extra cost to WBSEDCL.
- 32.** Mode of measurement shall be followed as described in PWDSOR, unless otherwise stated.



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## **ANNEXURE-A**

### Pro-forma for Contract Agreement

(To be executed on Non-Judicial Stamp Paper of Rs. 100/-)

Articles of agreement made on this -----day of ----- in the year -----  
-----between West Bengal State Electricity Distribution Company  
Limited (WBSEDCL), A statutory Body constituted by the Govt. of West Bengal having its head office  
at "VidyutBhaban" , Block-DJ, Sector-II, Salt Lake City, Kolkata-700091 hereinafter referred as the  
'Company' (which expression shall unless excluded by or repugnant to the context be deemed to  
include its successors and assigns) of the ONE PART.

AND

-----  
hereinafter referred to as the 'CONTRACTOR' (Which expression shall unless excluded by or  
repugnant to the context be deemed to include his heirs, executors, administrators, representatives  
and assigns) of the OTHER PART.

WHEREAS the Company invited tenders vide Tender Notice No -----  
----- ( annexed hereto ) for "-----"  
-----"

AND WHEREAS in pursuance of such invitation for tenders, the contractor submitted a  
tender vide no -----dated ----- , technical bid of which was  
opened on ..... and the Price-bid was opened on..... (The tender offer is in  
custody of the Company at present)..

AND WHEREAS AFTER consideration of the tender submitted by the contractor with clarification(s),  
the Company accepted the said tender submitted by the contractor and placed Letter of Award no  
-----

NOW, THEREFORE, the Company and the contractor agree as follows:

1. The Contractor agrees to undertake the work of -----  
-----  
-----" as  
per Letter of Award no -----date ----- referred to  
above.



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2. The Company agrees to pay the Contractor as per as per Letter of Award no -----  
-----date----- referred to above.
3. Both the Contractor and the Company agree that for the purpose of jurisdiction in the court in regard to any dispute arising out of this agreement, this agreement shall be deemed to have been executed within the jurisdiction of the original side of the High Court, Kolkata.

IN WITNESS WHEREOF the parties have hereunder affixed their signature on the day, the month and year written as above.

SIGNED, SEALED AND DELIVERED

-----

Contractor

1) -----

Witness

2) -----

Witness

-----

Company

1) -----

Witness

2) -----

Witness



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## **ANNEXURE-B**

### **SPECIMEN COPY OF INDEMNITY BOND**

(To be executed on Non-Judicial Stamp Paper of Rs. 100/-)

BY THE PRESENT INDEMNITY BOND EXECUTED by me / us on this .....Day of....., 20.....I/We having Registered Office/ residing at ..... (hereinafter called "OBLIGOR/OBLIGORS" which expression shall mean and includes my/our Successors legal representatives, assigns ) do hereby binds myself / ourselves and also our Company/ firm .....after having the power to bind so with the promise and undertaking in favour of the West Bengal State Electricity Distribution Company Limited., a government Company within the meaning of sec.617 of the Indian Company's act having registered office at BidyutBhavan, Block-DJ ,Sector-II, Salt Lake City, Kolkata-700091 ( hereinafter called as OBLIGEE, which expression shall mean and include it's legal representative, administrators assigns.

WHEREAS OBLIGOR/OBLIGORS has /have been awarded to execute the job/works under letter no.....Dated.....issued by the OBLIGEE after having observing necessary formalities the details of which is described in the schedule given hereunder as per letter mentioned herein-above and whereas the said job/works will be/likely to be done in places covered under Employees' State Insurance Act(ESI) and /or the Workmen Compensation Act( W.C. Act) and /or other laws relating to the Labour Management and Welfare.

AND WHEREAS according to the condition of the contract the OBLIGOR/OBLIGORS is under obligation to execute this Indemnity Bond before the commencement of actual execution and OBLIGOR/OBLIGORS is/are aware that unless this Indemnity Bond is executed in accordance with the condition of contract before the actual execution in accordance with law the OBLIGEE shall have the power to deem that actual work has been started within the meaning of the contract before the execution of this Indemnity Bond

**NOW THIS INDENTURE WITNESS THAT I / We the OBLIGOR/OBLIGORS do hereby undertake.**

1. THAT the OBLIGEE shall not be held responsible for any type of accident which may take place during the course of work undertaken by the OBLIGOR/OBLIGORS.
2. THAT the OBLIGOR/OBLIGORS will take adopt all safety norms in respect of each and every workmen labour personnel according to the rules or to the satisfaction of the OBLIGEE in all cases.
3. THAT the OBLIGOR/OBLIGORS undertakes to engage only those labour worker or any other personnel whether skilled or unskilled or any other person whether in technical management or non-managerial or any other capacity in the area covered under Employees' State Insurance Act, 1948 who has/have insurance coverage within the meaning of Employees State Insurance Act and further undertakes NOT to engage any person in the area covered under the Employees State Insurance Act, who does / do not has/have insurance coverage within the meaning of Employees State Insurance Act.
4. THAT the OBLIGOR/OBLIGORS further undertakes to engage only those labour worker, or any other personnel, whether skilled or unskilled, whether in technical, managerial or non-managerial or any other capacity in the area NOT covered under Employees' State Insurance Act who has life insurance for the sum assured equivalent to the amount of Compensation under the Employees' Compensation Act in case of accidental death or inquiry and such insurance has been effected by the OBLIGOR/OBLIGORS.
5. THAT the OBLIGOR/OBLIGORS undertakes / undertake to indemnify and keep harmless the OBLIGEE from all claims action proceedings and of risk damage danger to any person whether belonging to/or not belonging to OBLIGOR/OBLIGORS.
6. THAT the OBLIGOR/OBLIGORS shall keep harmless the OBLIGEE from all claims compensation damages any proceedings in respect of any of its employee/workmen under the Workmen Compensation Act. Act or any other laws for the time being in force.





