

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

**Registered Office :**

Vidyut Bhavan, Block – DJ  
Sector – II, Bidhannagar

Kolkata – 700 091

CIN – U40109WB2007SGC113473



**WBSEDCL**

**Regional Office - Jalpaiguri**

SJDA Complex, Indira Colony  
Pin. – 735 121

E Mail – rm.jalpaiguri@wbasedcl.in

Tel. – 03561 257840

Website – [www.wbasedcl.in](http://www.wbasedcl.in)

**NOTICE INVITING TENDER**

**NIT No.: RM/JRO/TENDER/2025-26/02 Dated: 14.7.25**

Sealed Tenders (Submission in Physical Form) are invited for the work as mentioned in this NIT by the Regional Manager, Jalpaiguri Region, WBSEDCL, from experienced, bona-fide and financially sound firms / contractors fulfilling the terms & conditions as mentioned below:

Name of the Work	Estimated Amount for two years (Excluding GST)	Cost of Tender Paper	Earnest Money Deposit
Biennial Rate Contract for AMC of Desktop Computers, Printers and other IT equipments installed at Jalpaiguri Region	Rs. 183306.48	Rs. 295.00 (including GST) [Non-Refundable]	Rs. 3666.00

**Terms & conditions:**

- Name of the Work:** Biennial Rate Contract for AMC of Desktop Computers, Printers and other IT equipments installed at Jalpaiguri Region
- Validity of Contract:** 02(Two) years from the date of issuance of the order with the provision for further extension by 01(one) year based on satisfactory performance and as per agreed rates.
- The tender process will be as per **Schedule of Bid Activities**.
- Cost of Tender Paper:** Non-Refundable Tender Paper Cost would be **Rs.250.00 plus GST @18% i.e., Rs.295.00**. The intended Vendors have to apply to the Regional Manager, Jalpaiguri Region, WBSEDCL, for the Purchase of Tender Paper along with the Cost of Tender Documents in the form of Cash / Demand Draft in favour of “WBSEDCL” payable at “JALPAIGURI”.
- Earnest Money Deposit:** The EMD @2% of the Estimated Value shall have to be deposited to the office of the Regional Manager, Jalpaiguri Region, WBSEDCL, in the form of Demand Draft in favour of “WBSEDCL” payable at “JALPAIGURI” for **Rs.3666.00** along with the Bid in sealed envelope. In case, L1 bidder submit quotes higher than the estimated amount, the additional amount to complete the tune of 2% EMD value shall be deposited within 07 days after finalisation of the tender. The Earnest Money Deposit of the unsuccessful bidders will be refunded after finalization of the Tender as per Sl. No. 6. In case of successful bidders, the same shall be converted to Security Deposit as per Sl. No. 6.
- Security Deposit:** The Security Deposit @8% will be deducted from the Monthly Bills / Invoices of the Successful Bidder (L1 Bidder) along with the EMD of 2% shall be converted to the total Security Deposit of 10% of the Order Value. The Security Deposit will be refunded after successful completion of the Contract Period against Certification(s) from the Supervising Officer & Controlling Officer. The EMD of the L1 bidder will be forfeited if he does not wish to acknowledge / execute the work on placement of the order without assigning any reason whatsoever, which will depend on the discretion on the part of WBSEDCL.
- The participating bidders will have to submit **valid Self-Attested copies of Valid Trade License, PAN, GST Registration Certificate along with Current GSTR1 & GSTR3B, IT Return for the Last 03(Three) Years, Professional Tax Registration Certificate, Professional Tax Payment Challan &**

**Professional Tax Enrolment for the Current Year and Credentials in the Same Nature of Works with Completion Certificate**, failing which the bids submitted will be liable for rejection.

