



West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091

CIN: U40109WB2007SGC113473, website: www.wbsedcl.in

Office Order No: 2516

Dated- 08-09-2025

Sub: Amendment of Clause No. 3 '*Limited Tender*', Clause No. 5 '*Tender for Rate Contract*', and Clause No. 7.0 '*Development of New Vendors*' under the Purchase Procedure of Procurement & Contract Department, WBSEDCL.

In order to improve operational efficiency and mitigate potential litigation in view of the changed circumstances, amendments to various clauses of the *Purchase Procedure of the Procurement & Contract Department*, WBSEDCL, are as follows:

PART .A.TENDERS

Clause No. 3. Limited Tender

Limited Tenders may be invited in single part Bid or two part Bid system. It shall be with the approval of Competent Authority mentioning the name of proposed vendors.

From P&CD, WBSEDCL

- (i) Some materials, especially, Rail poles,, M.S channel, Angle, Flat, "H" Beam (non galvanized type), one variety of Rolled steel Joist etc. may be procured from the Category 1 Producers as per ORDER vide Memo no. 893-ENC/2024 dated 04.09.2024 of the Engineer-in-Chief & Ex-Officio Secretary, PWD through Limited Tendering with single part bidding systems.

The terms & condition of the NIT in respect of submission of Security Deposit, imposition of liquidated damage and inspection & testing may be exempted for procurement of steel materials from the public sector undertakings. Submission of Bank Guarantee for advance payment against proforma Invoice/offer letter may also be exempted for them. For procurement of steel materials from the private sector enterprises, the terms & conditions of NIT in respect of imposition of liquidated damage may only be exempted.

In case of exigency/non-response/delayed response from Category 1 Producer and at the discretion of WBSEDCL, procurement from Category 2 manufacturer as per ORDER vide Memo no. 893-ENC/2024 dated 04.09.2024 of the Engineer-in-Chief & Ex-Officio Secretary, PWD through normal tendering Process as per Revised Purchase Policy of WBSEDCL may be made.

- ii) For providing Insurance Coverage to different important installations, machineries, equipment, structures etc., Limited Tendering in single part bids may be done.

Clause No. 5 Tender for Rate Contract

Rate Contract is used for carrying out routine Capital/Revenue works, required in a regular fashion in Grass root work and cost involvement is low so that frequent tendering process can be eliminated and thereby there will be improvement in supply demand cycle whenever required by cutting down the paper work and time.

Rate Contracts are normally valid for 2(two) years with a provision of further extension of one year. Contractors empanelled for one category can not be awarded order against other category.

1. The Registration of Contractors under different categories of supply items is to be done through open tender.
2. Tender should be invited in two part bidding system.
3. Quoted Rate(s) may be Firm / or variable as per approved PV formula for the rate contract period of 2 years with provision for extension of one year. Effect of Price Variation would be given as per approved formula mentioned in the tender specification. The variable price shall be updated and declared by purchaser from time to time during the period of Rate Contract.
4. Minimum qualifying parameters shall have to be specified in the NIT/Tender documents.
5. Estimated rates of each item shall have to be indicated in the tender schedule.
6. It is to be mentioned in the NIT/Tender documents that 'Lowest acceptable rate' (to be decided by WBSEDCL) shall be offered to all techno-commercially qualified parties for execution of work/supply of material during the tenure of contract period.
7. Based on the offers received from the parties, a list of the parties will be made on ascending order of their offers received, subject to their acceptance of L1 rates.
8. L1 and other parties (from the aforesaid list of parties), upto the number of parties required shall form the list of empanelled parties.
9. **Enlistment of Contractors/Repairers for the following items will be done from Procurement & Contracts Department, WBSEDCL:-**
 - a) Repairing of Distribution Transformer
 - b) Procurement of Re-wireble porcelain fuse unit (Kit-kat) of different rating.
 - c) Procurement of GI Stay set(HT<), GI Earth spike
 - d) Procurement of PCC Poles
 - e) Transport excluding Hills & Riverine Areas.
10. **Reward to L1 bidders**
 - a) **PCC Pole** - Additional 100 nos. PCC pole against each allotment will be awarded to L1 Bidder subject to maximum of production capacity of the bidder for that period.
 - b) **DTR Repairing** - Additional one adjacent district will be awarded to L1 Bidder. For the purpose of determination of L1 bidder, evaluation will be done on composite basis considering all material and labour charges for the tendered item.

PART-B Purchase Procedure of Proc.& Contract Department ,WBSEDCL following Revised Purchase Policy

Clause No. 7.0 DEVELOPMENT OF NEW VENDORS:

To develop new Vendors, promotional orders will be restricted up to 10% of the total quantity for which orders are being placed against any tender.

The original equipment manufacturers, who do not have requisite supply credential against Govt./PSU/State Electricity Utility tenders and intend to participate in the tender to introduce their unit, may apply for promotional order by submitting Earnest Money on 10% of estimated value of the tender at the rate as specified in the Clause no. 5.00 of Revised Purchase Policy and as specified in the NIT. Bidders who have

applied for Promotional Order have to submit a declaration of having no supply credential against Govt./PSU/State Utility tenders.

The techno-commercial bids for promotional order shall be processed separately after finalization of Original tender subject to satisfactory techno-commercial qualification as per submitted bids and subsequent successful factory inspection report.