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7. THAT if during the course of execution of work as stated in the letter mentioned hereinabove issued by the OBLIGEE, it is found that the OBLIGOR/OBLIGORS has/have not complied with guidelines/formalities within the meaning of Employees' State Insurance Act or Workmen Compensation Act or any other laws relating to the Labour Welfare for the time being in force, and also has not observed the safety norms in accordance with the law to the satisfaction of the OBLIGEE, the OBLIGEE shall have the right to stop the execution of work/job and the period of such stoppage shall continue till adequate safety and other compliance mentioned hereinabove under the labour welfare legislation have been observed and such period of stoppage shall not be taken into account for the calculation of the total period of completion of work for which the OBLIGOR/OBLIGORS is responsible to complete the work/job and it will be deemed that discontinuance was due to default of OBLIGOR/OBLIGATOR.
8. THAT , if at any time due to exigency, the OBLIGEE i.e. the West Bengal State Electricity Distribution Company Limited as the Principal Employer, becomes liable to pay any such compensation mentioned hereinabove, whether on failure of the OBLIGOR/OBLIGORS or for any other reason , the OBLIGEE shall have the right to recover the said amount from any amount receivable by OBLIGOR/OBLIGORS or any bank guarantee deposited or anything payable whether in connection with this contract or other contract by the OBLIGEE to the OBLIGOR/OBLIGORS
9. THAT the OBLIGOR/OBLIGORS is/are aware and accept that for the persistent or repeated violation of any condition mentioned in this Indemnity Bond, the OBLIGEE shall have right to terminate the contract of work issued by the OBLIGEE to OBLIGOR/OBLIGORS.

SIGNED AND DELIVERED  
BY THE OBLIGOR/OBLIGORS

Signature

WITNESS

- |    |                   |       |
|----|-------------------|-------|
| 1  | Name, Designation | ..... |
|    | Signature         | ..... |
| 2. | Name, Designation | ..... |
|    | Signature         | ..... |



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## ANNEXTURE-C

### PROFORMA OF BANK GUARANTEE FOR BID GUARANTEE/SECURITY

(The non-Judicial stamp paper of Rs.100.00 should be in the name of issuing bank)

Ref:.....

Bank Guarantee No.....

Date.....

To

The Regional Manager, Regional Office,  
Jalpaiguri, West Bengal State Electricity Distribution Co. Ltd.,  
Administrative Building, Indira Colony, Jalpaiguri  
**West Bengal-735121.**

Dear Sirs,

In accordance with Invitation to bid under your Bid No. .... M/s  
..... having its Registered/Head Office at  
.....(hereinafter called  
the 'Bidder') wish to participate in the said Bid of ..... and you, as a special  
favour have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of  
..... vide up to..... on behalf of Bidder in lieu of the Bid  
deposit required to be made by the bidder, as a Condition precedent for participation in the said  
Bid.

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

This Guarantee shall be irrevocable and shall remain valid up to and including  
.....\*

If any further extension of this guarantee is required, the same shall be extended to such  
required period (not exceeding one year) on receiving instruction from M/s  
..... on whose behalf this guarantee is issued.

In witness where of the Bank, through its authorized office, has set its hand and stamp on  
this ..... day of .....2020.....at.....

#### WITNESS

.....  
(Signature )

.....  
(Signature )

.....  
(Name )

.....  
( Name )

.....  
(Official Address )

.....  
(Official Address )

\* This date shall be 30 (thirty) days after the last date for which the bid is valid.



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ANNEXTURE – D

## PROFORMA FOR EVIDENCE OF ACCESS TO OR AVAILABILITY OF CREDIT FACILITIES (TO BE GIVEN BY BANKER OF BIDDER)

### BANK CERTIFICATE

This is to certify that M/S ..... (FULL NAME AND ADDRESS) who are submitting their Bid to .....against their tender specification vide Ref. No. .... and date .....is our customer for the past ..... years.

Their financial transactions with our bank have been satisfactory. They enjoy the following fund based and non-fund based limits including guarantees, L/S and other credit facilities with us against which the extent of utilization as on date is also indicated below:

Sl. No.	TYPE OF FACILITY	SANCTIONED LIMIT AS ON DATE.....	UTILIZATION AS ON DATE .....

This letter is issued at the request of  
M/S .....

Sd/-  
Name of Bank .....  
Name of authorized Signatory .....  
Designation .....  
Phone No .....  
Address .....

SEAL OF THE BANK



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## ANNEXTURE-E

### PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE

(The non-Judicial stamp paper of Rs.100.00 should be in the name of issuing bank)

Ref:.....

Bank Guarantee No.....

Date.....

To

The Regional Manager, Regional Office,  
Jalpaiguri, West Bengal State Electricity Distribution Co. Ltd.,  
Administrative Building, Indira Colony, Jalpaiguri  
**West Bengal-735121.**

Dear Sirs,

In consideration of West Bengal State Electricity Distribution Company Limited (herein after referred to as the "Owner" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/S .....with registered/Head office at..... (hereinafter referred to as "Contractor" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns), a Contract issued by Owner's Letter of Award No..... Dated..... for.....(scope of work) and the same having been acknowledged by the Contractor, resulting in a Contract bearing No.....Dated.....Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to Rs.....being (10%)(Ten Percent) of the said value of the Contract to the Owner.

We ..... (Name & 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 the Owner, on demand any or all monies payable by the Contractor to the extent of Rs.....as aforesaid at any time upto... \* (day/month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to this Contractor.

Any such demand made by the Owner on the bank shall be conclusive and binding notwithstanding any difference between the Owner and the Contractor or any dispute pending before any Court, Tribunal, arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall continue to be enforceable till the Owner discharges this guarantee.

The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under the guarantee from time to time to extend the time for performance or the Contractor. The Owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or any right which they might have against the contractor and to exercise the same at any time in any manner and either to enforce or to forbear to enforce any covenants, contained or implied in the Contract between the Owner and the Contractor or any other course or remedy or security available to the Owner. The Bank shall not be relieved of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the Part of the Owner or any other indulgences shown by the Owner or by any other matter or things whatsoever which under law would, but for this provision have the effect of relieving the Bank.





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The bank also agrees that the Owner at its option shall be entitled to enforce this guarantee against the Bank as principal debtor, in the first instance without proceedings against the Contractor and not withstanding any security or other guarantee the Owner may have in relation to the Contractor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to Rs.....and it shall remain in force up to and including.....\*\*(day/month/year) and shall be extended from time to time for such period may be desired M/S.....on whose behalf this guarantee has been given unless a demand or claim is lodged on us within and including .....\*(day/month/year) we shall be discharged from all liabilities thereafter.