8. **Validity of Bid:** The bid shall be valid for a period of 180 (One Hundred Eighty) days from the date of opening of tender.
9. **Payment:** Monthly Triplicate GST Invoice should be submitted to this end along with Service Reports & Performance Certificate duly signed by the Supervising Officer towards payment within 30(Thirty) days of the receipt of the same.
10. The bidder that have been awarded the contract will have to attend for maintenance once every month and shall have to attend this office with 24 hours when called for and need to provide the certificate accordingly.
11. The awarded contract will not be allowed to be transferred / sub-let to any other firm / agency.
12. The cost of consumables, if required, will be paid extra by WBSEDCL, and shall have to be supplied / replaced by the firm / agency that have been awarded the contract. The Consumables supplied should be original and genuine manufacturer's equipment. The supply of spurious consumables will invite termination of the contract and blacklisting of the firm / agency.
13. The bidder at the his/her own responsibility and risk is encouraged to visit and examine the site of works and its surrounding 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.
14. 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 not liable for any cost that might have been incurred by any Bidder at any stage of Bidding.
15. Perfect execution of assigned job will be the essence of the contract.
16. Conditional / Incomplete tender will not be accepted under any circumstances.
17. Tenders received after due date and time will not be considered under any circumstances.
18. The price will be firm and no escalation in price will be considered under any circumstances.
19. The applicable goods & service tax will be paid as per GST statute.
20. If the office happens to be closed on the last date of receipt of documents /opening of tender, the next working day at the same time & venue shall be applicable for the said purpose.
21. The Regional Manager, Jalpaiguri Region, WBSEDCL shall be the Controlling Officer.
22. The Sr. Manager (HR&A), Jalpaiguri Region, WBSEDCL shall be the Nodal Officer.
23. The Manager (F&A), Jalpaiguri Region, WBSEDCL shall be the Paying Officer.
24. The Superintending Engineer (IT&C), Jalpaiguri Division, WBSEDCL, shall be the Supervising Officer.
25. The WBSEDCL does not bind itself to accept the lowest bidder and reserve 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.
26. The WBSEDCL reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
27. **Liquidated Damages (LD):** If the contractor fails to complete the work successfully within the time specified in the contract 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.
28. Revised purchase Policy of WBSEDCL shall be followed wherever applicable.

*G. Talukdar*  
14/07/25  
(G. Talukdar)  
Regional Manager  
Jalpaiguri Region

**Schedule of Bid Activities:**

Sl. No.	Activity	Date & Time
1.	NIT Publishing Date	17.07.2025
2.	Last date of Receipt of Tender Application	23.07.2025 upto 2.00 PM
3.	Last date of Issue of Tender Paper	25.07.2025 upto 2.00 PM
4.	Last date of Bid Submission	07.08.2025 upto 2.00 PM
5.	Bid Opening Date	07.08.2025 at 3.00 PM

*G. Talukdar*  
14/07/25  
(G. Talukdar)  
Regional Manager  
Jalpaiguri Region

**Memo No. – RM / JRO / ADM – 05 / 551 (i-v)**

**Dt. 14.7.25**

Copy to:-

1. The Zonal Manager, Siliguri Zone, WBSEDCL
2. The Manager (F&A), Jalpaiguri Region., WBSEDCL, Jalpaiguri.
3. The S.E(IT&C), Jalpaiguri DCC, WBSEDCL, Jalpaiguri.
4. Notice Board Copy
5. Office/Extra copy.

*Sr. Manager (HR&A)*  
14/07/25  
Sr. Manager (HR&A)  
Regional Office- Jalpaiguri

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**SCHEDULE OF WORK**

**NIT No.: RM/JRO/TENDER/2025-26/02 Dated:14.07.2025**

**Name of the Work: Biennial Rate Contract for AMC of Desktop Computers, Printers and other IT equipments installed at Jalpaiguri Region**

No.	Item	Qty
1.	PC	16
2	Laptop	1
2.	Managed Switch 16 port	1
3.	Laser Jet printer	10
4.	Laser jet multifunction printer	8
5.	HP Flat bed scanner	1

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(G. Talukdar)  
Regional Manager  
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