Maximum 5(five) nos. new parties according to their financial capabilities and best Turnover for last financial year shall be eligible for promotional order. In case of single promotional bidder, maximum allotted quantity will be upto 5% of the original order quantity.

A particular party can obtain maximum one promotional order against one particular category of item. However, the manufacturer who will get the promotional order for higher rating of material/equipment will not be eligible for placement of any promotional order for the lower rating of material/equipment in the open tenders or subsequent limited tenders.

Eligible Bidders should supply the materials at L1 evaluated rate as per original finalized tender.

However, placement of Promotional Order is not mandatory for each tender and shall be processed at the discretion of WBSEDCL.

This is as per the resolution taken in the **133rd Meeting** of the Board of Directors, held on 12.08.2025.

This order takes immediate effect.


(A. B. Latua)
Director (HR)
WBSEDCL

Distribution:

1. Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation)
2. Adviser(S&V), WBSEDCL.
3. Legal Advisor , WBSEDCL .
- 3.Executive Director (Distribution)/(Project)/(Commercial). WBSEDCL.
4. Chief Engineer: Dist.North/ Dist.South. WBSEDCL
- 5.Chief Engineer:P&E/Projects-I/Project-II/Project- III/ Project -IV/Commercial/Hydel/ EMD/PTP/Safety Regulation/CRM/P&C/DTD/PIDD/PPSP/PSPD/Turga/R&EM/SPGD/S&LP/Hydel./Communication/Corp.Monitoring, WBSEDCL
6. Chief Engineer (IT),WBSEDCL- **with request for uploading this Circular in the Website of the Company**
7. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL
8. General Manager:(HR&A): Corp./T&D and PM/Planning, WBSEDCL.
9. General Manager(F&A): Corp. Planning/IA/Operation, WBSEDCL.
11. Company Secretary, WBSEDCL.
12. Officer on Special Duty, WBSEDCL.
- 13 Chief Vigilance Officer, WBSEDCL.
14. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL.
15. Addl. Chief Engineer, S&LP/DSM Cell, WBSEDCL.
16. Zonal Manager: Kolkata/Burdwan/Midnapur/ Berhampur/ Malda/Siliguri Zone, WBSEDCL.
18. Addl. Genl. Manager (HR&A): SSC/CLM/Corp./ES&ER-1/Dist./Legal/Vigilance/ES&ER-II/PTP/PSPD/Common Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/Board Cell, WBSEDCL.
19. Project Manager: Siliguri/ Raiganj/ Berhampore/Barasat/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/ Murshidabad/ Nadia/ West Midnapur/ East Midnapur/ Bankura Baruipur/ Howrah-Hooghly/Suri/Project Office,WBSEDCL.
20. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Indirect Tax Cell/ Terminal Claims Hydell/Dist./Project-IV/ P&C/ Internal Audit/Project-II/ IT, WBSEDCL
21. AGM(HR&A)- (Corporate Communication & CPRO), WBSEDCL.
22. Chief Medical Officer, WBSEDCL.
23. Advisor, Liaison Office, New Delhi, WBSEDCL.
24. Chief Security Officer, WBSEDCL.
25. Chief Land Officer, Land Acquisition Cell, WBSEDCL.
26. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL
27. Regional Manager : North 24-Parganas/ South 24-Parganas/ Bidhannagar /Howrah /Hooghly/ Purba Bardhaman/ PaschimBardhaman/ Birbhum/ Purba Medinipur/ Paschim Medinipur/ Jhargram/Bankura/ Purulia/ Nadia/ Murshidabad/ Malda/ Uttar Dinajpur/ Dakshin Dinajpur/ Jalpaiguri/ Darjeeling/Kalimpong/ Alipurduar/ Coochbehar Region, WBSEDCL.
28. Divisional Manager: Behala/ Baruipur/Garia/ Diamond Harbour/ Canning/ Bidhannagar-I/Bidhannagar-II/ Howrah-I/ Howrah-II/Uluberia/Barrackpore/ Naihati/ Barasat/ Basirhat/ Habra/ Bongoan/ Serampore/ Singur-Haripal/ Tarakeswar Arambag/ Chandannagar/ Mogra/ Kalna/ Katwa/ Memari/ Burdwan North/ Burdwan South/ Durgapur/ Asansol/ Suri/ Rampurhat/ Bolpur/ Tamluk/ Contai/ Haldia/ Ghatal/ Midnapur/ Kharagpur/Bankura/ Bishnupur/ Purulia/ Raghunathpur/ Kalyani/ Krishnagar/ Tehatta/ Berhampur/ Kandi/ Raghunathganj/ Malda/Gajol/Chanchol/Jalpaiguri/ Domkal/ Jiaganj/ Alipurduar/ Coochbehar/ Darjeeling/ Siliguri Town/ Siliguri Suburban/ Kurseong/ Islampur/ Kalimpong/ Mal/ Mathabhanga/ Belda/ Egra/ Jhargram/ Khatra/ Nakashipara/ Kakdwip/ Bhangar/ New Town/ Balurghat/ Buniadpur/Islampur/Raiganj/Ranaghat Division, WBSEDCL. **They are requested to circulated the same to the Station Manager under their respective jurisdiction**
29. Sr. P.S. to Chairman and Managing Director/Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation)/ ED(Distribution)/(Commercial)/(Projects), WBSEDCL.