Dated this..... day of.....2021.....at .....

## WITNESS

.....  
(Signature )

.....  
(Signature )

.....  
(Name )

.....  
( Name )

.....  
(Official Address )

.....  
(Official Address )

Attorney as Power of Attorney No..... Date.....

**\*\* Till 3 (Three) months after the validity of the Bank Guarantee.**

**\* Up to 3(Three) months after the expiry of warranty/guarantee period.**

### Notes :-

1. The Stamp Paper of appropriate value shall be purchased in the name of issuing Bank.
2. The sum shall be 10% (Ten Percent) of the Contract Price.  
The Performance Bank Guarantee /Security Deposit Bank Guarantee shall be valid as per terms of contract [16 months (for work under Sl. No. 1 )]. A period of 3(Three) months should be added as claimed period from the last date of validity of the Bank Guarantee.



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## ANNEXTURE-F

### PROFORMA OF EXTENSION OF BANK GUARANTEE

(The non-Judicial stamp paper of Rs.100.00 should be in the name of issuing bank)

Ref:.....

Date:.....

To

The Regional Manager, Regional Office,  
Jalpaiguri, West Bengal State Electricity Distribution Co. Ltd.,  
Administrative Building, Indira Colony, Jalpaiguri

**West Bengal-735121.**

Dear Sirs,

Sub: Extension of bank Guarantee No..... for Rs... .. favoring yourself, expiring on..... account of M/S..... in respect of Contract No..... Dated..... (hereinafter called original Bank Guarantee)

At the request of M/S ....., We ..... Bank, branch office at..... and having its Head Office at ..... do hereby extend our liability under the above mentioned Bank Guarantee No..... Dated..... for a further period of ..... (years/months) from ..... to expire on... .. except as provided above, all other terms and conditions of the original bank guarantee No..... dated..... Shall remain unaltered and binding.

Please treat this as an integral part of the original bank guarantee to which it would be attached.

Yours faithfully,

For.....

Manager/Agent/Accountant.....

Power of Attorney No.....

Dated.....

SEAL OF BANK

*NOTE: The non-judicial stamp paper of appropriate value shall be purchased in the name of the bank who has issued the Bank Guarantee.*



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## **NEW VENDOR CREATION FORM**

1. NAME OF THE VENDOR : .....
2. ERP VENDOR NO : .....
3. Vendor Type : Company / Partnership / Proprietorship/ Self help Grp/ HUF/ Others (To be specified)
4. ADDRESS: .....
5. TELEPHONE NO & FAX NO: .....
6. MOBILE PHONE: .....
7. E-mail: .....
8. P.A.N. NO. : (MANDATORY) :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9. SERVICE TAX REGISTRATION NO : .....

10. VAT REGISTRATION NO : .....

11. PARTICULARS OF BANK ACCOUNT (One cancelled Cheque is to be enclosed)

(i) Name of Account Holder: .....

(ii) BANK NAME: .....

(iii) BRANCH NAME & ADDRESS: .....

(iv) BANK BRANCH TELEPHONE NO: .....

(v) Account type (whether SB or Current) : .....

(vi) ACCOUNT NO:

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(vii) BANK'S MICR CODE :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(viii) BANK'S IFS CODE:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

12. DECLARATION OF THE PARTY:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or Not Affected at all for reasons of incomplete and incorrect information, WBSEDCL will not be held responsible.

Date:

Signature of the Vendor

N.B.: [Where the cheque does not carry IFS Code an attestation from Bank attesting the IFS Code should be given.]

\_\_\_\_\_  
SIGNATURE OF BANK OFFICIAL WITH SEAL



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## SPECIAL CONDITIONS OF CONTRACT AND SPECIFICATION FOR ELECTRICAL WORK



## **SPECIAL CONDITIONS OF CONTRACT AND SPECIFICATION FOR ELECTRICAL WORKS**

### **GENERAL :**

These Special Conditions of Contract supplement the preamble and General Instructions, General Condition of Contract, Bill of Quantities and basic rates and Technical Specifications and tender drawings (if any) enclosed thereto, and shall be considered as part of the Tender Papers. Where the provisions of these Special Conditions of Contract are at variance with General Conditions of Contract, the Provisions of these Special Conditions of Contract shall prevail.

The several documents forming the tender are to be taken as mutually complementary to one another. Detail drawings (if any) shall be followed in preference to small-scale drawings and figured dimensions in preference to scaled dimensions.

If there are varying or conflicting provisions in the documents forming part of the contract, the Engineer-in-Charge shall be the deciding authority with regard to the intentions of the provisions and his decision shall be final and binding on the contractor.

The Employer reserve the right to exclude any of the Schedule Items on reasons of the rates not being reasonable or subsequent change of design for evaluation of tender and deciding the contract.

The Contractor may be required to carry out any additional or alteration work other than the specified in the Schedule of work/bill of quantities as and when required, by the 'Employer' within the completion period of the project.

Essential for Electrical Installation Work :-

### **SCOPE OF WORK :**

The works to be governed by this contract shall cover designing and transportation up to destination, safe custody at site, insurance, erection, testing and commissioning of the following

- i. Main Switchgear panel connecting cables of both incoming and outgoing feeder's etc.
- ii. Laying of L.T. underground cables from Switch Room to various buildings, feeder pillar-boxes, street light poles, etc.
- iii. Electrification of new/old buildings, quarters, outer spaces including renovation works. Earthing of installations as per relevant Indian Standard Specifications.

All other earthwork and masonry works required to be done concerning the electrical works.

### **DRAWINGS:**

Contractors shall prepare all the detailed design and working drawings and submit them to the Employer for approval within, 15 days from the date of award of contract.

The working drawings shall be furnished in triplicate furnishing physical dimensions of the equipment, constructional details, disposition of bus bar, terminal connection etc.

The electrical layout, clearly indicating the electrical clearances, cable run layout with Schematic diagram shall be furnished in triplicate for approval.

