



West Bengal
Industrial Development
Corporation

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
(A GOVERNMENT OF WEST BENGAL UNDERTAKING)
"PROTITI", 23, Abanindranath Thakur Sarani (Camac Street), Kolkata- 700 017
Phone no : +91 33 2255 3700-705, Fax : +91 33 2255 3737
Email : wbidc@wbidc.com www.wbidc.com

Tender Ref. No. WBIDC/Per/159/05/VII/Part-7/430

dt. 22.06.26

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited by the **West Bengal Industrial Development Corporation (WBIDC)** from reputed and experienced agencies/contractors for **electrical maintenance of electrical distribution boxes (other than the main LT panel) located at different floors of WBIDC with deputation of one electrician/weekly, along with supply of electrical materials on a requirement basis with a financial capping of ₹50,000/- (Rupees Fifty Thousand only) per year.**

1. SCOPE OF WORK

The selected agency will be responsible for:

1. Routine and Preventive Maintenance of electrical distribution boxes at various floors of WBIDC office.
2. Breakdown Maintenance and emergency repairs as and when required.
3. Inspection and Reporting of any abnormalities in the electrical system.
4. Supply of Electrical Materials (wires, MCBs, switches, sockets, junction boxes, different types of lamps etc.) on an as-needed basis with an annual supply capping of ₹50,000 (excluding taxes)
5. Maintaining a logbook of activities, repairs, and material usage.
6. The Bidder shall carry out all work with utmost care, giving due consideration to safety, which shall not be compromised under any circumstance.
7. The Bidder shall be responsible for Complete Electrical maintenance including providing new wiring, laying of cables, etc. and all related activities as and when required. Any other work of similar nature assigned from time to time alongwith electrical repairing work.

8. Fixing and maintenance of tube lights, fans, and regular power points as and when required. Attending to all kinds of breakdown calls.
9. The bidder should depute one qualified electrician once in a week throughout the day. The bidder should depute electrician on emergencies as and when required at no additional cost. The items as following are to be considered, but the scope shall not be limited only to this list-

Sl. No.	Floor	Particulars
1.	Basement	3 Nos. Lift panel and Pump Panel
2.	Ground Floor	LT Panel front of Transformer UPS Panel in UPS Room
3.	1 st Floor	MCB-DB of Light DB, Power DB, UPS DB
4.	2 nd Floor	MCB-DB of Light DB, Power DB, UPS DB
5.	3 rd Floor	MCB-DB of Light DB, Power DB, UPS DB
6.	4 th Floor	MCB-DB of Light DB, Power DB, UPS DB
7.	5 th Floor	MCB-DB of Light DB, Power DB, UPS DB
8.	Roof Top	3 Nos. Lift Panel
9.	All floors	Light and Plug points checking

2. LOCATION

- **WBIDC Office**, "Protiti", 23 Abanindranath Tagore Sarani (Camac Street), Kolkata – 700017

3. ELIGIBILITY CRITERIA

1. The bidder must be a registered contractor with a valid electrical contractor license.
2. Must have executed at least **two similar contracts** of value not less than ₹1,00,000 each in the last 3 years.
3. Must have a valid PAN, GST Registration Certificate, and Trade License.
4. The agency should not have been blacklisted by any Government organization.

4. CONTRACT DURATION

- The contract will be for **one year** from the date of issuance of the Work Order, extendable based on satisfactory performance.

5. ESTIMATED VALUE

- The estimated annual value for maintenance is **Rs.88,902/- (Excluding GST)**
- The cap for supply of materials is **Rs.50,000/- (Excluding GST)** per year (on actuals).

6. TERMS OF PAYMENT

- Quarterly payment for maintenance against submission of bill and service log.
- Payment for materials based on submission of supply bills quarterly and prior approval from WBIDC authority, within the capped amount.

7. SUBMISSION OF TENDER

The bid should include:

1. Company Profile and Credentials
2. Technical Proposal including manpower details
3. List of similar work executed
4. Copies of License, PAN, GST, etc.
5. Price Quotation (Annexure-I) in sealed envelope

8. Last Date for Submission

Tenders must be submitted on or before **[Date- 30.06.26] by 3:00 PM** at the Protiti Office.

9. Opening of Tender

Tenders will be opened on **[Date-30.06.26] at 5:00 PM** at the Protiti Office.

9. Evaluation Criteria

L1 bid.

Address for Submission: The Managing Director WBIDC, "Protiti", 23 Abanindranath Tagore Sarani
Kolkata – 700017

8. GENERAL TERMS & CONDITIONS

- WBIDC reserves the right to accept or reject any or all tenders without assigning any reason.

- Incomplete or conditional tenders are liable to be rejected.
- The decision of WBIDC in all matters shall be final and binding.
- The agency will be responsible for adhering to all safety regulations.
- The Bidder shall not assign the contract or sublet any portion of the contract. In case of breach of this condition, WBIDC will serve a notice in writing on the Bidder rescinding the contract where upon the security deposit shall stand forfeited to WBIDC without prejudice to other remedies against the Bidder.
- All personnel employed by the Bidder shall be medically fit and having good health.
- The Bidder has to carry out a monthly maintenance of entire electrical fittings and equipment installed at "Protiti" and to submit detail report for all the equipment/installations mentioned above in the duties and responsibilities. It may please be noted that any major repairs or replacement of the equipment or commencement of new electrical layouts will be carried out separately according to necessity and the expenditure will be borne by WBIDC. On successful installation of such equipment, etc. the maintenance of such electrical fittings/installations will automatically be included in the existing AMC contract with the bidder at no additional cost.
- In case of failure of contractor to attend any maintenance, WBIDC reserves the right to get the work done departmentally or through any other agency (on urgent basis for sustaining safety) and cost so incurred will be deducted from the contractor's bill/s.
- If any damage to any equipment and allied accessories occurred due to improper maintenance or negligence in workmanship, the parts/spares will be replaced by the contractor immediately free of cost.
- Advance payments will not be made against work order. Payment will be made on quarterly basis only on completion of the quarter and after rendering satisfactory services and receipt of Invoice with related service reports (previous 3 months).
- Payments will be made through RTGS/NEFT. Bidders should provide their bank details duly signed by authorized signatories along with the copy of cancelled Cheque.

ANNEXURE – I: FINANCIAL BID

(To be submitted in a separate sealed envelope)

Total Amount (INR) (Excluding taxes)

Annual electrical maintenance of electrical distribution boxes other than the main LT panel located at different floors of WBIDC with deputation of one electrician/weekly

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By Order

**Managing Director
WBIDC**