### **EXECUTION OF WORK :**



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All the works included in electrical schedule of works i.e. power panels, distribution boards, equipment layout, conduits layout, electrical wiring, street lighting, cable laying, earthing etc., have to be done as per approved drawings and directions given at site by the Engineer-in-Charge.

## **INSPECTION :**

The inspection officer(s) for this contract shall be nominated by the Employer and notified to the contractor. The cost of the inspection will be on Employer's account subject to any other provisions contained hereunder elsewhere in the contract. One week's notice must be given by the Contractor to the Inspecting Engineer to take Inspection. The Contractor shall provide without any extra cost of the Employer all materials, equipment, tools, labour maintenance of every kind which the Employer's Inspecting Engineer may consider necessary for any test examination to be made at the Contractor's or the Sub-Contractor's premises and at site and shall pay all attended thereon.

All the equipment and materials shall be tested / inspected by the Employer or its authorized Inspecting Engineer approved before they are installed / used in the execution of the works covered in the contract. If the Contractor any equipment / materials without the prior approval of Employer, those are liable to be rejected. The exact position of all switch boards, OPDs and all runs-of-mains, sub-mains and distribution wiring to individual points including exact positions of all light fittings and switch-boards shall be first worked on the buildings and shall have to be approved by the Engineer-in Charge before actual commencement of work.

The Inspecting Engineer or his authorized Representative shall have at all times access to the Contractor's premises and shall have the power to :

- i) Inspect and examine the materials and workmanship of the work at any time during the manufacture at the manufacturer's premises or in the premises of the Sub-Contractor or at the site of the erection.
- ii) Reject any part of the work submitted by the Contractor as not being in accordance with the contractor.
- iii) Reject the whole of the work including equipment tendered of inspection if after the inspection of such portion as he may, in his discretion think fit. he is satisfied that the same is unsatisfactory. iv) Mark the rejected equipment with a rejection mark so that the same may be easily identified
- iv) Re-inspect at the time of erection at site any equipment both previously inspected and approved by the inspecting Engineer at the Contractor or Sub-contractor's premises. Notwithstanding any approval given earlier, the Contractor shall make good such rejections made based on such re-inspection at site to the satisfaction of the Engineer.
- v) The decision of the Inspecting Engineer as regards to the acceptance or rejection of equipment /work shall be final and binding to the Contractor.

## **CONSEQUENCE OF REJECTION.**

On the equipment /assemblies being rejected by the Inspecting Officer of the Employer at destination the Contractor shall replace such rejected equipment/assemblies of the work forthwith but in any event not later than a period of 2 (two) weeks in the case of minor equipment and 4 (four) weeks in the case of major equipment from the date of rejection. The Contractor shall bear all the costs of replacement including freight, etc., but without being



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entitled to any extra time on this account. The decision as to whether the equipment is to be classified as Minor or Major for the purpose of this clause shall be that of the Engineer and it is not questionable.

## **INSTALLATION :**

All works connected with and inclusive of installation and erection under this contract shall be done in accordance with the standard and established methods of installation and erection of electrical equipment and shall comply with relevant Indian Electricity Rules, National Electrical Code, BIS Codes of Specifications and Standards. The work shall also be strictly in accordance with the instructions / recommendations of the manufacturers. The equipment shall be leveled carefully before being fixed finally in position- All fragile and sensitive equipment shall be protected adequately and handled carefully during installation and erection.

## **COMMISSIONING TESTS.**

As soon as the installations are ready for commissioning / sub-station, the Contractor shall arrange for all the tests / inspection as required by the relevant ISS and / or IE Rules and advise the Employer and others concerned. Employer shall depute their Inspecting Officer for witnessing the tests and to carry out inspection independently and also jointly with other concerned agencies where ever necessary and only after the installation passes the required tests and inspection, it should be commissioned / energized.

The Contractor shall take full responsibility for these tests. For site tests the Employer where possible, may permit the Contractor for the purpose of testing, the use of any instruments / apparatus and electric power which the Employer can conveniently work not complying with the specifications, the Employer at their discretion ask the Contractor to pay the cost of providing the additional energy required. The Contractor shall provide all apparatus and energy, which may be required for drying out the equipment in a manner approved by the Employer. If, by reasons of the Contractor failing to comply with any of the provisions of this clause, any of the said tests are to be repeated the Contractor shall pay all fees and expenses in connection therewith.

Visual Inspection shall include checks for satisfactory workmanship, all connections, painting, plastering, cleanliness of all fittings etc., and compliance with Indian Electricity Rules.

The ammeters, voltmeters, and energy-meters shall be checked for their calibration, scale, accuracy, etc. for compliance with the specified requirement.

Manufacturer's Test Certificates shall be furnished as evidence that type tests have been made in accordance with IS: 3231. Type test results together with appropriate drawings and records of any relevant alteration, which may have been made to any relay after the type test, shall be made available.

- i) Certificates of compliance to routine test shall also be furnished.
- ii) Routine tests shall be carried out at manufacturer premises before commissioning in compliance with IS:3231
- iii) Routine-tests are to be carried out on presence of Engineer-in-Charge and test certificates are to be submitted.

All cables shall be tested at manufacturer's works in compliance with relevant standards. All cables and connections after erection shall be tested as required by the Employer for:

- i) Pressure Test,
- ii) Insulation Test.

Earth resistance shall be measured separately for each earth electrode and when they are Connected together and to the equipment recorded.

## **WARRANTY:**

Contractor shall guarantee that all the equipment and the works executed under this contract shall be free from all defects and faults in materials, design, workmanship and manufacture and shall be of acceptable standards for the contracted work and in full conformity to the technical

Registered Office: "BidyutBhavan", Block – DJ, Sector – II, Bidhannagar, Kolkata – 700 091 Website: [www.wbsedcl.in](http://www.wbsedcl.in)

Corporate Identity Number (CIN): U40109WB2007SGC113473





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specifications, drawings and other contract stipulations.

The Contractor's liability in respect of any complaint defect and/or claim shall be limited to the execution, installation and erection of replacement parts free of charge, or the repair of defective parts only to the extent that such replacement or repairs are attributable to or arise from faulty workmanship or design or material in the manufacture of the equipment/stores, and or negligence in any manner and also in the event of failure of the equipment to perform as intended.

The Contractor shall, if required, replace, repair, execute and / or install the goods or such portion thereof as is rejected by the Employer free of cost at site or at the option of the Employer the contractor shall pay to the Employer the value thereof and such other expenditure and damage as may arise by reason of the breach of the conditions therein specified.

If, any defect is not rectified satisfactorily within the above mentioned one month, the Employer may proceed to do the work at Contractor's risk and cost and without prejudice to any other rights of the Contractor under this contract.

If the Contractor so desires, the replaced parts can be taken over by him or his Representative for disposal as he deems fit within a period of one month from the date of replacement of goods/parts. At the expiry of this period, no claim whatsoever shall lie on the Employer.

The Employer may, at their discretion recover the ground rent for the goods/parts which have been rejected during the warranty period for the specified period of one month, if the rejected materials are not taken over within that period one month, by the Contractor or his Representative.

The warranty herein contained shall not apply to any material which have been repaired or altered by the Employer, or on their behalf in any without the consent of the Contractor so as to affect its strength, performance and reliability or to any defects to any part due to misuse negligence or accidents and to items of normal wear and tear to be specifically mentioned by the Contractor in his offer and got accepted by the Employer. The decision of the Employer concerning Contractor's liability and the amount if any payable, under this warranty, shall be final and conclusive.

## **SUPERVISION OF ELECTRICAL WORKS :**

The said works will be supervised by the concerned Officers of the Electrical Wing of WBSEDCL.

## **MODE OF MEASUREMENT:**

**1.17.1.** Measurement of Electrical works should be done by the competent officers of the Electrical Wing of WBSEDCL in Measurement Book according to Priced Schedule and Agreement.

## **SPECIFICATION FOR 11KV GRADE PVCA CABLES, 650 V GRADE PVC INSULATED AND SHEATHED WIRING CABLE AND TERMINATIONS OF POWER CABLES :**

All power cable shall be procured from reputed manufacturer. The cables must be manufactured under IS: 1554 (part-IT) 1976 and latest amendments thereafter. The supplier also obtains manufacturer's test certificate. The cables even in a smaller length should be supplied in a coil formation either in cable drums or duly protected with proper packing so that the same is not damaged during rough handling in transport or at site on work. The both ends should be properly sealed with PVC caps and adhesive so that no moisture can penetrate in side cables.

Termination of above cables, including supply of suitable brass compression cable glands for respective size of heavy duty type including solder less copper cable sockets (Dowell's make) and necessary anti oxide pest (Dowell's make) required during cramping of sockets by suitable section of crimping dice and tools etc. mention may be made that beyond 120 Sq. mm. size hydraulic type machine to be used for proper crimping of cable sockets. The sockets must be





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tinned properly and should be cleaned before insulating the conductors applying anti-Oxide pest for proper surface bondage.

Wiring cable shall be manufactured under IS: 694/1900 or BS: 2004 for PVC insulated sheathed/unsheathed with copper conductor stranded of 1.1KV or 650 volts grade having colour code as required for electrical use.

## **POWER CABLES - LYING.**

Sizes of cables required are given in the bill of quantities. Only armored and unarmored cables shall be stranded Aluminum conductors, PVC sheathed, 1100V grade conforming to IS: 1554 & 694.

Cables are to be laid both inside and outside the buildings. Lying of cables shall be in accordance with IS:1255. Inside the buildings, cables shall be laid in G. I. pipes / Polythene Pipes of suitable sizes or open trench as required. Outside the buildings, the cables shall be laid in the ground at a depth of 1 meter from the ground level along the approved routes with necessary brick and G.I. protection for vertical riser / road crossings.

Lying of cable includes excavation of earth i.e. making the required trench, placing the cables in trenches, providing the necessary sand cushioning below and above the cables and brick protection at top. Identification -tags shall be provided on the cables at regular intervals where more than one cable is laid. After the laying of cables as approved by the Engineer-in-Charge, the trenches shall -be filled with shifted earth and well rammed to bring the surface in level with the surroundings. Sand shall be of good quality river sand and the bricks B class burnt. Sand and bricks shall be laid continuously on the cables to cover the cables fully. Cable identification makers made of galvanized steel plates incorporating the information such as the line voltage, size of cables. Cable identification no. shall be provided at intervals of 10 meters along with entire cable route in an approved arrangement.

Wherever the cables are crossing the roads, drains, and water / sewerage pipes or entering/leaving the buildings the cables shall be laid in class B G. I. pipes of suitable size as directed by the Engineer-in-Charge.

Straights through joints are not normally permitted. In cases of unusually long distances of cable, laying work straight through joints would be considered on permission only if the kits of specified make are used. No extra payment will be permitted for such joints.

## **4. SUB POWER-DISTRIBUTION BOARDS (PDB/EPDB) AND LIGHTING DISTRIBUTION BOARDS (LDB/ELDB) SERVICE/METER BOARDS AND MAIN SWITCH BOARDS.**

All the PDB/EPDB/LDB/ELDB, Service Meter and Main Switch Boards shall be of robust construction and suitable for flush-mounting /wall mounting type. They must be of industrial heavy duty type, compartmentalized and fabricated out of **14** SWG sheet-steel with MS angles and channels of suitable sizes wherever necessary, totally enclosed, fully gasket, dust and vermin proof, removable top and bottom plates with suitable knockouts at appropriate location for entry of 20.25 and 40 mm dia PVC/MS conduits, hinged front doors (single or two half doors depending upon the size of the board) with locking arrangements & two earthing terminals etc. to be provided.

Service Meter Boards housing front operated SFUs, terminal blocks, fuse cut-outs, kWh meters etc, shall be provided with suitable arrangements for locking and sealing front door.

Suitable cut-outs and glass windows in front of kWh meters shall be provided for taking readings and for periodical watching meters working.

PDB/EPDB, LDB/ELDB service meter boards and main switch boards shall be complete with all the equipment such as MCCBs, MCBs, Isolators, SFUs, Fuse Cut-outs, kWh meters etc. as indicated in the Schedule of Quantities for the incoming and outgoing circuits, suitably rated copper bus bars, neutral links, internal wiring, phenolic phase barriers wherever necessary, clearances between phases, phases-neutral and earth maintained as per relevant IS and properly painted with anti-corrosive primers and finish paints. Finish colour should be as per client's choice.

## 5. Moulded Case Circuit Breaker (MCCB)

MCCBs are required for use in three phases, 400 Volt feeders for "On-load" closing and opening. Current rating shall be as indicated in the Schedule of Quantities. Breaking capacity at 415 V and P. F. between 0.2 and 0.4 shall not be less than 25 KA for 100 A, 35 KA for 200 A, 35 KA for 250 A, 50 KA for 400 A and 50 KA for 630 A rated MCCBs. The MCCBs shall have mechanism for quick make and break operation and provided with thermal magnetic release for short circuit and over current protections. There shall be provision for setting the short circuit tripping between 300% and 800% and over-load tripping between 50% and 100% of the nominal rating in addition to continuous current setting (IR) in 5 steps between 100% and 50% of nominal rating. All the PCCs, MCCs are to be provided with door interlocking arrangements.

A power circuit shall always be originated from a distribution fuse boards and the same shall run in a separate PVC conduit/cable as considered in general scheme.

Insulated or covered earthing conductors where used, shall have green insulation braiding or covering as appropriate. Under as circumstance shall the colour green be used for other than earthing conductor. In addition where it is required that cables of different colours be used for identification purposes; the following system shall be employed. Red, Yellow and Blue colour for phases and black for neutral only.

The electric load of all lights, power outlets etc. shall be balanced across the three phases.

Unless otherwise mentioned in the schedule of quantities, single way porcelain /Bakelite terminal connector with nickel-plated brass pin and screws to suit the conductor. Size shall be used for intermediate wiring joints in junction boxes and switch-boards.

Distribution wiring in PVC conduit casing capping to light, fan, socket outlets, exhaust fan points etc. shall be done in looping in system. In this system except at stopping points such as at terminals of switches, ceiling-roses, etc, and in case of socket outlets at the socket terminals. Intermediate wiring joints in junction boxes will not be permitted.

The maximum number of wires drawn in one PVC conduit shall not be greater than the recommended number given in the table of IS. 732-1963, contractor must consult the specification given above.

Sub-mains are considered for the wiring from PDB to power outlets LDBs and point control switch boards. These may be by two-core PVCA cable/PVC insulated sheathed copper conductor wires as considered in bill of quantities.

## 6. POINT WIRING IN BUILDINGS.

Wiring in the buildings shall be concealed /surface drawn. PVC conduits, conduit accessories, PVC casing, capping cables, ceiling-roses, switches etc. used in the wiring shall be of approved makes. All wiring to be done by stranded single core copper PVC cable of sizes 1.5 sq.mm. for





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phase and neutral and one sq. mm., copper PVC cables for earth wire (Green colour). In case of rewiring partially, the similar cables are to be used as existing.

Laying of conduits, conduit accessories and wiring in concealed and surface system shall meet the requirements of IS-732; National Electrical Code and National Building Code.

The PVC and MS conduits shall conform to IS: 9537 (part 1 and 3) and IS: 1653 respectively.

Metal junction boxes/PVC junction boxes shall be used with PVC/MS conduits as the case may be. Conduit accessories such as junction boxes / pull boxes, outlet boxes, bends. Sleeves etc shall conform to IS: 5133. Necessary GI pull wire of 14 SWG shall be provided in the conduits from one end to the other as required for drawing electrical wires.

PVC conduits/Alkathene pipes shall be laid as far as possible in straight runs tied to the reinforcement bars to prevent the getting dislocated during concreting. Where conduits are required to be embedded in the walls, the walls shall be chased to the required depth and conduits fixed in position by means of suitable pipe hoods at every 600 mm distance in an approved manner. The walls chased for conduit embedding shall be covered suitably by the Electrical Contractor.

Preparing switch board covers, control switches for all lights, fans, call bells, exhaust fans, ceiling roses, PVC insulated electrical wires, bond wire etc. are parts of Schedules for point wiring. Similarly, conduits laying covered under a separate schedule item include providing and embedding Alkathene pipe/MS conduits in RCC roof slabs/beams, walls, MS junction boxes, bends, outlet switch boxes with 3 mm thick Phylum sheet, fixing brass screws and cup washer etc. in running meter measurement. Switch-boards may be of double teak-wood board with Phylum cover or MS with Phylum cover as the case may be.

Terminal/outlet/switch boxes shall be of MS sheet of not less than 1.5 mm thick and provided with 4/6/8 threaded holes depending upon the size of the box. The depth of the boxes shall not be less than 75 mm and the centre cross sectional area in between from 100 to 750 Sq. cm. The boxes shall be provided with two coats of anti-corrosive paint and the inside surface finished with suitable white paint. The front cover should be of 3 mm thick colored or white Phylum sheet and over size by 1 cm, all round shall be provided with suitable brass screws & cup-washer for MS Board only.

Sheet Metal Connector Box (16 SWH) of the following sizes with 3 mm thick white Phylum sheet cover is to be used:

6" x 4" x 2.1/2"

7"x4"x2.1/r

8"x6"x2.1/2"

4" x 4" x 2.1/2"

In case of surface wiring by casing capping, the double T. W. Switch Board and Junction Box of the following sizes (with 3 mm thick white Phylum sheet cover fixing by four Nos brass wooden screw with Cup-washer) are permitted :

i) Double T. W. Switch Board: 7- x 4" x 2" / 8" x 6" x 2" / 8" x 10" x 2" / 8" x 12" x 2".

ii) Junction Box: 7"x 4"x 2"/ 4"x 4"x2".

**T.W. Round Block (75" mm dia):** There shall be 3 mm wide and 3 mm deep-groove cut all round the surface against which the bottom of cover will rest and approved plastic compound shall be filled before fixing it finally.

## Installation of Switch Board:

These shall be installed at a height of 1.3 meters (4'-3") above the floor level.

Various sizes of wires viz. 1, 1.5, 2.5, 4 and 6 Sq. mm which are required to be used in the wiring of buildings shall be of stranded flat twin/single core copper conductors, PVC insulated & sheathed 11 00 volt grade conforming to relevant IS- specification.

The number of cables/wires drawn in various sizes of conduits shall not exceed the following limit.



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**Cable sizes      Conduit diameters**

20 mm.

1.5 Sq. mm

25 mm.

40



2.5 Sq. mm	6	10	—
4.0 Sq. mm	4	18	
6.0 Sq. mm	3	6	
	2	14	8

**Brief details of use of specific wire-sizes/switches/sockets are given below:**

- For light, fan, call bell and Stranded 1.5 Sq. mm single core 6A plug point PVC Unsheathed copper
- For connecting air-conditioners Board with 20 amp capacity industrial type socket (Crompton/Standard/Havells) with MK-I starter. (L&T) with 20 ampere MCB.
- All main and sub-main power cables will be of Aluminium armoured.
- For air-conditioners, in-coming power supply cable will be of 7/0.36 mm stranded size (phase and neutral) and for earth 2.5 sq. mm (3/0.036 mm) stranded single core copper cable from separate way of PDB.
- Composite 6 in 1 plug-socket board (with following provisions) should be provided in selective areas:
  - 16 Amp Socket flush type
  - 6 Amp Socket flush type
  - One switch 16 Amp Socket flush type
  - One fuse flush type
  - One indicating lamp flush type
  - 6 Amp one way flush type switch
- Such composite 6 in 1 plug-sockets should be provided in different places as per Guide line. I) All vertical-drops (wiring) should be concealed for horizontal portion only.
- In horizontal cases, PVC casing and capping permits surface-drawn wiring. But in new OT — both horizontal and vertical wiring should be concealed.
- OT switch boards should be water protected as design to be approved by site-m-charge.
- For lights/fans/call bells/engaged sign etc. circuit wiring is a part of point wiring. Maximum load per circuit will be 800 watts but number of points should not exceed eight (8) leaving behind two (2) points for future loads.

**EQUIPMENTS AND FITTINGS.**

The type, rating, the required features, location of fixing etc. are indicated in the Schedules. The schedule includes all other required accessories, fasteners, small wiring etc.

, fixing, aligning, connecting, testing and commissioning. The materials shall be of good quality acceptable to Engineer-in-Charge and to be fixed in position as directed by him.

**Box/Rail Type Fluorescent Light Fittings.**

Both single and twin tube assemblies shall be of standard fittings made out of cold-drawn sheet steel stove enameled, the box finished in grey colour and its cover plates in white colour, complete with copper chokes, starters, starter holder, tube holders, lamps and earth terminal etc.

## 7.3. **Decorative Type Fluorescent Light Fittings.**

Similar to 7.2. with opal acrylic diffuser Mirror Optics Type Fluorescent Light Fittings Both single and twin tube assemblies shall be of standard fittings made out of cold-drawn sheet steel, stove enameled, the box finished in grey colour and its cover plates in white colour, complete with copper chokes, starters, starter holder, tube holders, lamps and earth terminal etc. with mirror reflector.

## 7.5. **Compact Fluorescent Type Light Fittings.**

Compact fluorescent fitting with 2 x 11 Watts lamps, holders, stainless steel reflector with housing and OPEC **Street Light (TFL) Fittings.**

- 7.6 The fittings shall be SON/70W/150W or weather proof type fluorescent street light fittings. The fittings shall be made of Aluminum sheet and finished outside in hammer tone grey colour, stove Enameled and white inside complete with copper wire chokes, starters condensers, suitable lamp.

Control switches for lights, fans, call bells, exhaust fans etc. shall be of rating 6 Amps, 230 Volt, Piano-type flush mounted, cream colour conforming to relevant Indian Standards. Ceiling roses also shall be of 6 Amps, rating 230 V. cream colour deluxe conforming to the relevant IS - Specification Switches of 16 Amp capacity and associated 16A socket would also be required to provide facility of connection of power load upto 1 kW. Alternatively, Industrial type plug-socket board may be used in specific cases. Cable used for power load should be of suitable capacity.

After successful completion of the work, the final drawing/Blue Print Plan showing the details circuit diagrams and fittings, fixtures are to be submitted along with the final bill.

## **EARTHING**

All non-current carrying metal parts of the electrical installations such as switch gears, LT panel, distribution boards, power plugs, exhaust fans, air conditioners, cable glands, MS conduits, switch boxes etc. shall be bounded together suitably and connected to earth-stations in accordance with the requirements of Indian Electricity Rules and IS: 3043.

- All earth stations shall be of the same type similar to one illustrated in IS: 3043, using pipe electrode of galvanized steel Class B having 65 mm dia and a length of 3.04 meter buried vertically in the ground and providing layers of charcoal/coke and salt as necessary. The top end of the pipe electrode shall have suitable arrangements for making connections of earth wire/flats in the manner approved by the Engineer-in Charge. The earth stations shall be located at least 2 M away from the buildings and not less than 6 M apart. Nearby earth stations (at least two ) shall be interconnected with suitable size GI flat.

The earth inspection pit should be provided with brick and cement work of 254 mm (10") thick with 1st Class bricks in cement mortar (6:1) both inside and outside plastered 19 mm (3/4") thick and including neat cement finish 1.6 mm in thickness both inside and top outside & C. 1 manhole 0.46 Mt. dia. complete with C. I. cover (weight being 32 kg) fixed flush with ground surface. The inside dimension when finished should be 0.60 m x 0.60 m (2 x 2) and 0.40 m (1'-3" in depth).

### **Earth connections shall be as follows :**

- i) For building wiring the earth lead will be drawn from earth electrode to earth bus-bar by 19/10 G.L stranded wire and from earth bus-bar to PDB 8 SWG GI wire & from PDB to , SDB & LDB etc. by No. -10 SWG G.I wire. For Power plug and 6 amp plug, either by 1 Sq. mm stranded copper/16 SWG G.I. wire as the case may be which will be mentioned in B.O.Q.



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- ii) Double connections shall be made for medium voltage supply. (251 to 650V).
- iii) All earth wires and flats from one end to the other shall be continuous and without any joints and so laid to protect them against mechanical damage.
- iv) If the required earth resistivity is not obtained with the earth-pits, additional pits shall be made for improving the system resistivity. The rates payable for additional pits shall be same as the rates quoted in the tender.
- v) Earthing Schedule includes supply of all required material, digging pits, providing charcoal / cake and salt, filling up the pits (providing cement concrete chamber with cover for substation earthing only for laying of earth wires / flat making connection with proper fasteners, finishing machinery works that have been disturbed for electrical works, testing etc.

## Erection of Poles:

Erection of single street tubular pole of length, as given below with or without sole plate & cap etc. in cement concrete foundation ( proportion and dimension indicated below) as to G. S. having 600 x 600 x 150 mm thick cement concrete (4:2:1) base block below sole plate/ Pole with hard Manganese metal including CC (6:3:1) muffing of 0.3 Mt (3ft) dia and 0.3 Mt (1 ft) above ground level including 3 mm (1/8") thick neat cemented finish and providing G. I. earth bolt after making drilled holes etc. on pole & carriage of pole up to 1.6 km. from store depot to work site including filling up the excavated earth pit with shifted soil and ramming properly.

Dimension of Poles	Proportion	Dimension
1) Up to 9 Mts,	6:3:1	0.6x0.6x 1.70 Mt.
a) Above 9 Mt.	6:3:1	0.6x0.6x 1.91 Mt.

acrylic diffuses etc. of SIGMA' search light make.

Erection of H - pole (D. P.) structure with 9 Mt. long steel tubular poles (0.9 Mt. to 1.5 Mt. apart) in cement concrete (6:3:1) foundation, (as to similar dimension in item 1.2 (above) including 600 x 600 x 150 mm. (2' x 2' x 6") thick cement concrete (4:2:1) base block below sole plate / pole with hard manganese metal including cement concrete (6:3:1) muffing 300 mm. (1 ft.) dia. and 300 mm above ground level neatly cemented finish 3 mm (1/8") thick and providing galvanised MS channels, cross arms and cross bracing made out of galvanised, angle, flats etc. anti-climbing devices, 'Danger' board & earth bolt etc.' as per IS code of practice. Extension items 1 & 2 above, for providing cement concrete (6:2:1) base block (around the pole) dimension 0.60 x 0.60 x 0.76 Mt. (2' x 2' x 2'-6") above ground level, neatly cemented finish (3 mm thick) at the base of pole (in lieu of cement concrete muffing) including S & f looping cable box 25 cm x 25 cm x 10 cm (1'0" x 1'0" x 4") made of C.I. & including providing drilled hole in pole suitable for Alkathene/polythene pipe entry as directed for street light wiring

Painting of Steel Tubular Pole of lengths and no. of coats of paint as given below with ready mixed paint/primer of approved make brand including preparation of surface by sand paper/emery paper, cleaning etc. for receiving fresh coat of paint.

Painting block letters or digits within a circle/square as required with "Black Japan" paint of approved make & brand the size of letters and digits.

Painting of Steel Tubular pole of lengths and no. of coats of paint as given below with ready mixed paint/primer of approved make & brand including preparation of surface by sand-paper/emery paper, cleaning etc. for receiving fresh coat of paint.

Painting of any steel/iron surface with no of coats of paint as given below with ready





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mixed paint/primer of approved make and brand including preparation of surface by sand paper, cleaning etc. for receiving fresh coat of paint.

Street light as described in bill of quantities. The Schedule item of street light poles include manufacture of stepped poles, excavation of pits, making concrete foundations, erection of poles, filling up of pits satisfactorily, fixing of light fittings on poles, connection with suitable weather proof insulated wires, earthing, testing and commissioning at the locations decided by the Engineer-in-Charge. The pole shall be as per the sketch enclosed.

The poles shall be manufactured out of steel tubes conforming to IS: 2713 as shown in the drawing. There shall be a base plate of MS of size 220 x 200 x 6 mm welded to the bottom of the pole and one MS rod of 19/20 mm dia. and 300 mm long inserted across the pole and welded at a height of 600 mm from the base plate and both of them coated with black bituminous paint.

The cable terminal arrangement shall be built in within the MS sleeve loop box as per in the sketch. Water light 2 ram thick MS box shall have locking arrangement to house two sets of terminals for incoming and looping connections and one re-wireable fuse fitting with 6 Amps fuse fixed on 6 mm thick phylum base & properly insulated to withstand weather conditions.

The poles shall be erected properly with cement concrete foundations as per P.W.D (ELECT) specification- Necessary cutting of the concrete shall be done as per relevant procedures. Two P. V. C. pipe of not less than 30 mm dis. with gland and bends shall be provided in The foundation for cables entry into terminal box. Electrical connection between the terminal box and the light fitting shall be made by means of 2.5 mm single core, PVC insulated copper cable of 1100V grade.

## THE FOLLOWING INDIAN STANDARD CODES ARE APPLICABLE

- i) IS: 732/1989 - Code of practice for elec. installation.
- ii) IS: 1646-1961 - Code of practice for safety of Building (General Electrical Installation)
- iii) IS: 3646 Part -I - Code of practice Principles Part - H and Part - m for good lighting and aspects of design, schedule for values of illumination and glare level and calculation of Coefficient of utilization.
- iv) IS: 4347-Code of practice for Hospital lighting.
- v) NEC - 1985 - National Electrical Code for hospital and-Operation Theatre.
- vi) IS: 3480 - Flexible Steel Conduits for Electrical Wiring
- vii) IS: 2667 - Fittings for rigid Steel Conduits for Electrical Wiring
- viii) IS: 3837 - Accessories for rigid Steel Conduits for Electrical Wiring.
- ix) IS/9537 Part-II- 1983-PVC Conduits for Electrical wiring.
- x) IS: 694 - 1977 - Specifications for PVC insulated Cable for working voltage up to and including 1] 00 Volts.
- xi) IS: 8130-1984 - Specification for Conduits for insulated Electrical Cable and Flexible Cords.
- xii) IS-5563 -Electrical Power Connectors.
- xiii) IS: 3854-1958 - Flush type Switches.
- xiv) IS: 1293-1985 - 3 Pin Sockets.
- xv) IS: 6538- 1971 - 3 pin piano top.
- xvi) IS: 371-1979-Ceiling Roses.
- xvii) IS: 374-1979-Ceiling Fan.

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